

59 St. George Street, Toronto ON M5S 2E6

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ANNUAL GENERAL MEETING

Wednesday, June 11, 2008, 10:30 a.m.
Alumni Hall, Victoria University
91 Charles Street West

Coffee and tea will be available at 10:00 a.m. and
a light lunch will be served following the meeting.

AGENDA

1. **Welcome to the Annual General Meeting**
2. **Approval of Minutes of the Annual General Meeting, June 6, 2007**
3. **Report of the President – Dugal Campbell**
4. **Committee Reports:**
 - Communications and Public Relations –Karen Melville**
 - Curriculum Committee – Don Nicol**
 - Membership Committee – Debrah Weiss**
 - Special Events – Audrey Swail**
 - Spring Talks – Betty Ann Crosbie**
5. **Guest Speaker – Marilyn Booth, Director, School of Continuing Studies**
6. **Financial Report – Han Spoel on behalf of Sigrid Feser**
7. **Appointment of Auditor for 2007/2008 – Han Spoel on behalf of Sigrid Feser**
8. **Election of New Board Members – Leah Lambert**
9. **Meeting opened to the floor**
10. **Adjournment**

ACADEMY FOR LIFELONG LEARNING

Minutes of the Annual General Meeting
June 6, 2007, 11:00 a.m. Alumni Hall, Victoria University

2006/07

1. Welcome to the Annual General Meeting

Vice President Dugal Campbell, representing President Leah Lambert, called the meeting to order and welcomed members to the annual general meeting of the Academy for Lifelong Learning.

2. Approval of Minutes of the Annual General Meeting, June 12, 2006

The minutes were approved on a motion by Linda Tu/Eileen Garber. Motion carried.

3. Report of the President – Dugal Campbell for Leah Lambert

Leah sent apologies for her absence; she was in London to attend the opening there of “The Drowsy Chaperone” for which her daughter co-wrote the score. Dugal read her report:

2007-08 has been an exciting year of growth and renewal, with a larger membership than ever. Significant progress was made in the following areas:

1. A continuing positive relationship with Knox.
2. The Curriculum committee’s success in lining up many facilitators and organizing workshop offerings in every timeslot.
3. The Board subcommittee’s hard work in translating recommendations from the restructuring exercise into new terms of reference for all committees.
4. The new plan to divide secretarial duties without placing undue burden on any one person.
5. The expansion of the former Registration committee into a Membership committee which adds the welcoming of new members and coordination of volunteers to their registration duties.
6. The creation of a new Volunteer Coordinator position to be filled by Sandra Walsh to assist in matching volunteers and volunteer opportunities.
7. The establishment of the new Long Range Planning Advisory Committee to advise the Board on challenges, risks and opportunities.
8. The progress made in developing an association with U. of T.’s School of Continuing Studies.

Leah outlined some challenges for the future:

- i) To respond to the possibilities offered by new technology to improve procedures and enhance communication between members.
- ii) The ongoing challenge of attracting and retaining new members and enhancing diversity.
- iii) The need to continue as a volunteer organization in order to attract people with the skills, energy and enthusiasm to keep the Academy dynamic without overburdening anyone.

Thanks were expressed to the membership for their confidence in electing her and to all Board members for their support and creativity, with especial appreciation to the executive and past president, Sandy Macpherson. She wished Dugal and the new Board success in the upcoming year.

4. Committee Reports:

Communications and Public Relations – Julia Matthews for Karen Melville

Karen succeeded to the position of chair of the committee when former chair Norah Smith found it necessary to resign in January. She thanked Norah for setting up a well-outlined agenda for the year.

The committee's main functions are to produce the quarterly newsletter, to maintain the website, to produce the Members' and Volunteers' handbooks, and to oversee the production of flyers. Committee members' duties were outlined:

Julia Matthews succeeded as assistant chair in mid-year and also wrote articles for the newsletters.

Sheilagh Hickie was the newsletter production manager and also offered her computer skills in producing special events flyers and brochures.

Margaret Robertson served as webmaster and developed a new, more sophisticated look for the site. In addition she provided the technical assistance in the production of the Handbooks.

Jean Iverson was production manager for the Members' Handbook and provided eagle-eyed proofreading services to the committee.

Shirley Strauss served as secretary to the committee, providing cogent minutes.

Elaine Rodgers, as past chair of the committee, provided invaluable background perspective.

Josie Szczaciuk served as P.R. officer and was also responsible for producing the Volunteers' Handbook.

Karen Melville succeeded as newsletter editor, served on the Board and designed several flyers.

