

**Learning Unlimited for Etobicoke Seniors**  
**Board of Directors Meeting Minutes**  
**August 19, 2025, 3:00 P.M.**

**Present:** Betty Horton, Maureen Clancy, Jennifer Denomme, Lynn Elder, Deb Forsyth-Petrov, Susan (Sally) Lewis, Roger Tessier, Rosemary Tessier, Adi Treasurywala.

**1. Call to Order:** Betty Horton called the meeting to order at 3:00 p.m. She advised that Notice of the meeting having been provided to all Board members in advance, and a quorum being present, the meeting was duly constituted to conduct business. Betty asked Rosemary Tessier, the Recording Secretary, to take the minutes of the meeting.

**2. Approval of the Agenda:**

**Motion:** Maureen moved, and Sally seconded that the Agenda be approved. The motion was approved unanimously.

**3. Approval of Minutes:**

**Motion:** Roger moved, and Lynn seconded that the Minutes of the May 9, 2025 meeting be approved. The motion was approved unanimously.

**4. Business arising from prior minutes:**

- a) Policies & Procedures Manual update re Technology and Membership Engagement committees: Board members should read it through before the next meeting on September 16 and forward any further additions or concerns or suggestions on the proposed changes to Lynn by that date. The annual review of the P&P Manual will be at the October meeting.
- b) Facebook updates: Maureen volunteered to approach at least one lecturer from the Fall 2025 series for permission to use a photo of themselves. Jane Botsford could be asked to contact Steve Engels. She might also contact Sandra Kingston. Betty will ask Judy McCormick to contact Richard Jordan

and the rest of the Toronto Milestones group.

- c) Alternative Registration platform: this was deferred.
- d) Nominating Committee: Deb reported that Sally and Lynn have joined her on the committee. They plan to reach out to members to look for volunteers. Lynn will contact Board members during the second week in September to confirm willingness to serve on the Board next year. Deb wants to have the interviews done in January.
- e) Betty asked for suggestions to improve efficiency of Board meetings. Adi asked what the criteria are for adding items to the agenda and the order of dealing with agenda items. Betty answered that the P&P Manual specifies certain items for legal reasons. Other issues are raised by Board members or committee reports. Adi's concern was that time was taken up with routine matters and there was not enough time for discussing more strategic issues. Deb pointed out that in the past she scheduled extra Board meetings to handle strategic issues, as opposed to operational issues. This approach will continue be used in the future but Betty committed that at the September meeting, the first agenda item after approval of the minutes would be a continuation of item 9 from this meeting's agenda which should be given more emphasis.
- f) Document Management System: this would be covered in the Corporate Secretary's report.
- g) Coffee at in-person lectures: Betty pointed out that we would need 8 committed volunteers to handle this at Fairfield. Rosemary questioned the probability that someone would decide to register based on the availability of coffee at the break. The logistics of using the Lounge could also be a problem. A vote confirmed we would not proceed with this for this coming session.
- h) Jennifer's access to Zoom reports: this was covered in Roger's report.
- i) Letter to Members to consider paying for more than one registration when

multiple viewing is planned. Discussion revolved around several issues: asking for more money when registrants may have to pay GST; our inability to police the situation; the difficulty if the household has only one email address; the danger of annoying faithful members. A vote to send a very gentle suggestion, later in September, was in favour but not unanimous. A letter has been drafted and will be revised by the Communications Committee. It was agreed that this request would not be made if GST was required to be added to our fees.

- j) Using Doodle to schedule meetings. Adi can answer questions if anyone wants to use it.
- k) Full list of past lecture topics requested by Adi: Betty reported that we now have a full list of the lectures, starting with the first day, in 1978. This can be put on the website and could be useful to the Curriculum Committee. Adi noted the sheer longevity of our existence should be a selling point when advertising ourselves. Rosemary noted that if we do send out a request as in point (i) above, we should stress this. Also, we helped similar organizations get started.
- l) Review of website re easing Webmaster duties: Roger covered this in his report.
- m) BMO's offer to help promote LU: This would involve having volunteers at the Six Points Plaza location to hand out information on LU and talk up our organization. The dates would be Sept. 25 and 26, likely between 10 a.m. and 2 p.m. We discussed the kind of information we should provide on flyers. All volunteers would only need to commit to 2 hours. Support for this initiative was unanimous.
- n) Volunteer Wall of Fame: Jennifer put together a draft of what this could look like. Lynn had drafted an individual citation format into which Betty had drafted wording for use for Len Klohek. Roger showed us both of these on his shared screen. This idea first came up when we discussed thanking Neil

