

20 YEARS AND GROWING

59 St. George Street, Toronto ON M5S 2E6 • 416 946 5185 • www.allto.ca • info@allto.ca

*offering programs for adult learners in collaboration with the
School of Continuing Studies at the University of Toronto*

Annual General Meeting

Thursday June 9th, 2011, 10:30 a.m.

Alumni Hall, Victoria College

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 Annual General Meeting, June 11th, 2010**
- 3. Report of the President -Sandra Walsh**
- 4. Report of the Vice-President- Jim Pike**
- 5. Committee Reports:**
 - Academy Talks-Corinne Wilks**
 - Communications Committee-Gillian Long**
 - Curriculum Committee-Christie Bentham**
 - Membership Committee-Wilma Spence**
 - Special Events Committee-Barbara Chipman**
- 6. Financial Report: Linda Lockyer**
- 7. Appointment of Auditor for 2011-12- Linda Lockyer**
- 8. Election of new Board members-Ralph Garber**
- 9. Meeting opened to the floor**
- 10. Adjournment.**



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Academy for Lifelong Learning

Minutes of the Annual General Meeting

June 11th, 2010, 10:00 a.m. Alumni Hall, Victoria University

1. Welcome to the Annual Meeting

- President Ralph Garber called the meeting to order and welcomed everyone present. The president introduced our invited guests: Marilyn Booth and Nory Siberry of the School of Continuing Studies, University of Toronto.

2. Approval of Minutes of Annual Meeting, June 10th, 2009

- Motion to adopt minutes of the Annual Meeting June 10th, 2009:
- Moved : Linda Tu
- Seconded: Eileen Garber
- Carried.

3. Report of the President

- The President spoke of his pleasure in working with the Board, stressing the value of the voluntary nature of the work of the Academy and the three-year commitment required for many of the positions which ensured continuity. He applauded the continuing appointment of Archivist.
- He noted the lack of success, so far, in attracting a more diverse population to the Academy, despite efforts to recruit in the media and outreach to other organizations.
- He reported the advances of the Academy in computer technology in the areas of electronic registration and payment methods, and in the production of newsletters, etc.
- In light of the difficulty of finding permanent space for Academy workshops, the President expressed appreciation for the institutions which had provided space for the Academy in years past.

4. Report of the Vice-President

The Vice-President thanked the outgoing President for his work for the Academy, with special mention of his good humour, and forward-looking ideas.

Long Range Planning Advisory Group:

Topics under discussion in this group:

- i) Increase in Diversity : Towards this goal, letters, brochures sent to ethnic associations.

ii) Task Force on Technology: Thanks to D.Kister, S Harris, H.Coleman, E.Vayda for their *Report on IT Requirements*. Efforts are being made to develop more software expertise among members.

iii) 20th Anniversary: Committee set up for celebrations. Several events to be planned during the year.

iv) 3rd Age Network: Jim Pike, Margaret Robertson, and Sheilagh Hickie to be involved in 2010/2011. Network of 11 Seniors' Learning Groups in city has 4,500 members.

v) Vade Mecum: Special thanks to Josie Szczasiuk and Margaret Robertson for their tireless work on the update of the Vade Mecum. Assistant Secretary now responsible for updates

vi) Knox: Accommodations at Knox are renewed on a yearly basis. Increase in enrollment of 200 at Knox would require Academy to look for alternative space. 2010-11 is safe.

vii) School of Continuing Studies Bursary: Sandra welcomed Nory Siberry and Marilyn Booth from SCS.

Bursary outlines established for Academy contributions. SCS continues to administer Bursary Funds.

At the conclusion of the Vice-president's report, Ralph Garber presented a cheque to SCS for the Bursary Fund. Referring to the evolving relationship with SCS, he said that the Academy was becoming more a part of the University community.

5 .Committee Reports

Academy Talks - Doug Wilson

- Doug thanked all members of this committee for a successful series of Talks, and Forums.
- Forum topics included a presentation by founding members at the new members' event.
- The committee developed criteria for presenters for next year's talks.
- Doug expressed his appreciation for the work and leadership of Sheilagh Hickie and Ralph Garber.

