

59 St. George Street, Toronto ON M5S 2E6

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## ANNUAL GENERAL MEETING

Monday, June 6, 2007, 11:00 a.m.  
Alumni Hall, Victoria University  
91 Charles Street West

### AGENDA

1. Welcome to the Annual General Meeting
2. Approval of the Minutes of the AGM of June 12, 2006
3. Report of the President – Dugal Campbell for Leah Lambert
4. Committee Reports
  - Communications – Karen Melville
  - Curriculum – Pat Sibbald
  - Membership – Judith Schurek
  - Special Events – Shirley Marsden
  - Spring Talks – Leo Fine
5. Financial Report – Moe Davis
6. Appointment of the Auditor for 2006/2007 – Moe Davis
7. Notice of Motion to amend By-Law no. 1 (3) – Dugal Campbell
8. Election of New Board Members – Sandy Macpherson
9. Other Business
10. Adjournment

# ACADEMY FOR LIFELONG LEARNING

Minutes of the Annual General Meeting  
June 12, 2006, 11:00 a.m. Alumni Hall, Victoria University

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

President Sandy Macpherson 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 8, 2005**

The minutes were approved on a motion by Linda Tu, seconded by Mary Spoel. Motion carried.

## 3. **Report of the President – Sandy Macpherson**

Sandy noted that the Academy now has a proud tradition of 15 years' standing and that we can be pleased that we continue to grow by attracting new members through our varied programs.

He was struck by the splendid work accomplished by the hard-working volunteers, numbering about 100 each year, who organize the programs and keep the administrative wheels turning. He quipped that the Academy's governance style rather resembles anarchism, of the best kind, described as 'small communities setting their own standards by consensus for the benefit of all, thereby eliminating the need for most functions of central government.' Though there remains a suspicion of centralized authority.

Sandy outlined the procedures and policies of electing members to office, and suggested that whatever its faults, the process certainly weakens any central authority. He also summarized the workings of the Board and committees and welcomed suggestions from the membership.

One of the foremost activities of the year was the organizational review process, with extensive membership consultation, led by incoming president, Leah Lambert. Through interviews, written submissions, and a Town Hall forum, a number of important issues were identified. These were taken to a Board Retreat where a mission statement, core values, and goals for the next few years were formulated. In addition, an implementation task force was struck, consisting of Sandy, Leah and Dugal Campbell.

The Task Force submitted a draft report to the Board in May, and their recommendations included the creation of an Advisory Committee to advise the Board on future opportunities and risks; the development of a new Membership Committee which would include Registration, the New Members' Committee and Volunteer Coordination; and proposals for lightening the secretarial load.

Sandy also reported that the Board had also looked into the possibility of keeping in touch with housebound members by means of distance education, but this was not deemed feasible at this time.

In closing he noted that our contract with Knox has been renewed for another year, at no increase in cost, and that he believed members could feel confident of the future. He urged continued efforts to keep the Academy open and responsive.

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

##### **Communications and Public Relations – Margaret Robertson for Elaine Rodgers**

Margaret noted that the committee has two major responsibilities: Communications, which publishes the quarterly newsletter, primarily for members; and P.R. which communicates with the general public about Academy activities, with a view to attracting new members. This includes maintaining the website, placing announcements in the press about Spring Talks, and keeping an eye on how the Academy presents itself to its publics. One of its activities this year was overseeing the design and choice of a new corporate logo, which will now begin appearing on Academy publications.

She thanked all those who had worked on the production of the Newsletter – Mary Adam, Betty Ann Crosbie, Sue Forrest, Elinor Fillion, and especially Elaine Rodgers, Ginny Ouellet and Sheilagh Hickie for their hard work in producing the newsletter. Also thanked was the P.R. team of Barbara Gory, Jean Iverson, Adrienne McLennan and especially the chair, Josie Szczasiuk. The committee was also grateful for the interest and involvement of Sandy Macpherson, Leah Lambert and Madeline Grant.

##### **Curriculum – Isabel Rose**

Isabel summarized the work of the committee over the year, including the Wednesday Forums organized by Norah Smith and Grace Scheel, the workshop evaluation questionnaire prepared by Joyce Bedford, the Facilitators' Forum chaired by David Kister, and the development of the curriculum of 41 workshops (21 new) for 2006/07. She noted that feedback from the Facilitators' Forum included the suggestions that there be more flexibility in workshop formats, better preparation of presentations, tighter control of presentation time, and concern with appropriate use of technology.