Kirby for his help with Zoom hosting, but Betty stressed Len Klochek should be thanked first because of his greater and longer contributions. We discussed the issues involved: criteria for including someone in this form of recognition; the possibility of hurt feelings on the part of volunteers who do not get included; whether we go back in our volunteer's history; should a thank you letter count for as much as a citation on the wall. We all agreed Len should get some form of special recognition. We will continue to work on the criteria for special recognition but agreed that we would not proceed with a Volunteer Wall on the website. Maureen suggested that the individual citation should refer to the specific contribution made by the particular volunteer and this will be incorporated into the citation for Len. Deb pointed out that we had previously sent a letter to Neil Kirby thanking him when he first indicated he might not continue. Roger has since thanked him for the extra Session that he did volunteer for. In view of these two facts, it was agreed that no further communication to thank Neil was required.

- o) TAN partnering with retirement communities: this is covered in the MEC report.
- p) Informal discussion with Mississauga: discussion on this topic centered on why we would actually partner with the Mississauga club, i.e. what would we be hoping to solve and how could they help. Objections included the appearance of weakness on our part and exposure of our members to their offerings. Adi and Roger both felt that opportunities for collaboration usually appear when people are actually talking. Betty reported that she does not feel prepared to initiate a conversation with them right now, so the issue will be deferred.

## **5. Corporate Secretary's Report:**

Lynn tabled a report. She reviewed the bank statements for May, June and July and all is in order. She attended the ONN seminar in May and will attend another in September. She has received all of the completed volunteer forms and gathered all of the corporate records for 2024-2025 on an USB. She and Jennifer had a meeting about Google Docs in July. They plan to set up a demo site to see

if this would work better than the USBs for the corporate records. They will report in late 2025 or early 2026.

## **6. Treasurer's Report:**

Betty tabled the Treasurer's Report, the second quarter financial statement and a Risk Analysis for our commitments to lecturers. There were no questions about these reports.

## **7. Committee Reports:**

Curriculum Committee: Sally reported verbally. The Committee will meet this coming Monday. All the speakers for this Fall have been confirmed and the Committee contacts will be meeting with them soon for preparation for the lectures.

Membership Engagement Committee: Maureen tabled the report. They attended a TAN presentation about working with Retirement communities. They decided this would not be useful for us. They have been working on several posters to promote the Fall registration. Maureen has contacted local newspapers that may be willing to include promotions for our lecture series. She also suggested any Board member who uses Facebook or Instagram could put our flyers on their pages. And she has posted our flyers on the bulletin board at Fairfield.

Registrar: Jennifer tabled the report. She has been monitoring a small number of questions about registration and doing the Mailchimp work. Betty brought up the issue of a winner of a free Fall course, Pat Baker, who prefers to use her free pass for a Winter course.. Betty asked for a vote on whether we could give her this one extension and the vote was unanimously in favour. We saw no need to contact the other winner, Cathy Vendramin, about an extension but Jennifer will let Pat Baker know about this one time concession.

Social: Betty asked if the Board wanted one in Seotember No one was in favour so the next Board social will be in October.

Technology Committee: Roger tabled the report. Zoom has created a big problem by deciding to collect GST when anyone registers and pays for a course. This means any course will cost 13% more than the registrant expected. This money would be remitted to the federal government, and we could not get it back. Roger has submitted a support ticket with Zoom and plans to escalate the level of his

inquiries. We may have to accept this will happen and focus on how to communicate this to our members.

**8. President's Report:**

Betty tabled the President's Report. She stated that we had covered most of her concerns in the course of the meeting. She asked everyone to think about how to get more volunteers. This will be high on the agenda at the next meeting.

**9. Key Focus Areas:**

As time had run out, we were not able to cover this item. It will be the first item after approval of the minutes on the September meeting agenda.

**10. Other Business:**

There was no other business.

The next Board meeting will be on September 16 at 3 p.m. on Zoom.

**Adjournment:** the meeting was adjourned at 4:40 p.m.

Aug. 19, 2025.

Betty Horton, Chair

Rosemary Tessier, Recording Secretary