Communications Committee - Joan McCordic

- Joan McCordic thanked her committee for their hard work this year. Vice-Chair Brigid O'Reilly and Josie Szczasiuk produced Newsletters. Gillian Long, Julia Matthews and Brian O'Leary all contributed to the success of the team, with Margaret Robertson at the centre of technological progress. Quark Express is being mastered for publishing next year.
- The Calendar was re-formatted to allow for electronic registration.

Curriculum Committee – Ann Mummenhoff

- A comprehensive report on the work of the Curriculum committee for 2009-2010 covered workshop cancellations due to small numbers, evaluations of workshops, production of Calendar in co-operation with the Communications Committee, Development of New/Continuing workshops, Facilitators' Forums and Audio-Visual Training.

Recommendations from the Curriculum Committee:

- i) Board meetings should be held on Friday mornings and a room and time designated on a permanent basis for them.
- ii) A survey showed that the 2-4 p.m. time slot was the most popular with members. Day of the week was less a factor. It is recommended that this be kept in mind in planning 2010 - 2011 schedule.
- iii) Evaluation forms should be revised in the fall 2010, with added input from *Facilitators* re: concerns or suggestions.
- iv) Production of Calendar. It is recommended that the Communications Committee be involved with the Curriculum Committee in Calendar production.
- iv) Facilitators' Forum:
The Forum, in a new format this year, was successful, with many suggestions for improvement in next year's Forum.
It is recommended that a Facilitators' Forum be held in the spring of 2011.
- v) Audio-Visual Training: Ongoing discussions around the need for AV training have resulted in the setting up of training sessions for at least one volunteer from each workshop, early in the fall term. It is recommended that AV training be regularly scheduled.

Membership Committee - Wilma Spence

- June 2010 membership, 305 with 29 new members
- June 2009 membership, 310 with 29 new members
- Randomization process for oversubscribed classes refined for this year's workshops. As of June 2010, 10 workshops were oversubscribed.
- Online registration with Paypal payment was researched and the system set up in time for some of this year's applicants.
- New members will be welcomed again in 2010 at the first Forum of the year.
- Sandra Gold, volunteer coordinator, active with Board's Nominating Committee recruiting Assistant Chairs.
- The many aspects of database management, including:
 - a) The upkeep of current members' data.
 - b) Adding of potential members.
 - c) Creation of labels for all mailings, and all formal events.
 - d) Preparation of class lists for all workshops. These were all ably handled by June West and Desiree Ashworth under the expert guidance of M. Robertson. Special thanks to S. Hoshoooley for her reworking of the instructions and timelines for all aspects of the Membership Committee's responsibilities.

Special Events Committee - Mike Foss

- Social events of the year were successful and well attended.
- Walks moved from Tuesday to Mondays to match Knox's schedule, but were moved back when workshops ended.
- Academy sing-alongs were started on alternate Tuesdays at The Tanzac Club. A monthly e-newsletter advising members of upcoming, usually free events, was launched. The newsletter was useful in alerting members to unexpected changes.

- Mike paid homage to Pat Forrest, his predecessor in Special Events. She was a valued member of the Academy and will be missed. A donation to the Heart and Stroke Association was made in her name.

6. Financial Report - Gwyneth Sutherland

- Gwyneth reported that revenues had fallen by approx. \$4,000 due to fewer registrations, less income from Special Events, and less interest earned. Expenses were slightly down over all.
- Donation to Knox \$1,000 was dropped
- Rent increase at Knox is 5%
- Insurance was decreased
- Contribution of \$4,000 to SCS was made.
- Motion to approve Budget: Moved - G.Sutherland Seconded-D.Wilson. Carried

7. Accountant for 2010-2011

- Motion to approve accountant for next year: Moved - G.Sutherland..Seconded- J.Campbell.Carried

