

# AGM – May 13, 2009 – Minutes

## *ELLA ANNUAL GENERAL MEETING 2009*

*ROOM N2-115, EDUCATION BUILDING, UNIVERSITY OF ALBERTA*

*WEDNESDAY MAY 13, 2009, 12:30 P.M.*

ELLA 2009 AGM was called to order by President Ray Lieberman with 120 members present.

Dr. Fern Snart, Dean of The Faculty of Education, was welcomed by Ray to give the opening address. Dr. Snart gave us some very uplifting stories about the seniors being present on the campus in the Spring Program. She reiterated the value of lifelong studies, as well as the younger students' reactions to seniors anxious to keep on learning. As a psychology graduate, Dr. Snart brought jubilation to the whole learning experience. Dr. Snart's heartfelt message of welcome was greatly appreciated by all. Ray thanked her for taking the time out of her busy schedule today, as well as for the great cooperation we receive from the Education Faculty each year, getting space free and the staff cooperation sorting out classroom schedules.

Agenda: Marg Stephen moved that the agenda be accepted as distributed. Ken Miller seconded the motion. Carried.

Minutes: Don Chadsey moved that the minutes be adopted as circulated. Seconded by Maggie Dower. Carried.

### Reports of Officers:

President Ray Lieberman noted that this is ELLA'S 8<sup>th</sup> Spring Program. We have 255 registrants this year. He thanked all the University staff as well as the ELLA volunteers who have all worked together to provide another very successful and invigorating program. Ray thanked the instructors as well as the students for the excellent participation in all the classes. He recognized the challenges set forth each year to maintain membership numbers, to coordinate volunteers, to maintain liaison with the University of Alberta, the seniors organizations, the community at large, program development, as well as keeping members apprised. To all, he gave a vote of thanks. Ray mentioned the great effort put forward by Joyce Buchwald, whose health has kept her from attending this year. Thank you Joyce. Ray also thanked Marg Stephen and David Nattress who stepped forward on the Program Committee and put their energy into making this such a successful year.

Treasurer and Financial Committee Chairperson Dave Ferraro introduced the Cass and Rupert Audit report on computer overheads as the cost of having Cass and Rupert deliver the report is \$200.00. The loss of about \$1000.00 for the 2007-2008 year was due to the increase in instructors fees with no increase in revenues from course registrations. Instructor fees in 2007/08 year were \$900.00 to \$1050.00 and \$1050 to \$1200.00 in 2008/09 year. Dave asked the AGM membership to accept the auditors report from Cass and Rupert for the fiscal year ending September 30, 2008 be accepted as presented. Georgie Brooks moved that the report be accepted as presented. Seconded by Larry Judge. Carried unanimously.

Dave Ferraro moved that ELLA save \$1200.00 in the 2009/2010 fiscal year by appointing ELLA members/volunteers Maggie Dower and Marg Stephen as ELLA Auditors. Ray Lieberman seconded the motion. Carried unanimously.

For the current 2009/2010 year Dave will have a more accurate picture in September when ELLA gets the Actual Revenue and Expenses from the U of A. Current bank accounts have about \$36,000.00. Yearly membership fees will remain at \$20.00. Course tuition fees for 2009/2010 year are expected to remain the same at \$220.00 for non-arts and \$245.00 for arts students.

Dave explained that the main source of funding for ELLA operations are tuition fees and membership fees. In order to keep course tuition fees from rising we are trying to acquire extra funds from other sources. As ELLA is a registered charity members can make a donation and receive a receipt for income tax purposes. So far this session ELLA has received \$440.00 in donations.

U of A Endowment Fund provides funds in three areas. Bursaries approved by the Faculty of \$125.00 to Spring Session students on a fixed income, professional development, and one time operational support grants of \$2000.00. ELLA can apply for more than one grant at a time, but it has to be approved by our Faculty Advisory Committee. There is an accrued spendable amount of \$24,000.00 at the present time. April 1 and Oct. 1 are the application deadlines. Dave is working with a committee of Board members to prepare a Grant Request Plan of one time projects to be submitted to the U of A by June 30. Some of these projects include publicity, ELLA publications, and website development.

