



**Annual General Meeting  
N2-115, Education North  
Education Centre, University of Alberta  
Tuesday May 14, 2013**

The meeting was called to order at 12:07 pm by President John Elliot.

Quorum met: 146 members in attendance. John welcomed members and special guest, Virginia Stephen, Executive Director, Liberal Studies, Faculty of Extension who represented the University.

1. **ADOPTION OF AGENDA:** Jennifer Hinchcliff moved to adopt the Agenda as presented. Joanna Miazga seconded. Passed.
2. **APPROVAL OF MINUTES:** Grace Cheung moved to approve the May 15, 2012 AGM minutes as circulated and posted on website. Barbara Leung seconded. Passed.
3. **REPORTS OF OFFICERS:**  
**President's report:** John Elliot (attached)

John highlighted ELLA past year's achievements and on-going projects; thanked retiring Board Members and the hard-working volunteers; and honoured 5-year and 10-year members for their support and loyalty to ELLA.

**Treasurer's Report (Audited Financial Statements for October 1, 2011 - September 30, 2012):** Ruth Merriott (attached)

Total Revenues	\$108,908.00
Total Expenses	\$ 90,160.00
<b>Excess of Revenue over Expenses</b>	<b>\$ 18,748.00</b>

Total Assets	\$82,812.00
Total Liabilities	\$ 8,350.00
<b>Total Net Assets</b>	<b>\$74,463.00</b>

One member asked why Publicity Committee expense was so much lower in 2012 when compared to 2011. Explanation given - there was more paid advertisements in the Edmonton Journal in 2011.

Rose Elliot moved that the Audited Financial Statements for the fiscal year of October 1, 2011 to September 30, 2012 be accepted as presented. Leslie Whitehead seconded. Passed.

**Candidates for Auditors for the October 1, 2012 to September 30, 2013 Financial Statements**

Claire Erlam nominated Ann Campbell as candidate for auditors for the 2013 Financial Statements. Lynn Skillen seconded. Passed.

Peggy-Anne Field nominated Vicky Sandouga as candidate for auditors for the 2013 Financial Statements. Jeanna Baty seconded. Passed.

Germaine Chau nominated Kurt Paterson as candidate for auditors for the 2013 Financial Statements. Jill Swann-Lussier seconded. Passed.

Judith Hibberd moved to accept Ann Campbell, Vicky Sandouga and Kurt Paterson as auditors for the October 1, 2012 to September 30, 2013 Financial Statements. Ruth Elliott seconded. Passed with one (1) abstention.

**4. REPORTS OF COMMITTEES:** (attached)

The written reports from Chairs of the Committees were also posted on the website.

The Chair/Co-Chair of each committee provided a brief verbal report on the work accomplished by their respective committees.

- a) Administration Committee – Chair, Faith Fernald
- b) Bylaws and Policies Committee – Chair, Nga de la Cruz
- c) Communications Committee – Chair, Barbara Leung
- d) Program Development Committee – Co- Chair, Liz McCord
- e) Program Implementation – Co-Chair, Colleen Burton-Ochocki
- f) Publicity Committee - Chair, Jeanna Baty
- g) Recruitment Committee – Chair, Judith Hibberd
- h) Social Committee – Chair, Mary Fung (presented by John Elliot on behalf of Mary as she was not present)

**5. INTRODUCTION OF CANDIDATES FOR THE BOARD OF DIRECTORS:**

The following candidates were nominated for the Board:

- 1. Germaine Chau (second term)
- 2. Roger Delbaere
- 3. Betty Grudnizki
- 4. Jim MacDonald
- 5. Karen Mills
- 6. Mildred Thill
- 7. Carol Vaage
- 8. Shirley Zylstra

**6. ELECTION OF DIRECTORS:**

Judith Hibberd moved that the slate of candidates for the Board of Directors be elected to the Board. Charles Toth seconded. Passed

**7. NEW BUSINESS:**

No new business

**8. CLOSING REMARKS:**

The next Spring Session will be from April 28 – May 16, 2014.

Meeting adjourned at 1:03 pm.