8. Election of New Board Members-Sheilagh Hickie

- S.Hickie , Past President, presented the slate of the new Board members:Barbara Chipman,
- Gabriele Dankert, Elizabeth Feltes, Sharon Harris, Laura Hill, Bill Holt, Gillian Long, Jim Pike,
- Debrah Weiss. Motion to approve slate: Moved-E.Ward Seconded -R.Robinson.Carried

9. Meeting opened to the floor.

- There was a suggestion that computer literacy should be a prerequisite for joining the Academy.
- The rough consensus was that the Academy was not ready for this step.
- One idea was that those without access to e-mail could have an e-mail ‘buddy’
- One member expressed a desire to return to the previous Calendar format, which she found was more compact, and a good publicity tool.
- S.Walsh emphasized the necessity of the new format for online registration.
- Questions about an alternative to Paypal, as some members have had problems with it in the past.Online registration with mail-in payment would be a good option for many.
- The issue of handicap access to Knox was raised.S.Walsh is engaged in feasibility discussions with Knox on this issue, but if there is any progress, it will be slow.
- Carol Farkas spoke of the loss of many members this year, including Pat Forrest, and the speedy announcements that were posted on the Web site.

10. Adjournment

- There being no other business, the meeting was adjourned at noon on a motion by S.Gold seconded by Han Spoel. Carried.

**THE ACADEMY FOR LIFELONG LEARNING
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
APRIL 30, 2011**

THE ACADEMY FOR LIFELONG LEARNING

APRIL 30, 2011

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NOTICE TO READER

On the basis of information provided by management, we have compiled the balance sheet of The Academy For Lifelong Learning as at April 30, 2011 and the statement of operations and changes in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

*Akler, Browning, Frimet
& Landzberg LLP*

CHARTERED ACCOUNTANTS
LICENSED PUBLIC ACCOUNTANTS
TORONTO, CANADA
MAY 30, 2011

THE ACADEMY FOR LIFELONG LEARNING

BALANCE SHEET

	April 30	
	<u>2011</u>	<u>2010</u>
	\$	\$
ASSETS		
CURRENT		
Cash	<u>63,646</u>	<u>61,621</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	1,703	1,301
Deferred revenue	<u>2,190</u>	<u>-</u>
	<u>3,893</u>	<u>1,301</u>
NET ASSETS		
Relocation reserve (Note 3)	30,000	30,000
Unrestricted	<u>29,753</u>	<u>30,320</u>
	<u>59,753</u>	<u>60,320</u>
	<u>63,646</u>	<u>61,621</u>

APPROVED:

THE ACADEMY FOR LIFELONG LEARNING

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

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	Year Ended April 30	
	<u>2011</u>	<u>2010</u>
	\$	\$
REVENUE		
Registration fees	50,848	49,550
Special events	9,378	6,664
Interest income	<u>938</u>	<u>537</u>
	<u>61,164</u>	<u>56,751</u>
EXPENSES		
Annual and other meetings	3,999	2,110
Classroom rentals	21,698	19,253
Communications	863	863
Computer and audio	4,174	2,151
General and administrative	1,821	1,471
Insurance	2,524	2,524
Printing and photocopying	1,902	1,405
Special events	19,329	15,892
Telephone and postage	<u>3,421</u>	<u>1,666</u>
	<u>59,731</u>	<u>47,335</u>
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR BEFORE BURSARY CONTRIBUTION	1,433	9,416
Less: Bursary contribution	<u>2,000</u>	<u>4,000</u>
EXCESS OF (EXPENSES OVER REVENUE) REVENUE OVER EXPENSES FOR THE YEAR	(567)	5,416
UNRESTRICTED NET ASSETS AT BEGINNING OF YEAR	<u>30,320</u>	<u>26,904</u>
	29,753	32,320
Allocation to relocation reserve fund	<u>-</u>	<u>(2,000)</u>
UNRESTRICTED NET ASSETS AT END OF YEAR	<u>29,753</u>	<u>30,320</u>

Unaudited - See Notice to Reader

THE ACADEMY FOR LIFELONG LEARNING

NOTES TO THE UNAUDITED FINANCIAL STATEMENTS

APRIL 30, 2011

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Note 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 has established a collaboration with the School for Continuing Studies at the University of Toronto.

