



59 St. George Street, Toronto ON M5S 2E6

416 946 5185 • www.allto.ca • info@allto.ca

*offering programs for adult learners in collaboration with the
School of Continuing Studies at the University of Toronto*

Annual General Meeting

Thursday, June 13th, 2013, 10:30a.m.

Alumni Hall, Victoria College,

91 Charles Street West

Agenda

Coffee will be served from 10A.M. and followed by a light lunch after the meeting

- 1. Welcome to the Annual General Meeting and introduction of special guests**
- 2. Approval of Minutes of Annual General Meeting, June 14th, 2012**
- 3. Report of the President – Joan McCordic**
- 4. Report of Vice-President – Tony Keith**
- 5. Bylaw Amendments – Tony Keith**
- 6. Committee Reports:**
 - Academy Talks Committee – Ann Mummenhoff**
 - Communications Committee – Brian O’Leary**
 - Curriculum Committee – Nancy Walsh for Karen Melville**
 - Membership Committee – Rhona Wolpert**
 - Special Events Committee – Mariana Grinblat for Claire LaVigna**
- 7. Financial Report – Barbara Laureau**
- 8. Appointment of Auditor for 2012-2013 – Barbara Laureau**
- 9. Election of new Board Members – Jim Pike**
- 10. Meeting opened to the floor**
- 11. Adjournment**



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Academy for Lifelong Learning

Minutes of the Annual General Meeting

June 14th, 2012 10:30 AM, Alumni Hall, Victoria University

1. **Jim Pike, President**, welcomed everyone to the 21st Annual General Meeting, a celebration of the year past. There were 97 members present, as well as special guests, Nory Siberry and Dr Gordon Davies of the School of Continuing Studies, and Rev. Dr. Dorcas Gordon, principal of Knox College. Dr Gordon offered her appreciation of our amicable landlord-tenant relationship, pointing out our shared interest in the pursuit of lifelong learning. Nory Siberry was presented with a cheque for \$5000 for the Academy endowed Bursary Fund. One of our founding members, Ruth Ellenzweig was present, and acknowledged for her contribution in setting up the Academy.
2. **The minutes** of the AGM of June 9th, 2011 were approved, moved by Eileen Garber, and seconded by Virginia Rock.
3. **President's Report**- Jim spoke of his visits to every workshop this year, to distribute our new brochure in aid of promoting the Academy and growing our membership. Our goal is to enroll 360 members for 2012-13. To date we are up 38% for new memberships, and overall 10% higher than this time last year, with summer enrollments ahead. Our professionally managed bursary endowment fund with Victoria College has a current balance of approximately \$63,000, and each year we receive letters from grateful recipients thanking us for our support. Three awards totalling \$6300 were made in 2011-12. The School of Continuing Studies will be receiving \$5000 for 7 years from the Academy to build up a similar endowment fund. While this is accumulating, we will award \$1000 per year to SCS students from a separate \$7900 account. In the past year, \$2600 approximately was distributed to nine mature students. Starting with next year, the financial information on our bursaries will be provided by the Treasurer along with our financial statement.
Our lease with Knox has been renewed for another year, and we are attempting to arrange for larger spaces to accommodate bigger groups. Knox has been a good facility

for our needs. Also, the School of Continuing Studies has been important as our window into the University of Toronto.

Jim has taken a special interest in our Audio-Visual equipment in the past year. Our technology hardware has been upgraded and extended to include microphones. He thanked those who have been instrumental in providing training opportunities for our members and ongoing upkeep, notably Sharon Harris.

Email dispersal of information to our membership has been very successful. Internet use has streamlined our registration process. We would like to use the internet further, to include newsletters and annual AGM notices as time goes on. Feedback from the membership would be most helpful.

Jim acknowledged Shelagh Hickie for her efforts liaising with other senior groups through the Third Age Network (TAN), a resource of growing importance to us. We plan to send a representative to their up-coming Conference. Jim thanked the Board for their work this year, praising the excellent committee work that takes place. He looks forward to working with our new President, Joan McCordic, in his new position as Past President.