Recording secretary: Anna Luk

## Auditors' Report

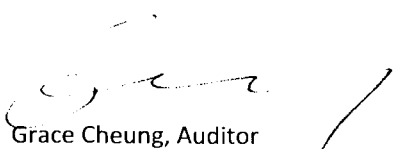
For the Period October 1, 2011-September 30, 2012

We have examined the Association's financial records and accounts for the 2011-2012 fiscal year ended September 30, 2012.

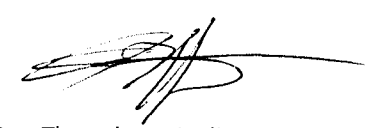
We performed appropriate analysis and testing to verify the material accuracy and completeness of the financial statements.

The preparation of the financial statements is the sole responsibility of ELLA.

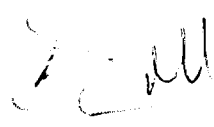
In our opinion, these financial statements represent fairly and accurately in all material aspects the Net Assets at September 30, 2012 and the results of its operations for the fiscal year ended September 30, 2012.



Grace Cheung, Auditor



Don Thronson, Auditor



Charles Toth, Auditor

## Edmonton Lifelong Learners Association

<u>Statement of Operations</u>	<u>For the Period:</u>		
<u>October 1 to</u>	<u>September 30</u>		
<b>Revenues</b>	<i>Notes</i>	<u>2011-2012</u>	<u>Restated</u> <u>2010-2011</u> <u>note 8</u>
		\$	\$
Spring Session Registration		90,216	75,041
Membership Revenue		11,799	9,860
Lunch Revenue	1	\$ 1,920	\$ 2,262
Wine and Cheese Revenue		\$ 2,360	\$ 1,530
Donations Receipts	2	\$ 75	\$ 15,440
Investment Revenue		\$ 250	\$ 403
Endowment Revenue	3	\$ 886	\$ -
Other Revenue	4	\$ 1,402	\$ 16
<b>Grand Total</b>		<u>\$ 108,908</u>	<u>\$ 104,552</u>
<b>Expenses</b>			
		<u>2011-2012</u>	<u>2010-2011</u>
		\$	\$
Program Development Expense		\$ 67,764	\$ 57,941
Pgm Implementation Expense		\$ 2,353	\$ 2,420
Social Committee Expense		\$ 7,361	\$ 4,867
Publicity		\$ 1,941	\$ 5,134
Adminstration Expense		\$ 2,962	\$ 3,138
Bylaws Committee Expense		\$ -	\$ 23
General Expense		\$ 7,778	\$ 3,671
<b>Total Expense</b>		<u>\$ 90,160</u>	<u>\$ 77,194</u>
<b>Excess (Deficiency) of Revenues over Expenses:</b>		<u>\$ 18,748</u>	<u>\$ 27,358</u>

### Notes to the Statement of Operations

1. Board decided to reduce Luncheon ticket price from \$13 to \$10 for 2012.
2. A large bequest was received in May 2011; this represented \$15,000 of Donations Revenue.
3. Funds received from U of A Endowment Fund for ELLA (except for financial support for registration fees, which is included in Registration Revenues). In 2012, the grant was used towards professional development.
4. Other Revenue in 2012: art class fees paid for a live model (\$475); GST Refund (\$599). As a charitable organization, ELLA is eligible to claim a rebate of 50% of GST Paid

