

**Learning Unlimited Etobicoke for Seniors**

**Board of Directors Meeting**

**Minutes**

**Dec. 5, 2023**

**Present:** Deb Forsyth–Petrov, Rich Bailey, Maureen Clancy, Betty Horton, Judy McCormick, Roger Tessier, Rosemary Tessier, John Willson ('til 3:45 PM).

**Absent:** Jennifer DeNomme

**1. Call to Order**

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.

**2. Approval of Agenda**

**Motion:** Approve the Agenda for Dec. 5 Meeting

Betty moved and Judy seconded this approval. Board agreed unanimously.

Motion carried.

**3. Approval of Minutes**

**Motion:** Approve the Minutes of Oct. 31,2023 Board meeting.

Betty moved and Judy seconded this approval. Board agreed unanimously.

Motion carried.

**4. Business Arising from Prior Minutes**

The three items in the Agenda will be covered in the Technology Report from Roger and the Corporate Secretary Report from Rich.

## 5. Committee Reports

### a) The Curriculum Committee Report was tabled by Judy:

This is the final week of our Fall lecture series. Surveys will be issued to attendees this week and results will be available at the next meeting. The in-person series at Fairfield has been judged a success.

The post-lecture series survey for both Tuesday and Thursday Fall lecture series will be done, as per usual, via ZOOM at the end of the last lecture. The post lecture series survey for Wednesday (in-person) will be sent out at noon in an email to all Wednesday series registrants on the last lecture day, to be completed and returned.

At our next Board meeting, we will discuss our future approach to our lectures, in terms of in-person vs Zoom. We know we have 2 different audiences: Betty's analysis of PayPal statistics indicate that 20% prefer in-person, while 80% prefer Zoom.

One of the key survey questions that will be asked of all attendees across the three series is "If there is any preference for afternoon ZOOM lectures (versus in the morning)?".

### b) The Corporate Secretary Report was tabled by Rich:

- i. The bank statements were reviewed and were OK. It was noted that the bank name was incorrect on the internal website report and will be corrected.
- ii. Rich reviewed the changes proposed for the Policies and Procedures Manual and invited questions from Board members.  
The proposed changes:
  - a. Section 1.07 was expanded to cover storage of digital corporate records should the website not be available or suitable.
  - b. Section 2.10.06b was updated to allow the Treasurer to use forms of payment other than cheques when making payments permitted within section 8.02.

- c. Section 2.10.07c removed the specific time at which confidentiality agreements must be signed.
- d. Section 10.07d was added to say the Corporate Secretary is responsible for reviewing monthly bank statements.
- e. Section 3.06 removed the specific time at which confidentiality agreements must be signed.
- f. Section 6.07.06i adds a Confidentiality Agreement to the documents that must be signed by new Directors.
- g. Section 7.04.03 clarifies our policy regarding free admittance to lectures for volunteers.
- h. Several changes were made to Section 8.02:
  - title was changed to include “Other Payments”, and to state that payments to lecturers will always be made by cheque.
  - some payments may be made by e-transfer or on-line payment, with the addition of additional controls
  - clarification in case where Treasurer and Corporate Secretary roles are held by the same person.
- i. The Summary of Key Dates section in the Appendix was significantly modified.

Rich thanked Betty and Deb for their help in formatting the document with these changes.

**Motion:** Apply the above changes (a. through i.) to LUE’s Policies and Procedures Manual, with the provision that the Manual numbering be updated.

Rich moved, and Deb seconded this motion. Board Approval was unanimous.

Motion carried.

**Storage of LUE documents:** Betty reported she had added a new lock to the filing cabinet in the Library at Fairfield that contains old documents. The newest documents apparently date from the 2003 – 2004 year, so should not require keeping. Deb suggested Betty and

Rich review the material to see if anything is helpful and/or worth keeping, before any disposal decision is made. Possibly this cabinet would be a good place to store paper files, since we are required to keep some for 7 years.

c) The Nominating Committee Report was tabled by John:

We spent the Fall lecture series educating our members on what our volunteers do for them so that we can deliver these courses. Despite 16 appeals for volunteers, we have received little response. We have one volunteer who should be well suited to the Technology Committee and a second possibility with a similar background. One of the technology candidates has a very busy schedule and has most availability in the afternoon, when we currently do not lecture. We may do better in the winter session with higher attendance numbers.

We discussed why we cannot get more volunteers; Deb advised that every TAN organization is struggling with this issue. Rich advised that this is a common issue in the not-for-profit sector. Maureen asked if we could join up with other TAN members with similar problems. It was pointed out that amalgamating two organizations is not a simple matter from a corporate mandate, processes and structure perspective.

Deb requested that the Nominating Committee develop a revised strategy for the Winter series around recruitment where we help the members to understand the seriousness of the lack of volunteers stepping forwards to help, and the resultant implications for the future of LUES.

