



Academy for Lifelong Learning
2020-21
Board Meeting Minutes
June 3, 2020 at 10:00

Attendance
(p) present (a) absent

President	Vice-President	Treasurer	Assist. Treasurer	Secretary	Assist. Secretary
(p) Sue Kralik	(p) Virginia Clark	(p) Joan Cullemore	(p) Martin Jones	(p) Connie Utrecht	(p) Esme McMonagle
Communication	Curriculum	Membership	Special Events	Talks	
(p) Sheila Neysmith	(p) Jeff Biteen	(p) Bill Moore	(p) Janet Tyrell	(p) Liz Guccione	
(p) Terry Murray	(p) Peter Steiner	(p) Caroline Gray	(p) Donna Reid	(p) Priscilla Platt	

Item	Presentation/Discussion	Action /Follow-up
1. Call to order Introductions Confirmation of Officers	Sue called the meeting to order at 10:05 and had each Board member introduce themselves with something interesting about their involvement with the Academy. Sue then, following the formality of our by-laws, moved that the Board approve the officers and executive as listed above for the upcoming year.	Sue (M) Donna (S) Passed
2. Orientation	Sue reviewed the orientation document sent out by the secretary. In particular, she pointed out the documents on the Academy website that are important for the Board to review. Following, she called attention to the Roberts Rules of Order that will be used to organize our meetings. She reminded Board members to refer to the orientation document for more information.	Board members to review the orientation materials.
3. Approval of May 12 Minutes	The minutes of May 12 were adopted. It was requested by Virginia that the names of the people on the Task Force members and the Tech Team members be made available.	Jeff (M) Sue (S) Passed Jeff will forward names of both the Task Force and Tech Team to Board members
4. Business Arising	Caroline raised the issue of the accessibility to Tartu. Sue reiterated that our contact at Tartu was very aware of the need for accessibility for our members and is taking action to address our requirements. Presently, Tartu is waiting for a city building permit to make renovations to the lift that will enable people with accessibility issues to easily access our classrooms at Tartu.	

Task Force Update	Task Force – Jeff reported that the Task Force’s aim is to get facilitators ready for Zoom workshops this fall. The Task Force is not yet ready to provide training to facilitators. He requested that if a Board member is asked questions about plans for the Fall, the member should forward the question as well as the response to the Task Force using the e-mail ouracademy2021@gmail.com	Board members to forward question and responses re: Fall workshops and forums to ouracademy2021@gmail.com .
5. Board Reports		
President’s Updating Privacy Policy	Sue announced that Priscilla will be updating our Privacy Policy to modernize it. In order to proceed she will be reviewing what we actually collect, how it is used and how long the information is kept. She recommended that the new policy be simplified and use clear language. A discussion about the policy included the following: It was suggested that Vivian Monte would be a good contact. Caroline reported that she would have liked to video one of our Zoom workshops to be used for promotion of the Academy but discovered that our policy prohibited the video recording of our activities. She wondered if this was too restrictive. Sheila recommended that it was a good practice to have a routine schedule for periodically updating our policies. Virginia pointed out that our membership database was not very flexible but when an alternative was considered, it was too expensive. Peter reported that apparently our policy was not enforced as our AGM was recorded so that the details were not missed in the documentation of the minutes. Doug stated that the recording would be discarded once the minutes were created.	Priscilla will undertake a review of the date presently collected, used, stored and discarded. She will then propose a new policy.
Registering for ALL name change	Sue reported that as part of our by-law review it was recommended that our official name be changed. Presently our name is the <i>Academy for Lifelong Learning at Victoria University</i> . We do not presently have an affiliation with Victoria University. Potential names considered thus far are <i>Academy for Lifelong Learning</i> or <i>Academy for Lifelong Learning Toronto</i> . It was decided that we would need to apply to the Ontario government to change our name. After a brief discussion, it was decided that we would wait until a later date to address the issue of a name change.	An Academy name change will be considered at a future meeting.
Vice-President’s Report	Virginia will represent the Academy in the Third Age Network, an association of Ontario based third age learning organization.	

	<p>Virginia also raised the issue about the Academy's future relationship with the University of Toronto (U of T) School of Continuing Studies (SCS) which was a concern expressed by others during the meeting. A motion was put forward from the floor and approved in-principle by members that an ad hoc work group be set up to examine the state of the current relationship and explore opportunities to strengthen it.</p>	<p>That a work group be set up to begin work on the Academy relationship with U of T SCS in September.</p>
Past President's Report	<p>Doug reported that he is enjoying being Past President!</p>	
Treasurer's Report	<p>Joan reported that there was not sufficient time to prepare an updated report on our finances. There have been transactions in May including the receipt of the CRA refund of taxes paid. We have also paid our deposit and fall rent to Tartu in accordance to our agreement.</p> <p>Caroline inquired whether the 37% increase in costs that Tartu's rent represents, which was mentioned by Huguette, was accurate. Joan thought so. Caroline pointed out that since we were also experiencing a roughly 37% decrease in membership for the upcoming year, the Board might want financial projections to see what the Academy's balance sheet would look like if this situation lasted for the foreseeable future. Joan stated that we were in good financial position due to the cancellation of our events in the spring and the money we had set aside for our move from Knox. Membership Committee has implemented several recruitment efforts in the past. Word of mouth has been the best strategy to date. The use of videoconferencing in the future will no doubt change the number and profile of members. No further action was taken.</p>	
Secretary's Report	<p>Connie reminded the Board that for future meetings she would be asking officers and committee chairs for written reports prior to each meeting. For this meeting if members have specific details that should be documented in the minutes, those details should be forwarded to Connie.</p> <p>She stated that she would be having the Board and Committee membership lists, without email and phone numbers, posted on the Academy website. To make communication between board members she will be sending out the Board list with email and phone numbers to the Board but needs authorization to list phone numbers of Board member to complete the list. Important Academy Dates, a working document, will be posted shortly and available on the</p>	<p>Connie to update the following for Academy website posting: Board of Directors listing Committee Member listing Important Academy Dates</p>

	Academy website. Academy Board Zoom meeting dates were selected for the summer: July 20 from 10 – 12 August 17 from 10-12	
6. Committee reports		
Communications	Sheila reported that Summer Review newsletter is ready to post.	
Curriculum	The Curriculum Committee is meeting this Friday.	
Membership	Bill reported that the committee is in the midst of communication regarding randomization with confirmation letters scheduled to go out shortly. Class lists will also be distributed to facilitators.	
Special Events	Janet reported that she was delighted to have Donna as the assistant chair as Donna loves event planning - critical during COVID-19.	
Talks	Liz reported that Forums for the fall are planned and will be given via Zoom. The fall schedule includes two speakers from the Spring Talks roster. Planning for the Winter Forums is underway. Two of the 2020 Spring Talks speakers have already agreed to present at the 2021 Spring Talks.	
7. Other Business	There was no other business	
8. Adjournment	Meeting was adjourned at 11:52	