## Edmonton Lifelong Learners Association

Statement of Financial Position as at:		30-Sep-12	Restated note 8 30-Sep-11
<b>Assets</b>		<i>Notes</i>	
<u>Current Assets</u>	Cash	\$ 20,463	\$ 37,590
	Term Deposits	\$ 44,662	\$ 20,564
	Accounts Receivable	5 \$ 17,687	\$ 2,036
	<b>Subtotal, Current Assets</b>	<b>\$ 82,812</b>	<b>\$ 60,190</b>
<u>Capital Assets</u>	Property & Equipment	6 \$ -	\$ -
	Accumulated amortization of capital property & equipment	6 \$ -	\$ -
	<b>Net subtotal, Capital Assets</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Assets</b>	<b>\$ 82,812</b>	<b>\$ 60,190</b>
<b>Liabilities</b>	Accounts Payable	\$ 1,850	
<u>Current Liabilities</u>	Pre-paid Memberships	7 \$ 6,500	\$ 4,475
		\$ -	\$ -
	<b>Total Liabilities</b>	<b>\$ 8,350</b>	<b>\$ 4,475</b>
<b>Net Assets</b>	<i>Unrestricted</i>	\$ 74,463	\$ 55,715
	<i>Internally Restricted Operating Funds</i>	\$ -	\$ -
	<b>Total Net Assets</b>	<b>\$ 74,463</b>	<b>\$ 55,715</b>

### Statement of Changes in Net Assets

			Restated
Unrestricted	Balance, beginning of year:	\$ 55,715	\$ 28,357
	Excess (deficiency) of revenues over expense	\$ 18,748	\$ 27,358
	Transfer to reserves	\$ -	\$ -
	Utilization of reserves-	\$ -	\$ -
	Purchase of capital assets	\$ -	\$ -
	<b>Balance, end of year:</b>	<b>\$ 74,463</b>	<b>\$ 55,715</b>

### Notes to Statement of Financial Position:

5. Accounts Receivable: Refund from U of A for applicable Spring Session (registration revenues net of expenses paid by U of A on behalf of ELLA) which is finalized and paid after the Fiscal Year-End.

6. Current value of capital assets owned by ELLA is insignificant. Records have not been found to determine historical cost of the one capital asset (laptop purchased c. 2006); this asset is at the end of its economic life. All other capital equipment (e.g., computers) used by ELLA are formally property of the University of Alberta, using Endowment Funds under the terms of the Agreement with the U of A.

7. Membership dues paid in advance (mainly at Spring Session, for the fiscal year starting the next October 1st) are recorded as Pre-paid Memberships, and recognized as Membership Revenue in the following year.

8. Restatement: ELLA's accounting practice has been to recognize Processing Charges charged by the University as invoiced. The invoiced charges in fact actually have related to ELLA's prior fiscal period. The University in 2011 amended their billing practice to eliminate this issue giving visibility to a timing difference which commenced prior to 2009. The impact of the restatement is as follows:

Reduce - AR \$9901    Reduce - Opening Net Assets \$9901

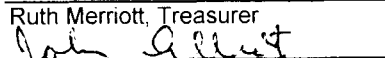
## Edmonton Lifelong Learners Association

Approved by the Board of Directors  
Director

  
\_\_\_\_\_  
Ruth Merriott, Treasurer

March 28, 2013  
Date:


Director

  
\_\_\_\_\_  
John Elliot, President

March 28, 2013  
Date:

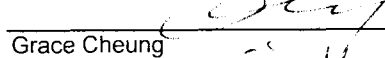
The accompanying notes are an integral part of these financial statements

Auditor's signature:

  
\_\_\_\_\_  
Don Thronsdorff

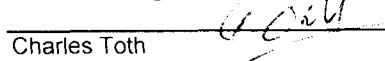
March 29, 2013  
Date:

Auditor's signature:

  
\_\_\_\_\_  
Grace Cheung

March 28, 2013  
Date:

Auditor's signature:

  
\_\_\_\_\_  
Charles Toth

March 28, 2013  
Date:

### General Notes - Edmonton Lifelong Learners Association - 2011-2012 Financial Statements

#### Note 1 – Purpose of the Organization (Mission Statement)

Edmonton Lifelong Learners Association (“ELLA”) is incorporated under the Societies Act of Alberta with the mission:

“To offer adults, in partnership with the Faculty of Extension, University of Alberta, high quality and affordable non-credit educational courses, seminars and workshops which stimulate both mind and body by exploring liberal arts, fine arts, sciences, humanities and physical activities.”

ELLA and the University of Alberta have an Agreement outlining responsibilities and establishing the framework by which both parties work together on the Adults 50+ Program. The term of the current Agreement is April 1, 2012 to March 31, 2015.

