



ACADEMY *for*  
LIFELONG  
LEARNING

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## **ANNUAL GENERAL MEETING**

Wednesday, June 16, 2004, 11:00 a.m.  
Alumni Hall, Victoria University  
91 Charles Street West

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

### **AGENDA**

1. Welcome to the Annual General Meeting
2. Approval of Minutes of the AGM of June 11, 2003
3. Report of the President – Arne Bowers
4. Committee Reports
  - Communications – Joan Campbell
  - Curriculum – Leah Lambert
  - Registration – Gabriele Dankert
  - Special Events – Sandra Gold
  - Spring Talks – William Alexander
5. Financial Report – George Flint
6. Appointment of the Auditor for 2004/2005 – George Flint
7. Election of New Board Members – Lyla Barclay
8. New Business
9. Adjournment

## **ACADEMY FOR LIFELONG LEARNING**

Minutes of the Annual General Meeting  
June 11, 2003, 11:00 a.m., Alumni Hall, Victoria University

### **1. Welcome to the Annual General Meeting**

President Lyla Barclay called the meeting to order and welcomed members and guests to the annual general meeting of the Academy for Lifelong Learning.

### **2. Approval of Minutes of the Annual General Meeting, June 12, 2002**

Bill Alexander moved that the minutes be approved, seconded by Eileen Garber. Motion carried.

### **3. Report of the President – Lyla Barclay**

Lyla thanked each of the Committees for their hard work and commitment throughout the year, ensuring a worthwhile educational experience as well as many good times for all members. The treasurer was congratulated on having managed our finances in such a way that we have a comfortable surplus, enabling us to maintain the same fees for the coming year. Special thanks were given to Jean Iverson and to Past President Joseph Kessel for their support and assistance.

Lyla noted that several of our long-serving facilitators, including Leslie Spence, and Jim and Amelia Torrie, will be leaving the Academy, and thanked them for their many years of service. She also noted that no account of the past year would be complete without mentioning the passing of several of our members, and that the Academy is diminished by the loss of their contributions.

The members of the Liaison Committee - Ruth Alexander, Margaret Robertson, Josie Scczasiuk, Jim Torrie and Arne Bowers - were thanked for their endeavours in preparing the way for the upcoming academic year. Because of the crowded conditions at Victoria they were unable to assure us of accommodation beyond the 2003/04 academic year. The committee researched over 20 sites before presenting two possibilities to the Board. The preference for an academic setting was a major factor in the decision to select Knox College, and to assure availability of the space at Knox it was decided to make the move at this time.

The committee has worked with Dr. Gooch during this process and Victoria has agreed that we can continue to use the facilities here as needed during the transition. A good relationship has also been established with Knox College and they assure us they are anticipating working closely with us to develop felicitous communication with staff, students and faculty.

#### 4. **Committee Reports**

##### **Communications – Sheilagh Hickie**

Sheilagh noted that the Communications Committee is responsible for producing four Newsletters during the year, as well as flyers for Special Events and the Spring Talks Brochure. It also works with the President and Past President on publicity within the University. She thanked the members of her committee: Joan Campbell, Mary Spoel, Madeline Grant, Desiree Ashworth, Ruby Samlalsingh and Barney Matisko (photographer), and Jean Iverson (proof-reader).

Sheilagh reported that the Academy website is now up and running, thanks to Margaret Robertson and Josie Szczasiuk. This enables members, and others with an interest in the Academy, to keep up-to-date on Academy activities and news.

##### **Curriculum – Linda Tu**

Linda reported that she had the best-ever committee this year, and thanked them for a job well done – Leah Lambert, Grace Scheel, Ruth Ellenzweig, Bill Hall, Tony Barclay, Madeline Grant, Mary Ellen Polak and Garth Wilby. She also thanked Phyllis Platnick and Gabriele Dankert, as liaisons from the Registration Committee, and Jean Iverson as ex-officio mentor.

She noted that the committee had conducted an overall survey of member satisfaction as well as a workshop-specific evaluation, the results of which were valuable as the committee prepared the program for this coming year. The facilitators' workshop produced much useful information and direction, and a report of the results has been prepared by Mary Ellen Polack.

