

Learning Unlimited

Board of Directors Meeting

MINUTES

September 3, 2020

Present: Glenn Yaffee, John Page, John MacMillan, John Bonsall, Yash Sthankiya, Roger Weaver, Deb Forsyth -Petrov, Audra Hudek, Len Klochek, John Willson, Roger Tessier, Rosemary Tessier , Ann McElhinney, Judy McCormick

Regrets: Jim Darling, Shirley Hartt, Wendy Ryerson

1. Call to order 1:30

2. Motion: Approval of the July 16, 2020 minutes moved by Roger Weaver, seconded by Yash Sthankiya - Approved

3. Business Arising

3.1 John Page will provide a job description for the position of Treasurer

3.2 John Willson outlined the copyright issues.

We must be certain the speakers are aware of the Canadian copyright law and that those with academic affiliations would not be covered by their university's blanket copyright agreements for their presentations for LU.

Areas that are susceptible to copyright infringement are music, recorded performances, quotations and Art. We should ensure that no material from these categories is posted on the LU website. The website has been checked for posting of previous lecture series and no problems were found.

Three organizations similar to ours have been hit with law suits. John Willson spoke with Patrick Hofbauer , a lawyer specializing in patents, copyright and trademarks.

Action: John will contact Mr. Hofbauer again for further information regarding the notice we will post on our website, a letter sent to presenters, and our specific circumstances regarding DVD's and recordings. Noting that any use of material will be five minutes or less. Funds are available for the cost of the consultation.

Action: The ad-hoc communications committee will draft a copyright notice letter for the speakers and Glen will draft a waiver notice for the website.

3.3 Annual General Meeting

The Mississauga organization was consulted regarding their AGM process, however they used Zoom Meeting where we will be using Zoom Webinar.

Motion: The AGM will be held on October 6, 2020 at 11:00 A.M.

Moved by John Bonsall and seconded by Deb Forsyth-Petrov - Approved

A Notice of Meeting is required 21 days prior which would be no later than September 15 and will include documents for the meeting. These documents, including the Presidents message, are required by September 29. An email invitation will be sent to members with a link to the documents. 20 members are required for a quorum.

A rehearsal for the AGM will be held October 5 at 1:30 pm This is an available feature of the Zoom program and is not broadcast. The *Sharing* feature is available for documents.

4. New Business

4.1 Registration could proceed with the completion of the PayPal integration .

Zoom training will be offered Tuesday, Wednesday and Thursday of the week of September 28th Three levels of communication were considered for the series notice: just present members, present members plus CFUW membership or open registration. The decision was to proceed with notice to members and CFUW Etobicoke members.

Action: The Communications Committee will draft a notice to the members outlining the scheduling of training, registration and meetings. They will also draft a notice to CFUW Etobicoke requesting lecture information be included in their newsletter.

4.2 Trillium Foundation Grants -The decision on applying for a Trillium Foundation Grant will depend on whether we go to the hybrid method of lectures (in person and online) in the future. The next deadline for application is December 2, 2020.

5. Correspondence - none

6. Treasurer's Report - Attached

Motion: To accept the Treasurer's report

moved by John MacMillan, seconded by Audra Hudek - Approved

7. Committee Reports

7.1 Audio-Visual

Len provided copies of The Zoom quick Start Guided - Revised copy attached

It was suggested that the reference to credit cards be eliminated as there is also the option to connect PayPal with a bank account. It is also necessary to make it clear that a payment is required for each series. This guide will be sent to members and will not appear on the website.

Len will meet with Jeffrey Canton regarding his presentation. There are also issues with Bob Brydon's use of DVDs and Blu-ray. Large files are creating memory problems. Len will reformat the files for better resolution.

7.2 Curriculum Submitted by: J. McCormick

(a) The 3 lecture series for the Fall 2020 session are:

TUESDAY: *Splendor and Opulence (Catherine the Great)*

Lecturer: Julia Zarankin

Coordinator/MC: Loretta Fines

WEDNESDAY: *Armchair Traveler with Great Writers*

Lecturer: Jeffrey Canton

Coordinator/MC: Glenn Yaffee

THURSDAY: *Neglected Art of Film Music- Part 1*

Lecturer: Bob Brydon

Coordinator/MC: Deb Forsyth-Petrov

All of the lecturers were contacted after our July Board meeting (and approval to use Zoom) and each has agreed to do their presentation using Zoom. Rehearsal(s) with the speakers and MC's are currently in progress or being scheduled by the AV Team.

(b) A script is being prepared for the MC's to use to ensure that all of the necessary points of information are included in addition to our standard introduction of the speaker. This is important for 2 reasons: one the Zoom format is new for all attendees and also we assume that there will be some attendees who have not attended any LU lecture series previously.

7.3 Registration - Registration will be open as soon as the PayPal connection is complete.

7.4 Social - Audra reported that seven boxes of cookies and coffee supplies were donated to Women's Habitat.

An inventory of the Learning Unlimited equipment stored at Fairfield has been compiled and a copy will be held by Audra and the corporate secretary.

7.5 Third Age Network - The TAN AGM will be held on September 23, 2020

8. Next meeting - will be announced if required.

9. Meeting adjourned: 3:13 p.m.

Approved : Nov 12/20

President:

Secretary: Amel Elhennay

LEARNING UNLIMITED for Etobicoke Seniors
STATEMENT OF REVENUE, EXPENSES, AND CHANGE IN NET ASSETS
8 months ended August 31 (for discussion only) 2020

Number of lectures

27
\$

REVENUES

Members fees
Interest
Sundry

19,390
330
550
20,270

EXPENSES

Honoraria-co-ordinators
Honoraria-lecturers
Honoraria-performers
Expenses-lecturers
Audio-visual
Computer Services
Donations
Insurance and rent
Miscellaneous and annual meeting
Office and general
Registration
Refreshments
Registration system

3,130
8,607

1,492

2,361

327
476
783
17,176

EXCESS (DEFICIENCY) of Revenue over Expenses

3,094

NET ASSETS- beginning of period

40,304

NET ASSETS-end of period

43,398

BALANCE SHEET August 31 (for discussion only)

2020
\$

ASSETS

Bank
Guaranteed Investment Certificates
Short-term investments
Accrued interest
Prepaid honoraria
Prepaid expenses
Advances
Equipment, trademark, goodwill, net

4,864
20,000
16,392
511
3,000
353
0
1
45,121

LIABILITIES

Payables
Members fees paid in advance

1723
0
1,723

NET ASSETS

43,398

Submitted by: John Page

September 3, 2020

Learning Unlimited Etobicoke - Zoom Quick Start Guide

Learning Unlimited Etobicoke is presenting the fall 2020 lectures virtually via Zoom webinars.

How to Register and Purchase Fall Series Tickets

1. **Register Here** for the [Tuesday](#) Series.
2. **Register Here** for the [Wednesday](#) Series.
3. **Register Here** for the [Thursday](#) Series
4. You will be asked for your name, and email.
5. Pay through Pay Pal, an online secure payment system.
6. Receive two emails: confirmation of registration/payment; a confirmation with zoom link.
7. Receive reminder emails with zoom link 24 hours and 1 hour ahead of each of the 8 lecture webinars in the series.

More Information...

- You can sign up for all three series, but you will have to **register for each series separately**.
- All Learning Unlimited Etobicoke lectures will be provided through Zoom webinars – your camera will not be used, your picture will not be seen by other participants and the only way to communicate with the host/presenter will be by typing in Q & A option.
- For webinar virtual lectures we suggest you use a tablet, laptop or desktop computer.
- Please do not share the link with others, it can be used by only ONE device.