4. **Vice-President's Report.** Joan has had a busy and productive year working with three of our Committees and establishing an on-going relationship with groups outside the Academy, potential sources of membership. Retired teachers and librarians, and cultural centres in our community offer programmes we can share by establishing website links. Our website is about to evolve into a major source of ongoing current information for the membership. We failed to receive a grant from the New Horizons for Seniors programme to explore the feasibility and desirability of a Distance Learning programme. This topic continues to be of interest and we hope to get closer to realizing Distance Learning as technological advances progress. Joan expressed her appreciation for the past year with Jim and the Board, and is looking forward to a challenging and rewarding year as our new President.

5. **Committee Reports:**

- A) Academy Talks Committee- Sharon Harris.** It has been an extremely busy and successful year with a committee of twelve. Ten outstanding Forums and six Spring Talks were organized and well received. Wednesday Forums were so well attended that a larger classroom was obtained to handle the crowd. The popular "Presenting our Presenters" using outstanding member presentations recommended by our facilitators was offered twice. There was a strong effort to publicize Spring Talks this year but the most effective way to attract guests was through personal contact, and other seniors' lecture groups. We broke records, increasing member attendance by 6%, and guest attendance by 85%. Guest admission fees increased to \$10, almost doubling our funds

collected over last year. A big thank-you to Ann Mummenhoff, Assistant Chair, and the committee.

B) Communications Committee– Gillian Long. Another busy and productive year for the committee. A sub-committee was formed to liaise with the Long Range Planning Group to develop the brochure “Don’t Retire Your Love of Learning” used for recruitment purposes. The 2012-13 Calendar was streamlined for on line use in time for Spring Talks, saving significant mailing costs and labour. Mike Foss has been most effective informing the membership by email of upcoming events and activities of interest. Response has been higher than past reaction to notice boards, and will be increased in the coming year. Watch for the launch of a new and improved website. Gillian expressed her appreciation for the hard work of committee members, and the rewarding experience and camaraderie on the Board in the past year, encouraging new members to become involved.

C) Curriculum Committee- Debrah Weiss. An Evaluations Sub-Committee of three revamped the Evaluations Form and the Feedback Form for Facilitators. Completed evaluation forms for 38 workshops were reviewed and returned to Facilitators, with praise for facilitators and ratings of very good to excellent for the most part. Facilitators requested ending workshops 5 minutes before the hour, returning equipment in its original state, and making use of our new microphones. Audio-visual training was offered twice with Ryan Jansen, assisted by Sharon Harris. Web Lectures were organized by Dugal Campbell on six occasions, with a very favourable response. Many people expressed interest in continuing next year if possible. Workshop planning involves recruitment of Facilitators, asking for topics on line and through posted notices, and a committee review of submissions. An initial 39 workshops was reduced to 37 when 2 had low enrollment. The Calendar was proofread and edited by Gillian Long of the Communications Committee, and posted on line by Margaret Robertson. The Facilitators’ Forum was a successful event, followed by the Volunteers’ Luncheon. Facilitators were divided into small groups with a question to discuss, findings then shared with the whole group. An open mike session followed. Over 50 attended, with many positive comments. Karen Melville, Assistant Chair, summarized the discussions and reported by email to all who registered. Debrah thanked everyone for their hard work.

D) Membership Committee- Liz Feltes. Rhona Wolpert delivered Liz’s report in her absence. The Membership Committee works behind the scenes to keep the Academy functioning, often unseen, but essential. Members did their jobs with competence and grace, working especially hard in the registration of members for the coming year. Oversubscribed workshops go through a randomization process to choose who gets in and who waits on a list. In the past 3 years of use, most waiting lists decreased before

classes began, but there has been some frustration on the part of those who missed out on their first choices. The committee has felt members' frustration, and have been cogitating on how to make the process work better for us all. Some ideas have been put forward, and are to be discussed at future meetings. It is hoped an improved process will result before the end of the year. Liz thanked individual members for their unique contribution in keeping records and registering the academic activities of the last year. Currently we have 339 members registered, compared with 309 at this time last year. Going into its 22nd year, the Academy continues to flourish, with the committee working behind the scenes helping it realize its ideals.