##### **Registration – Phyllis Platnick**

Phyllis reported the registration statistics for the year – a total of 333 members, which was a slight increase over the previous year. 225 of these were continuing members, 63 new members, and 45 facilitators.

She noted that the Academy database, in addition to recording the registrations, now includes much additional information which is useful to, and can be accessed by, other Board and committee members. As such, we have accepted the offer of Margaret Robertson to manage the entire database.

Member participation sheets were sent out to all members with the registration forms, with the expectation that this information will be useful to the Board when recruiting members to assist in various programs.

Phyllis thanked the members of her committee – Gabriele Dankert, Madeline Grant, Margaret Robertson, Pat Macdonald, with special assistance from Lyla Barclay, Linda Tu and Jean Iverson.

## **Special Events – Nancy Hall**

Nancy reported that the committee, with the help and support of many others, organized 9 social events this year – 5 in Alumni Hall, 3 at the homes of members (Nancy O'Connor, Nancy and Aubrey Russell and Jean and Ken Iverson), and an outdoor walk planned by Amelia and Jim Torrie. In addition there are the weekly summer walks planned by Rene Laukat, running from mid-April to the end of September.

Nancy thanked Margaret Robertson for supplying bright and readable name tags, Sheilagh Hickie for producing the flyers and invitations, and Peter Blathwayt for checking the microphones. She also thanked her committee members for their help – Sandra Gold, Sandra Walsh, Eileen Garber, and Ruth Matisko, as well as Jean Iverson whose attention to details kept everything running smoothly.

## **Spring Talks – Stephen Long**

Stephen reported that there was near-full capacity at all six of the lectures, and that the speakers were well received. He thanked his committee members – William Alexander, Laura Baldwin, Ruth Ellenzweig, Alex Langford, John Liphardt, Margaret Quin and Sylvain Smeets.

### **5. Financial Report – Barbara Gory**

Barbara reported that the Academy had another successful year, closing with an excess of revenue over expenses of \$10,304. This enabled us to make a contribution of \$4,000 to the Bursary Fund and still increase our Unrestricted Net Assets to \$34,209. A break-even budget has been approved for next year.

She noted that we have been able to maintain our reasonable registration fee because so many members donate their skills over many hours. She thanked Jean Iverson for her outstanding contribution to the administration of the Academy and Lyla Barclay for her steadfast leadership throughout a challenging year. She also thanked George Flint, Assistant Treasurer, for his help and support, as well as the auditors, PricewaterhouseCoopers, especially Bryan Graham and Louisa Lam, who managed to have our audited financial statements ready in such a timely manner.

Barbara led the members through the auditor's report, and made a motion that the report be approved as presented. George seconded the motion, and the membership approved.

### **6. Appointment of Auditor for 2003/2004**

Barbara noted that the Academy has used the present auditors for many years with great satisfaction, and made a motion that they be re-appointed for 2003/04. The motion was seconded by Stephen Long, and approved by the membership.

### **7. Election of New Board Members – Joseph Kessel**

Joseph reported that the following members have been nominated to serve on the Board:

Desiree Ashworth, Myer Brody, Rob Garrard, Patricia Macdonald, Grace Scheel, and Sandra Walsh. Further nominations had been invited from the membership, but none were received. Joseph asked for a motion that these members be duly elected. Such a motion was made by Renee Edwards, seconded by Graham Emanuel, and approved by the membership.

Joseph noted that the following members would continue on the Board for another year: Arne Bowers, Barbara Gory, George Flint, Joan Campbell, Leah Lambert, Gabriel Dankert, Sandra Gold and Bill Alexander. The following members will be going off the Board: Sheilagh Hickie, Linda Tu, Phyllis Platnick, Nancy Hall and Stephen Long. Joseph thanked all members for their hard work and support.

## **8. New Business**

In answer to a question concerning the rent at Knox, Lyla reported it would be \$15,000 for the year. There was a question as to whether we might expand our workshops to include Fridays, since there may be more space available at Knox. This will be discussed at the next meeting of the Board.

