

ELLA Annual General Meeting
Room N2-115 Ed Building U of A Campus
Wednesday May 19, 2010

1. The meeting was called to order by President Ray Lieberman at 12:20 with 116 members present.
2. Don Chadsey moved the adoption of the agenda. Enneke Lorberg seconded. Carried.
3. Chips Reid moved the acceptance of the minutes from the AGM on May 13, 2009. Elaine Wagner seconded. Carried.
4. Reports of Officers

President. Ray Lieberman said we'd had the best ELLA session ever; he stressed the importance of volunteers in our organization and called on everyone in the room who had volunteered for ELLA to stand. About 1/3 of the participants stood up.

Treasurer.

1. ELLA Financial Statements for Oct 1, 2008 to Sep 30, 2009 Fiscal Year
 - 1.1. Statement of Financial Position as of September 30, 2009
 - 1.1.1. Total Assets = \$38,624 (Cash = \$18,518, Investments = \$20,106)
 - 1.1.2. Total Liabilities = \$2,646
 - 1.1.3. Net Assets = \$35,978
 - 1.2. Statement Of Revenue & Expenses as of September 30, 2009
 - 1.2.1. Total Revenue = \$66,119
 - 1.2.2. Total Expenses = \$65,017
 - 1.2.3. Net Assets = \$1,102
 - 1.3. Gain of \$1,102 for 2008-2009 year was due mainly from the Course Registration fee increase. We would have had a Loss as the number of course registrations dropped in 2009 Spring Session from 2008.
2. Move to accept.

Bess Marshall moved we accept the ELLA Financial Statements for 2008-2009 Fiscal Year and the Treasurer's report. Ron Bourassa seconded. Carried.
3. Thank yous
 - 3.1 Dave gave a big thank you to Maggie Dower and Pat Shields for doing such a good job of the ELLA 2008-2009 fiscal year audit! They saved ELLA about \$1,200.
4. Appointment Of Auditor for 2009-2010 Fiscal Year
 - 4.1 Since we will have a new Treasurer this year, Dave will ask the new Treasurer to select the Auditors for 2009-2010 fiscal year and have the new Board approve them
5. Funding For ELLA Operations
 - 5.1. 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:
 - 5.2. ELLA Registered as a Charity – Members can make Donations to ELLA and receive a Receipt for Income Tax Purposes.

Total Member Donations To ELLA Have Been About \$1,400 In Past 2 Years
Dave gave a very big thank you to members who made donations.
 - 5.3. U of A Endowment Fund Grant Requests for ELLA

- 5.3.1. Fund is used to provide ELLA Spring Session Support in 3 areas: Bursaries (\$150), Professional Development, Operational Support (one-time projects)
- 5.3.2. Dave worked with a Committee of ELLA Board members that was formed in June 2009 to prepare a Grant Request Plan of one-time projects. ELLA submitted several one-time projects for financial support to U of A by June 30, 2009.
- 5.3.3. The 3 grant requests were for ELLA Web Site Redesign support, Microsoft ACCESS Training for ELLA Membership Database support and ELLA Publishing Software and Training support.
- 5.3.4. Ray Lieberman received an email on Apr 8, 2010 approving 2 of our 3 requests. U of A approved \$4,000 for ELLA Web Site Redesign support and \$2000 for Microsoft ACCESS Training for ELLA Membership Database support.
6. ELLA Treasurer Responsibility: Dave reported the following:
- 6.1. After this AGM Meeting, I will not officially be the ELLA Treasurer. I have completed my 3 year term as Treasurer. Due to family and other commitments, I will not be able to run for election to Board for another term.
 - 6.2. A detailed handbook of current functions and procedures for Treasurer and Finance Committee is available to assist anyone performing the Treasurer function I will provide training for new Treasurer and consultation.
 - 6.3. I want to thank the many wonderful people that I worked with on the ELLA Board for the past 3 years. It's been a rewarding experience.