Dave thanked everyone for their cooperation and participation.

Administration Committee co-chairperson Ron Bourassa outlined their responsibilities of printing and distributing the newsletters (about  $\frac{3}{4}$  by email), staffing the office MWF 10:00 AM -2:00PM from January until May, processing registrations and memberships, assigning rooms in consultation with the Education Building Manager, tabulating class sizes and matching room availability, looking after instructors needs such as IT equipment, contracts, photostating, and sending out required materials to art students. To accomplish all these tasks constant communication with University Extension staff, IT and Education Department staff is necessary.

Ron thanked the administration volunteers and was pleased to see so many returning for next year. He also thanked the many people who gave them support throughout the year.

Bylaws and Policies Committee co-chairperson Don Chadsey reported that the bylaws have been updated and sent to The Corporate Registry. The committee is awaiting the final reply.

Program Committee co-chairperson Marg Stephen, reported that 19 volunteers put together this years' Spring Session Program donating 1000 volunteer hours. In addition to arranging the classes the volunteers also facilitated classes. Marg asked that all members show their appreciation by thanking the instructors, noon hour speakers, and to take time to thank those special volunteers who have made it all possible. There were 27 instructors this year and 12 noon session speakers as well as the Candidates Forum and the AGM.

Marg reminded everyone to fill out their evaluation forms and to make suggestions for 2010. Marg also encouraged all members to sign volunteer sheets as many hands make light work. She also reminded everyone of the exhibition and sale of art work at Enterprise Square. Please come. Marg thanked everyone on behalf of co-chairperson Dave Nattress and herself for another outstanding year.

Editorial Committee chairperson Valerie Swann reported that the ELLA Newsletter was published November 2008 and April 2009. This year, for the first time, a committee met to put new ideas into the newsletter. This lightening up the newsletter content was about us all learning from each other. By including content written by ELLA members, a variety of stories with varying content epitomize the newsletter's title The Lifelong Learner. Val is retiring this year so she thanked her committee for making this year such a memorable year. She also thanked those who submitted their writings. Val will miss doing the newsletter but is now going off the ELLA Board. Val thanked her committee.

Thank You Val for the great work on the newsletter which we all enjoyed so much.

Georgia Brooks, Publicity Committee co-chairperson reported that in a survey conducted in 2008 that individual contact was the leading method of spreading the word about ELLA. Targeting this type of publicity, 2000 consumer friendly business cards were printed and added to our print method of distributing information. In addition, the committee delivered to "partners" in 12 city and surrounding area packages of posters, brochures, business cards and course timetable sheets. These partners distributed these items within their assigned areas. About 85 posters, 700 brochures, 2000 business cards, and 85 timetables were accessible to 50+ adults. Advertisements were placed in the Edmonton Journal (3), Edmonton Senior, and U of A Department of Extension Spring Calendar. Publicity sent notices to TV, radio, and print media. The ELLA poster board has 4 recent photos added. Georgie, on behalf of Chips and herself extended a special thank you to all the partners and the committee members who helped so much.

Social Committee chairperson Maggie Dower has arranged the social events AGM luncheon, tomorrows wine and cheese and the Board luncheon. She thanked all those who helped her get these done.

Nominations chairperson Dr. Larry Judge introduced the new board member nominees. This year Marg Stephen, Carlene Bourassa, Ken Miller, David Nattress, Georgie Brooks and Val Swann are retiring from the Board leaving vacancies for 6 new members.

Nominees are:

Ted Snow, nominated by Marg Stephen and Dr. Larry Judge.

Ron Bourassa nominated by Dr. Larry Judge and Marg Stephen.

Lise Storgaard nominated by Lorne Pendleton and Maggie Dower.

Nancy Rae nominated by Noma Morrissey and Carri Hall.

Enneke Lorberg nominated by Maggie Dower.

Maria Yakula nominated by Elaine Anderson and Berniece Armstrong.

Dr. Larry Judge moved that all nominees be acclaimed to the board. Seconded by Val Clod. Passed unanimously.

Ray thanked everyone for attending and for the great effort put forward making this season a success.

