

Learning Unlimited Etobicoke for Seniors
Board of Directors Meeting
Minutes
Aug 29, 2023

Present, Deb Forsyth–Petrov, Rich Bailey, Maureen Clancy, Jennifer Denomme, Betty Horton, Judy McCormick, Roger Tessier, Rosemary Tessier, John Willson.

1. With the unanimous consent of the Board, Deb Forsyth-Petrov acted as Chair of the meeting, called the meeting to order at 3:03 p.m. and requested the Recording Secretary, Rosemary Tessier, to act as Secretary and take the minutes.

The Chair referred to the Notice of meeting and the agenda and reported both had been emailed to all the Directors. The chair confirmed more than five Directors were present, constituting a quorum and that the meeting was properly constituted for the transaction of business.

2. Approval of Agenda:

Two new items were added:

Deb needs to discuss the situation of registration of our one lifetime member.

Rich needs to address Board members on two points.

These two items were added to the Agenda.

Motion: Betty moved, and Deb seconded the approval of the revised Agenda.

3. Approval of Minutes:

Motion: Betty moved and Rich seconded that the Minutes of the July 25, 2023 Board meeting be approved.

4. Business arising from prior Minutes:

No discussion needed.

5. Proposed Change of Corporate Bank:

Betty tabled a recommendation to move our bank account to the Bank of Montreal (BMO) and referred to her report provided for the meeting. The BMO branch that LUES would deal with in future is located in Six Points Plaza.

Motion: John moved, and Deb seconded that the Board accept Betty's recommendation to move our LUES bank account to BMO.

In response to a question Betty clarified:

- Betty, Deb, Rich and John are the four persons authorized to sign cheques. Two of these four must sign each cheque.

- The change to the new bank, including new cheques, will probably happen in late September.

6. Fairfield Pilot and Fall Registration Planning:

a. Technical:

Roger tabled a Technology report. He noted email glitches that had happened because our auto-forwarding of website emails made us appear to Microsoft's server(s) as possible scammers. Aborg helped resolve this problem (IP address change). It has become necessary to stop auto-forwarding of emails by our website to Board Officers.

He reported that the registration links are in place and on Saturday [sic], Sept. 1, at 9 a.m., registration will open.

Deb tabled a list of new questions for the FAQ's on the website. Roger reported he had already added these to the FAQ list. John suggested the start time should be specified as 10 a.m. *Eastern Time*. Roger suggested everyone on the board should look at the FAQ's for possible errors or clarifications.

b. Business Items needed by Yash Sthankiya:

i. Staffing the Pilot:

2 volunteers are needed to work with Yash, handing out the badges that Yash will make. Badge Volunteers will be needed for the first lecture, and possibly through October until all badges are picked up. Yash suggested Rosemary and Maryann Kociolek to cover off this duty for him, when he leaves for vacation, since they both will already be there to do microphone duty at the end of the lecture. Rosemary is willing and expects Maryann would also be willing. When Maryann is back in town, Rosemary will contact her and Yash for a consultation.

We will also need 2 Door Monitors to make sure everyone who comes into the auditorium has a badge. Deb has already drawn up a Schedule for Door Monitors. Jennifer made a change to her allotted times. Deb will adjust the schedule accordingly and reissue a revision to affected parties.

There will be a sign posted on the outside of the hall door at the front of the auditorium directing attendees to enter by the double doors at the back.

ii. LU Coordinator:

Yash told Deb that in pre-Covid days, a Coordinator (the prior Treasurer) worked with Fairfield to specify and coordinate the configuration/spacing/placement of the chairs in

the auditorium. The configuration should include a 6–8 feet centre aisle, two side aisles of 2 feet each, the 120 seats in the main area, plus a short row of 8 seats at the back for latecomers. There also needs to be a table and 3 chairs outside the back double doors by the desk. Yash is willing to be available to the Coordinator for consultation.

As current Treasurer, Deb suggested that Betty would be a good choice for this role. Betty agreed to take on this LU Coordinator role. The Coordinator informs Fairfield of the configuration needed and the Fairfield staff set things up. Betty will contact Yash.

iii. Registration and Course Payment: Volunteers:

Volunteers who have duties to perform during all or part of the lecture/Q & A do not have to register and pay.

However, if a volunteer completes his/her job, and can then sit down in the auditorium throughout the lecture and Q & A without interruption, that person will register and pay on-line like the rest of the attendees. This rule applies to individuals who only do Badge/Door Monitor duties and the “Registrar”

The Lifelong Member situation, which Deb added to the Agenda, also fits into a unique category. Our Lifelong Member is entitled to attend all lectures for free.

After discussion of several possible approaches, Deb suggested:

Motion: Deb will put together a list of people who do not have to register or pay because of their volunteer work during the actual lecture (plus our Lifelong member) and will give the list to Yash, who will make up badges for these individuals.

This was moved by Deb and seconded by Maureen.

Deb will also contact our Lifelong Member, Lois Broad to tell her that she does not have to register for the Wednesday lecture series but she must register herself for the 2 Zoom lectures; we will subsequently refund her those ZOOM registration fees, as per her Lifelong Member entitlement.

iv. Registration numbers follow-up:

Judy asked if Roger could monitor the pace of the registrations for the in-person Wednesday lecture. Roger will let Board members know daily until the registration is full.

The message that will appear on-line when the in-person Pilot registration becomes full and someone attempts to register, was raised as a concern. Roger will set up a small trial to ascertain how Zoom handles the situation and report back to the Board.

7. Requests from the Corporate Secretary:

a) Annual Review of By-law #5 and Policy & Procedures Manual:

Rich needs to start the annual process of reviewing *By-law #5* and the *Policies and Procedures Manual*, to identify whether any changes are needed. If anyone has suggestions for amendments to either, please email these (including suggested wording) to Rich in time for the September 26th board meeting.

b) Existing Director Willingness to Serve for 2024-2025

Rich also needs to know from current Board members if he/she is willing to be nominated for next year's Board (2024-2025), and if he/she is willing to be nominated as an Officer (if so, which role). Again, Rich needs to receive an email statement from each Board member in time for the September meeting. This information is needed for the Nominating Committee and recruitment.

c) Nominating Committee

The Nominating Committee for 2024-2025 consists of John (Chair), Judy and Betty.

The Nominating Committee will lay out their *proposed* recruitment communications strategy. This proposed recruitment communications strategy will be reviewed at the upcoming Sept. 26 Board meeting.

This strategy should be ready for implementation/commencement by the start of November during the fall lecture series.

8. Next Meeting: September 26, 3 p.m.

The meeting was adjourned at 4:06 p.m.

Deb Forsyth-Petrov, Chair

Rosemary Tessier, Recording
Secretary