Administration Committee. Ron Bourassa said it had been a good year in the ELLA office. The database has been redesigned and streamlined, making volunteers' jobs a lot easier. The Admin committee had lots of help from volunteers staffing the office and stuffing envelopes and name tags. Ron thanked them and asked for more volunteers to join the committee for the coming year.

Bylaws Committee. Don Chadsey reported he chaired a committee which consisted of Jan McGregor, Donna Cookson Martin and Jean Moncur. The Bylaws Committee refined the following documents: the Board policy, the General guidelines for ELLA committees, and the Purposes & Functions of ELLA Committees. The committee is working on making a handbook for their committee. So far, they have completed the Duties of the Bylaws Committee, and Useful knowledge and skills for members. This work is ongoing. In addition, the Committee developed an ELLA Resource Package and Orientation Package intended for members who are standing for the ELLA Board. This package will be useful to them upon their conformation as ELLA Board members. Don thanked his fellow committee members for their service and advice.

Editorial Committee. Maggie Dower reported that the Editorial Committee produced two issues of the Newsletter, one in November and one in April. ELLA has changed the focus of the Newsletter from using just committee reports to a more newsy and informative format.

A newsletter should reflect the members it serves. Ideally it should include contributions from the members at large. Although we asked for contributions this year, our appeal didn't generate the response we had hoped for. As members become more aware that submissions are valued, future newsletters will contain more member input. Maggie felt very lucky to have a fantastic committee and would like to thank Val Swann, Eileen Tait, Sharon Ingram and Gerry Ridge for all their work and support. Faith Fernald helped with the formatting on the ELLA computer and with distribution

Program Committee: Ted Snow reported that at this year's Spring Session, approximately 270 students soaked up an estimated 19,000 student-hours of classroom learning. He thanked the 35 volunteers who worked so effectively together to:

- decide the number and types of courses to be offered;
- select the 28 course instructors and 11 noon-hour speakers;
- prepare the course calendar;
- act as facilitators for each of the instructors and noon-hour speakers;
- set up and operate the ELLA information table;
- organize the Exhibition of ELLA student artwork at the Enterprise Square gallery;
- conduct student evaluations of the ELLA program and each of its courses.

The Program Committee for the 2011 Spring Session will begin its work in June when it meets to reflect on the activities of the past 3 weeks. From many years' experience, we know that continuing to attract people to ELLA requires that we bring at least 10 new instructors into our program each year. He considers this the biggest single challenge for the Program Committee, and believes that it is important to involve as many people as possible in the search for high-quality instructors. Ted said that the process of locating people who are (first) qualified to teach an ELLA course and (second) interested and available to do so, is really not as difficult as it may sound, and can be a very satisfying experience. He gave examples of Noma Morrissey, June Carrington, and Ruth Bertleson who found teachers for new courses. Ted called for volunteers for next year.

Publicity Committee. Nancy Rae reported that the publicity committee took new initiatives this year to help spread the word about ELLA. In addition, the committee continued with print ads in Edmonton Journal, Edmonton Senior, and added ads in the U of A Alumni New Trail Magazine. The committee updated the brochures and posters with new photos and text. They were distributed around Edmonton by many volunteers. There was a formal display at Sherwood Park Mall and members attended seniors' meetings. As a result of e-mail blasts by the publicity committee, the Admin Office was a month ahead of schedule with memberships and registrations. There was a competition for the member who brought in the most students. Congratulations to Marjorie Thompson who brought 3 new registrations. The one-week trial, only generated one taker, but the Bring-a-Buddy generated almost 30 official visitors, 4 on-site registrations and, we hope, some returnees for 2011. The Publicity Committee set up a speakers' bureau; there were about 4-5 formal talks with power point presentations. Nancy appealed to the membership to give her contact info for any groups which might want a speaker advertising ELLA. The Committee also participated in a 3rd year U of A student marketing project with the Faculty of Business. The business students prepared a 30-page report based on phone interviews with ELLA members. Their findings show a profile of our students, 60% of whom heard about ELLA through word of mouth. The Publicity Committee also promoted the U of A art show at the Extension Gallery. The Art Show is registered as a community event with the Creative Age Festival. Nancy invited everyone to the opening of the art show which runs till June 17, 2010. Because word of mouth is ELLA's best form of advertising, Nancy encouraged members to continue promoting our courses. She distributed business cards for members to put with their Christmas decorations to distribute in December or mid-January for the 2011 session. Nancy thanked all the volunteers of the publicity committee.

