

Learning Unlimited Etobicoke for Seniors
Board of Directors Meeting
Minutes
Sept. 26, 2023

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

Absent: Maureen Clancy.

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.

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

- a) Deb added to Agenda: Should we establish a procedure to acknowledge death of longtime volunteers?
- b) There was also a correction needed: the Treasurer's Financial Report is for the Second Quarter.

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

3. Approval of Minutes

Motion: Betty moved, and John seconded that the Minutes of the Aug. 29, 2023 Board meeting be approved. Motion carried.

4. Business arising from prior Minutes

From April 26, 2023 Minutes:

- a) Confidentiality agreements were signed by Yash and Len. Rich covers in his report.
- b) Draft proposal for Board's Storage of Documents Policy, drafted by Betty and Rich. Betty reported that until the material can be stored on the website, the best procedure would be to use USB sticks that would be consolidated into one official USB containing a year's worth of records. This procedure will be brought back to October Board meeting for final review and approval.

Roger reported our website is secure and has enough room for all Board documents. The question of restoring our website from an Aborg backup was raised. Jennifer

knows of a WordPress plug-in, “Updraft” that may provide the back-up. Roger will look into this software and report back at the October meeting.

5. Committee Reports

a) Curriculum Committee report was tabled by Judy:

Zoom meetings are being held with each speaker, Host and MC for the fall series. Our meeting with the Wednesday speaker has determined he does not need the piano at Fairfield.

Winter 2024 speakers have been finalized. We are working on the Fall 2024 speakers.

A long-time member of our committee, Shirley Hartt, has resigned. More volunteers are required on the Curriculum Committee.

b) Corporate Secretary report was tabled by Rich.

The Ontario Not-for-Profit Network held its annual meeting in September. Rich will send out the Minutes of this meeting when he receives them.

Both Len and Yash have signed the confidentiality agreements.

The results of the survey of Board members regarding their intent to continue to serve on the Board is attached. We will require a Vice President, a Corporate Secretary, a Registrar, and several new Directors next year.

If any Board members want to suggest amendments to the Policies & Procedures Manual, they should send them to Rich by October 5.

His review of the past several LUE monthly bank statements showed everything is fine.

c) Nominating Committee report was tabled by John.

This report was titled: “Draft Communication Plan for Volunteer Recruitment”. The objective is to “develop and maintain a continuing source of volunteers for committees and the Board”. The most effective way to communicate to members is throughout the lecture series. This plan outlines a 3-phase approach through both the fall and winter sessions.

Most effective timing for communication during ‘in person’ lectures is at the start of the weekly lecture. ZOOM lectures are different, as members often log in late and miss announcements. Deb advised that last year, recruitment announcements were moved to the start of the Q & A portion of the morning for the second half of the ZOOM lecture series; this balance worked well.

Judy suggested pointing out that since Board and Committee Meetings are on Zoom, members could join a committee and/or the Board even if they live outside our area. Judy has been writing the MC scripts for the start of lectures. Last year, the Nominations Committee provided Judy with the weekly recruitment wording to be included in the MC speech.

We realize that we will need to word our recruitment pitches differently for the in-person versus the Zoom lectures. Those who attend the in-person series will lose more if LUE folds; so, our pitch to them should reflect this. For ZOOM lectures, we could include an introduction of Board members and the organization. For the in-person lecture series, we could write up a one-page introduction/promo that we either hand out upon entry or put on the seats, followed by subsequent weekly pitches. It was suggested that John consult Glenn for advice and possible assistance with this.

Other suggestions included different updates to various aspects of the website -- revisiting role descriptions, the existing Board video (which requires updating) and the history of LUE. Highlighting that new recruits would be mentored by a Board member might encourage those who feel less experienced.

Deb requested that this draft communication recruitment plan itemize activities by week and person assigned/responsible for each.

John indicated that an updated Draft Communications Plan would be issued by mid-October.

d) Treasurer's 2nd quarter financial report was tabled by Betty.

Two corrections were made by Betty to the Unaudited Financial Statements. On the Balance Sheet, the heading of the first column should read 2023, As at Jun. 30, not 31. On the Statement of Revenues and Expenses, the heading over the first three columns should read Quarter Ended March 30, not Jun. 30.

Betty noted that the BMO account has been set up and that the use of e-transfers to reimburse payments by Directors is working well.

She also noted a change in our insurance policy arrangement, in that time periods for the two policies must now end on the same date. An invoice for Board members D & O insurance covering the period from the current renewal date in October to December 31, 2023 has been received. At the end of December both the D & O and the General Business insurance policies will be renewed on an annual basis.

e) The Registration and Technology reports were tabled by Roger.

The registration numbers for each of the fall series were listed; they also appear daily on the "Reports" section of the internal website.

The strange behaviour in the communication between PayPal and Zoom continues unresolved. Investigation to date shows that any registrant who goes through the registration and payment process does get registered, even though the screen does not make this clear to the registrant. Roger and Betty will continue to try to find out the source of this strange situation.

Roger reported that the LUE public website now only lists Board minutes from 2021 to the present. Earlier minutes are on the internal site.

6. Fairfield Pilot Plan

The Fairfield Coordinator, Betty reported that the plan has been set. The seating plan calls for 12 rows of 10 seats, five either side of the central divide, plus 10 seats along the back wall. There will be 3 seats and tables outside the double doors for volunteers to check in registrants and hand out badges. There will also be a chair at the front entrance nearest the stage for the greeter who will direct members to the back double doors to check in.

Yash, who prepares the badges, has the list of volunteers and the Life Member who can attend without payment.

Proposal: Someone in the past had suggested that we give attendees during an in-person lecture the option of either asking questions with a microphone or writing the question on a slip of paper to submit. We agreed to provide both options to attendees. John suggested that we wipe the microphones (potential for Covid) between question askers.

7. Honouring Longtime Volunteers for LUE who have died.

Deb recently was told that a former longtime volunteer had died. It seems fitting to recognize someone who volunteered for 5 years or more. After some discussion, we decided that where we are notified of their death, the contribution of any volunteer who served for more than five years should be recognized at the following AGM.

Next meeting: Oct. 31, 2023 3 p.m.

The meeting was adjourned at 4:21 p.m.

Deb Forsyth-Petrov, Chair

Rosemary Tessier, Recording
Secretary