Linda responded to questions concerning the Special Tuesday afternoon programs, noting that it is still in its early planning stages but that some ideas being considered are a session on how to make a good presentation, and one on research at U of T concerning osteoporosis. The suggestion was made that we might consider a program on Jazz. Linda noted that suggestions from members would be most welcome and given every consideration.

Finlay Mackenzie offered a very positive vote of approval for our choice of Knox, having had a pleasant experience with his studies there.

Arne thanked Lyla, on behalf of all Academy members, for her calm steady leadership throughout a year of many changes, retaining our good relationship with Victoria and developing a welcoming reception by Knox. He presented her with a gift certificate for the U of T bookstore as a token of our appreciation.

## **9. Adjournment**

The meeting adjourned on a motion by Stephen Long.

**THE ACADEMY FOR LIFELONG LEARNING**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**APRIL 30, 2004**

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AUDITORS' REPORT

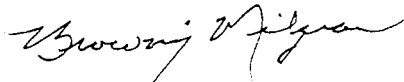
To the Members of  
The Academy For Lifelong Learning

We have audited the balance sheet of The Academy for Lifelong Learning as at April 30, 2004 and the statement of operations and changes in unrestricted net assets and cash flow for the year then ended. These financial statements are the responsibility of the Academy's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many non-profit organizations, the Academy derives revenue from registration fees and contributions, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Academy, and we were not able to determine whether any adjustments might be necessary to the revenue for the year and unrestricted net assets.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenue referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Academy as at April 30, 2004 and the results of its operations and the changes in its unrestricted net assets and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



CHARTERED ACCOUNTANTS  
TORONTO, ONTARIO  
MAY 18, 2004





THE ACADEMY FOR LIFELONG LEARNING  
STATEMENT OF OPERATIONS AND CHANGES IN UNRESTRICTED NET ASSETS  
FOR THE YEAR ENDED APRIL 30, 2004

	<u>2004</u>	<u>2003</u>
	\$	\$
REVENUE		
Registration fees	38,480	39,585
Special events	5,309	5,758
Interest income	<u>1,269</u>	<u>1,274</u>
	<u>45,058</u>	<u>46,617</u>
EXPENSES		
Classroom rentals	16,050	12,454
Special events	10,647	9,743
Communications	5,617	5,126
Annual and other meetings	2,206	1,830
Insurance	2,145	1,161
Printing and photocopying	2,221	2,954
Telephone	1,107	1,097
Donation to Knox College	1,500	-
Other operating	<u>4,130</u>	<u>1,948</u>
	<u>45,623</u>	<u>36,313</u>
Excess of (expenses over revenue) revenue over expenses for year, before bursary contribution	(565)	10,304
Less: Bursary contribution	<u>(1,000)</u>	<u>(4,000)</u>
Excess of (expenses over revenue) revenue over expenses for the year	(1,565)	6,304
Unrestricted net assets, beginning of year	<u>34,209</u>	<u>27,905</u>
Unrestricted net assets, end of year	<u>32,644</u>	<u>34,209</u>

THE ACADEMY FOR LIFELONG LEARNING  
STATEMENT OF CASH FLOWS FROM OPERATIONS  
FOR THE YEAR ENDED APRIL 30, 2004

	<u>2004</u>	<u>2003</u>
	\$	\$
Excess of (expense over revenue) revenue over expenses for the year	(1,565)	6,304
Increase in prepaid expenses	(1,392)	(81)
Increase in accounts payable	<u>998</u>	<u>1,313</u>
Increase (decrease) in cash position	(1,959)	7,536
Cash – beginning of year	<u>39,043</u>	<u>31,507</u>
Cash – end of year	<u>37,084</u>	<u>39,043</u>

THE ACADEMY FOR LIFELONG LEARNING  
NOTES TO THE FINANCIAL STATEMENTS  
APRIL 30, 2004

1: ORGANIZATION

The Academy for Lifelong Learning at Victoria University, which carries on operations as The Academy For Lifelong Learning was organized in 1991 by a group of volunteers to provide a program of informal, self-directed study groups for mature adults, and is administered by volunteers who serve as a member-elected board, on committees and as facilitators.

The Academy was incorporated in the Province of Ontario by letters patent on September 4, 1997 as a corporation without share capital.

