

Learning Unlimited for Etobicoke Seniors
Board of Directors Meeting Minutes
May 9, 2025, 3:00 P.M.

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

Absent: Deb Forsyth-Petrov

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:** As no minutes had been taken for the AM Rehearsal, this item was removed from the agenda.

Motion: Lynn moved and Maureen seconded that the Agenda as amended be approved. The motion was carried unanimously.

3. **Approval of Minutes:**
 - a) Board meeting, Feb. 18, 2025
 - b) Post-AM Board meeting, March 28, 2025
 - c) Annual Meeting, March 28, 2025

Motion: Roger moved and Sally seconded that the above Minutes be approved. The motion was carried unanimously.

4. **Business arising from prior minutes: all deferred to August 19 meeting.**
 - a) Policies & Procedures Manual update re Technology and Membership Engagement committees.
 - b) Facebook updates: photo of lecturer or staged picture.
 - c) Alternative Registration platform.

5. Treasurer's Report:

Betty tabled the Treasurer's Report and the first quarter financial statements. She noted that our net position was not adversely affected by the cancellation of the winter course. We did not have to pay the lecturer and we saved on Zoom costs, so we ended up ahead of our budget forecast.

She also noted that she increased the amount in the short-term revolving GIC by \$5,000. She also extended the term to October. This increased the interest rate she was able to get.

6. Workplan:

Betty tabled a Board workplan for 2025/2026.

- a) She noted that that officers and committee chairs are expected to report on the routine items, listed in the Appendix to the P&P Manual, in their reports to the Board for the Board meetings. She also noted that in her Treasurer's report, she failed to mention that she had filed our tax return. We owed nil and the Notice of Assessment substantiating that has been received.
- b) She asked all Board members where we should be putting our major focus over the next year. The majority discussion supported the suggestions put by Roger: attract more volunteers and more revenue.
- c) She asked officers and committee chairs to provide 2 items they will be working on.

Lynn reported that she, Roger and Rich Bailey had talked about document management systems. Rich recommended Google Docs. Lynn thinks it would not cost very much, and it would be very helpful for document management, but we might need to update our website.

Betty asked Lynn to research Google Docs and do a full report for the August Board meeting. Jennifer will help.

Jennifer suggested that we find a way to have a real coffee break at the in-person. Maureen had also been thinking of this. The obvious place is the Lounge, if we can reserve it. Rosemary will check on its availability during Wednesday mornings in the fall.

The in-person space has more capacity than we are using. Perhaps the availability of a socializing time, between the lecture and the Q and A will attract more attendees and thus possibly more registrants.

Jennifer reported that she would like to have direct access to the Zoom registration reports so she can carry out some analysis and report back. Roger said he would arrange for this.

Maureen wants more board members to look at our Facebook page and indicate “like”. She also wants to find out if households that are registering for more than one attendee at a Zoom lecture might be willing to pay for 2 registrations. The problem is that Zoom requires a separate email for each registration. We can consider offering a discounted price for the second registration but to date we have not known how to make this work on the system. Betty has asked Roger to try and find out the mechanics of how other organizations offer discounts. The MEC will also consider other alternatives.

Sally and the Curriculum Committee want to focus on the trends in subjects that interest people. She also wondered if we might consider offering 3 rather than 2 lecture series in the winter following the fall of 2025. Betty replied that the decision to offer only two had already been made, but we might consider that possibility following the fall of 2026.

Rosemary, the Social Convener, acknowledged the help she has had from various Board members at the Socials. Maureen, Sally and Betty have all helped. She also offered to continue this role once someone else becomes Recording Secretary. And she asked if Board members would like a Social at Fairfield before the end of the summer. The decision was to have one later in August.

Adi suggested using the scheduling tool Doodle (<https://doodle.com/en/>) to simplify finding the best date for the majority.

7. Corporate Secretary Report:

Lynn tabled the report. The banking was reviewed with no irregularities. The ONN account had been transferred to her. She has attended one ONN on-line seminar and will be attending another. Should Board member contact information be posted on the website? The decision was no. Any new volunteers will have to

complete the volunteer form. If anyone has a new volunteer who needs access to the private website, they should send the name to Lynn.