Social Committee. Faith Fernalld reported that the social committee had organized 4 activities in 2010: i. Welcoming coffee and tea on the first morning; ii. Pre-AGM lunch for 80 people. (Many thanks to Maggie, Bernice, Elaine, Germaine, Keilli and Lois who made it run smoothly). iii. The wind up cocktail party. We sold 68 tickets @ \$15. Wine is \$7/glass and pop is \$2.10. iv. Board Appreciation Lunch

Nominations Committee. Chips Reid thanked the members of the nominations committee—Larry Judge, Ruth Bertleson, Ray Lieberman and Faith Fernalld. He said that there had been 6 high quality nominations for the 8 positions on the board.

The candidates:

1) Charles Toth, nominated by Larry Judge and Wilf Walker 2) Faith Fernalld nominated by Margaret Kelly and Robbie Hill 3) Germaine Chau nominated by Ron Bourassa and Faith Fernalld 4) Nga de la Cruz nominated by Ted Snow and Germaine Chau 5) Peter Wightman nominated by Chips Reid and Nancy Rae 6) Wendy Saunders nominated by Ray Lieberman and Faith Fernalld

Candidates were named to the board by acclamation.

Ray Lieberman expressed his appreciation to all the members who had volunteered and helped to make the 2010 session so worthwhile.

Ray Lieberman adjourned the meeting was adjourned at 1:05.

Treasurer AGM 2010 Report – May 19, 2010 – Dave Ferraro

1. Present ELLA Financial Statements for Oct 1, 2008 to Sep 30, 2009 Fiscal Year

1.1. Briefly Demo Audit Report on Console Computer or Laptop

1.2. Statement of Financial Position as of September 30, 2009

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1.2.2. Total Liabilities = \$2,646

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2. Move a motion to accept ELLA Financial Statements for 2008-2009 Fiscal Year.

2.1. Ask for Secunder. Any Discussion?

2.2. All in Favour. Motion Passed or Not

2.3. Let's give a big thank you to Maggie Dower and Pat Shields for doing such a good job of the ELLA 2008-2009 fiscal year audit! They saved ELLA about \$1,200

3. Appointment Of Auditor for 2009-2010 Fiscal Year

3.1. Since we will have a new Treasurer this year, I will ask the new Treasurer to select the Auditors for 2009-2010 fiscal year and have the new Board approve them

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5.5. I will provide training for new Treasurer and consultation.

5.6. I want to thank the many wonderful people that I worked with on the ELLA Board for the past 3 years. It's been a rewarding experience

Program Committee Report to the ELLA Annual General Meeting - May 19, 2010

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The process of locating people who are (first) qualified to teach an ELLA course and (second) interested and available to do so, is really not as difficult as it may sound, and can be a very satisfying experience. Ask **Noma Morrissey** who came across Jane Ash Poitras in a Google search, did some research, and invited Jane to instruct our very popular "Canadian Aboriginal Art" course; or **June Carrington** who persistently followed multiple leads through the University last summer until she found just the right instructors to make her vision of a "Global Food Challenges" course a reality; or **Ruth Bertelsen** who brought us Glenn Rollans' "Book Publishing in Canada" and Eunice Scarfe's "Reading Canadian Writing".

If you are particularly passionate or knowledgeable about the humanities, science, the fine arts, or literature and writing, I invite you to consider participating in the Program Committee's search for promising new instructors by adding your name to the volunteer sign-up sheet, or by talking to me in the next couple of days.

Editorial Committee:

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I was very lucky to have a fantastic committee and would like to thank Val Swann, Eileen Tate, Sharon Ingram and Gerry ridge for all their work and support. Faith Fernald helped with the formatting on the ELLA computer and with distribution – thanks Faith. Respectively submitted, Maggie Dower - Editor