E) Special Events Committee-Gabriele Dankert. We began the year with the Fall excursions, visiting the beautiful farms of Nancy O'Connor and Nancy and Aubrey Russell. The Holiday Luncheon was well attended, as was the Spring Luncheon at the Faculty Club. In the same venue, the Volunteers Luncheon was held in conjunction with the Facilitators' Forum in April. Rene Laukat was asked to address the membership regarding Academy Walks that she organizes each year. Rene encouraged all to come out, no better way to meet the membership and enjoy the trails along lakes, rivers, and unique community areas. Some new walks are planned for the coming year. Barbara Chipman was thanked for arranging a delightful theatre visit to Niagara-on-the-Lake. Claire LaVigna has prepared for her next role as Chair of the committee with the new Board. Gabriele thanked the Committee for its hard work, and encouraged all to participate in these special events to enlarge our circle of contacts beyond workshop groups.

6. Financial Report- Bill Holt. Bill provided a handout of our Financial Statements for the year ending April 30th, 2012. \$33,078 was received this year to use going forward. Our financial position is essentially the same as last year. Operationally we are in good standing. Expenditures are down \$1200 over last year. Our bottom line fluctuates with the timing of bursary distributions. Bill recommended \$30,000 continue to be put aside as a relocation reserve fund. Bill attended a TAN meeting where accounting procedures were discussed and compared. He has spent considerable time this year researching the topic and is proposing accounting computerization using QuickBooks .

7. Appointment of Accountant for 2012-13. Organizations such as the Academy have no requirement justifying the cost of a full audit, but rather a review by an accounting firm is adequate. A motion to appoint Akler, Browning, Frimet and Landzberg LLP was proposed by Arlene Wosnick and seconded by Pat Cross. Motion carried.

8. Election of new Board Members- Sandra Walsh. A Board member must be off the Board 2 years before serving again, but a member may be appointed for 1 year as a non-voting

member. Barbara Chipman has been appointed by the Board to serve as Assistant Chair of the Academy Talks Committee this coming year as a non-voting member. Sandra listed the new members of the Board. There was a motion to approve the new slate of members by Dugal Campbell, seconded by Rhona Wolpert, and carried.

9) Meeting opened to the Floor. A request was made to introduce the entire new Board to the membership. At the end of the meeting names were called to invite new Board members to rise and be introduced

It was suggested we be more proactive with new members. The Volunteer Co-ordinator is a key person in getting members involved. Also we should make more of an effort to participate in talks and extra events. It was pointed out that not all prospective members are “retired”, and our membership literature should refrain from emphasizing that term. There was a request for improved washrooms. A book-sharing scheme was proposed to make use of our seldom-used stock at home, by setting up a library to circulate these items among our membership. A suggestion was made to improve the randomization process: if rejected from 1 workshop, a member should automatically get into all others chosen. On that topic, a member asked for an explanation of how randomization works, provided by Jim. A member expressed her feeling one should be entitled to continue in a course that deals with consecutive events, such as history courses. Also it was commented that flexibility should be adopted in being open to making another choice should one be unable to get into a course. Statistics to date show 250 members are not on any waiting list, 50 are on one, and 18 are on more than one. Ann Mummenhoff asked the membership for suggestions for Forum topics and speakers for Spring Talks, as the Academy Talks Committee continues their work for the coming year. Using email to make suggestions to Board Committees was recommended.

Joan McCordic presented Jim Pike with a gift to thank him for his commitment as President this year, praising his firm but light touch chairing meetings, and serving as a cheerful willing Ambassador on our behalf.

