

Learning Unlimited Etobicoke for Seniors
Board of Directors Meeting
Minutes
July 25, 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:

Motion: Betty moved and John seconded approval of Agenda.

3. Approval of Minutes:

Motion: Betty moved and Roger seconded that the Minutes of the June 27, 2023 Board meeting be approved.

4. Business arising from prior Minutes:

This will be dealt with later in the meeting.

5. Fairfield Pilot and Fall Registration planning:

Roger tabled the Recommendations of the joint Registration and Technology Team. He reported all Team members supported these recommendations. Deb thanked Roger and the Team.

Roger went over the main points in this report, which covered all the issues about the Pilot that were raised on the Agenda.

The double door entrance at the back will be the only entrance for attendees.

Yash will print a simple badge for each registrant, which will be handed out at the first lecture. Yash and two other volunteers will ask Attendees for Zoom confirmation emails; their names will be checked off the list before they enter the auditorium. If someone forgot the email, their name should still be on the list.

Another volunteer will be at the entrance, checking for badges.

Betty noted that at the Team meeting, Yash pointed out that badges with attendee names make it easier for the attendees to get to know each other, definitely a plus for social interaction.

If a potential attendee does not have the confirmation email and the Pay Pal records do not show a payment, they can register at the entrance to the auditorium if the maximum number has not been reached. A laptop will be available, but this will only work if Fairfield has Wi-Fi. If Wi-Fi is not yet available, they will have to return home to register

After the first lecture, only 1 volunteer will be needed to help Yash.

In the old system, the badges identified Board members, but this would complicate badge-making too much. Board members could put stickers on their badges to indicate their Board membership.

Deb asked Betty if it is possible to balance the number of badges with the number of Pay Pal payments and Betty replied that the badges will be generated from the PayPal list.

Motion: John moved and Betty seconded that the Board accept the joint Team's recommendations as the official procedures for the Pilot series. Approval was unanimous.

Roger reported that Len Klochek is working on registration screens and the registration process and would like input from Board members, preferably by the end of July. There is already a link available to see these screens and test the procedure, but some Board members do not have the link. Roger will send the link out to everyone tomorrow. He suggested any comments be sent to him and Len.

Deb reported on a conversation with Glenn Yaffee, who wanted to know if masks would be mandated for the in-person pilot series. When Deb replied no, Glenn said he would not be able to attend the session at Fairfield. Judy volunteered to do the introduction of the speaker.

Deb suggested we should make the "no masks required" policy clear to registrants before they register. The FAQ for registration, which Roger will update, will include this information.

Deb tabled a document from the Communications Committee: Newsflash: upcoming Fall 2023 Season at Learning Unlimited. This document can be put on the LU website on Monday, July 31 or the following day.

Betty's name should be added to the Registration Committee on the LU website.

Deb tabled a document: Draft Communication plan – Fall Registration. Deb is covering the weeks of July 31 and August 7. John will cover the weeks of August 14 and August 21. Betty will cover the weeks of August 28, Sept. 4 and 18 and Oct. 2.

A Board meeting to continue work on the Fairfield pilot has been scheduled for August 29 at 3 p.m., but this may not be needed.

The meeting was adjourned at 3:44.

Dated July 25, 2023

Deb Forsyth-Petrov, Chair

Rosemary Tessier, Recording
Secretary