8. Committee Reports:

Curriculum Committee: Sally tabled the report. The programs for Fall 2025 are all set to go. She is interested in working with the new AV group on the Wednesday in-person.

Adi asked if it is possible to find a list of the lectures and presenters going back to the beginning of the organization. Roger explained that there is an entry on the public website under Lecture Series called Previous Series, which gives this information back to 2013, although the information for the earlier years is more limited than for the more current ones. Betty has the 20-year, 25-year and 35-year anniversary booklets. These should give all the information wanted. Betty will find a way to send Adi this information.

Membership Engagement Committee: Maureen tabled the report. The Committee has been working on a poster for the opening of registration. They are also looking into ads in newspapers once registration opens. Lynn experimented with using AI to produce advertising text but the MEC preferred her own composition. The Committee has arranged to have lecture attendee comments posted on Facebook.

Technology Committee: Roger tabled the report. He noted his major focus will be preparing for the new webmaster to take over in a year's time. He has been working on making the role of webmaster easier. Jennifer has agreed to work with him on reviewing the tools and documentation he has developed.

He also reported that Neil Kirby, who has been a Zoom host for several winter sessions, will no longer be available. Roger said he and Myra Tavares can handle the hosting for the Fall 2026 series. The Winter 2026 series may be more of a problem. Both Fred Porter and Fran Wilkinson, from the new AV team, may be potential Zoom hosts.

9. President's Report: Betty tabled the President's Report.

- a) Maureen, Betty and Sally attended a TAN Zoom presentation on using AI tools like ChatGPT. Betty's conclusion was that Learning Unlimited would not be in a position to use much of such tools now.

- b) The BMO branch where we do our banking has offered to arrange a morning in the bank where we would man a “booth” to promote LU. The bank would extend invitations to their clients. We suggested late August or early September would be a good time, when we could promote our Fall lecture series.
- c) The email message sent to our database on April 3, asking for volunteers, produced results in the form of AV volunteers: Roger Weaver, and Fred Porter.

Proposals:

- d) Opening Registration early? After some discussion, we decided to stick with our decision to open at the beginning of Labour Day weekend.
- e) Rewarding Len Klocek for great work on the AV technology for several years. Betty proposes to give him free entry to the in-person series for 5 years.

Motion: Roger moved and Lynn seconded that Len Klocek be awarded five-years free attendance to the in-person series. Approval was unanimous.

- f) We also want to thank Neil Kirby for hosting Winter Zoom series for several years. Lynn will design an official -looking certificate to send to him.

Jennifer suggested a “Wall of Fame” for volunteers on the website. She agreed to draw up a format for this.

- g) TAN and sharing of information: TAN has asked for more specific information on our operations, that they would put on their website. The general feeling of the Board is that we should not give them more than is already publicly available on our website.
- h) TAN and partnering with retirement communities: TAN has an upcoming session on this topic. The Board needs to decide how we feel about this before any of us participate in the “exchange of ideas” session. We generally feel wary because it is very difficult to prevent a roomful of residents viewing a Zoom lecture when only one person has registered and paid.

Adi suggested a group license. Perhaps the fee for 12 registrants would be paid and the home would work out which 12 attended each lecture. Possibly

we would have a group license fee and not stipulate how many registrants this covers.

Any Board member who wants to participate in the TAN session should let Betty know.

10. Other Business:

Deb will chair the Nominating Committee, as per our P&PM for the past president. She will confirm the other members of the committee at the next Board meeting.

Betty is looking for suggestions to improve both the Board meeting flow and supporting materials.

11. Meeting Dates:

The meeting dates for 2025/2026 have been tabled and no one objects at this time to any dates.

The next Board meeting will be on August 19 at 3 p.m on Zoom.

Adjournment :

Motion: Sally moved the meeting be adjourned at 4:41 p.m. The motion was approved unanimously.

May 9, 2025.

Betty Horton, Chair

Rosemary Tessier, Recording Secretary