

**Learning Unlimited
Board of Directors Meeting
Minutes
Feb. 11, 2022**

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

Regrets: Audra Hudek.

1. **Call to Order:** 1:35 P.M.
2. **Motion:** Approval of the minutes of the Jan. 14, 2022, Board meeting.
Moved by Judy, seconded by Deb. Approved.
3. **Correspondence:** no formal correspondence.

4. **New Business**

4.1 Updates from Management Team meeting of Jan. 28, 2022:

4.1.1 Comments on the Notes of this meeting: none.

4.1.2 Prospective Board member interviewing: for the Jan. 28 meeting, Judy produced a helpful checklist to orient a new board member during their first year. We agreed at that meeting that the first 3 items in Judy's checklist would serve well as starting points for the interview process. Glenn and Judy will expand on this in a document that will be made available before the next meeting. But this still leaves the problem of finding people in LUE who are willing to consider the possibility of being on the Board.

According to the by-laws, new Board members can volunteer or are selected by the Nominating Committee, who interview prospects and recommend them for election at the AGM. According to the formula in the by-laws, this year the AGM should be held on March 22 but it seems very unlikely we would be ready for this date for a number of reasons.

Rich will investigate the legal requirements for annual meeting timing.

Recruitment:

Deb, Judy and Glenn as chair will make up the Nominating Committee. In the past it was an Ad-Hoc Committee, but we will change it to a Standing Committee. This will require a change to our bylaw.

We need to fill at least 2 spaces: a Treasurer and at least one Director at large. The Communications Committee will draw up a message to be sent to all members and

given before each lecture in the coming weeks. We hope this will acquaint members with our needs and possibly pique someone's interest

Glenn tabled a paper: Strategic Volunteer engagement and recruitment, advocating a three-point strategy:

- Personalize the connection between membership and the Board
- Develop short terms projects led by a Board member to enlist member participation
- Reward volunteer participation.

Glenn moved that these points be adopted and Len seconded the motion. Motion was passed.

Roger suggested that as an example of “strategic recruitment”, we could publicize that he could use some help with the Webmaster work; his assistant would not have to join the Board, in keeping with past practice of the Webmaster role. Perhaps an interest in doing this work could lead to an interest later to join the Board.

Len suggested an example of a “short term project”: investigate why some people (about 15 – 20 per session) register for a series of lectures but do not attend some lectures or sometimes complete sessions. This information could prove useful.

4.1.3 Board Member Testimonials: Glenn also tabled a paper on this subject. The objective is to give interesting and personal profiles of Board members on the website. Each of the Board members will be interviewed regarding their background; these interviews will be recorded by Len. Glenn included a list of questions to be used in the interview. A past president, Gerry Keating, will be asked to do the interviewing. These interviews will be edited and posted on the website. We hope these interviews might inspire some members to step forward.

4.1.4 Update on Treasurer and Corporate Secretary: We are aware that we have annual filing requirements . Rich will determine, in consultation with the previous corporate secretary, what is required.

John Willson now has most of the information to be able to prepare our year-end financial statements. However, we need an auditor to audit the books for the A.G.M. Further, we need full access to the PayPal information in order to facilitate our operations.

4.2 Access by our members to course presentations.

Deb tabled a Policy draft for discussion on this topic. Our concern is that under our current arrangement with Zoom, one member could share their registration with others, depriving us of revenue that we would have previously received through the in-person situation at Fairfield. We clearly cannot prevent two individuals in the same residence from watching the lecture together. Further, while we can determine from a review of the attendee log that there are duplicate sign-ons from the same registrant, there may be legitimate reasons for this. Accordingly, the Board passed, by a 7 to 2 margin, the following motion:

A registrant may sign up on up to two devices provided that both devices are in the same household.

Any apparent signs that there are more than two devices signed on will be followed up by the Registrar in the manner he has satisfactorily done to date.

There was a discussion about what to put on our website in the FAQ. We have agreed in prior meetings that we do not want to publicize the fact that links can be shared. But to be fair, we should tell registrants that 2 devices can share the same link. Glenn proposed we need to change what we say in the FAQ and that was agreed to unanimously.