The Academy is a non-profit organization and is exempt from income taxes pursuant to paragraph 149(1)(1) of the Income Tax Act (Canada).

The Academy supports a bursary maintained by Victoria University to assist mature students in their studies.

At a meeting on March 19, 2004, the Board of The Academy For Lifelong Learning approved a motion that the Academy participate in the Ontario Government matching campaign for needs-based awards (i.e. bursaries), designated as the Ontario Student Opportunity Trust Fund II, through a pledge of \$25,000 to The Academy For Lifelong Learning Bursary at Victoria University. The pledged amount will be paid into the bursary endowment fund prior to December 31, 2011, at various dates as funds become available.

2: SIGNIFICANT ACCOUNTING POLICIES

Revenue recognition

Registration fees and revenue from special events, which are unrestricted as to their use, are recorded on a cash basis. The accrual basis of accounting is used for reporting all other revenue and expenses.

Donated services

These financial statements do not reflect the substantial value of services contributed by volunteers and other interested parties.

Financial instruments

Financial instruments recognized in the statement of financial position consist of cash in banks, prepaid expenses, accounts payable and accrued liabilities. The fair value of these instruments approximate their carrying amount due to their short-term maturity.

Capital assets

Additions of capital assets less than \$500 are expensed as purchased. Additions greater than or equal to \$500 are capitalized and amortized on a straight-line basis over their estimated useful lives.

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from these estimates.

NOMINEES FOR ELECTION TO  
THE ACADEMY BOARD 2004-2005

**SHEILA AMYS** grew up in Toronto, graduated from Trinity College, and belonged to the URT Program at U of T. She served in the RCAF, and lived in Italy in the mid-60's and Iran in the mid-70's. Upon returning to Toronto she worked at the Wellesley Hospital first as a volunteer, later as an executive secretary, and lastly as a medical secretary in the Department of Psychiatry. She retired in 1996.

**BARBARA GORY** is a CA and FCA with BCom from the U of T. She has had her own accounting firm and has been elected to three terms on the governing Council of the Institute of Chartered Accountants of Ontario. She has served as Treasurer and Vice-President of the Academy.

**DAVID BRODIE** was born and raised in Toronto, received a SBC (Honours Physics) from Trent and an MBA from York. He has retired from a 28-year career in computer systems support, and is enjoying the stimulation of the Academy.

**WILHELMINA KORTENAAR** is a retired nursing supervisor. She has been a member of the Academy for many years. Her interests are reading, traveling and volunteering for the Academy.

**MARY ELLEN POLAK** has a BA from Victoria University and an MA in Social Welfare policy from McMaster. Her work has been in the mental health field as a policy researcher, and as a developer and administrator for housing programs for former patients. She has worked both in the non-profit sector and for the Ministry of Health.

**MARGARET QUIN** operated a marketing company from which she retired in 1999 and has been a member of the Academy since then. Her other interests include cycling and travel.

**ELAINE RODGERS** has recently retired from the financial sector of Consulting Engineering and has an interest in the arts.

**AUBREY RUSSELL** was born in New Brunswick and graduated from Queen's University and Osgoode Hall Law school. Called to the bar in 1956, he remains active as a semi-retired partner of the firm with which he practiced law. His interests are the Academy, music, sketching and traveling with Nancy.

**SANDY MACPHERSON** was born in Newfoundland, raised in Toronto, and graduated from medicine at U of T in 1956. He trained in Psychiatry at McGill, was chief of Psychiatry at Ste. Anne's Veterans Hospital, clinical director of Hamilton Psychiatric Hospital, and he obtained an MSc in epidemiology. He started a department of Community Health at the Montreal General Hospital and in 1981 became the Medical Officer of Health for Toronto where he coped with the AIDS epidemic, quit smoking his pipe and helped steer anti-smoking legislation through City Council. In 1988 he went to McMaster to lead the Education Center for Aging and Health. Since retiring, he has sailed his boat to Newfoundland, given two papers at a gerontology conference in Cuba in 2002, and watched the growth and development of his five grandchildren. He was a speaker at the Academy Spring Talks in 2003.