ELLA is registered as a charitable organization registered under the Income Tax Act (Canada). As such it is able to issue (for eligible gifts) charitable donation receipts for income tax purposes and is exempt from corporate income taxes. In order to maintain its status as a registered charity under the Act, it must meet certain requirements under the Act. In the opinion of the ELLA Board, these requirements have been met.

#### Note 2 – Significant Accounting Policies

##### **Property and Equipment**

Any major purchased items of capital property and equipment are to be recorded at historical cost. Contributed capital assets are to be recorded at fair market value at the date of donation. Major capital items are amortized over the useful life of the assets. “Major” is \$200 or more.

#### Note 3 – Restricted Funds

Currently there are no internally- or externally-restricted funds under the control of ELLA.

The University of Alberta administers the “Spring Session for Seniors Endowment Fund” under established terms of reference to provide scholarships for people who require financial assistance to attend the Spring Program and to support operating and professional development activities associated with market research, planning, development, promotion, delivery or evaluation of the Spring Session.

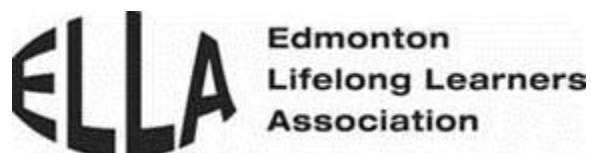
#### Note 4 - General Management and Administration Expenses

These are expenses to operate the ELLA office and overall operations (office printing, postage, telephone, supplies, insurance, bank fees, etc.). No salaries or wages are paid.

The proportion of effort/expenses to raise funds (by donations) is negligible.

#### Note 5 - Financial Instruments

Funds not needed for the current cycle of operations and any special projects are invested in GICs (low risk investments) at a banking institution. These are CDIC-insured investments. Terms are staggered to reduce interest-rate risk and to ensure access to funds if needed.



# **May 2013 Annual General Meeting Reports of Officers and Committee Chairs**

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## **President's Report**

### **John Elliot, President**

ELLA continued its growth again this year. Our classrooms are a little fuller. More courses were filled to capacity. As Nancy Rae, our past president, stated in her report last year, "A challenge for future Boards will be determining how to manage growth."

The Board of Directors will have many issues to consider in the future. These include but are not limited to: working with the university to provide on-line registration for Spring Session, finding ways to create better communication between ELLA members and the Board of Directors, restructuring of ELLA so it continues to stand on a solid foundation, and maybe even hiring someone to assist us.

ELLA, like all organizations that operate only with volunteers, had challenges to face this year. The most noteworthy of these was the result of our treasurer resigning at the first Board meeting in September. Thanks to Ruth Merriott, for stepping forward and doing an outstanding job of getting our books caught up and making sure all of the necessary documents were filed with the appropriate government agencies. ELLA will be ever grateful for her dedicated, hard work. Thank you Ruth!

#### **Major Board Activities:**

- **Professional Development** – This spring six Board members attended the Board Leadership Conference 2013 at MacEwan University. Funding for this conference was provided through the Endowment Fund.
- **Endowment Fund** – The Faculty of Extension consulted with the past President and current President on updating the policy and application forms for the Endowment Fund. Procedures for ELLA were then developed for using the fund.
- **Strategic Plan** – With the assistance of Tim Osborne from Civitas Consulting, the Board of Directors worked on the Strategic Plan for ELLA. One of the main topics discussed during the day long workshop centered on the size of the ELLA program and the implications of growing bigger or maintaining our present size.
- **Privacy Policy** – Policy was developed to address the protection of personal information. When personal information is collected, it will only be used for the purpose it was collected for unless consent is obtained for another purpose.
- **Restructuring the Program Development Committee** – On an experimental basis this year the Program Development Committee was restructured into 3 sub-committees in order to relieve workload that was concentrated on one committee chair.

#### **Retiring Board Members:**

Thanks to the following directors for their service to ELLA.