She thanked her committee members – Lisa Avedon, Joyce Bedford, Arne Bowers, Eileen Garber, Marilyn Holyer, David Kister, Grace Scheel, Norah Smith, Assistant Chair Pat Sibbald, especially, for her splendid minutes, and Secretary Madeline Grant for keeping them on track

##### **Registration – Sheila Amys**

Sheila reported that in 2005/06 there was a total membership of 345, with 54 new members. Registration information for 2006/07 was mailed on May 12<sup>th</sup>, and 255 continuing members have already registered, compared with 248 at the same time in 2005.

During the year the committee revised their policies and procedures, developed objectives for the committee, considered and rejected, for the time being, the idea of accepting credit cards and participated in the membership consultation process, including the Board Retreat.

Sheila noted that she had enjoyed her time on the committee and thanked Judith Schurek, Debrah Weiss and Madeline Grant for their assistance. She also welcomed Edith Howard to the committee and gave special thanks to Margaret Robertson, the 'incomparable Database Manager', for her steady support.

##### **Special Events – Will Kortenaar**

Will reviewed the events of the past year: the summer picnic at Nancy O'Connor's farm; the welcoming reception for new members in September; the fall walk at the Russells' country home; the holiday lunch in December; the winterlude event at the Kortright Centre; and the Pub Night in the spring. She thanked everyone who had helped to make these events run successfully.

She gave special thanks to her committee members: Shirley Marsden, Helena Hallett, Barbara Laidlaw, Mary Watt, Betty Williams, and Rene Laukat who organized the spring and summer walks. She also

welcomed Audrey Swail to the committee, and thanked Madeline Grant, Margaret Robertson and Jean Iverson for their support over the year.

### **Spring Talks – Aubrey Russell**

Aubrey noted that the Spring Talks were the last event of the year and that they had they had been a great success thanks to the invaluable help of his committee and to very useful input from members of the Academy. He noted that suggestions for speakers were always welcome.

Members of the committee in 2005/06 were Aubrey Russell, Chair; Leo Fine, Assistant Chair; Rob Garrard, past Chair; Jeanette Clark; Ellen Edmonds; and Lynne MacLennan. Also lending a hand were President Sandy Macpherson as an ex-officio member, and Madeline Grant, Academy secretary.

### **5. Financial Report – David Brodie**

David presented the auditor's report and led the members through its various items, explaining the purpose of the auditors' covering letter and reviewing the Balance Sheet and Statement of Operations.

He noted that our assets are comprised of cash in banks: mostly in ING and a TD Canada Trust chequing account, and pointed out that these have increased by \$2,492.56 to a total of \$41,588. Taking into account a few outstanding transactions, the net assets at the end of the fiscal year (April 30, 2006) totaled \$34,450.

Pointing to the Organization note on page 4, David explained that we have made pledge of \$25,000 to our Victoria University bursary fund that will be matched by Ontario. With our donation of \$4,000 this year, the pledge balance remaining is \$17,000; he believes that we will be able to pay it off by 2011.

Aubrey Russell moved that the Auditor's report be approved and this was seconded by Eileen Ward. Motion carried.

### **6. Appointment of Auditor for 2006/2007 – David Brodie**

David noted that we have been pleased with our present auditors, Browning/Milgram, and made a motion that they be appointed for next year. The motion was seconded by Margaret Robertson and approved by the membership.

### **7. Election of New Board Members - Barbara Gory**

Sandy outlined the nominating process, noting that it was possible for members to make nominations, as was explained in the May newsletter. Barbara then reported for the Nominating Committee, consisting of Leah Lambert, Barney Matisko and herself, as chair. The following names were put forward for election: Dugal Campbell, Sigrid Feser, Norah Smith, Karen Melville, Don Nicol, Debrah Weiss, Audrey Swail, and Betty Ann Crosbie. Since no further nominations had been received, these members were declared elected to the Board for 2006/07.

### **8. Other Business**

David Brodie thanked outgoing President, Sandy Macpherson, on behalf of all members, for his outstanding services to the Academy, noting that his work would have an impact for years to come.

### **9. Adjournment**

The meeting adjourned on a motion by Linda Tu, seconded by Norah Smith.