Jim acknowledged the work of Sandra Walsh as Past President, and Janet Tyrell as our Archivist.

10. Adjournment. As there was no further business, the meeting was adjourned, moved by Rhona Wolpert, seconded by Sue Kralik, and carried.



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DRAFT

Resolution to Amend the By-laws

Sections 8 and 20 of the Academy By-laws specify that the Agenda and other materials relating to the Annual General meeting will be sent to members either by mail or by telecopier (fax). In order to expand these options to include sending the material by e-mail, the Board has passed the following resolution for consideration of the membership at the Annual General Meeting:

Resolution: Be it resolved that the following amendments to Sections 8 and 20 of the Academy's bylaws be accepted:

Section 8: be amended to delete the words "delivered, telephoned or telecopied" and replaced by the words, "delivered or transmitted by personal delivery or by any electronic means" so that the section would read as follows:

"Notice of such meetings shall be delivered or transmitted by personal delivery or by any electronic means not less than three days before the meeting is to take place, or shall be mailed to each director not less than 4 days before the meeting is to take place."

Section 20: be amended to delete the words "by sending the notice by prepaid mail or telecopied" and replaced by the words, "by sending the notice by prepaid ordinary mail, by telecopier or by any other electronic means, not less than" , so that the sentence of section 20 would read as follows:

" No public notice nor advertisement of members' meetings, annual or general, shall be required, but notice of the time and place of every such meeting shall be given to each member by sending the notice by prepaid ordinary mail, by telecopier or by any other electronic means, not less than ten days before the time fixed for the holding of such meeting; provided that any meetings of members may be held at any time and place without such notice if all members of the Academy are present thereat or represented by proxy duly appointed, and at such meeting any business may be transacted which the Academy at annual or general meetings may transact."

April 18, 2013



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Nominees for the 2013/14 Academy For Lifelong Learning Board of Directors

Biographies

1. Frances Beer

Frances Beer is a Professor Emerita of English, York University; her B.A. is from Harvard, M.A. from Columbia, and Ph.D. from University of Toronto.

After completing her M.A., she worked in publishing in New York City, but in 1967 decided to return to graduate school, and enrolled as a doctoral candidate at the University of Toronto's Centre for Medieval Studies. In 1970 she was hired at York University, where she taught for the remainder of her 'official' academic career. Her teaching included graduate and undergraduate courses on medieval and children's literature, and 19th-century women novelists; publications include The Juvenilia of Jane Austen and Charlotte Brontë, Women and Mystical Experience in the Middle Ages, and a translation of Julian of Norwich's Revelations.

Since full retirement in 2010 she has been happily enrolled at the Academy for Lifelong Learning (Knox College, U of T), taking workshops in The Algonquin Circle, Memoir Writing, and Literature of South Africa. This coming year she looks forward to facilitating a workshop on the Brontës. Other interests have included, most prominently, husband, two children and two grandchildren as well as a retired quarter horse, Ben, and an aging but stately Persian cat, Beau. Frances is on the editorial board of the journal, Canadian Woman Studies, is a member of the Echo Women's Choir, which practices and performs at Toronto's beautiful Church of the Holy Trinity, and is trying, against some odds, to learn to play the organ.

2. Marilyn Braaten

Upon graduation from the University of Western Ontario in 1967, Marilyn embarked upon a career as an administrative assistant with IBM in Toronto and Vancouver. In the mid 1970's, she left IBM to raise a family of three children. In the 1980's, she tested out careers in Social Work and Law Clerking before finding her passion in the world of public libraries. In 1994, she completed a Masters Degree in Library Science at the University of Toronto and found employment with the Ajax, Markham and Mississauga Public Libraries, eventually rising to the position of manager of a large Mississauga branch library, which serves as both a community library and a school library for a secondary school. Marilyn retired in January 2011 and has been active in the Academy ever since, participating in 3 workshops annually and serving on the Events Committee. Marilyn says her university days seem to have come full circle. She started out as secretary of the UWO Student Council and is now volunteering to take on that role with the Academy. Outside of the Academy, Marilyn enjoys theatre, book club, yoga, downhill skiing, cycling, hiking and travel, especially annual trips to Australia to visit her son and his family.

