

Learning Unlimited
Board of Directors Meeting
Minutes
November 14, 2019

Present: Glenn Yaffee, John Page, Ann McElhinney, John Bonsall, Yash Sthankiya, Deb Forsyth-Petrov, Jim Darling, Roger Weaver, Wendy Ryerson and John MacMillan

Regrets: Audra Hudek and Shirley Hartt

1. Call to order 12:00
2. Minutes of October 10th, 2019 (revised) were approved by consensus.
3. Business Arising from the Minutes: Glenn Yaffee and Deb Forsyth-Petrov have begun compiling passed motions for the establishment of a Policy Book.
4. Correspondence: None
5. Treasurer's Report: 10 month Statement of Revenue, Expenses and Change in Assets determined on a cash basis attached. Rooms have been booked for next year: for the AGM on the Tuesday following the last lecture, Thursdays for board meetings and an additional room at the beginning of the lectures for distributing name tags. The first lecture next fall will begin on October 20.
6. Committee Reports:

6.1 Audio Visual - The equipment has been working well. The system is more sensitive and involves a learning curve to determine best practices. There were some connection issues that were resolved before the start time of the lectures.

One committee member has chronic health issues so Paul Legris has been recruited to the team. He is available only on Wednesdays. Jim Darling volunteered to join the committee and Roger Weaver offered help.

The re-wiring has not been done and it was decided to follow up on this project contacting another contractor if necessary.

The audience microphone battery life seems shorter than expected and more batteries will be purchased.

6.2 Curriculum - It was clarified that it is the October 2020 lecture (*Splendour and Opulence*) that the lecturer is not available and arrangements have been made for the day and the first and second lecture agendas will be combined.

6.3 Registrar - Report attached

6.4 Third Age Network - no report

7. New Business

7.1 In order to attempt to insure all members are 55 and over, a box will be put on the website for new registrants to confirm they are seniors.

7.2 In response to inquiries that Deb Forsyth-Petrov received from Dr. Carpenter it was decided:

(a) guests of the lecturers could not be accommodated while we have members on lecture waiting lists. The two exceptions would be an upcoming speaker in a lecture series or someone from an organization similar to LU researching a speaker. Both exceptions would require special prearrangements.

(b) We have a no solicitation policy that bars donations being collected by speakers. Lecturers advertising a cause connected to their lecture series may provide information brochures put on the stage and/or website addresses.

(c) Links to a lecturer's website can be put on our site.

7.3 Since the issue of cell phones ringing has continued to be a problem. A recorded message is being sought to supplement announcements from the stage and notices on the screen. In the interim, we ask that Curriculum Committee convenors remind attendees to shut off or silence their cell phones prior to introducing the speaker.

7.4 Board members were asked to determine if their, or their committee members', five year terms will be ending at the next AGM so that we can put together an email to members notifying them of positions that we will be seeking to fill. Committee chairs should notify Roger Weaver, Chair of the Nominations Committee before the next Board meeting and he and the nominations committee will seek replacements for the upcoming Board vacancies.

8. Next meeting: December 12, 2019 at 12:05 pm - if required

9. Adjourned: 1:10 pm

APPROVED: Jan 9/20

PRESIDENT: [Signature]

SECRETARY: [Signature]

Board Members

Registrar's Report November 2019

Fall 2019 Registration

The fall 2019 Registration was a success and the website performed without a hitch.

On Monday and Tuesday September 23 and 24, 52 eligible pre-registrants were registered. On Wednesday and Thursday, registration was open to all existing members and in the first 15 minutes on Wednesday, 275 members registered.

By the end of the second day of general registration, the Wednesday course was full and 137 spaces had been taken on Tuesday and 169 spaces on Thursday. Tuesday and Thursday spaces continued to fill on Friday when new members were eligible to register with all the spaces taken early on and 151 Tuesday spaces taken by the end of the day. Registration remained open until Tuesday October 22, closing at 10:00 AM when 1 Tuesday space remained. A total of 547 lecture spaces were filled by 398 members registering for 1 course, 128 for 2 courses and 21 for 3 courses. In other words, 469 members participated in the registration process.

During the fall 2019 registration 42 new members joined LU and the membership of 45 members expired. We now have 700 members for a net gain of 31 members during 2019.

As well as managing the registration process and ongoing administration, the Registration Committee also completed the following tasks in September and the first half of October.

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

Upcoming Registration Personnel Changes

Both the Registrar and the Webmaster have decided to retire at the 2020 AGM from the volunteer ranks of LU after many years of service. A replacement for the Registrar is currently learning the ropes and an email will be sent out shortly to all members seeking a volunteer for the webmaster position. The current Webmaster will be available until the 2020 AGM to train this volunteer.

Registrar

LEARNING UNLIMITED for Etobicoke Seniors
STATEMENT OF REVENUE, EXPENSES, AND CHANGE IN NET ASSETS

10 months	ended October 31	(for discussion only)	2019	2018
	Number of lectures		39	38
			\$	\$
REVENUES				
	Members fees		26,597	25,672
	Interest		501	563
	Sundry			
			<u>27,098</u>	<u>26,235</u>
EXPENSES				
	Honoraria-co-ordinators		4,030	3,800
	Honoraria-lecturers		11,117	9,807
	Honoraria-performers			
	Expenses-lecturers			
	Audio-visual		5,250	1,494
	Computer Services			
	Donations			
	Insurance and rent		3,457	3,332
	Miscellaneous and annual meeting		442	594
	Office and general		240	366
	Registration		1,453	1,540
	Refreshments		1,052	826
	Registration system		814	1,446
			<u>27,855</u>	<u>23,205</u>
EXCESS (DEFICIENCY) of Revenue over Expenses			(757)	3,030
NET ASSETS- beginning of period			<u>39,667</u>	<u>43,405</u>
NET ASSETS-end of period			<u><u>38,910</u></u>	<u><u>46,435</u></u>
BALANCE SHEET October 31		(for discussion only)	2019	2018
			\$	\$
ASSETS				
	Bank		8,104	15,770
	Guaranteed Investment Certificates		25,000	25,000
	Short-term investments		13,391	14,385
	Accrued interest		1,078	872
	Prepaid honoraria		4,030	2,730
	Prepaid expenses		1,554	1,754
	Advances		400	400
	Equipment, trademark, goodwill, net		1	1
			<u>53,558</u>	<u>60,912</u>
LIABILITIES				
	Payables		2675	2,070
	Members fees paid in advance		11,973	12,407
			<u>14,648</u>	<u>14,477</u>
NET ASSETS			<u><u>38,910</u></u>	<u><u>46,435</u></u>

Submitted by:

John Page

November 14, 2019