

Learning Unlimited Etobicoke

Board of Directors Meeting

Minutes

July 16, 2020

Present: Glenn Yaffee, John Page, Ann McElhinney, Jim Daring, John MacMillan, Deb Forsyth-Petrov, John Bonsall, Len Klocek, John Willson, Judy McCormick, Roger Tessier, Rosemary Tessier

Regrets: Roger Weaver, Yash Sthankiya, Shirley Hartt, Audra Hudek, Wendy Ryerson

1. Call to Order: 1:31 PM
2. Approval of the Minutes of June 18, 2020: In 5.1 John Willson's name has been corrected and in the AV report he has been removed as volunteer.
Moved by John Willson and seconded by Len Klocek. Passed as corrected

3. Business Arising:

3.1 The Ad hoc Communications Committee notice regarding future plans for delivering our Fall courses via ZOOM has been sent to the membership and posted on the website. A member asked if the lectures could be taped. Due to copyright concerns the answer will depend on further research.

ACTION: John Willson will contact TAN, the Burlington and Mississauga Clubs. If necessary legal advice will be sought. Funds are available to cover the cost. The issue will be revisited at the next meeting.

3.2 John Bonsall clarified the method by which members maintain their seniority. There was discussion on alternative ways in which the viewers of the on-line lectures could be integrated into the membership list. The current system would treat them as new members when lectures return to Fairfield. Treating them as an additional category when lectures return to Fairfield would result in the already considerable work of the Registrar. It has been suggested that due to the new occupancy limits at Fairfield a hybrid system of on-line and in person attendance might be required in the future.

MOTION: To leave the present seniority system in place and revisit the issue if necessary.

Moved by John Bonsall, seconded by Deb Forsyth-Petrov. Passed

MOTION: To waive the \$35.00 annual directors' fee as directors will be paying registration fees.

Moved by John Bonsall, seconded by John Page. Passed

3.3 The job descriptions for all positions except the Treasurer and the Recording Secretary have been posted on the website. Those remaining should be finalized in the coming week. (About Us page- click on Function)

4. Treasurers Report: See attached

4.1 Due to the cancelled AGM there was not the usual refreshment cost

4.2 A cheque has been received returning the full rent payment. A portion for the time the venue was occupied will be paid upon receipt of an invoice. LU will have first refusal on the space at Fairfield. We were advised that the auditorium will no longer be able to accommodate 180 people due to social distancing requirements. Sixty or seventy is likely.

4.3 Donations totalling \$550.00 have been received from speakers.

4.4 The insurance coverage has been maintained

5. Committee Reports

5.1 Audio/Visual - Len Klohek

Jim Darling and I will be initial Webinar hosts. John MacMillan and Roger Weaver to monitor and feedback in real time the quality of the lectures, lighting sound, shared material such as power points.

Contacted Bob Goodman, A/V support person at Thornhill LLL and he agreed that if he was available on our presentation dates, he would act as an emergency back up host. I looked into Zoom providing back up. It is expensive \$250 per hour minimum 3 hours and also requires substantial lead time. They may have other support options. I will try phoning sales people.

Jim should be authorized to purchase Webinar add on. This will allow him to set up internal webinars to do training. This is what I have been doing. My approach to training is to view the free live Zoom webinar sessions. Following this, I set up internal webinars using 2 iPads, a Macbook pro lap top, and a windows based PC. In my opinion this is the best way to completely familiarize yourself with the webinar environment. It allows me to have a host, 2 panelists, and an attendee, accurately simulating a real webinar.

Yash Sthankiya asked me to present his idea of providing a free webinar to our members as a way to familiarize them with webinar prior to the actual fall sessions. Yash is attending a free webinar that Innis Later Life Learning is presenting today, Thursday at 1:30pm. Jim Darling suggested to me that the presentation could be on our fall sessions and the webinar environment mentioning how attendees interact with the presenter through Q and A, chat as well as post session feedback. It could also discuss registration procedure and payment through Pay Pal. I think this is a really good idea.

We will need to provide links to session registration processes, and web master will have to display these. We could also email registration links to our LU membership.

We will need to be provided with account details for Pay Pal in order to integrate with the registration process.

I will be doing some equipment checks with Bob Bryden on Friday July 17 at 10:30. We will do a zoom meeting. He mentioned he is awaiting a cost estimate from his son. I am not sure what equipment or support his son would provide, and why this is necessary.

Judy McCormick volunteered to participate in the practice internal webinars. There is need to schedule multiple introductory webinars for the membership to reach as many people as possible. Perhaps two or three 10 or 15 minute webinars on different days and at different times. Although schedule information can be made available on the website, members are not accessing it and emails are a better method relaying information. The AGM will be co-ordinated with the informational webinars to provide members with additional experience with the on-line system.

ACTION: The Ad hoc Communications Committee will work with the A/V Committee to determine timing and content of the introductory/informational webinars and report to the next meeting.

5.2 Registration - John Bonsall

The Zoom communication memo was sent out to 616 different email addresses taken from the list of current members. It was also posted on the LU website. Eleven addresses bounced because they were no longer valid and 479 or 79.2% were opened.

Only one of the replies to the email asked a question, which was whether the lectures would be recorded for future use. Six replies thanked the Board for their efforts.

In addition to sending out the Zoom memo, the 2020/21 slate of candidates for Board positions was posted on the website as were the 9 completed Board position job descriptions.

5.3 Curriculum - No Report

5.4 Social - No Report

5.5 Third Age Network - Attempts have been made to contact TAN on the copyright issue.

6. Annual General Meeting

The AGM will be in the webinar format which is better suited than a Zoom meeting and will be held late September or early October. Membership voting is possible with the Zoom Polling feature.

ACTION: Len will investigate which format is necessary for the written committee reports and committee chairs will provide a summary to be displayed. John Willson will contact the Mississauga club for suggestions as they have held an electronic AGM.

7. Next meeting: September 3, 2020 (An August meeting will be called if necessary)

8. Adjourned: 3:03 PM

LEARNING UNLIMITED for Etobicoke Seniors**STATEMENT OF REVENUE, EXPENSES, AND CHANGE IN NET ASSETS****6 months ended June 30 (for discussion only) 2020**

Number of lectures 27
\$

REVENUES

Members fees 19,390
Interest 250
Sundry 550
20,190

EXPENSES

Honoraria-co-ordinators 3,130
Honoraria-lecturers 8,607
Honoraria-performers
Expenses-lecturers
Audio-visual 1,062
Computer Services
Donations
Insurance and rent 1,988
Miscellaneous and annual meeting
Office and general 98
Registration 476
Refreshments 783
Registration system
16,144

EXCESS (DEFICIENCY) of Revenue over Expenses 4,046

NET ASSETS- beginning of period 40,304

NET ASSETS-end of period 44,350

BALANCE SHEET June 30 (for discussion only) 2020

\$

ASSETS

Bank 5,659
Guaranteed Investment Certificates 20,000
Short-term investments 16,392
Accrued interest 431
Prepaid honoraria 3,000
Prepaid expenses 810
Advances 0
Equipment, trademark, goodwill, net 1
46,293

LIABILITIES

Payables 1943
Members fees paid in advance 0
1,943

NET ASSETS 44,350

Submitted by: John Page

July 15, 2020