3. Dugal Campbell

Dugal has been a member of the Academy since 1995. During that time, he has been a facilitator, President of the Academy, Chair of the Curriculum Committee and a member of many workshops. For most of his working life he was a university teacher (Auckland in New Zealand; Queen's and McMaster in Ontario) and a researcher (psychology). In his last job he ran a research foundation that provided funds for the investigation of the brain and behaviour. He likes movies, novels, classical music and looking around the city.

4. Margrit Eichler

Born in Germany, Margrit attended university there and received a scholarship to Duke University. While at Duke, the Women's Movement happened, and she got involved. She decided to dedicate her academic work to feminist issues, and later added a concern for environmental sustainability. Margrit was not quite finished with her PhD in sociology when her US visa finally ran out. So she came for 1 year to Canada, to teach at the University of Waterloo. It turned out to be a long year! In 1975 she was offered a job at OISE, from which she retired in 2011. She is a member of the Royal Society of Canada.

Since retirement, Margrit shifted her interests from academic research to other interests. The Academy is a large part of this. She now revels in taking courses rather than giving them! She is a voracious reader, especially of science fiction, but lately she read a lot of memoirs, because of the Memoir Writing course, and recent religious thinkers because of the course on the same topic. She has been a member of a play-reading group for about 25 years, so that is also a staple of her life. She has written a play, which she is currently revising and hopes to write more.

Besides this, she is Secretary of *Science for Peace*, and President of *Scientists for the Right to Know* – a new group fighting the current muzzling of science in Canada. She is also on the board of her residents' association.

5. Gary Griesdorf

Gary was a graduate of University of Toronto in 1960 (University College) and received a Chartered Accountants degree in 1964. He served as CFO for 2 private real estate organizations, the first for 30 years until the company went public and 100% ownership passed over to a new buyer who chose to bring in his own staff officers. He subsequently served as CFO of another real estate company for 11 years until his retirement in 2012.

Throughout his working career, he concentrated mainly on the rental housing industry and was appointed to a Landlord and Tenant Tribunal in 1985-1986 when rent control was expanded in Ontario and the provincial government was looking for some form of consensus legislation in order to advance its agenda. He was also active in his company's development of condominium properties in the 1980's and 1990's.

After retirement, he joined the Academy in the fall of 2012 and was particularly pleased to pursue one of his interests, film, through the Academy's Contemporary Film Course. He is hoping his financial background will be of benefit to the Academy.

6. Shirley Lewis

Shirley is a graduate of Queens University, 1957 and University of Toronto Library School in 1958. In her 40 year library career she worked in public libraries, school libraries, university libraries and special libraries. She is also an author, publisher, and lecturer and established her own wholesaling company, *Shirley Lewis Information Services* which sold books to libraries across Canada.

After retirement she went to Ethiopia with the charity CUSO- VSO as a volunteer for two years. However, she ended up staying for 5 years and currently heads up the Toronto chapter of Canadian Humanitarian. Shirley joined the Academy in 2011.

7. Diane Smith

Diane has had a varied career with the CBC and in the Social Services sector as well and Finance.

Diane also has had an interest in ESL and Literacy. Her interest in Literacy led her to become a volunteer at Frontier College, where for 7 years she taught workshops and individual students who had learning disabilities. She published stories written by students at her workshops and went on to receive her certification with the Metro Toronto Movement For Literacy.

Since her retirement she has enjoyed the Academy with the many stimulating workshops, and has now discovered she has new and varied interests, and looks forward to enriching her life with the many learning opportunities that the Academy has to offer.