**THE ACADEMY FOR LIFELONG LEARNING  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
APRIL 30, 2007**

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## INDEPENDENT AUDITORS' REPORT

To the Members of  
The Academy For Lifelong Learning

We have audited the accompanying financial statements of The Academy For Lifelong Learning which comprises the statement of financial position of the organization as at April 30, 2007 and the statements of operations, changes in unrestricted net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

### Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### Auditors' responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. Except as explained in the reservation paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement. We are also required to comply with applicable ethical requirements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair representation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, the auditors express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate for our audit opinion.

**Reservation**

**In common with many charitable organizations, the organization derives revenue from registration fees and contributions the completeness of which is not susceptible of satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the organization and I was not able to determine whether any adjustments might be necessary to revenue, excess of revenues over expenses, and net assets.**

**Audit opinion**


**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 revenues referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the organization as at April 30, 2007 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.**

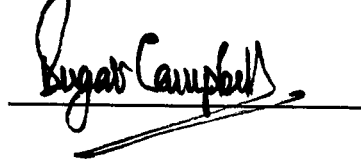
**BROWNING, MILGRAM LLP  
CHARTERED ACCOUNTANTS  
TORONTO, ONTARIO  
MAY 23, 2007**

THE ACADEMY FOR LIFELONG LEARNING  
STATEMENT OF FINANCIAL POSITION  
AS AT APRIL 30, 2007

	<u>2007</u>	<u>2006</u>
	\$	\$
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash in banks	46,202	41,588
Prepaid expenses and accounts receivable	<u>507</u>	<u>1,227</u>
	<u>46,709</u>	<u>42,815</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	5,509	8,365
<b>UNRESTRICTED NET ASSETS</b>	<u>41,200</u>	<u>34,450</u>
	<u>46,709</u>	<u>42,815</u>

Approved by the board:

 Director May 31, 2007 Date

 Director 2 June 2007 Date



**THE ACADEMY FOR LIFELONG LEARNING**  
**STATEMENT OF OPERATIONS AND CHANGES IN UNRESTRICTED NET ASSETS**  
**FOR THE YEAR ENDED APRIL 30, 2007**

	<u>2007</u>	<u>2006</u>
	\$	\$
<b>REVENUE</b>		
Registration fees	45,880	43,890
Special events	5,109	4,320
Interest income	<u>1,653</u>	<u>1,327</u>
	<u>52,642</u>	<u>49,537</u>
<b>EXPENSES</b>		
Classroom rentals	18,190	18,190
Special events	9,490	9,020
Communications	4,223	5,352
Annual and other meetings	2,157	2,368
Insurance	4,327	3,144
Printing and photocopying	1,633	2,069
Telephone	321	321
Donation to Knox College	1,400	833
General administrative	<u>151</u>	<u>1,956</u>
	<u>41,892</u>	<u>43,253</u>
Excess of (expenses over revenue) revenue over expenses for year, before bursary contribution	10,750	6,284
Less: bursary contribution	<u>(4,000)</u>	<u>(4,000)</u>
Excess of (expenses over revenue) for year	6,750	2,284
Unrestricted net assets, beginning of year	<u>34,450</u>	<u>32,166</u>
Unrestricted net assets, end of year	<u>41,200</u>	<u>34,450</u>

**THE ACADEMY FOR LIFELONG LEARNING**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED APRIL 30, 2007**

	<u>2007</u>	<u>2006</u>
	\$	\$
Excess of (expense over revenue) revenue over expenses for the year	6,750	2,284
Reduction in prepaid expenses and receivables	720	356
(Reduction) in accounts payable	<u>(2,856)</u>	<u>(147)</u>
Increase (decrease) in cash position	4,614	2,493
Cash – beginning of year	<u>41,588</u>	<u>39,095</u>
Cash – end of year	<u>46,202</u>	<u>41,588</u>

THE ACADEMY FOR LIFELONG LEARNING  
NOTES TO THE FINANCIAL STATEMENTS  
APRIL 30, 2007

**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 non-profit corporation without share capital which 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. As at the date of these financial statements \$12,000 has been contributed.

**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.

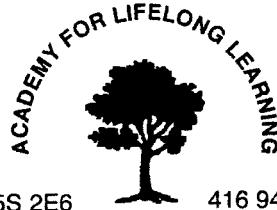
**Financial instruments**

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.



