



Academy for Lifelong Learning 2020-21  
Board Meeting Minutes  
November 17, 2020 at 10:00 a.m.

Attendance  
(p) present (a) absent

<b>President</b>	<b>Vice-President</b>	<b>Treasurer</b>	<b>Assist. Treasurer</b>	<b>Secretary</b>	<b>Assist. Secretary</b>
(p) Sue Kralik	(p) Virginia Clark	(a) Martin Jones	(p) Ted Reeser	(p) Connie Uetrecht	(p) Esme McMonagle
<b>Communication</b>	<b>Curriculum</b>	<b>Membership</b>	<b>Special Events</b>	<b>Talks</b>	
(p) Sheila Neysmith	(p) Jeff Biteen	(p) Bill Moore	(p) Janet Tyrell	(p) Liz Guccione	
	(p) Peter Steiner	(a) Caroline Gray	(p) Donna Reid	(p) Adele Robertson	
<b>Past President Ex-officio:</b> (p) Doug Wilson					

<b>Item</b>	<b>Presentation/Discussion</b>	<b>Action /Follow-up M-moved S-seconded</b>
<b>1. Call to order</b>	Sue called the meeting to order at 10:40 She then announced that Terry Murray, Assistant chair of the Communications Committee has resigned.	
<b>2. Approval of Minutes</b>	The minutes were approved as circulated.	M- Ted S- Janet Approved
<b>4. Business Arising</b>  U of T SCS Initiative	Deferred until Martin is present.	
<b>5. Board Reports</b>		
President's	<p>As ex officio member of the Special Events Committee, Sue has prepared a draft message to be sent to all ALLTO members. At a recent committee meeting, it was proposed that virtual activities be organized to provide our members with the social component so important to the Academy experience.</p> <p>Sue referred the Board to the message she had drafted for the consolidated report and asked the Board members to share ideas and suggestions. Sue requested that the Board consider approving this initiative.</p> <p style="text-align: right;">To: Members of the Academy for Lifelong Learning Toronto From: Sue Kralik, President Re: Formation of Activities Committee</p>	

	<p>During these challenging times, when our opportunities to socialize are severely curtailed, a number of our members have expressed a desire to participate in ongoing virtual social activities with other Academy members. Several suggestions for possible virtual activities have been made.</p> <p>To that end, we would like to form a committee of volunteers whose mandate is to collect suggestions, determine feasibility, schedule and host the virtual activities as required.</p> <p>This is an exciting initiative that will provide an important and appreciated social connectedness for our membership.</p> <p>If you are willing to participate on this Activities Committee, kindly send your name and contact information to _____.</p> <p>If you would like to suggest an activity and are willing to work on organizing it, please include that information.</p> <p>The decision to include suggested activities will be determined by the availability of sufficient Zoom licenses and the number of volunteers willing to host. The more volunteers who step forward, the fewer responsibilities will be required for each volunteer.</p> <p>Kindly respond by (date).  We look forward to hearing from you.  Many thanks.  Sue</p> <p>It was agreed that the contact should be someone on the Special Events Committee. Concern was raised about how this initiative might add additional responsibilities to the already stretched technical team. Two suggestions were made about the memo:</p> <ol style="list-style-type: none"> <li>1. That the memo should solicit members interested in participating in and/or volunteering for some specific virtual activities that have already been suggested to the Special Events Committee, and</li> <li>2. That the memo should clearly states that any activities undertaken will only occur if members volunteer to take on leadership responsibilities.</li> </ol>	
<p>Vice-President's Report</p>	<p>No report</p>	
<p>Past President's Report</p>	<p><b>Committee to nominate Board members for 2021-2022</b></p> <p>Doug is at the beginning stage of putting together the committee to develop a slate of candidates for the positions of Vice-President, Assistant Secretary, and Assistant Treasurer.</p> <p>He asked Board members to please let him know if they were aware of Academy members who have the knowledge and experience to carry out the responsibilities of these positions.</p> <p>Doug is also considering sending a memo to the membership to ask members for suggestions for these positions. Sheila pointed out that an email is coming out from the Volunteer Coordinator, introducing</p>	

	herself, outlining her responsibilities and identifying responsibilities of the committees that need volunteers.	
Treasurer's Report	In Martin's absence, Connie identified that one line in the Balance Sheet listed as "of the Year" should read Unrestricted Reserve.	M – Jeff S – Donna Approved
Secretary's Report	No report	

