

**Learning Unlimited**  
**Board of Directors Meeting**  
**Minutes**  
**Dec. 2, 2021**

**Present:** John Willson, Deb Forsyth–Petrov, Rich Bailey, Len Klochek, Janice Manias, Judy McCormick, Yash Sthankiya, Roger Tessier, Rosemary Tessier, Glenn Yaffee.

**Regrets:** Audra Hudek.

**1. Call to Order:** 1:31 P.M.

**2. Motion:** Approval of the minutes of the Nov.5, 2021, Board meeting.

Yash asked for a correction. In section 6.3, on Registration: The Fall 2021 series began on Oct. 19, not Oct. 14. Rosemary will correct this in the Minutes before they are posted on the website. Approval of the Minutes as corrected, moved by Glenn, seconded by Judy. Approved.

**3. Correspondence:**

No new correspondence.

**4. New Business**

**4.1 Possibility of return to live presentation:**

Deb tabled a document: “Break Even Analysis- 2022 Fall Lecture Series (8) In Person Pilot at Fairfield.”

This analysis calculated that given the maximum number of attendees permitted by Fire Regulations at Fairfield is now 70 and given that the cost of such a series would be \$4200, the break even cost per registrant would be \$60, contrasted with the traditional \$35.

LU could either charge registrants the full \$60 fee or use some of our reserves to subsidize the registrants just for the pilot series, so they only paid \$50. each.

If a similar calculation were done for a 10 lecture Winter series, the cost to LU would be 25% higher.

This document led to a wide-ranging discussion about the future of in-person events.

The biggest concern about not having in-person events is our mandate for promoting social interaction among our members. Ideas proposed included: screening movies or organizing a book club at Fairfield, followed by a discussion. Possibly we could have refreshments in the cafeteria. Another suggestion centred on books would be an event in association with A Novel Spot bookstore, featuring a local author, talking about, selling and signing their book.

Another idea is to hold single lectures at Fairfield, with the usual q and a at the end. The lecturer would of course be paid less and perhaps we could charge, say, \$20 for the lecture. Again, thinking of interest in books, we might invite a local author to lecture on their book, possibly with a book sale and signing at the end. Presumably, the free publicity would replace the usual speaker fee, or most of it.

Judy will explore the bookstore idea. Judy and the Curriculum Committee will explore the idea of one-offs, looking for potential lecturers. It was suggested having one or more one-off lectures either before the Fall series begins or after the Winter series ends could work well.

Our focus must be on revenues versus costs. The rental fees at Fairfield are very reasonable and when we could put 125 attendees in the hall, we were in good financial shape. This changed when the Fire Marshall ruled only 70 (actually 66) could be seated in the hall. If we run a pilot in Fairfield in the fall of 2022, we must accustom our audience to a new fee structure, perhaps subsidizing a bit in the first series.

Another possibility is finding a new venue for in person lectures. The Kingsway Theatre on Bloor and the Cineplex on The Queensway were considered. Both may be too expensive, and the Kingsway presents parking issues. Deb will contact the Kingsway and Glenn the Cineplex for some preliminary information.

Our experience using Zoom has not given us significantly more revenues; we net around \$32 per registration. Our break even point with a series on Zoom is 140 people for the winter sessions.

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

We are now able to write cheques (good news!), but John will not be able to produce an income statement until he obtains the financial records and corporate records from the previous Treasurer. We have about \$40,000 in our reserves. Our one-year expenses are about \$20,000. We should review our policy regarding reserves at the next Board meeting.

## **6. Committee Reports:**

### **6.1 Technology:**

Report was tabled by Roger and Len.

Roger reported that again the Webmaster was shut out of the LU website. ABORG fixed it but did not explain the cause. The website ran out of disk storage because no materials or emails have ever been deleted. The board agreed Roger can delete emails older than 2 calendar years.

A Zoom screen-sharing issue has caused problems with the Tuesday series. Both Len and Roger are working on this.

Len reported a bad situation when he helped an attendee who lost track of the link by forwarding his wife's link to the attendee. This resulted in his wife's links being removed. We are following up with ZOOM and Len strongly recommends that one never forward a link to another party. Len faced another crisis when his Windows 10 computer crashed the evening before he would host the Thursday series. Len had to switch to the LU MacBook Pro, which has some different procedures for screen-sharing. Fortunately, Len was able to cope as usual and hosted the Thursday lecture without further problems.

### **6.2 Curriculum:**

Judy tabled the report.

Course outlines for Winter 2022 have been posted and we now advertise them at the start of each lecture. MC's have been assigned. Rehearsals for hosts, MC's and speakers will start in early January. Course outlines for Winter 2023 have been approved and those for the following Fall probably at the next meeting. All speakers engaged for lectures through Winter 2023 are expecting to deliver their lectures on Zoom. So, if we do go ahead with a pilot in person in Fall 2022, the Committee must find a speaker willing and able to lecture at Fairfield or another Etobicoke venue.

### **6.3 Registration:**

The report was tabled by Yash. The marketing email was sent out on Nov. 7 and registration for the Winter 2022 session started on Nov. 15. As of Nov. 27, we had a total of 310 registrations. Registrations increased significantly after MC's mentioned in their introductions that registration was open. Another marketing email was suggested for early January. The Communications' Committee will compose it and it will be sent to all former and present registrants. Wording will include first thanking those who had already registered.

Judy asked Yash to report before the Winter series start on how many registrants are new. This helps her finalize the scripts for MC's.

The number of emails to the Registrar have decreased significantly but reminding registrants to save the links is still needed.

### **6.4 Social:** no report.

### **6.5 Corporate Secretary:**

Rich tabled a report on the issue of privacy and LU, from 2 points of view: what the Law says and what our own by-laws say. But since we started using Zoom and PayPal, we are actually collecting a lot more information about attendees than we did before and perhaps more than either we or they would expect. To start exploring this issue, Rich is planning to contact each member of the Executive Committee before our next Board meeting to determine our present practices and develop recommendations for the future.

### **6.6 Third Age Network:**

Deb reported that the TAN group working on a copyright agreement has produced a draft to show to their Executive in early January. We will ask how they are planning to defray the legal fees involved in this project. If it seems appropriate, we will offer to give them some money to help with this cost.

## **7. Next Meeting:**

The next meeting will be on Friday, Jan 14, 2022, at 1:30 P.M.

**Adjournment:** 3:28 P.M.