Karen thanked the committee for their skills and enthusiasm.

Curriculum Committee – Pat Sibbald

Pat thanked the members of her committee: Lisa Avedon (Weds. Forums), Joyce Bedford (Evaluations), Sandra Gold (Facilitators' Forum), Marilyn Holyer (Evaluations), Don Nicol (Asst. Chair), Isabel Rose (Past President), Grace Scheel (coordinator of the Wednesday Forums), and Peter Steiner (Facilitators' Forum), and she outlined the committee's work over the year:

- i) Wednesday Forums: The subcommittee, under the able leadership of Grace Scheel, organized 10 well-received Forums over the year, with an average attendance of 35 members. Two Forums per term featured Academy members; outside experts were invited to speak at the others. Grace also organized 3 hands-on sessions on the use of A/V equipment.
- ii) Mentor Program: Mentorship services were offered to all new facilitators, but there were no requests for these, instead there was considerable informal networking.
- iii) Evaluations: Each workshop was evaluated at the end of the first term and about 65% of the membership participated. 97% of the responses rated the facilitators as 'good' or 'excellent'; 92% rated the preparation of their own presentations as of the greatest learning value for them.
- iv) Facilitators' Forum: This was a plenary session led by Alan Silverman, assisted by Peter Steiner and Don Nicol. Issues of interest were identified by the facilitators and there was discussion on possible techniques and solutions for dealing with problems.
- v) Workshop Curriculum, 2007/08: The committee began compiling ideas for new workshops in October and they also started the search for facilitators. Lists of suggestions were posted in November to invite opinions and ideas from the membership. By March 47 facilitators, 10 of them new, had been found to lead 24 continuing workshops and 20 new ones.

Membership Committee – Judith Schurek

Judith reported that 2006/07 was an interesting, forward moving year, which included a name change for the committee from Registration to Membership. This entailed new responsibilities: taking over the New Members subcommittee, now chaired by Edith Howard, and the task of coordinating volunteers, with Sandra Walsh as the first appointee to the position of Volunteer Coordinator.

Registration statistics for the year were: 301 continuing members (compared with 286 in 2005/06); 56 new members (52); total membership of 357 (338), with total revenues of \$45,460 (\$43,515).

Judith thanked the members of the committee: Debrah Weiss, Edith Howard, Sandra Walsh and Margaret Robertson, for their help and support.

Special Events – Shirley Marsden

Shirley described the committee's activities in 2006/07:

The year began with the New Members' Reception in September at Knox, followed in early October by the annual outing to Nancy O'Connor's country home in Caledon for a potluck picnic. The Holiday luncheon in December was a well subscribed and much anticipated event, with a special film quiz by film master Arne Bowers. In March there was a Spring Fling event at Vic's Alumni Hall, with Barney Matisko acting as master of ceremonies. Though unable to attend in person, Joseph Kessel provided an intriguing quiz, and Eileen Ward provided music with Sheilagh Hickie acting as DJ. The annual Volunteers' Lunch was held in April, and president Leah Lambert thanked everyone for their participation in the Academy. The AGM luncheon is the culmination of the committee's activities for the year.

For their support and assistance, Shirley thanked the members of her committee: Anna McGraw, Helena Hallett, Carol Farkas, Shirley Wigmore, Pat Forrest, and especially Audrey Swail for assuming extra duties during her absence. She also acknowledged Rene Laukat for organizing the annually enjoyed Spring and Summer Walks, as well as Madeline Grant and Margaret Robertson for their special contributions, and Leah Lambert and Dugal Campbell for their encouragement.

Spring Talks – Leo Fine

Leo stated that the committee's challenge was to find six excellent speakers, from a variety of disciplines, who were willing to come and speak to us at appointed times. Specific points of view were sought without attempting to ensure that all viewpoints were represented; the object was to stimulate questions and discussion from the audience after the individual Talks. He reported that the committee had found a good mix of speakers who had been able to present their topics comprehensively and often with humour.

Total attendance for the year was 917, (920 in 2006) of which 185 (249) were paying guests. Revenues rose slightly to \$1572 (\$1245) due mainly to an increase in the guest admission charge from \$5 to \$8.

Leo thanked his committee: Aubrey Russell, Jeanette Clark, Betty Ann Crosbie, Renee Edwards, Don Hillhouse and Ruth Sidorchuk, as well as ex officio members Leah Lambert, Dugal Campbell and Madeline Grant, for their good work and enthusiasm. He also made special mention of Peter Blathwayt for his invaluable assistance in ensuring that the speakers had the A/V equipment that they needed and that mechanical glitches were kept to a minimum. He noted that the committee welcomes suggestions for speakers and thanked those who had forwarded names this year.