## 6. Committee reports

Communications	<p><b>Communications Report</b></p> <p>Sheila gave her last report as Chair of this Committee. A replacement Chair, as well as committee members, is being actively sought, with much help from Pat Cross, the volunteer coordinator. At the Committee meeting November 10, Sheila shared what was in-progress and would be handed over to the incoming chair.</p> <p>One item that is still very much undecided was a proposal by an Academy member to develop an Academy Podcast. There was a preliminary discussion with Sue (President) and Virginia (vice-president) who suggested that Sheila explore it further. FYI - Attached to this report is a statement of purpose and a proposed budget. She opened up the floor for discussion about the proposal.</p> <p><b>Academy Podcast proposal</b></p> <p>This podcast will be focused on getting to know our Academy members and will be in an interview format with 2 hosts. Interviews will be remote using Zoom &amp; the recordings will be processed into weekly podcasts. We would like the interviewee to talk about their carrier /accomplishments/experiences and current interests. (The hosts would need some info to plan questions)</p> <p>The podcast will start with some discussion between the 2 hosts about some selected recent science discoveries, technology, and the effects on us and society then segway to the interview segment. There will be a producer lining up the guests for interview and helping out in post-production. (There is no "live" component.)</p> <p>Duration: About 30 minutes. Episodes bi- weekly to start.</p> <p>Hosts (so far): Ron Miller, Ernie Fallen</p> <p>Producer: Karena de Sosa (for a few months start-up).</p> <p>Expenses: 3 medium quality microphones; hosting fees.</p> <p>Finding Academy member interest:</p> <p>Use Google forms to survey members by e-mail invite. Possible questions:</p> <p>Are they interested in Podcasts in general?</p> <p>Would they like a podcast about Academy members &amp; maybe Academy news?</p> <p>Are they interested in learning about how to produce podcasts in a special interest group and actually produce one?</p> <p>Are they interested in being interviewed for the above podcast ?</p>	
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	<p>Would they like to help in the production of the above podcast?          If Podcasting were offered as a workshop next year, would they consider attending?          Have they had any radio broadcast experience?          Other Podcast possibilities: Some of the workshops may actually have good content for podcasts. Are any facilitators interested in this undertaking?</p> <p><u>Podcast Proposal to Academy of Lifelong Learning Toronto- Budget</u></p> <p>This table itemizes the costs to produce 20 Podcast episodes. They will be hosted on the Hosting service cloud system and we will have a link to it on our Academy Webpage.</p> <p>Estimated first year costs</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Qty</th> <th>\$ CDN</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Descript software license</td> <td>1/yr</td> <td>307.32</td> </tr> <tr> <td>2</td> <td>Blue Yeti USB microphone</td> <td>4</td> <td>816.81</td> </tr> <tr> <td>3</td> <td>Hosting service; Libsyn License – Classic 250</td> <td>1/yr</td> <td>240.09</td> </tr> <tr> <td>4</td> <td>Interviewee expense</td> <td>20</td> <td>1000</td> </tr> <tr> <td colspan="3"><b>TOTAL</b></td> <td><b>\$2364.22</b></td> </tr> </tbody> </table> <p>Notes:          Item 1: Descript is the editing software to produce a finished file from the raw Zoom recordings          Item 2: Medium quality easy to install desk top microphones. 1 each for the 2 hosts; 2 to loan out to interviewees          Item 3: Podcast Hosting service. This one is highly rated          Item 4: We propose that our producer will Uber a loaner microphone to our interviewee along with a small gift. This allow us to have 2 out at the same time (or a spare)</p> <p>Board members put forth both positive and negative positions on the initiative but felt that this year was not a good time for a decision on the issue. It was moved that this proposal be tabled until the next academic year. The motion was approved.</p>	Item	Description	Qty	\$ CDN	1	Descript software license	1/yr	307.32	2	Blue Yeti USB microphone	4	816.81	3	Hosting service; Libsyn License – Classic 250	1/yr	240.09	4	Interviewee expense	20	1000	<b>TOTAL</b>			<b>\$2364.22</b>	<p>M – Sheila          S- Adele          Approved</p> <p>Sheila will inform the author of this proposal about the Board decision.</p>
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Curriculum	<p>Curriculum Committee members have been in contact with facilitators to determine their future plans for continuing, changing or stopping their current workshops as well as suggestions for new workshops. Jeff has heard from most of the facilitators and over 50% are planning to offer their workshops next year, 6-10 are considering offering new workshops, 6 will not be offering their workshops and 7-8 are considering new workshops or reintroducing “old” workshops.</p> <p>The facilitators drop-in sessions have been semi-successful. The number attending the first four sessions was in the high teens, but the fifth session drew only eight. In addition, the attendees tend to be the same ones each week. The discussions have been good and varied, and the attendees seem to be interested in sharing knowledge and experiences. There was strong interest shown by attendees in using</p>																									