The exact wording has yet to be determined.

Policy manual - Another issue is *do we need to revise our policy manual*. While the trend in business is toward more transparency, should the policy manual be accessible to all LUE members? It seems the policy manual will need revision.

5. **Treasurer's Report:** John Willson reported we continue to be in good financial shape. As mentioned above, John now has the financial records to eventually produce a report. But the problems with the CIBC branch continue. John plans to talk to the branch manager to resolve this.

Len brought up the question; *do we still pay Bell for the Internet at Fairfield?* The answer was yes, and we should cancel this until such time as we actually have an in-person event.

6. Committee Reports:

6.1 Technology:

Report was tabled by Len.

Len continues to follow the issue of lost links that are not the result of errors by registrants. He will follow up with Zoom at the end of the winter session. He also cautioned those who view the attendee reports about counting the number of entries under one email address. Zoom seems to drop out and restart frequently and the length of time for an entry must be noted if inappropriate link sharing is suspected.

He also noted that the black bars that were showing up during the Wed presentation only showed up when video and audio checkboxes were checked.

Roger tabled a Webmaster report.

LUE purchased an ABORG service to scan the website for malware, remove any found and bring the platform up to date. ABORG found many issues with the old membership application, which had to be deactivated and may not be revivable. The membership database is no longer accessible to the Registrar; Roger is following up with ABORG to find the best way to get the data.

Roger asked if registration should be closed for the current session. We decided to end it at end of week 6 of the session. He also wanted to know when course descriptions for Fall 2022 should be posted. Early advertising seems to lead to early interest and more registrations so MC's will start promoting our Fall 2022 topics to our current registrants.

Judy and Roger agreed to work together on the format of the fall postings.

The question of when to pick the registration date for the fall session came up; it was decided to put this on the agenda for the next Board meeting.

Roger suggested we consider recruiting a 4th Zoom host.

Roger is working on a secure site for the Board members to post internal materials.

6.2 Curriculum:

Judy tabled the report. The agreement the speakers are asked to sign is now called the "Speakers Agreement". The Board needs to create an Ad-Hoc Committee to revise our agreement in line with some/all of the TAN recommendations. This matter was handled during the Third Age Network report below.

6.3 Registration:

The report was tabled by Yash. As of Feb. 8, LUE has 682 registrants in the Winter 2022 lectures. The issue of links being shared can be settled by the Registrar in the few cases where the problem actually exists. He noted that companies like Amazon Prime also have this issue and one could learn from what they do: concentrate on increasing the number of customers, rather than penalizing the offenders.

6.4 Corporate Secretary:

Rich tabled a report. Unfortunately, not all Board members have responded to his previous request about what types of information they collect on registrants. Please do so. Once he has everyone's report, he can recommend changes to By-Laws and Policy regarding privacy. He continues to monitor the activities and policies of 3 other groups in TAN.

He is concerned about the filing of our corporate records and required government forms, including new registration documents for the Ontario Government.

6.5 Third Age Network:

John attended the meeting in Deb's place and emailed all board members a copy of the new TAN copyright agreement. He reported the TAN members were generally positive about the new agreement, but skeptical of the plagiarism software.

At Judy's request, an ad-hoc committees composed of 4 members of the Curriculum Committee (John, Glenn, Judy and Deb) will revise the LUE Speakers Agreement to incorporate some or all of the TAN recommendations.

Deb is planning to attend the TAN meeting for strategic planning

6.6 Possible return to live presentations

On the topic of a space for in person events: Yash reported he had received information about the Franklin Horner Community Centre (432 Horner Ave, .a few blocks east of Brown's Line) in south Etobicoke. They do rent out their auditorium (\$70. Per hour). The capacity is normally 130 but may be reduced at the moment. There are about 30 – 40 parking spaces, but these may not all be available at one time.

Once again Fairfield came up: why has the number been reduced so drastically for their auditorium? Len will try to talk to the manager again.

Regarding another Management Team meeting in 2 weeks: we agreed this was unnecessary.

7. Next Board Meeting: Friday, March 11 at 1:30 p.m.

8. Adjournment: 4:00 p.m.