



Academy for Lifelong Learning
A Program of The School of Continuing Studies

UNIVERSITY OF TORONTO, 158 St. George St., Toronto, Ontario, Canada M5S 2V8
Telephone: (416) 978-7756 Fax: (416) 978-6666

NOTICE
of the
ANNUAL GENERAL MEETING

Wednesday, May 22, 1996, 11:00 a.m.
Alumni Hall, Victoria University, 91 Charles Street West

**Coffee will be available at 10:30 a.m. and
a light lunch will be served following the meeting**

If you plan to attend, contact Ellen McCormick (284-7795) or Joan Stewart (626-7966)

AGENDA

1. Welcome to the Annual General Meeting
2. Approval of minutes of AGM, May 25, 1995
3. Report of the President - Jim Torrie
4. Committee Reports
 - Registration - Tenny Street
 - Curriculum - Laura Baldwin
 - Communications - Linda Tu
 - Finance - Hilda Cohen
5. Revision of the By-Laws - Aaron Hermant
6. Election of new Board Members - Aaron Hermant
 - Lyla Barclay Finlay MacKenzie
 - Joseph Casse Margaret Robertson
 - Valentine Khaner John Yarnell
7. New Business
8. Adjournment

(Over)

The Board of the Academy for Lifelong Learning recommends for your approval the following changes to Article V Section 4 of the by-laws.

PRESENT VERSION:

The term of office shall be two years.

No person shall serve more than three consecutive terms as a Board member or more than two consecutive terms as a particular Officer or Committee Chairperson. In such cases a full term must elapse prior to re-election or re-appointment to the same position.

To maintain continuity in the composition of the Board terms of office shall be staggered.

Elections to the Board by the membership and appointments of Officers and Committee Chairpersons shall be made as follows:

(a) In even numbered years:

President
Vice-President
Curriculum Committee Chairperson
Finance Committee Chairperson
Two Board members

(b) In odd numbered years:

Treasurer
Registration Committee Chairperson
Communications Committee Chairperson
A total of three Board members and/or Chairpersons of new
Committees

RECOMMENDED CHANGE:

The term of office shall be two years.

No person shall serve more than two consecutive terms as a Board member, or more than one term as a particular officer or committee chairperson. A full term must elapse prior to re-election to the Board or re-appointment to the same position.

To maintain continuity in the composition of the Board terms of office shall be staggered.

At least one third but not more than one-half of the Board members who have completed a full term of office shall be replaced annually.

ACADEMY FOR LIFELONG LEARNING

MINUTES OF THE ANNUAL GENERAL MEETING
May 25, 1995, 11:00 a.m. Alumni Hall, Victoria University

1. Welcome to the Annual General Meeting

Aaron Hermant called the meeting to order, and welcomed members and guests to the fourth annual general meeting of the Academy for Lifelong Learning.

2. Minutes of the last Annual General Meeting, May 25, 1994

Juliette del Junco moved that the minutes be approved, seconded by Audrey Fernie. Motion carried.

3. Report of the President - Aaron Hermant

Aaron Hermant reported that we had had a very successful year and thanked the members of the Board for their active participation and unselfish devotion to the Academy. He noted that membership had reached almost 200 and that the 22 workshops had been well attended. The social events and the spring talk series had all been very popular, for which he thanked the various committees responsible. He gave special thanks to Jim Torrie, Vice-President, Wendy Warrillow, Past President, and Jean Iverson, Secretary and Coordinator, for their faithful support and assistance.

4. Committee Reports

A. Communications - Laura Baldwin

Laura Baldwin reported that due to our increased registrations she had reduced paid advertising and relied primarily on public service announcements and word-of-mouth for publicity. She thanked Ruth Ellenzweig for the spring talk series; Ellen McCormick for the special events, and Viki College for the newsletter, as well as our three hostesses, Nancy O'Connor for the fall picnic, Helen Phelan for the spring brunch, and Jean Iverson for the summer party. She also thanked all the members for their good will and encouragement.

B. Curriculum - Jim Torrie

Jim Torrie reported that the number of workshops in 1994/95 had increased from 16 to 22, and that 27 would be offered in the coming year. He noted that the Handbook for Facilitators had proven to be very useful and would be updated during the summer. He thanked Laura Baldwin and her committee for the development of new courses, Audrey Fernie and Robbie Robinson for preparing the workshop evaluation form, and Tenny Street and Jean Iverson of the Registration Committee for their close collaboration. He noted, however, that the greatest gratitude was due the facilitators, without whom none of this would be happening.