Nancy Rae	Past President
Faith Fernalld	Administration Committee
Nga de la Cruz	Bylaws and Policy Committee
Ruth Merriott	Treasurer
Charles Toth	Secretary



## Acknowledgement of Long-Term Members

The Board of Directors extends their appreciation for the ongoing support for our long-term members. Following is a list of those who have reached ten-year and five-year milestones in their ELLA membership.

### 10-year members

Linda Brownlee	Beverley Gummer	Carol Kowalchuk
Gail Deagle	Margith Hansen	Laura Leslie
Elizabeth Doktor	Vivianne Harris	Ken Miller
Maggie Dower	Murray Hawkins	Rosemary Packer
Lois Field	Bunny Johnson	Victor Suderman
Barbara Fowler	Leo Klug	

### 5-year members

Marilyn Boyce	Sanae Kawasaki	Betty Lou Sloan
Sandra Budac	Esther Koziol	Debbie St. Arnaud
Germaine Chau	Hideko Kucharski	Denis St. Arnaud
Grace Cheung	Susan Lehman	Jill Swann-Lussier
Sandra Cross	Marivone Lier	Maria Van Der Lee
Joan Ford	Eberhard Lorberg	Henriette van Hees
Judy Goin	Kathie Pavelich	Linda Vaudan
Betty Grudnizki	Ed Posyniak	Anne Wightman
Carri Hall	Judy Rikley	Peter Wightman
Dina Horne	Alvin Schrader	John Zurbrigg
Steve Hoskin	Lynn Skillen	

## Volunteer Recognition

A big thank you to our 100 volunteers who contributed their talents and time to ELLA in 2012-13!

ELLA could not exist without our volunteers. This list may not be complete as it may not include the individuals who help with post Spring Session 2013 events - the set up and take down of the ELLA Art Show and compilation of course evaluations. Please let us know if we have missed your name.

Douglas Anderson	Serge Dupuis	Barbara Leung	Jean Posyniak
John Anderson	John Elliot	Ray Lieberman	Regina Price
Bernice Armstrong	David Evans	Donna Lozinski	Dianna Pruss
Bob Atcheson	Mary Fairhurst	Anna Luk	Nancy Rae
Linda Axley	Faith Fernald	Pauline Ma	Shirley Rae
Jeanna Baty	Peggy-Anne Field	Dorothy Madu	Chips Reid
BJ Beyersbergen	Corinne Fincham	Darlaine Mahoney	Liz Reid
Margot Biro	Marj Foth	Judy Maynes,	Judy Rikley
Art Breier	Mary Fung	Liz McCord	Campbell Ross
Marge Brenda	Gary Garrison	Jan McGregor	John Ross
Delores Brent	Dianne Gillespie	Ruth Merriott	Judy Ross
Linda Brownlee	Helen Gillespie	Dennis Miller	Wendy Saunders
Colleen Burton-Ochocki	Betty Grudnizki	Ken Miller	Jackie Sector
Ann Campbell	Margaret Harris	Cecily Mills	Gail Seemann
June Carrington	Inge Hess	Karen Mills	Lynn Skillen
Don Chadsey	Judith Hibberd	Julie Milne,	Heather Smith
Barbara Chamberlain	Jennifer Hinchcliff	Noma Morrisey	Ted Snow
John Chandler	Marj Hughes	Cecilia Mullikin	Jill Swan-Lussier
Germaine Chau	Beverly Hulley	Elna Nash	Eileen Tait
Grace Cheung	Lorraine Jeffery	Ed Netzlaff	Barb Tarney
Pat Coles	Mary Anne King	Maxine Newbold	Don Thronson
Nga de la Cruz	Jetske Koning	Lea Nicoll-Kramer	Charles Toth
Dawna Dey-Harrish	Muriel Kuchison	Lois Pawl	Elaine Wagner
Maggie Dower	Carol Lagasse	Lorne Pendleton	Glen Walker
Carol Duggan	Janice Lavoie	Ed Posyniak	Fern Watson
			Celeste Zurbrigg

## **Treasurer's Report**

### **Ruth Merriott, Interim Treasurer**

Following the resignation of the previous Treasurer, the Board appointed me as interim treasurer in October. It took some time to learn the ropes and catch up.