5. Financial Report – Moe Davis

Moe presented the auditor's report and remarked that the Academy's finances were in good shape. He noted that our assets increased over the year by \$4,614 to \$46,709. A few outstanding transactions remain so the net assets as of April 30, 2007, came to \$41,200.

In answer to questions about the size of the reserve funds and why the fee had been raised for 2007/08, Dugal replied that the fund acted as a cushion against extraordinary expenses and that the costs of catering and room rentals were rising considerably.

The donation to the Victoria bursary fund was discussed and a request was made for a full report on its status in future. It was also suggested by Tony Barclay that an Academy bursary fund be established to assist potential members who may not be able to afford the fee.

Moe Davis/Joan Campbell moved the acceptance of the financial report. The motion passed.

6. Appointment of Auditor for 2007/2008 – Moe Davis

Moe David/Lyla Barclay moved that our present auditors, Browning/Milgram, be appointed for next year. The motion was approved.

7. Amendment to By-Law no. 1(3) – Dugal Campbell

Dugal spoke to the proposal to amend the by-law, explaining that the Board had decided that it was necessary to have both a Secretary and Assistant Secretary to attend to Academy administration and sit on the Board, and that these positions should be elected and rotate annually as with other Board positions.

Lyla Barclay asked why the secretarial positions should become elective, voting positions at this time since previous secretaries had been appointed and non-voting. Dugal explained that since the secretaries are involved in the issues and discussions at the Board, they should be allowed to vote.

It was moved by Madeline Grant/Sandy Macpherson that the By-law be amended as outlined in the proposal circulated with the agenda. The motion carried.

8. Election of New Board Member -- Sandy Macpherson

Sandy outlined the nominating process, noting that it was possible for members to make nominations, as was explained in the May newsletter. Reporting for the Nominating Committee, he read the names of members who were being put forward for election: Lisa Avedon, David Brodie, Pat Forrest, Helena Hallett, Sheilagh Hickie, Edith Howard, Anthony Keith, Julia Matthews and Han Spoel and requested that these members stand to be recognized. Since no further nominations had been received, Sandy declared these members elected to the Board for 2007/08.

9. Other Business

i) Linda Tu pointed out that the Academy's current membership of 357 may exceed the 'comfortable to manage' level and asked whether the issue of numbers would be addressed by the Board or Long Range Planning Advisory Committee. Dugal replied in the affirmative.

ii) Carol Farkas asked whether the Board would address Tony Barclay's suggestion for an Academy bursary fund, especially as this may enhance membership diversity. Dugal said it would be on the agenda.

iii) Shirley Marsden noted the size of the waiting list for the 'Global Village on Film' workshop and asked if this could be looked into. Among suggestions from the floor were the following:

- Using a bigger room to accommodate more people, though it was noted that this was not the choice of the facilitator, Arne Bowers
- Not allow anyone who has been in the workshop for two years or more to re-register
- Use a lottery system to choose who will be accepted
- Divide the workshop in two, having two facilitators, though it was noted that Arne was special
- Divide the workshop into two one-term workshops with different enrolments in each

The matter will be referred to the Curriculum and Membership committees.

iv) Don Nicol expressed thanks to Madeline Grant for her secretarial efforts in the past two years.

10. Adjournment

The meeting adjourned at noon on a motion by Don Nicol/Eileen Ward.

**THE ACADEMY FOR LIFELONG LEARNING
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
APRIL 30, 2008**

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INDEPENDENT AUDITORS' REPORT

To the Members of
The Academy For Lifelong Learning

We have audited the accompanying financial statements of The Academy For Lifelong Learning which comprises the statement of financial position of the organization as at April 30, 2008 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditors' responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. Except as explained in the reservation paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement. We are also required to comply with applicable ethical requirements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair representation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, the auditors express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate for our audit opinion.

Reservation

In common with many charitable organizations, the organization derives revenue from registration fees and contributions the completeness of which is not susceptible of satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the organization and I was not able to determine whether any adjustments might be necessary to revenue, excess of revenues over expenses, and net assets.

