

**Learning Unlimited
Board of Directors Meeting
Minutes
November 14, 2017**

Present: Gerry Keating, Glenn Yaffee, John MacMillan, Audra Hudek, Ann McElhinney, John Bonsall, Roger Weaver, John Page, Yash Sthankiya

Regrets: Deb Forsyth-Petrov, Shirley Hart

1. Call to order: 12:30 pm

2. Approval of minutes of last Meeting: Board meeting- October 17, 2017
Moved by Glenn Yaffee, Seconded by John Page - Approved

3. Business arising from the minutes: None

4. Correspondence: Roger Weaver circulated an update on the status of the pending changes to the *Ontario Corporations Act* as it pertains to non-profits

5. Treasurer's Report: Ten month report ending October 31, 2017 attached.

6. Committee Reports:

6.1 **Audio Visual** – See Full Report including background on motion.

Motion:

To purchase a new speaker's microphone at the approximate cost of \$220.35 tax included.

Moved by Glenn Yaffee, seconded by John Page - Approved

- It was suggested that the purchase of a new projector would be preferable to purchasing a new bulb for the existing one as the cost would be comparable.

John will investigate the features of newer model projectors.

- John will provide a current list of equipment for insurance purposes

6.2 **Curriculum** - No Report

6.3 **Registration** See report for background on motion

Motion:

1. That the registrar be authorized to purchase a laptop computer to store all registration materials and member lists.

2. That the Registrar be authorized spend up to \$1500 (+25% contingency) for the computer, external hard drive and program licences for Word, Excel Pixillion and PhotoPad.

Moved by: John Bonsall, Seconded by: John Page - approved

6.4 **Social** - No report – system working well

6.5 **Third Age Network** - No report

Acceptance of the reports moved by John MacMillan, seconded by Gerry Keating – Accepted.

7. New Business:

A card will be sent to Doug Alton, a long-time dedicated volunteer who has health issues.

8. Next Meeting: January 9, 2018

9. Adjournment 1:00 pm

Approved: January 9, 2018

Secretary:
Ann McElhinney

President:
Roger Weaver

REPORTS

Audio-Visual Report November 2017

Our audio has worked well this fall, with a minimum of the discordant sounds which plagued us last year. We are generating our current sounds using significantly lower settings on our mixer. This confirms that the major source of our problems last year was our damaged speakers.

One of our team members, Doug Alton, is recovering from cancer treatment and is unable to continue his role with us at this time. The other members have added to their workload so we have adequate staffing. Sybil Wilkinson has joined the team and is in training. Pat Moony has written in chart form the detailed set-up procedures we use, to augment our ability to carry out our duties. I can't say too much about the helpfulness of our team.

The biggest issue for us now is vulnerability. One of the two speaker's microphones is damaged. Audio Operations describes these mikes as sensitive: they are easily damaged. If the remaining mike also becomes damaged, we would need to use a hand-held mike, or install the hand-held mike on the podium, which would limit the speaker's mobility.

An alternative is to buy a more robust speakers microphone, which provides sound quality equal to what we are experiencing now, as a back-up. The cost

would be \$220.35 all-in. I will add more comments at the board meeting after reviewing the microphone, which I have on loan, with the AV team.
John MacMillan

Registration Report November 2017

Background for motion (6.3)

The Learning Unlimited website became operational for the fall 2013 lecture series and the first on-line registration was for the winter 2014 lecture series. Since that time many changes have been made to improve the registration process and I have accumulated a large number and variety of digital files that are currently stored on my two personal computers and backed up on my external hard drive.

At some point, all this material will need to be transferred to whoever eventually takes over the Registrar position. According to the LU By-law this must happen no later than the 2021 AGM. By then I will have managed the electronic procedures for 8 years and acted as Registrar for 5 years.

To simplify this hand over, I have documented in some detail, all the registration procedures and activities. As a final step, I recommend that all the LU registration files, including those describing the detailed procedures and activities, be stored on a computer belonging to LU and not the Registrar, so that the data can be transferred easily and maintained in perpetuity independently of the particular computer setup of the Registrar. This same computer could also be used to store other electronic files, including those of the Treasurer and Secretary. It would also mean, that a member would not be disqualified from becoming the Registrar if, for example, he or she does have a computer and does all their personal computer related business on a tablet or cell phone.