

LONG RANGE PLANNING COMMITTEE  
FINAL REPORT  
DECEMBER 2001

Committee Members: Past President Josie Szczasiuk, President Joseph Kessel, Vice-President Lyla Barclay, Phyl Tinning, Margaret Robertson, Secretary Jean Iverson

Issues in several areas were identified at the April 12, 2001 brainstorming session of the Board

- (1) Location/relationship with Victoria University
- (2) Administration
- (3) Finances/Financing
- (4) Expansion in new areas
- (5) Maintaining quality of workshops
- (6) Volunteer base

The Long Range Planning Committee has met monthly from July through November and addressed each of these issues.

#### LOCATION/RELATIONSHIP WITH VICTORIA UNIVERSITY

As in past years the President and Past President met with the President of Victoria. As reported to the Board meeting of October 12 the review of the Memo of Understanding was positive and no change in the present arrangements are contemplated. The same officers met with the Bursar regarding accessibility concerns. He indicated that (a) there are no plans for making the Wymilwood more accessible. The possibilities were investigated and the cost is prohibitive (circa \$500 thousand). (b) that there are no other facilities currently available for rental (c) the Academy as tenant does not have the authority to make building changes. A newsletter item has been prepared on the issue of accessibility.

\*RECOMMENDATION: the Long Range Planning Committee recommends that accessibility should be considered if a move to other facilities becomes necessary and that a statement that the building is not wheelchair accessible be included in the handbook.

#### ADMINISTRATION

The registration committee has now divided responsibilities among members of the committee. An information meeting on database management for the Board and invited members was planned for October 12 and follow up with possible recruits will be held in the new year. Electronic registration may be feasible in the future but at present would not meet the needs of the majority of members.

Exploration and financing of a web site (rather than the present arrangement through the University web site) was investigated. The cost would be around \$200 per year.

\*RECOMMENDATION : hat the board authorize the development and implementation of a web site. See attached document.

#### FINANCES/FINANCING

At present the financing is from the members fees. This has proven to be adequate for our needs and further has permitted the Academy regularly to make a bursary gift to Victoria.

\*RECOMMENDATION: that we continue to be self sufficient.

that additional gifts to Victoria beyond the bursary be divided between various projects planned by Victoria.

#### MAINTAINING QUALITY OF WORKSHOPS

The Curriculum Committee is undertaking a survey of membership to obtain information useful in planning new workshop offerings. The Curriculum Committee undertook a workshop on technical and audio-visual support to enable members to use the services more effectively.

\*RECOMMENDATION: that the Curriculum Committee continue to oversee the quality and variety of workshop offerings.

#### EXPANSION IN NEW AREAS

The long Range Planning Committee considered expansions such as retreats, week-end seminars and summer workshops and concluded that these should rely on personell volunteering to lead and organize.

\*RECOMMENDATION: that the Academy would consider such offerings if approached but would not solicit this type of extension of program.

#### VOLUNTEER BASE

The Long Range Planning Committee considered that the Academy has been well served by volunteers at all levels and that we should not expand beyond our ability to operate in this manner. The brainstorming session of April 12 agreed that the current capacity of the Academy is three sessions per day in each of two rooms on four days per week. Recognizing the need for continuing recruitment to spread the leadership responsibilities, the Committee suggested that the public relations function be further developed with the Past President acting as a link with the Communications Committee. The public relations function would be to make personal contact with some of the groups within the University and in other ways enhance the visibility of the Academy. Guidelines for this function were developed and the Academy brochure is to be updated.

\*RECOMMENDATION: that a public relations function be added to the Past President's role with a link to the Communications Committee.

that the Academy brochure be updated.

*Approved at the Board Meeting  
Jan 11/02*