At the 2013 AGM, audited financial statements for the last complete fiscal year (October 2011-September 2012) will be presented as required by the Bylaws. These financial statements will be available from April onwards, via the website or contacting the office.

In the current fiscal year (which will end September 30, 2013), ELLA continues to be in a surplus position due to growing membership and demand for Spring Session courses. These are “good news” but have also increased the workload of both Admin and Finance (among other functions).

During my short term as Treasurer, I focused on improving the financial record-keeping and processes. Due to personal commitments, I am not able to let my name stand for Treasurer. I thank all the members of the Board for their support and encouragement.

## **Administration Committee**

### **Faith Fernald, Chair**

The Administration Committee runs the ELLA office; we are your conduit to membership, registration and ELLA activities.

#### **Service**

Serving our members and the rest of the board is our main function. We send out membership renewal reminders and help you register for classes. For the Communications Committee, we deliver all memos such as renewal reminders, membership confirmation letters and newsletters; for the Treasurer, we make bank deposits and process your membership fees. For you, the members, we answer your questions and do our best to make sure you get the classes you want.

#### **Technology and Hardware**

Last year the University of Alberta replaced our main desktop computer and the laptop we use during Spring Session. We also acquired a hands free telephone headset so our office volunteers can feel like true secretaries when dealing with your phone calls. This year, the Faculty of Extension lent us 2 extra phones to deal with our expanded numbers. In the first week of registration, there were 3 phones ringing off the hook in our office. 205 members registered on the first day!

We can't take full advantage of this hardware without technical support. This year, the technical subcommittee of the Administration committee consisted of Germaine Chau, John Chandler, Jean Posyniak, and David Evans.

#### **Volunteers**

Keeping the office open from 1 to 5 days a week requires a large group of volunteers. This year, 22 ELLA members staffed the office. A group of 16 people helped put together and stuff your nametags.

We gave 2 training sessions: one for dealing with membership (in September), and one for dealing with registration in courses (February). In addition we gave one-on-one office training to all new office volunteers.

#### **Membership Growth**

Thanks to Germaine Chau's statistics, we can get a better idea of membership trends.

2012-2013 has been a banner year, with membership topping 700, of whom 258 are new this year. Our average age is around 68, and about 80% of Spring Session students are women. As of April 17, 2013, 442 members were registered for Spring Session.

Membership growth implies increased need for volunteers, so we hope many of you share your skills by running for the board or working on a committee to ensure another successful Spring Session in 2014.

## **Bylaws and Policies Committee**

### **Nga de la Cruz, Chair**

The Bylaws and Policies Committee was busy the past year with three tasks.

- filing of amended bylaws,
- revising Board policy, and
- developing a privacy policy.

#### **Bylaws**

The amended bylaws were approved by ELLA members at the AGM on May 15, 2012, and subsequently filed with Alberta Corporate Registry on July 5, 2012. Thus the bylaws came into effect on July 5, 2012. The bylaws are available on ELLA website. Proof of filing was also sent to the Charities Directorate of the Canada Revenue Agency.

#### **ELLA Board Policy**

The Board policy was revised to be consistent with the amended bylaws.

#### **Privacy Policy**

The privacy policy covers all basic issues on privacy with the guiding principles being consistency with the University's policy. Specific procedures, for example those on the use of photos intended for publication, are the responsibility of the committee chairs.

## **Communications Committee**

**Barbara Leung, Chair**

The Communications Committee maintained the ELLA website, produced a spring and winter newsletter, formatted and printed the ELLA course guide, and handled correspondence to members.

### **2012-13 Achievements**

- Two newsletters with more profiles of exceptional learners, volunteers and instructors that make ELLA great!
- 5,605 people accessed the ELLA website, an increase of 1,700 (43%) over the previous year.
- A privacy policy to ensure consistency with the University of Alberta on the use of photographs.
- A slide show for the welcome event.
- A record number of members prompted a telephone survey of a random sample of 20 members not registered this year to ask for their suggestions for ELLA and to determine whether a complete survey of non-registered members was needed.