John advised that he must take a leave of absence effective immediately, until he has cleared up a legal matter. John will advise the Board further about the status of this leave in the New Year, as he should know more then.

Since John will be absent, we require a new Chair, Nominating Committee. Betty, as Vice President, was asked to take on this role and agreed. We

may be able to obtain some recruiting assistance from Glenn in the New Year. Deb will reach out to discuss this with Glenn in the New Year.

John left the meeting at 3:45 PM.

d) The Registration Report was tabled by Roger:

It would be helpful to know how registration numbers for the Winter series at this point compared with last year. Betty offered to find out using PayPal.

An error happened during the first 3 days of Winter Registration, exclusively with Wednesday registrations. The online Registration screen left over from the Fall of 2023 incorrectly told Wednesday Winter registrants that the Wed. series would be in-person. Roger suggested a corrective email to the 19 Wednesday registrants who registered in that 3-day period, emphasizing that this series will be on Zoom. Roger will draft an email and send it to Deb and Betty for review. It will be sent out soon.

In the upcoming Dec. 11, letter inviting registration for the Winter series, it will also be stressed that all Winter lecture series will be on ZOOM.

Deb will talk to Jennifer about the position of Registrar and whether Jennifer would also be able to become a Zoom host.

e) The Technology Report was tabled by Roger:

We have two strong candidates for hosting Zoom webinars. Len and Roger will act as mentors, welcoming a recruit to sit with one of them as they host a winter webinar.

The Zoom/PayPal registration problem continues to be unresolved. Roger continues to send requests for assistance.

Figures for registration and attendance are posted on the internal site. The complete reports from Zoom are available on request.

Roger has examined plug-ins for back-up from WordPress and judged them unsatisfactory. He is looking at UpDraft, which was recommended by Jennifer, and thinks the free version would be adequate. The website is backed up twice each week.

Deb advised that some small TAN organizations hire a professional ZOOM host, which would greatly increase our costs, and which would also increase what we must charge attendees for a lecture series. Also, every year more TAN organizations shut down because of lack of volunteers.

Deb asked Roger to set up ZOOM webinar interviews for speaking with potential technology recruits. Roger and Deb will coordinate.

**6. Fairfield Pilot – Evaluation (7 lectures completed)**

- a) Technical: Roger reported no technical and/or sound issues so far.
- b) Financial: Betty reported the Zoom courses made a profit; the in-person course produced a small loss. We may need to increase our fees or consider adding more attendees for an in-person. We will discuss in January.

**7. The December 2023 Treasurer’s Report & Proposed 2024 Budget** were tabled by Betty:

She also tabled and reviewed a document outlining the assumptions made for the Income Statement, the 2024 Approved List of Suppliers who qualify for on-line payments, and the unaudited, estimated Statements of Revenue and Expenses for 2023.

**Motion:** Approve the 2024 Budget and the 2024 Approved List of Suppliers

Betty moved and Deb seconded that both the 2024 Budget and 2024 Approved List of Suppliers be approved. Board Approval was unanimous.

Motion Carried.

## 8. New Business:

- a) Communications Committee: approved the next Winter Registration Reminder letter for issue on Monday Dec. 11, the Seasons Greeting card for issue on Monday Dec. 18, and the last reminder letter for the first week of January 2024, just before lectures start.
- b) Socialization Opportunities:
  - a. Maureen suggested at the end of a lecture series, we could get together at a coffee shop or pub for a drink and socializing.
  - b. Rosemary suggested we pilot an afternoon drop-in at Fairfield, using one of the smaller rooms, e.g., the library. If successful, we would hold this once per month, about halfway between the dates of Board meetings. Attendance by Board members and volunteers would be optional. Coffee, Tea and cookies would be provided by Rosemary and anyone else who wants to help out. Prospective volunteers would be encouraged to attend. Rosemary will consult with Fairfield staff about the necessary specifics on the date of the last in-person lecture. Possibly these drop-ins will help attract new recruits.
- c) **\*\*Preparation by All for Next Meeting in January 2024\*\***:
  - a. Review and think about two analysis documents that have been posted for this current Dec. 5 meeting to discuss at the January meeting (reference these Minutes - item 6b):
    - i. Lecture – Fall 2023 Cost Analysis (showing a small loss)
    - ii. Determination of Minimum Registrants to Cover Costs – ZOOM and In-Person (Using Preliminary Budget Numbers)- SUMMARY
  - b. In the January meeting, we should discuss and make a financial /operational process decision about:
    - i. Considering offering one in-person course per session (both Fall and Winter) or two in-persons per year, and
    - ii. Whether Registration Fees should be increased, and if so, to what amount per course delivery mode

Special Note: Deb will be away from Dec. 18 – 29, 2023.

**9. Next Meeting – Jan. 30, 2024 – 3 PM**

The meeting was adjourned at 4:43p.m.

Dec. 5, 2023

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Deb Forsyth-Petrov, Chair

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Rosemary Tessier, Recording Secretary