8. Linda Tu

Linda joined the Academy in 1994 and has been on the Board as Committee Chair for Special Events and the Curriculum Committee as well as President of the Academy in 1996. She has been a facilitator every year since 1995 (in her first workshop, World of the Future, the facilitator, Wolf Gluck, handed it over to her in the winter term when he went south for the season. Wolf was a great facilitator, and she has been modelling his facilitating example since).

Linda has always had an interest in science and has facilitated science related sessions at the Academy. She earned her first degree in Chemistry & Biochemistry from Wales then decided to do some travelling; on the way she obtained a PhD from Wisconsin in Applied Chemistry. She came to Canada in 1969 with two and a half children.... soon there were five children, all of whom now have at least one science degree. She strongly agrees with the Massey Lecturer for this year, Neil Turock, that science literacy in the general population is very important.... She's doing her bit in that regard.

**THE ACADEMY FOR LIFELONG LEARNING
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
APRIL 30, 2013**

THE ACADEMY FOR LIFELONG LEARNING

Financial Statements
April 30, 2013

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NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of The Academy For Lifelong Learning as at April 30, 2013 and the statement of operations and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

*Akler, Browning, Frimet
& Landzberg LLP*

Chartered Accountants
Licensed Public Accountants
Toronto, Canada
June 11, 2013

THE ACADEMY FOR LIFELONG LEARNING

Statement of Financial Position
(unaudited - see notice to reader)
April 30, 2013

	2013	2012
Assets		
Current		
Cash	\$ 106,692	\$ 91,191
Prepaid expenses	-	1,880
Total Assets	\$ 106,692	\$ 93,071
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 6,000	\$ 2,000
Deferred revenue	35,550	33,078
Total Liabilities	41,550	35,078
Fund Balances		
Relocation reserve	30,000	30,000
Net assets	35,142	27,993
Total Fund Balances	65,142	57,993
Total Liabilities and Fund Balances	\$ 106,692	\$ 93,071

Approved on behalf of the Board:

_____ Member

THE ACADEMY FOR LIFELONG LEARNING
Statement of Operations and Changes in Net Assets
(unaudited - see notice to reader)
Year ended April 30, 2013

	2013	2012
Revenues		
Registration fees	\$ 59,969	\$ 51,986
Special events	14,346	8,227
Interest income	498	592
Total revenues	74,813	60,805
Expenditures		
Classroom rentals	21,507	21,261
Special events	20,309	17,373
Annual and other meetings	5,242	4,130
Office and general	4,605	6,299
Computer and audio	3,639	1,991
Insurance	2,564	2,594
Communications	3,151	2,313
Telephone and postage	1,647	2,604
	62,664	58,565
Bursary contribution	(5,000)	(4,000)
Total expenditures	67,664	62,565
Excess (deficiency) of revenues over expenditures for the year	7,149	(1,760)
Net assets, beginning of year	27,993	29,753
Net assets, end of year	\$ 35,142	\$ 27,993

THE ACADEMY FOR LIFELONG LEARNING

Notes to the Financial Statements

(unaudited - see notice to reader)

April 30, 2013

1. ORGANIZATION

The Academy for Lifelong Learning at Victoria University, (the "Academy") 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 has established a collaboration with the School for Continuing Studies at the University of Toronto.

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)(l) of the Income Tax Act (Canada).

The Academy has supported a bursary fund maintained by Victoria College to assist mature students in their studies, and is now contributing to a bursary fund at the School of Continuing Studies at the University of Toronto.

2. SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of the significant accounting policies used by management in the preparation of these financial statements.

(a) Revenue recognition

The organization uses the deferral basis of accounting. Registration fees are recognized as revenue in the year in which the registration fees relate to. Revenue from special events is recognized in the year in which the event occurs.

(b) Donated material and services

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

(c) Property and equipment

Additions of property and equipment less than \$1,000 are expensed as purchased. Additions greater than or equal to \$1,000 are capitalized and amortized on a straight-line basis over their estimated useful lives.

3. Relocation Reserve

The Academy maintains an internally restricted relocation reserve fund to cover future relocation costs.
