

Later Life Learning Inc. – DRAFT Minutes of the Annual General Meeting

Held on April 19, 2023

At the Town Hall, Innis College, 2 Sussex Avenue, Toronto

DRAFT for information only, pending approval at the 2024 AGM

1. Call to Order

Following acknowledgement of the traditional land on which the University of Toronto sits, President Michael Orr called the meeting to order at 2:30 p.m. Making use of the screen, he and Vice President Kathy Nolan-Garner had thanked the 2022/2023 LLL volunteers, namely,:

Natasha Baage	Henry Hill	Karen Rine
Jennifer Birrell	Anne Marie Kalcevich	Lydia Rowland
Hetty Bolhuis	Cynthia Koza	Catherine Sim
Katherine Burney	Kathy Kozyn	Alexis Singer
Tara Carothers	Julia Kurniewicz	George Steiner
Michael Carter	Sam Laredo	Michelle Tatay
Anita Chamberlain	Marilyn Linton	Lambert Zahava
Pat Corson	Nancy McArthur	Lisa Taylor
Eunice Dong	Don McMurray	Cathy Ward
Valerie Feher	Merle McMurray	Colin Wright
Judith Gerber		

They also thanked Innis College Acting Principal Dr. Karen Reid and her staff for their support and encouragement, as well as the Innis Technical Facilities staff, namely, Eyan Logan, Victoria Watson Sepejak, Max Hazen, Jarret Sorger, Jordan Grace and Robert Trevison, and the Student Assistants, Hannah Fleisch, Joelle Mason, and Alumni and Advancement Officer Andrea Blackler.

2. Review and Approval of the Minutes of the April 13, 2022 Annual General Meeting

MOTION (M Orr/L Taylor) That the Minutes of the April 13, 2022 Annual General Meeting be approved as presented. **CARRIED**

3. Remarks by Acting Principal Dr. Karen Reid, Innis College

Dr Reid praised the long-standing and thriving 40-year relationship between LLL and Innis College. She thanked LLL and its members for their donations to the various scholarship funds at Innis, as well as the Building Expansion Fund. She was particularly grateful to witness the impact of these donations first-hand on the lives of Innis students.

She was also very pleased to announce that construction of the new building would commence in July and continue for about two years. She assured LLL that the Town Hall would remain open for lectures despite the construction.

4. President's Review

M Orr presented the following report:

As I said in every Board meeting this year, “it’s been a busy month with much to report”!

And certainly, the Board year 2022 – 2023 has been very busy and we have much to report.

Starting well into year 3 of the COVID pandemic, a key focus had been how to reintroduce the personal experience element back into LLL after 2 solid years of zoom only interaction. Henry Hill and Kathy NG helped lead the discussion of the Hybrid concept. Then KNG led the effort to work with Innis Technical Staff headed by Eyan Logan to develop the concept until we were able to successfully test the model. On Friday, Sept 19, 2022, we met in Town Hall for the first time since March 2020 to deliver a simultaneous in person and online experience – to a very positive reception.

The success of this experiment encouraged us to repeat it in Winter 2023 and we are now planning to offer 2 Hybrid courses in Fall 2023. At the same time, we will continue to offer some courses each session on-line, as that meets the needs of many of our members.

In fact, based on TAN data, LLL is at the very forefront of using this hybrid model for seniors organizations in the GTA.

Moving back to Town Hall, brought with it challenges we had not faced in 2 years. Alexis Singer and Karen Rine assumed responsibility for Facilities and help ensure that the lectures went smoothly

Tara Carothers, built up a large team of cheerful and helpful volunteers to manage the doors and facilitate member movements.

I would like to give a shout out to a past president Don McMurray who manned the atrium table every week to help members with questions. And he was always the first one there!

In addition to leading our volunteer effort, Tara accepted the role of vice Chair of the Registration and Enrollment team from Kathy K who had led this effort for several years.

Kathy K had managed the registration process and the System Administrator, Anita Chamberlain, for what seems forever. The job is critical to LLL's operations and Kathy has handled it expertly. From timely, friendly conversations helping distraught members with their registration problems to helping Anita with the technical challenges of our system, Kathy has provided dedicated and exemplary service.

Communications is an important area, especially related to registration and the team headed up by Hetty Bolhuis assisted by Catherine Sim provided invaluable support.

Anita our System Administrator and webmaster provided strong technical support to the semi-annual registration work, in addition to managing both the day to day and special project work that required system resource.