	<p>breakout rooms. A special session was convened and drew 18 facilitators. The session was successful, with technical details explained and a practical demonstration given. However, when Jeff sent out an email to all facilitators describing the experience and advising facilitators that they could receive access to the function, which is currently turned off for workshops, he received no responses. Jeff is recommending that we do not offer a facilitator’s forum this spring as the main attraction to attend the forum was the luncheon that followed and it will not occur this year..</p> <p>Work is taking place behind the scenes to revise the Annual Workshop Members Survey questionnaire to take into account the change of workshop class delivery. The Survey will be ready for distribution in early December.</p>																												
<p>Membership</p>	<p><b>Registration Data Update:</b></p> <table border="1" data-bbox="386 758 1295 1339"> <thead> <tr> <th><b>Membership Status:</b></th> <th><b>March 31, 2020</b></th> <th><b>Nov. 11, 2020</b></th> </tr> </thead> <tbody> <tr> <td>Continuing Member Count</td> <td>287</td> <td>244</td> </tr> <tr> <td>Rejoining Member Count</td> <td>9</td> <td>1</td> </tr> <tr> <td>Facilitator Member Count</td> <td>61</td> <td>64</td> </tr> <tr> <td>New Member Count</td> <td>56</td> <td>19</td> </tr> <tr> <td>Associate Member Count</td> <td>2</td> <td>5</td> </tr> <tr> <td>Life Member Count</td> <td>2</td> <td>2</td> </tr> <tr> <td><b>Total Active Members:</b></td> <td><b>417</b></td> <td><b>335</b></td> </tr> <tr> <td>Withdrawn Member Count</td> <td>18</td> <td>6</td> </tr> </tbody> </table> <p>Bill reported that there has not been much change since the last report. One new member has joined. The membership is preparing to make workshop changes for the winter term. Membership has been involved in enrollment for the new China workshop. Three people have signed up for the China workshop.</p>	<b>Membership Status:</b>	<b>March 31, 2020</b>	<b>Nov. 11, 2020</b>	Continuing Member Count	287	244	Rejoining Member Count	9	1	Facilitator Member Count	61	64	New Member Count	56	19	Associate Member Count	2	5	Life Member Count	2	2	<b>Total Active Members:</b>	<b>417</b>	<b>335</b>	Withdrawn Member Count	18	6	
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<p>Special Events</p>	<p>Janet reported that the Committee is in the process of planning a virtual trivia competition for December 8 from 12 – 2 p.m. as a substitute for the usual holiday luncheon. A <b>save the date</b> notice for the ALL membership has already been sent to Communications for distribution. The Committee is meeting soon to finalize the plans.</p> <p>The Committee would like to offer prizes for the winning teams. A motion was made: That the Board approve the expenditure of up to \$500 for prizes and expenses of the Virtual Holiday Trivia Competition.</p>	<p>M- Janet S – Peter Approved</p>																											