C. Finance - Juliette del Junco

Juliette del Junco presented the Financial Statement for the year 1994/95, showing a balance of approximately \$12,500 in our account with the School of Continuing Studies. In response to a question concerning this surplus, Aaron explained that although this account is managed by the University, they are not responsible for any deficit we may incur. We have experienced good financial success thus far, but we must be prepared for unexpected expenses. This surplus provides us with the security to proceed with our program. Aaron further pointed out that our present arrangements with the School of Continuing Studies, including financial matters, are currently under negotiation with its Director, Dr. Mary Barrie.

Marjorie Ewing moved that the financial report be accepted as tabled, seconded by Pat Fisher. Motion carried.

C. Registration - Tenny Street

Tenny Street reported that our membership this year totaled 191, an increase of 50 over last year. The committee had recommended that second sections of popular workshops be established to avoid waiting lists, and we now have two sections of Philosophy and Events of the Week, in addition to Film. She advised members that they would receive a letter before the beginning of the fall term confirming their enrollment, and thanked members of the Registration Committee for their help.

5. School of Continuing Studies - Dr. Mary Barrie

Dr. Barrie assured the members that the surplus in the Academy's account had always been protected, and would continue to be so until present negotiations were completed..

Dr. Barrie congratulated the Academy as a whole on its outstanding success. She said that the facilitators had her admiration as well as her condolences because adult learners are much tougher students than those in the regular school system. She offered the assistance of the School of Continuing Studies in planning a training session for present and prospective facilitators, and would like to hear from us if we are interested.

She closed by noting that the School of Continuing Studies has been strengthened and enhanced by its relationship with the Academy for Lifelong Learning.

6. Election of Board Members - Aaron Hermant

Aaron Hermant reported that the Nominating Committee, chaired by Wendy Warrillow, had presented its slate of officers and that no further nominations had been received from the membership. Accordingly, the following Board members were elected by acclamation: Nina McFarland, Robbie Robinson, Gordon Shimizu, Iola Smith, Joan Stewart, James Torrie and Linda Tu. Aaron introduced these members and welcomed them to the Board.

7. New Business

- i) Sonia Goodman raised the question of wheelchair access to classrooms and Aaron reported that plans are in place to deal with the situation if and when it should arise.

- ii) Ruth Ellenzweig asked if the Board had reached a decision concerning an upper limit to the number of members accepted in the Academy. Aaron reported that the Long Range Planning Committee had recommended, and the Board had agreed, that whereas the present structure of the Academy could accommodate between 200 and 250 members, a further review would have to be conducted when it became apparent that our membership was likely to exceed that number.

- iii) Jim Torrie thanked Aaron on behalf of the Board and the membership for his excellent leadership through a busy year and presented him with a gift certificate from the University of Toronto Bookstore.

8. Adjournment

Eileen Ward moved that the meeting be adjourned, seconded by Robbie Robinson. Motion carried.

ACADEMY FOR LIFELONG LEARNING
 Financial Statement - May 1, 1995 to April 30, 1996
 Proposed Budget - 1996/97

SCHOOL OF CONTINUING STUDIES	1995/96 Budget	1995/96 Year-to-date	PROPOSED 1996/97 BUDGET
REVENUES			
Opening balance	12,000	12,183.88	13,763
Registration fees	29,000	26,885.00	29,000
TOTAL	41,000	39,068.88	42,763
EXPENSES			
Advertising	1,500	450.00	1,500
Classroom rental	8,802	8,287.11	9,000
Facilitator Training	500	1,138.04	1,200
Gifts		350.00	400
Meetings	3,500	1,501.39	1,550
Phone and Fax	600	495.92	600
Postage, supplies copies, newsletter	3,500	3,134.11	3,600
Professional Expenses	850	314.43	400
Special Events		2,158.35	2,450
Spring Talks	2,100	1,416.56	2,300
Tuition Fees/SCS	6,000	6,060.00	6,000
Contingency	2,500	0.00	
TOTAL	29,852	25,305.91	29,000
CLOSING BALANCE	11,148	13,762.97	13,763