Another person who used the system to provide value add to LLL was George Steiner, who with a small team of Catherine and Sam Laredo designed an on-line survey of members preferences and feedback that was responded to by over 25% of our total membership. A great response rate which yielded interesting and valuable data.

Part of our data analysis suggested the need for more new members and that lead to the new member initiative involving George, Karen and Tara. In just over one month, they were able to identify: target audiences, key messages and delivery modes, produce the materials for public consumption and negotiate with Toronto Public Library for distribution of the posters to 100 branches in Toronto. And hopefully, there's more to come!

2022 represented the 40th anniversary of the creation of Later Life Learning and affiliation with Innis. Early on the Board decided that an event as momentous as this required a celebration. So, Catherine, KNG, Merle McMurray, Hetty Bolhuis and Kathy K set up a committee to determine the best way to celebrate. You have just experienced the terrific results of all their hard work. A warm reception with friends and colleagues reaching back over many years. Well done!

Governance has always been an important consideration for LLL. And this year has been very productive in terms of outcomes.

Henry Hill and Alexis Singer focussed on AODA requirements; they delivered a report which broadly assessed our status and identified a few areas where changes, if possible, could bring us more into compliance with new provincial legislation.

KNG, Mike Carter and myself worked with Innis College management towards a more comprehensive contract in the future. While this is a work in progress, we feel that our perspectives have been well expressed and are being considered.

Sam Laredo also served as both the Board secretary providing timely and accurate minutes of the Board meetings and insightful guidance worthy of a trusted advisor! Catherine ably assisted when Sam sought sunny refuge from our Canadian winter.

Sam took the lead in revamping the Speaker Contract template to more effectively document LLL expectations of our contract speakers and protect LLL interests.

As well, Sam led a team, including KNG, Lisa and Alexis in a thorough assessment and significant re write of our LLL By-Laws. This excellent piece of work will bring us into compliance with Ontario Not For Profit legislation well in time for the October 2024 required date.

From a financial perspective, KNG has transitioned her role as Treasurer to Mike Carter. Mike has done a great job of tracking and reporting our finances to ensure we maintain financial stability, as well as highlighting areas of concern with suggestions for remediation. Eunice Dong performed the role of financial advisor, providing an independent review of the year's finances to ensure that LLL was in compliance with financial reporting standards.

Eunice, rejoined the Board in November assuming the role of Chair, Donations. She worked closely with Innis Advancement Manager, Andrea Blackler, to coordinate the Fall and Spring Weeks of Giving. Thanks largely to their efforts, the WOGs were yet again a great success. In fact, at the annual Innis Awards Ceremony last November, over 140 deserving Innis College students received over \$60K in scholarships and awards sponsored by LLL. We do make a difference!

Natasha Baage chaired the Program Committee supported by Lisa, Colin Wright who led the Discussion Group and Nancy MacArthur who led the Books & Beyond group. Natasha provided guidance and management to our new Speaker Coordinator, Lori Dalton and together they brought an amazing array of talented lecturers to our LLL audiences. In addition, Natasha, ably supported by Cynthia Koza, planned and managed the presentation of each of the lectures, every week for 2 sessions. If you're counting, that's 70 events!

This included encouraging Directors and members to be Hosts and be the on screen / on stage presence for each of these 70 lectures – and Natasha was very persuasive! Board members who supported Natasha as hosts included Lisa, Sam, KNG and Mike O as well as past presidents Merle McMurray and Marilyn Linton. Hopefully, we can have more directors involved in this rewarding role in the future!

Jenny Birrell represented LLL at the Third Age Network (TAN) organization, She provided timely, useful reports which helped fashion some of our initiatives / processes.

One name, that I have mentioned several times, but deserves special recognition is KNG. Committees or Initiatives that she was closely involved with this year included: planning and adoption of the hybrid delivery model, the 40th Anniversary Committee, transitioning the Treasurers role, co - representing LLL in Innis contract negotiations, assessing and proposing a solution to our loss of UofT phone access, participating in the rewrite of the By-Laws, leading the Nominations Committee and, oh yes, Hosting lectures. She also provided me with timely and wise advice, which I always appreciated. And she did this all (well most of it) with a smile and a cheery outlook. As the incoming President, I feel very confident that Later Life Learning will be in excellent hands this coming year!

I want to particularly thank Sam, Kathy K, Henry and Karen for their invaluable contribution while serving on the Board. You will all be greatly missed!

