

## **Minutes of a meeting of the Board of Directors of Learning Unlimited for Etobicoke Seniors held on March 3, 2023, on Zoom at 3:00 p.m.**

Present: John Willson, Deb Forsyth-Petrov, Rich Bailey, Betty Horton, Judy McCormick, Rosemary Tessier, Glenn Yaffee.

Absent: Jane Botsford, Audra Hudek.

With the unanimous consent of the Board, John Willson acted as Chair of the meeting, called the meeting to order at 3:00 p.m. and requested the Recording Secretary, Rosemary Tessier, to act as Secretary and take the minutes.

The Chair referred to the Notice of meeting and the agenda and reported both had been emailed to all the Directors. The chair confirmed more than five Directors were present, constituting a quorum and that the meeting was properly constituted for the transaction of business.

### **Approval of Minutes**

Both the Minutes for Nov. 21, 2022, and Jan. 16, 2023 were up for approval. Upon a motion by Betty and seconded by Judy, **it was resolved** that both sets of Minutes be approved. Approval was unanimous.

### **Treasurer's Report**

The Treasurer's Report was tabled by Betty. This was not a very detailed report since this was not a quarter-end point.

Betty asked for approval to add Mailchimp to the list of suppliers to be paid online. Glenn moved and Roger seconded a motion to approve this. It was approved unanimously. Then it was moved by Roger and seconded by Rosemary that the payment request form be revised to accommodate Mailchimp's new status. This was approved unanimously

### **Business Arising from Prior Meetings**

#### **Annual Meeting plan:**

The Board discussed whether we could maintain our plan to hold the AM on April 11. A timing complication has arisen for Glenn; he will be out of the country on

that date. Judy will be absent if we choose a somewhat later date. Glenn suggested Judy's presence was more important, since she chairs the Curriculum Committee, and their function is at the heart of LU's purpose. For the same reason, the Curriculum Committee's report will be added to the reports posted so any member can read it.

We must email the notice of the AM at least 21 days prior to the AM date. The notice that was used last year can be used again, with some adjustments. If the AM date is April 11, the notice must be mailed by March 21. We must have a Board meeting before this date to approve the financial and other reports for the AM. We agreed on Monday, March 20 for this meeting. This means all the reports must be sent to the Recording Secretary by 5 p.m. on March 13, so they can be posted on the private LU website under: Board Meeting, March 20, 2023. Board members will have several days to read these reports and note any concerns that they can bring forward on March 20.

### **Board and volunteer Recruitment:**

Despite the lecture MCs pitching for recruits for 6 weeks, we have had few responses. But the Nominating Committee reported they had 2 good volunteers who are willing to take on the roles of Registrar (Suzanne Wade )and Assistant to the Registrar (Jennifer Denomme). These two will be interviewed by Glenn and the Committee next week. Glenn explained that Suzanne lives some distance outside Toronto and there was some concern expressed about this fact. The interview will include an inquiry about her ability to work virtually when at the cottage.

The Committee also has a very promising Board volunteer named Maureen Clancy, who is willing to be a Director at Large, ready to participate in ad-hoc projects. They recommended that the Board nominate her for this position. Betty moved and Deb seconded the motion to nominate her for Director-at-Large. The board supported this unanimously.

These new recruits will require mentoring. Roger will ask Yash if he can help the Registration Committee with mentoring for the Registrar recruits. We still need to find someone for Maureen Clancy.

Betty suggested we cease the request for volunteers by the MCs and switch to a pitch for the Annual Meeting. We agreed to this.

Rich suggested interviewing 2 Board members, Jane and Glenn, who are leaving the Board, about their experiences. This might help shape recruitment pitches.

## **New Business**

### **45<sup>th</sup> Anniversary Booklet:**

Bob Goddard, a former LU president, contacted John about doing a 45<sup>th</sup> Anniversary booklet. The 35<sup>th</sup> anniversary was commemorated this way, but not the 40<sup>th</sup>. After some discussion, the Board decided the best approach would be to add a section to the website. The information should include names of past Board members, lectures given, a history of the organization, etc. Roger would like to see what was done in the past. Betty has a previous booklet and can scan and send to Roger. Then Roger will pull together what we need for the website message. John will email Bob Goddard with a report of this plan.

## **Committee Reports**

### **Technology:**

Roger reported the Technology Committee had investigated the feasibility of recording lectures for later playback by registered members and concluded this was doable. They also looked into pre-recording lectures when a speaker is unavailable and concluded again this was doable.

After observing a successful hybrid event by the Etobicoke Historical Society, Roger was able to get technical information on their event and pass this on to Len Klohek. Len then came up with a new hybrid proposal that will be worth investigating further.

Roger has updated the website in several ways, including a new Search function.

### **Curriculum**

The report was tabled by the head of the Curriculum Committee. Judy reported an issue with the Tuesday series: the presenter was subpoenaed to appear in court in Scotland and could not deliver her lecture that week. Cooperation between Zoom hosts, the Webmaster, the Curriculum Committee, and the

Communications Committee led to successful notification of Tuesday attendees and rescheduling of the last lecture for a week later.

The Committee again recommended that we schedule an in-person series for the fall of 2023.

The Committee also recommended that the Board consider appointing someone to act as the *Coordinator of the return to Fairfield*. Roger recommended that Len Klochek would be the best candidate and said that he had asked Len if he would be willing. Len has replied yes. This would probably be an August project, when Fairfield's summer camps would be done.

### **Registration**

The Registration Committee report was circulated to all Board members beforehand.

There were only occasional requests for a link or similar problems, and they were resolved promptly. It might be helpful if MCs tell the members that the links for a particular series are all identical, so they only need save one link to watch the series.

### **Corporate Secretary**

The report was tabled by the Corporate Secretary.

The Board has agreed the retrieval of the corporate records for the past 7 years is a Board responsibility, relieving the Corporate Secretary of the responsibility.

ONCA requires Board members to sign a consent form. Rich has made this available to all Board members to be filled out, signed, and returned to Rich before the AM.

Rich has agreed to review the monthly bank statements and report at the Board meetings. This plan will be implemented in March.

### **Third Age Network**

As Deb was away, Rich and Betty volunteered to attend by Zoom and did so for the first meeting. This meeting was about marketing and the use of social media. There was no one available for another meeting, as LU was dealing with the

sudden news that the Tuesday, Feb. 20<sup>th</sup> lecture would not happen because the presenter would be in a court in Scotland.

**Other Business**

Judy reported getting positive feedback for the good job the MCs did this term.

Judy will send Roger instructions on survey questions for the end of the winter lecture series.

**Next Meeting Date and Termination**

The Next Board meeting will be on Monday, March 20, 2023, at 3:00 p.m. on Zoom.

The meeting adjourned at 4:29 p.m.

Dated March 3, 2023

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John Willson, Chair

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Rosemary Tessier, Recording Secretary