Audit opinion

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenues referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the organization as at April 30, 2008 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

*Akler, Browning, Frimet
& Landzberg LLP*

AKLER, BROWNING, FRIMET & LANDZBERG LLP
CHARTERED ACCOUNTANTS
LICENSED PUBLIC ACCOUNTANTS
JUNE 2, 2008

THE ACADEMY FOR LIFELONG LEARNING
STATEMENT OF FINANCIAL POSITION
AS AT APRIL 30, 2008

	<u>2008</u>	<u>2007</u>
	\$	\$
ASSETS		
CURRENT		
Cash in banks	52,541	46,202
Prepaid expenses and accounts receivable	<u>240</u>	<u>507</u>
	<u>52,781</u>	<u>46,709</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	<u>5,641</u>	<u>5,509</u>
NET ASSETS		
Relocation reserve (note 3)	25,000	-
Unrestricted	<u>22,140</u>	<u>41,200</u>
	<u>47,140</u>	<u>41,200</u>
	<u>52,781</u>	<u>46,709</u>

Approved by the board:

_____ Director _____ Date

_____ Director _____ Date

THE ACADEMY FOR LIFELONG LEARNING
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED APRIL 30, 2008

	<u>2008</u>	<u>2007</u>
	\$	\$
REVENUE		
Registration fees	48,230	45,880
Special events	6,750	5,109
Interest income	<u>2,268</u>	<u>1,653</u>
	<u>57,248</u>	<u>52,642</u>
EXPENSES		
Computer and audit (knox)	2,128	-
Classroom rentals	18,550	18,190
Special events	12,788	9,490
Communications	4,512	4,223
Annual and other meetings	3,423	2,157
Insurance	3,107	4,327
Printing and photocopying	3,374	1,633
Telephone/postage	1,108	321
Donation to Knox College	1,200	1,400
General administrative	<u>1,117</u>	<u>151</u>
	<u>51,307</u>	<u>41,892</u>
Excess of (expenses over revenue) revenue over expenses for year, before bursary contribution	5,941	10,750
Less: bursary contribution	<u>-</u>	<u>(4,000)</u>
Excess of revenue over expenses for year	5,941	6,750
Unrestricted net assets, beginning of year	<u>41,200</u>	<u>34,450</u>
	47,141	41,200
Allocation to relocation reserve funds	<u>(25,000)</u>	-
Unrestricted net assets, end of year	<u>22,141</u>	<u>41,200</u>

**THE ACADEMY FOR LIFELONG LEARNING
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED APRIL 30, 2008**

	<u>2008</u>	<u>2007</u>
	\$	\$
Excess of (expense over revenue) revenue over expenses for the year	5,941	6,750
Reduction in prepaid expenses and receivables	267	720
(Reduction) in accounts payable	<u>131</u>	<u>(2,856)</u>
Increase (decrease) in cash position	6,339	4,614
Cash – beginning of year	<u>46,202</u>	<u>41,588</u>
Cash – end of year	<u>52,541</u>	<u>46,202</u>

**THE ACADEMY FOR LIFELONG LEARNING
NOTES TO THE FINANCIAL STATEMENTS
APRIL 30, 2008**

1: ORGANIZATION

The Academy for Lifelong Learning at Victoria University, (the “Academy”) which carries on operations as The Academy For Lifelong Learning was organized in 1991 by a group of volunteers to provide a program of informal, self-directed study groups for mature adults, and is administered by volunteers who serve as a member-elected board, on committees and as facilitators.

The Academy was incorporated in the Province of Ontario by letters patent on September 4, 1997 as a non-profit corporation without share capital which is a non-profit organization and is exempt from income taxes pursuant to paragraph 149(1)(1) of the Income Tax Act (Canada).

2: SIGNIFICANT ACCOUNTING POLICIES

Revenue recognition

Registration fees and revenue from special events, which are unrestricted as to their use, are recorded on a cash basis. The accrual basis of accounting is used for reporting all other revenue and expenses.

THE ACADEMY FOR LIFELONG LEARNING
NOTES TO THE FINANCIAL STATEMENTS
APRIL 30, 2008

2. SIGNIFICANT ACCOUNTING POLICIES - Continued

Donated services

These financial statements do not reflect the substantial value of services contributed by volunteers and other interested parties.

Financial instruments

Financial instruments recognized in the statement of financial position consist of cash in banks, prepaid expenses, accounts payable and accrued liabilities. The fair value of these instruments approximate their carrying amount due to their short-term maturity.

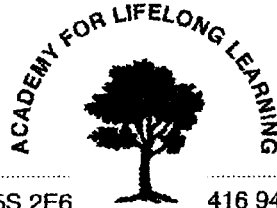
Capital assets

Additions of capital assets less than \$500 are expensed as purchased. Additions greater than or equal to \$500 are capitalized and amortized on a straight-line basis over their estimated useful lives.