SPECIAL PROJECTS FUND

REVENUES		
Opening Balance		3,431.16
Spring Talks 1995		123.00
Holiday Raffle/Luncheon		198.50
Spring Talks 1996		318.00
Spring Luncheon		1,050.00
Interest		7.09
TOTAL		5,127.75
EXPENSES		
Special events		75.25
Gifts		150.00
TOTAL		225.25
CLOSING BALANCE		4,902.50

FINANCE COMMITTEE - TREASURER'S REPORT
ANNUAL GENERAL MEETING - MAY 22, 1996

This year the Academy operated within a balanced budget. Members will recall that up to last year the Academy had accumulated a surplus of about \$12,000 and this matter was discussed at the last annual meeting. Given the nature of the Academy's activities and the fact that the University had struck a task force to study the various programs on adult education under its aegis whose recommendations may affect our future finances, your Board felt it prudent to maintain a reserve at about this level.

Two significant items have affected our finances this year. First, the introduction of several new workshops necessitated renting additional space, namely the Music Room. Secondly, since some expenses such as advertising were reduced, expenses for social events were covered from general revenue without levying extra charges. In effect, these two additional expenses offset any potential surplus.

The operating reserve carried over from previous years gives the Academy some fiscal flexibility to respond to unforeseen expenditures and allows opportunities for more options in designing future workshops. Members should also be aware that our administrative expenditures are very low thanks to the stellar volunteer work of a number of our fellow members. The reserve is a relatively modest cushion against potential new expenses.

It is timely - particularly for the benefit of new members - to review our financial arrangement with the University. Aside from a onetime grant of \$14,000 from the Federal Government's New Horizon Program, the Academy does not receive any funds from either governments or the University. The agreement with the University specifically stipulates that it is not responsible for any deficits which the Academy may incur. The Academy must be financially self-sufficient. The Academy is assessed \$30 per member by the University's School of Continuing Studies for registration and some administrative support. The Academy pays rent to Victoria College for the use of the Copper and Music Rooms. The remainder of the revenue from fees covers all other expenses.

As noted in the April newsletter, the actions resulting from the report of the Task Force on Mature Adult Learning may impinge on our financial relationship with the University. Pending any such action by the University, the Academy's fees for 1996-97 will remain unchanged.

The financial report for 1995/96 and the proposed budget for 1996/97 are attached.

-- Gordon Shimizu, Finance Committee Chairman
-- Hilda Cohen, Treasurer

BIOGRAPHICAL SKETCHES OF NOMINEES FOR THE 1996/97 BOARD

Lyla Barclay was born in Maine and is a professional social worker with undergraduate work at Bates College and Boston University, an MSW from the University of Toronto and further work at the University of Minnesota. Her interests include politics, art, music, birdwatching, theatre and social action.

Joseph Casse was born in Toronto, graduated from U. of T. in Political Science and Economics, attended Osgoode Hall Law School, and was made a Queen's Counsel in 1975. He was a founding partner of the law firm of Goodman and Carr, retiring after 40 years of practicing law. He has served as a member of the Board of his Synagogue and on the Executive of the Toronto Jewish Congress. He is presently on the Board of Governors of the Ontario Friends of Schizophrenics, and a private charitable foundation.

Valentine (Val) Khaner has spent her life between Quebec and Ontario. After her children were raised she entered the financial services industry. She is interested in theatre and music, particularly opera, and is the inspiration behind the Academy walkers.

Finlay MacKenzie was born in China where he lived for his first 16 years. He attended high school in Japan, and served in the Royal Canadian Air Force in World War II. He received a B.A. from the University of Alberta, an M.A. in Chinese History from U. of T. and studied for a year at the School of Oriental and African Studies, University of London. He managed a bookshop and art gallery in London, and wrote "Chinese Art" (now out of print but still available in most libraries). He was an art teacher for 17 years, and is now creatively retired.

Margaret Robertson came to Canada from England in 1958 and is a graduate of Concordia University with an Honours B.A. and M.B.A. Her professional career has been in advertising and marketing, and most recently she was editor and publisher of an international business newsletter.

John R. Yarnell has been active in Canadian and international business for over 40 years. He is an independent owner/investor and founder of a public venture capital firm. He serves on the board and is a member of several public and non-profit organizations, including the Canadian Institute of International Affairs.