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## **NOMINEES FOR ELECTION TO THE BOARD FOR 2007-08**

### **LISA AVEDON**

Lisa has been an adult educator her whole adult life. Her graduate work was at Columbia University and O.I.S.E. and she became a faculty member of the City College of New York and Conestoga College. Lisa has also served as treasurer, then president of the Canadian Congress for Learning Opportunities for Women and was co-founder of the Women Inventors Project. In 1987 the Ontario Ministry of Labour asked her to administer a new program for workers affected by plant closures and downsizings. When Harris became Premier, she retired to Santa Fe, New Mexico, where she joined a lifelong learning program and chaired its curriculum committee for several years. Since returning to Toronto, she has been delighted to be part of the Academy.

### **DAVID BRODIE**

Born and bred in Toronto, David has been enjoying the fellowship and stimulating conversation of Academy members for four years. His academic background in physics (Trent U.) and business administration (York U.), and his career in computer systems programming and design have very little to do with the topics he has enjoyed exploring in workshops. His outside interests include woodworking, gardening, investing and photography. He has served on the Board previously as Treasurer.

### **PAT FORREST**

Pat has been a member of the Academy for three years, joining shortly after she moved to Toronto from Winnipeg. A University of Manitoba graduate, Pat worked with the YWCA, and in the field of Child Day Care as the Director of an inner city day care program, and as a child care advocate on a national board. Pat's favorite trip is to Perth, Australia to visit her son and his family. She spends her summers at Chandos Lake.

### **HELENA HALLETT**

Helena has enjoyed five years with the Academy, attending two workshops each year. She has been a member of the Special Events Committee for three years. She obtained her SRN in London and her midwifery diploma in Oxford. Earlier she was a research technician in the Department of Physiology at the University of Toronto and her last position was in administration with Graduate Studies in the Department of Physiology. She has been a docent at the Bata Shoe Museum since its inception.

### **SHEILAGH HICKIE**

Sheilagh has been a member of the Academy for about 15 years, serving for three years as Chair of the Communications Committee, after which she handled the production duties for the Newsletter. She has been a facilitator for the past three years: of Irish History and Irish Writers, and she plans to facilitate a workshop on Joyce's *Ulysses* next year. Born in Montreal, she graduated from Concordia University with a B.A. and retired from an advertising management position with The Financial Post in 1994.

### **EDITH HOWARD**

Edith was born in England but happily transported to the New World at an early age. Toronto has always been home but she has lived for periods in Asia, the U.S. and Europe. Her occupations have included Foreign Service Officer, Bookseller, Teacher and Urban Planner (M.Sc., U of T). In the last capacity she assisted in acquiring for the city the acres of valleylands that Academy members tramp through every summer and she also delved into the mysteries of traffic and garbage. She has been an academy member for 7 years.

### **ANTHONY KEITH**

A native of Toronto, Tony entered the University of Toronto in 1955 to study history, political science and law after completing high school at UTS. He graduated with an LL.B. in 1960 and immediately entered private practice where he served clients in a variety of fields including civil litigation, wills, estate administration, contracts, non-profit housing and other areas. He has appeared before all levels of courts in Ontario, including the Supreme Court of Canada. He has also served as a director and Chair of Communications of the Advocates Society, as an instructor in the Bar Admission Course, and in various positions within the Ontario Bar Association. He retired in 2006 and is now able to spend more time with his wife and four grandchildren.

### **JULIA MATTHEWS**

Julia joined the Academy two years ago following her retirement from the Royal Ontario Museum, where she managed the Library and Archives. Born in Ottawa, she taught there and in the UK before taking graduate degrees in Education and Library Science at U of T. In Toronto, she has worked for the Council of Ontario Universities directing the Office of Teaching and Learning, as well as at TVO, OISE and Centennial College. She applauds the Academy as the place for learning new things.

### **HAN SPOEL**

Born of Dutch parents in Rotterdam and raised in Cape Town and Johannesburg, Han graduated in Maths and Physics from Wits University, becoming Transvaal Rhodes Scholar in 1951. He has a D.Phil in Physical Chemistry from Oxford and also attended business school in Geneva. He came to Quebec in 1957 and to Toronto in 1991. Han was employed by Alcan for 19 years, latterly as Manager of Recycling and Foundry Ingot in Alcan International. In 1976 he established Spalco Metals, of which he was the President until he retired in mid-2006. His work concentrated especially on improving the technology of aluminum recycling. He has been a member of the Academy for four years and has served as a Facilitator.