

Learning Unlimited
Board of Directors Meeting
Minutes
January 9, 2020

Present: Glenn Yaffee, John Page, Ann McElhinney, John Bonsall, Yash Sthankiya, Jim Darling, Roger Weaver, Wendy Ryerson, John MacMillan, Shirley Hartt, Audra Hudek

Regrets: Deb Forsyth-Petrov

Call to Order: 12.00

1. **Approval of the minutes of the last meeting.** Moved by Roger Weaver and seconded by Yash Sthankiya. Approved
2. **Business arising from the Minutes of November 14, 2019**
 - 2.1 **Age requirement box on website.** It was confirmed that a box will be on the website.
 - 2.2 **Committee vacancy notifications to Roger Weaver, Chair of Nominations Committee.** Roger Weaver pointed out that a nominations committee was needed. Jim Darling volunteered to be on the committee. It was pointed out that many board members will have completed their bylaw determined terms April 2020/2021 which will result in a large turnover. Roger will provide details at the next board meeting on which to base discussion regarding the possibility of establishing staggered terms to provide board continuity.
Roger will also prepare an email to be sent to the membership asking for volunteers to serve on the 2020/2021 board and to make the same announcement at the lectures. Committee members will also be approached to consider board positions.
3. **Correspondence:** None
4. **Treasurer's Report:** See attached. Figures are final with exception of the accrued interest, which is subject to an update.
5. **Committee Reports:**
 - 5.1 **Audio Visual**

Over the holiday break, *Audio Operations* completely rewired the auditorium's audio system, bringing it up to code. When they had completed this task, we tested it using our own mixer and amplifier. Everything worked perfectly.

The rewiring was led by James Kean, who has been our primary contact for over 10 years. While doing the test, he also "tweaked" our mixer, which he says will enable it to "squelch" the occasional squeaks. At this time we do not require any additional repairs or upgrades.

John MacMillan

5.2 Curriculum

Upcoming Courses

Fall 2020

Tuesday *Splendour and Opulence* (Catherine the Great) Julia Zanrankin

Wednesday *Armchair Traveler with Great Writers* Jeffrey Canton

Thursday *Neglected Art of Film Music, Part 1* Bob Bryden

Winter 2021

Thursday *America in the Cold War and Beyond* Peter Harris

Fall 2021

Tuesday *Advances in Medicine* Philip Wood

Thursday *Neglected Art of Film Music, Part 2* Bob Bryden

5.3 Registration: See attached

5.4 Social: No report

5.5 Third Age Network: Glenn advised that TAN was concerned about remaining relevant to well established organizations. It was agreed that their list of speakers was useful.

6. New Business:

Shirley Hartt advised that the anniversary booklet was being compiled, however the list of board secretaries was needed. John Bonsall ~~will provide the information.~~ *Suggested consulting corporate minutes.*

The document titled *Policy Manual* was discussed and changes were made. A second draft will be distributed with the suggested changes for further review.

During the discussion a motion was made to accept and put in place the information

contained under the heading *Privacy/Confidentiality of Members Data*.

MOTION:

Moved by Wendy Ryerson, seconded by Jim Darling

That all personal data collected from members will be kept secure and in confidence by the Registrar and Webmaster. Members' personal data will be used exclusively for communications with members for purposes of registration and communications about Learning Unlimited Etobicoke lecture series. Members' personal data will not be shared with any third party, unless permission is first obtained from the members involved.

PASSED

7. **Next Meeting: February 13, 2020**

8. **Adjournment: 1:45 pm**

Approved: ... Feb 13/20 ...

President: ...

Secretary: ...

M. Elhinney

Board Members

Registrar's Report January 2020

The Winter 2020 Registration was a success. The website performed without a hitch and the small number of emails to the Registrar and Webmaster mostly concerned issues arising from errors made by intending registrants. In fact, for the second time since registration went digital, 6 years ago, all the courses were full before the end of the first week of registration. Congratulations again to the curriculum committee for developing a balanced and interesting program.

On Monday and Tuesday December 9 and 10, 56 eligible pre-registrants and partners were registered. On Wednesday and Thursday, December 11 and 12 registration was open to all existing members. On December 11, all the Wednesday spaces were taken by the end of the day and by the end of registration on December 12, there were only 21 spaces left on Tuesday and 35 spaces on Thursday. On Friday December 13, registration was open to everybody including new registrants and by 11:30 all the remaining spaces had been taken.

In total, 557 lecture spaces were filled and 36 new members joined LU of whom 2 registered for 2 courses. The overall membership number declined from 700 to 683 members because 53 members who last registered for the winter 2018 lectures did not register this time. Our two longest attending members first registered in 1987, 32 years ago. The 557 lecture spaces were filled by 385 members registering for 1 course, 56 for 2 courses and 20 for 3 courses. In other words, 461 members participated in the registration process.

As well as managing the registration process and ongoing administration, the Registration Committee also completed the following tasks in November, December and January.

- Emailed a registration reminder notice to all members.
- Set up pre-registration list on website.
- Responded to registration enquires.
- Created new lecture badges and arranged for printing
- Selected door monitors and emailed them their instructions.
- Emailed all lecture attendees to remind them of the lecture start procedures.

This is for the information of the Board.

Registrar

**LEARNING UNLIMITED FOR ETOBICOKE SENIORS
STATEMENT OF REVENUE, EXPENSES
AND CHANGE IN NET ASSETS**

FOR THE YEAR ENDED DECEMBER 31

	2019	2018
	\$	\$
REVENUES		
Membership fees	38,745	38,150
Interest	956	930
Other		
	<u>39,701</u>	<u>39,080</u>
EXPENSES		
Honoraria - co-ordinators	5,530	5,400
Honoraria - lecturers	15,242	14,386
Expenses - lecturers		
Audio-visual expenses	8,337	12,143
Insurance and rent	4,578	4,481
Annual meeting	442	594
Office and general expenses	477	717
Registration	2,144	2,400
Refreshments	1,193	1,251
Registration development costs	814	1,446
	<u>38,757</u>	<u>42,818</u>
EXCESS OF REVENUES OVER EXPENSES	944	(3,738)
NET ASSETS - beginning of year	<u>39,666</u>	<u>43,404</u>
NET ASSETS - end of year	<u><u>40,610</u></u>	<u><u>39,666</u></u>

January 9, 2020

John Page, Treasurer

LEARNING UNLIMITED FOR ETOBICOKE SENIORS**BALANCE SHEET****AS AT DECEMBER 31**

	2019	2018
	\$	\$
ASSETS		
Bank, current account	10,795	10,869
Guaranteed Investment Certificates	20,000	25,000
Short-term Investments	19,391	14,386
Accrued interest	1,241	1,241
Prepaid expenses	8,702	7,794
Equipment, trademark, goodwill (net)	1	1
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TOTAL ASSETS	60,130	59,291
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LIABILITIES		
Membership fees paid in advance	19,390	19,425
Accounts payable	130	200
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TOTAL LIABILITIES	19,520	19,625
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EQUITY		
Retained earnings	5,610	4,666
Reserves	35,000	35,000
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TOTAL EQUITY	40,610	39,666
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LIABILITIES AND EQUITY	60,130	59,291
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