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)(l) of the Income Tax Act (Canada).

The Academy has supported a bursary fund maintained by Victoria College to assist mature students in their studies, and is now contributing to a bursary fund at the School of Continuing Studies at the University of Toronto.

Note 2: Summary Of 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.

Donated Services

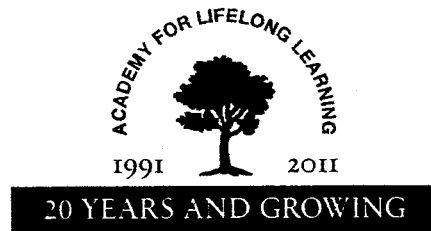
These financial statements do not reflect the substantial value of services contributed by volunteers and other interested parties.

Property and Equipment

Additions of property and equipment 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.

Note 3: Relocation Reserve

The Academy maintains an internally restricted relocation reserve fund to cover future relocation costs.



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Nominees for Election to the Board for 2011-12

Barbara Lareau :Barbara Lareau's working life consisted mainly of secretarial work(legal-medical),managing a small engineering office and real estate sales.After retiring,she was the president of the financial club at L.I.F.E. at Ryerson for seven years.She has been an Academy member for the past three years.Workshops include English History,Global Movies,Nixon and Kissinger.UNESCO World Heritage Sites,Novels-Fact and Fiction, Provence and the Cote D'Azur.Watercolour Painting is her main hobby and source of enjoyment.

Claire LaVigna: Claire Lavigna has taught history for 33 years,and has enjoyed all aspects of teaching and research.It is a pleasure for her now to be on the learning end at the Academy and to indulge in a variety of interests.

Joan McCordic: Joan McCordic fell under the spell of books as a child and continues to be enthralled by the insights of the creative artist.After graduating from U of T in philosophy and English,she was instrumental in the founding and administration of Prologue to the Performing Arts,a resource centre committed to promoting the arts in education.Prologue introduces children to the magic of the creative imagination by touring professional actors,puppeteers,dancers,musicians,mimes and storytellers in schools.Joan continues to indulge her love of learning through the Academy,the theatre,books and travel.Whenever possible she shares these experiences with friends,family,and above all,her five beloved grandsons.

Karen Melville: Until her retirement in 2005,Karen was the director of the Professional Learning Centre of the Faculty of Information Studies,University of Toronto,where she created continuing education sources for information professionals.Earlier positions include placement and public relations officer for the Faculty of Information Studies,library manager for a large accounting firm,business reference librarian for the Metro Reference Library,and teacher in Ontario,England and France.She has been with the Academy since 2006.

Anne Mummenhof: Anne attended UBC and U of T, receiving an MA in Library Science and pursuing post grad. work in History and Public Administration. She worked for many years in the Public Library, both in North York and Toronto. She is a world traveler, and an active participant in the local mystery readers/writers scene. She has frequently been a facilitator in Academy workshops.

Brian O'Leary: Former bus-boy, chauffeur, newsboy, welder's assistant, copy-boy, dishwasher, stage-hand, stage director, writer, studio director, sales clerk, pump jockey, grocery bagger, TV producer; eventually, for his sins, becoming Regional Entertainment Director for CBC-TV.

Mandy Thomson: Mandy Thomson enjoyed a rich career as an education administrator and curriculum and evaluation specialist for the North York Board of Education. On retirement, after updating an MBA in non-profit management, she divides her time between consulting and volunteer work, and the joys of leisure and culture this wonderful city offers, wilderness canoeing and hiking, travelling and desperately trying to master the violin!

Rhona Wolpert: Rhona Wolpert practiced physiotherapy on three continents before turning to consultation, management and then child and family psychotherapy in Toronto. She has created network organizations, been executive director of two boards, and worked with experts to develop provincial databases for practitioner members in different disciplines. Since retirement she has been delighted to discover new learning and friendship in the Academy.