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from these estimates.

3: RELOCATION RESERVE

During the year the Board of Directors of the Academy established an internally restricted relocation reserve fund of \$25,000 to cover future relocation costs.



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NOMINEES FOR ELECTION TO THE BOARD FOR 2008-09

Ellen Edmonds

Ellen taught Danish and English in her native Denmark before immigrating to Canada. She earned a B.A. from York University and an M.A. from the University of Toronto, both in English Literature. She taught English and E S L until retirement. Her special interests are mystery novels, music, theatre, traveling and poetry. She has been a member of the Academy for 7 years.

Carol Farkas

Born in Pennsylvania, Carol obtained a BSc in Nutrition at University of Delaware, an M.Nut.Ed at Tufts, and a PhD in Educational Planning and Medical Anthropology at Univ. Toronto. Being the co-founder of the Society to Overcome Pollution (STOP) in Montreal led to teaching in Man Environment Studies at Univ. of Waterloo, and research on mercury pollution with the Grand Council of the Crees. Moving to Toronto, she was on the founding board of Anishnawbe Health Toronto and other Native organizations. Post-doctoral work in Behavioural Science Univ. Toronto focused on cross cultural health communication. Subsequently her work was in the field of ethno-cultural aspects of HIV and AIDS. Travel with her late husband took her to many lands. A proud Canadian, she has enjoyed membership in the Academy for three years.

Ralph Garber

Ralph retired 18 years ago from the U of T, where he served as dean of the Faculty of Social Work for 11 years and also was active internationally in social welfare policy initiatives. He chaired the board of the Canadian Council on Social Development and the Centre for Policy Research on Children, Youth and the Family. He has been a participant in the Academy since '99, and since the early 2000s he has been active with RALUT, a group of retirees of U of T academics and librarians. He conducted a world survey of professional education in social Work and Social Development and was President of the International Association of Schools of Social work, visiting Eastern Europe, and Russia on international development issues as well as China on several occasions.

Sandra Hoshoooley

Sandra has been a member of the Academy for 10 years. She has co-facilitated the Musical Theatre workshop and for the 2007/8 season facilitated the Contemporary Film A workshop. In 2007 she became a member of the Membership Committee. She enjoyed a 31-year career at IBM as an Administrative Middle Manager and spent four years with

IBM in Vancouver, as well as a year in Calgary preparing for the '88 Olympics before returning to Toronto. After retiring from IBM in 1992 she spent 10 years working independently doing Project Management work part time before finally retiring in 2002. She enjoys theatre and film, and is an avid golfer come summer

Joan McCordic

Born Joan Lander, educated in Toronto, graduated from Trinity College in Philosophy and English in 1957. Co-founder and subsequent Administrator of Prologue to the Performing Arts. A non-profit organization, Prologue tours professional artists to schools across Ontario, and has just celebrated its 40th birthday. The National Ballet, the Canadian Opera Company and Young People's Theatre were the first touring companies; hundreds of Canadian artists have followed. Mother of two charming offspring, Sheila and Stephen Anderson; grandmother of 5 charming boys. Life-long skier, reader, golfer and supporter of the performing arts, particularly theatre and opera.

Ann Mummenhoff

Ann attended UBC, and the University of Toronto. She received an MA in Library Science and pursued post grad work in History and Public Administration. She worked for many years in the public library, both in North York and Toronto Public Library. Currently, she is pursuing a love of travel to "exotic" places by organizing trips for friends to countries such as Egypt, Peru, China and shortly Turkey and then Vietnam next year. She is also very involved in the local mystery readers/writers scene and is an active member of Sisters in Crime, Toronto Chapter, and the annual Canadian conference "Bloody Words", a gathering of enthusiastic mystery readers and authors.

Gwen Sutherland

Gwen has lived in BC, Alberta, Yukon, Quebec, Britain and Ontario. She graduated in BC, and lived and worked in Montreal and Toronto for a small family business as a bookkeeper. She has had two years in the Academy - loved all the courses, but the Ulysses one stood out beyond all expectations. She really enjoys the Academy and the people who participate. She also enjoys tennis, golf, cross country skiing, hiking, and spending time with her five grandchildren.

Doug Wilson

Doug retired in 2006 as the Registrar and Chief Executive Officer of the Ontario College of Teachers, the regulatory organization for the teaching profession in Ontario. Previous to Doug's eight years at the College, he spent thirty-one years as a teacher, curriculum consultant, secondary school principal, and superintendent of education with the Durham District School Board east of Toronto.