	<p><b>WALKS</b></p> <p>The last walk of the season took place on November 10. Twelve people participated.</p> <p>To follow up on the issues raised at the last Board meeting: The walkers in the picture sent to Communications were sitting together to have their picture taken. John will ensure that they maintain self-distancing at all times.</p> <p>It was not feasible for the walkers to sign a waiver for the last two walks because of time constraints and there were only two more walks scheduled. If the Board would like a waiver for the future walks then someone should craft one for John to use. The member who suggested that a waiver be considered stated that it was only a suggestion.</p>	
Talks	<p>Liz reported that the Talks Committee members are pleased that attendance at our Fall Forums has been very good, with audiences in the 90s and even over 100, quite a bit higher than in the past when Forums were presented in person.</p> <p>Tomorrow, Wednesday, November 18, our last Forum of 2020 will feature Dr David Jenkins, creator of the portfolio diet, who will talk on Meat: to Eat or not to Eat.</p> <p>The Committee has now fully booked the Winter Forums that will take place from January through March 2021. The Forums will feature a discussion of housing options for seniors, talks on espionage, systemic racism against indigenous peoples, and happiness in old age. There will also be a Forum - Presenting the Presenters. The Comedy workshop members have decided not to offer a Forum this March. A chart will be created, detailing dates and titles of the Winter Forums, that will be sent out to all Academy members the beginning of January 2021.</p> <p>Spring Talks are almost fully booked, too, at this point featuring talks on a variety of topics – US/Canada relations under a new US president, black lives in Canada, architecture, art, music and environmental progress against climate change.</p>	
7. Other Business	There was no other business	
8. Adjournment	Meeting was adjourned at 11:48 The next meeting is scheduled for December 15 at 10:00 a.m.	

**Academy for Lifelong Learnings**  
**Balance Sheet**  
**As at October 31, 2020**

<b>Assets</b>	
<b>Current Assets</b>	
TD Bank - Current	77,067
TD Bank - Savings	57,271
TD Canada Trust - Investments	51,890
PayPal	3,340
Prepaid expenses	6,919
Inventory USB's	720
<b>Total Current Assets</b>	<b>197,207</b>
<b>Total Assets</b>	<b>197,207</b>
<b>Liabilities and Funds Balances</b>	
<b>Liabilities</b>	
Current Liabilities	-
Total Credit Card	142
Accrued Liabilities	-
Deferred Revenue - Membership	-
<b>Total Current Liabilities</b>	<b>142</b>
<b>Fund Balances</b>	
Relocation Reserve, Restricted of the Year	38,067 95,535
Net Assets for the Period	63,463
Total Unrestricted Funds	197,207
<b>Total Liabilities and Fund Balances</b>	<b>197,207</b>

**Academy for Life Long Learning**  
**Statement of Operations**  
**May 1 - Oct. 31, 2020**

September 30, 2020	Month Oct	Year to Date May 1 - Oct 31, 2020	Budget for year 2020- 2021	Variance
<b>Revenues</b>				
Registration Fees	180	52,309	67,290	
Paypal Charges	<u>-7</u>	<u>-1,371</u>	<u>-2,019</u>	
Total Registration fees	173	50,938	65,271	-14,333
Holiday Luncheon, net of PP		-	5,107	-5,107
Spring Luncheon, net of PP		-	4,268	-4,268
Spring Talks Receipts		-	2,000	-2,000
Interest income	11	122	800	-678
Misc Income	50	224		224
<b>New Horizons Senior Program</b>		24,000	-	24,000
<b>TOTAL REVENUES</b>	<b>234</b>	<b>75,284</b>	<b>77,446</b>	<b>-2,162</b>
<b>EXPENSES</b>				
Classroom Rentals		4,924	31,730	-26,806
Holiday Luncheon		-	5,900	-5,900
Spring Luncheon		-	4,768	-4,768
Volunteers Luncheon		-	2,322	-2,322
Facilitators Workshop		-	1,062	-1,062
Spring Talks		-	5,868	-5,868
Spring Talks Refreshments		-	1,100	-1,100
Wednesday Forums		1,011	3,370	-2,359
New Members Orientation		-	1,997	-1,997
Honorarium and Gifts	300	400	250	150
AGM		1,017	4,200	-3,183
Computer and Audio Equipment		-	4,300	-4,300
Storage Technology Equipment	118	353		353
Software and Computer Licenses	61	1,241	2,884	-1,643
Web Design and Hosting	102	1,536	1,873	-337
Printing		-	750	-750
Supplies		-	200	-200
Photocopies		-	250	-250
Insurance		1,340	1,442	-102
Fiscal Fee		-	0	0
Bank Charges		-	10	-10
Third Age Network		-	75	-75
Misc. Expenses		-	150	-150
Bursary		-	5,000	-5,000
Telephone		-	25	-25
<b>TOTAL EXPENSES</b>	<b>580</b>	<b>11,821</b>	<b>79,526</b>	<b>-67,705</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>-347</b>	<b>63,463</b>	<b>-2,080</b>	