Dave Ferraro moved that the meeting adjourn. Noma Morrissey seconded the motion. Carried.

*Secretary. . Noma Morrissey*

**1. Present ELLA Financial Statements for  
Oct 1, 2007 to Sep 30, 2008 Fiscal Year**

- 1.1. Demo Cass & Fraser Audit Report on Laptop
- 1.2. Loss of about \$1000 for 2007-2008 year was due mainly to Increase in Instructor Fee Expenses (\$1050 to \$ 1200) with No Increase in Revenues from Course Registrations

**2. Move a motion to accept ELLA Financial Statements for  
2007-2008 Fiscal Year.**

- 2.1. Ask for Seconder. Any Discussion?
- 2.2. All in Favour. Motion Passed or Not

**3. ELLA Auditors for 2008-2009 Fiscal Year**

**3.1. Explain Change of ELLA Auditors**

- 3.1.1. In Bylaws to have 2 ELLA members audit the ELLA Finances
- 3.1.2. Save \$1200 in professional Auditor Fees

**3.2. Introduce Marg Stephen and Maggie Dower**

**3.2.1. Marg Stephen**

- 3.2.1.1. Audited the books for Young Alberta Book Society
- 3.2.1.2. Kept books for the Canadian Authors Association, Alberta Branch  
Casino Account
- 3.2.1.3. Keeps books for her company Wild Rose Books

**3.3. Maggie Dower**

- 3.3.1. Treasurer of the Welsh Society in the 1990's and audited the books every year since then.
- 3.3.2. Treasurer of the Opera Guild in 2005 – 2006 and audited the Guild's books 2 or 3 times

**4. Move a motion to appoint Marg Stephen and Maggie Dower as ELLA Auditors for  
2008-2009 Fiscal Year**

- 4.1. Ask for Seconder. Any Discussion?
- 4.2. All in Favour. Motion Passed or Not

**5. Current Oct 1, 2008 to Sep 30, 2009 Fiscal Year Finances**

- 5.1. Demo ELLA 2008-2009 Budget Financial Journal in Excel
- 5.2. A more accurate Budget Status will occur in September when we get the Actual Revenue and Expenses from the U of A
- 5.3. ELLA Bank Accounts have about \$ 36,000 currently, but will change during year
- 5.4. Membership Yearly Fees will remain the Same at \$20 for 2009-2010 Fiscal Year
- 5.5. Course Tuition Fees are expected to be the Same at \$220 non-arts & \$245 arts for 2009-2010 Fiscal Year, but that is dependent on the ELLA Board's decision

**6. Funding For ELLA Operations**

- 6.1. The main sources of funding for ELLA operations are course tuition fees and membership fees. In order to keep course tuition fees from rising, we are trying to acquire extra funds from other sources. Some funding sources are as follows:
- 6.2. **ELLA Registered as a Charity** – Members can make **Donations** to **ELLA** and receive a **Receipt** for **Income Tax Purposes**.
- 6.3. **U of A Endowment Fund Grants for ELLA**
  - 6.3.1. **Fund** is used to provide **ELLA Spring Session Support** in **3 areas: Bursaries (\$125), Professional Development, Operational Support (one-time projects)**
  - 6.3.2. There is currently **\$24,000** of **spendable income accrued**. For **Operational Support**, the **maximum grant per project** is **\$2000**. ELLA can apply for **more than one grant**.
  - 6.3.3. **April 1** and **Oct 1** are the application deadlines during the year.
  - 6.3.4. I will be working with a **Committee** of **ELLA Board members** that was formed to prepare a **Grant Request Plan** of one-time projects and submit to **U of A** by **June 30, 2009**. We will first **meet** after ELLA Session in **late May** to come up with projects and assign members to get information
- 6.4. **Some Projects for Grant Requests Suggested So Far**
  - 6.4.1. **Publicity** – Hire marketing person to provide a **3 year publicity plan** to help ELLA **increase membership and course registration**
  - 6.4.2. **ELLA Publications** – Hire a **graphics designer** to improve the **ELLA Calendar** publication, the **ELLA Web Site** and other publications