Finally, I would like to thank Later Life Learning and particularly the Board of Directors for entrusting me with the position of President for this past year. It has been a great honour to work with this group of talented, dedicated individuals towards a common goal. Sometimes it's too easy to get submerged in the minutia of the work, but I truly believe that LLL does make a difference, both to Innis College, Innis students and our LLL members and that has made it all worthwhile.

I thank you for the opportunity.

5. Treasurer's Report

M Carter reviewed the LLL Statement of Operations, the Statement of Financial Position and the Statement of Cash Flow. He reported a net income of \$22,000 and a small deficit resulting from a donation to Innis of \$25,000. He remarked, however, that LLL was in a sound financial footing, having assets amounting to approximately \$95,000.

MOTION (M Orr/K Nolan-Garner) that the Treasurer's Report be accepted as presented.

CARRIED

K Nolan-Garner advised the Members that LLL was required to have an independent audit or review engagement according to the new Ontario Non-Profit Corporations Act, a measure which was both expensive and unnecessary, given the size and nature of LLL and its internal control checks. She recommended that Members vote to dispense with it for the upcoming year. A majority of 80% was required.

MOTION (K Nolan-Garner/M Carter) That the LLL not appoint an auditor nor conduct an audit or a review engagement regarding LLL's financial operations. **CARRIED UNANIMOUSLY**

6. Nomination of New Board Members

M Orr introduced the following three candidates nominated by the LLL Board for election as LLL Board Directors for a three-year term:

Eunice Dong
Julia Kurniewicz
Cathy Ward

MOTION (M Orr/H Hill) That these nominees be elected to the Board of Later life Learning for a three-year term: Eunice Dong, Julia Kurniewicz and Cathy Ward. **CARRIED**

7. Term Extensions of Board Directors

M Orr put forward the following list of LLL Board Directors, approved by the LLL Board for a one-year term extension.

Jennifer Birrell
Lisa Taylor

MOTION (M Orr/S Laredo) That the term extensions of the above-named LLL Board Directors be approved as listed. **CARRIED**

8. Induction of Life Members

M Orr explained that Life Members are persons who have contributed to LLL in a significant way and for an extended period of time. The recognition rewards them with early registration. He announced that the following members were recommended and approved by the Board for Life Member recognition:

Kathy Kozyn
Henry Hill

9. Adjournment

Vice President K Nolan-Garner took a few moments, in anticipation of her taking up her position as LLL President for 2023-2024, to thank M Orr as follows:

Before we adjourn the annual general meeting, I would like to thank our president. Our members know Mike Orr mostly through hosting lecture series in person and on Zoom. He was one of the first to volunteer as a Zoom host.

For those of us who have worked with Mike on the board, we have enjoyed his common sense, his humour, his willingness to help other board members and to work. If you want something done – ask Mike.

In 2019, our president Merle McMurray had a looming problem, and she thought she had found someone who would take on the problem and solve it. LLL was losing access to UofT systems: the home of LLL's website and registration system. Mike had joined the board and quickly agreed to find a solution. Kathy Kozyn quickly volunteered to be part of the team, and they pulled Anita into it. Through the fall of 2019 and Winter 2020, Mike researched many possible solutions and reached out to other organizations to ensure his recommended solution was viable. Implementation started May of 2020. This incredible team led by Mike worked all through the early part of the pandemic using Zoom to implement the new process and website, and it went live in the fall of 2020. It cost one tenth of what another LLL organization paid for their implementation of the same system. And it was successful.

During this time, I quickly learned that Mike is relentless in pursuing a goal. Mike's Big Blue roots were evident throughout the project. He still holds the vendor accountable for promises they made saving LLL thousands of dollars.

Mike took on the vice presidency and then the presidency. As many former board members know, these are busy roles. Mike was thoughtful in responding to members, and providing support to board members. During the pandemic, the board was constantly monitoring what our members wanted, and what programmes could be delivered. To that end, Mike turned his attention to getting back into Town Hall using the hybrid model for lectures. While many of us talked about hybrid, Mike did the work with the Town Hall Team and Tom Vassos to create a great experience for members sitting in Town Hall and at home.

This past February, Mike announced a new outreach programme to increase membership. He worked with Karen Rine and George Steiner to create a flyer to post in the Toronto Library System by the middle of March. Mike is always looking for opportunities to make Later Life Learning a stronger organization.

It has been a privilege to work with Mike. Please join me in thanking Mike.

MOTION (E Dong/S Laredo) There being no further business that the meeting be adjourned at 3:10 pm. **CARRIED**