### **Acknowledgments**

Appreciation is extended to our long-standing Communications Committee for their commitment to ELLA, specifically:

- John Chandler, our webmaster for website maintenance and the great layout of our newsletters and course guide.
- Germaine Chau for her excellent suggestions for content, attention to detail, and assistance with correspondence.
- Inge Hess for writing articles.
- Jan McGregor for editing the newsletters and course guides and writing articles.
- Ed Posyniak for writing articles, and handling printing of the course guide.

Also, a big thank you Lorraine Jeffery for the course guide cover, the great photographers, everyone who wrote articles, and the volunteers and instructors who agreed to be interviewed and photographed.

The website, newsletters and course guide needs to reflect the interests and needs of our members. We need your input and feedback! Please consider volunteering for the Committee, taking photographs or writing articles or providing suggestions for the website, newsletters or course guide.

## **Program Development Committee**

**Liz McCord, Dawna Dey-Harrish, Jill Swann-Lussier, Co-Chairs**

At this year's Spring Session, approximately 435 students are engaged in conversations and learning in 33 classes. The Program Development Team would like to thank the more than 40 volunteers who worked so effectively together to:

- decide the number and types of courses to be offered
- research and select the 33 course instructors and 10 noon-hour speakers
- prepare the course calendar
- organize the Exhibition of ELLA student artwork at the Enterprise Square gallery; and
- conduct student evaluations of the ELLA program and each of its courses.

This year we piloted a new approach to Program Development. We formed a Team of leaders who worked with equal energy and accountability, in managing the Science, Fitness and Leisure, Humanities, Fine Arts, Evaluation and Noon Hour Speakers Committees. One volunteer took on the final organization of all the information, once the committees had completed their research and selection. This model worked well, as it shared the leadership work load while maintaining the integrity of the program. Thanks to Ted Snow for mentoring the Team and ensuring the myriad of organizational details were not lost. We are expanding that Team to 6 for 2014.

The Program Committee and Team Leaders for the 2014 Spring Session will begin its work in June when it meets to reflect on the activities of the past 3 weeks. From experience, we know that we must try and ensure that up to two thirds of our instructors each year are new to ELLA or are presenting a completely new program. This is the biggest single challenge for the Program Committees, and therefore it is important for diversity and expertise, to involve as many people as possible in the search for high-quality instructors.

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. However the more volunteers brainstorming ideas and following up on leads we have, the stronger our program will be. We are keen to keep our edge in addressing emerging issues.

If you are particularly passionate or knowledgeable about the humanities, science, the fine arts, fitness, evaluation of programs or literature and writing, we invite you to consider participating in the Program Committees' search for promising new instructors by adding your name to the volunteer sign-up sheet, or by talking to either Jill Swann-Lussier, Dawna Dey-Harrish, Liz McCord or Mary Ann King over the next couple of days.

### **2012-13 Program Development Team**

Liz McCord, (Science, Fitness and Leisure, coordination); Jill Swann-Lussier, (Humanities); Dawna Dey-Harrish, (Fine Arts); and Celeste Zurbrigg, (Noon Hour Speakers).

Thanks to Barbara Leung and Ted Snow for undertaking the evaluation of Spring Session.

## **Program Implementation Committee**

### **Germaine Chau and Colleen Burton Ochocki, Co-Chairs**

This past year has been a busy one for the Program Implementation team. Program Implementation is responsible for the behind the scenes logistics, such as booking rooms, printing signs, finding paper clips, and making sure people know where they need to be for their classes.

Of course, this is not something that only one or two people can accomplish on their own - there are numerous ELLA members who support this work, as well as the very much appreciated staff in the Faculty of Extension, the Faculty of Education, and other Faculties and staff at the University of Alberta. ELLA Spring Session could not occur without those dedicated people who provide the printing, the technical support, the A-V needs, and the keys to the rooms that are used by the students during these three weeks in Spring.

One area where ELLA Volunteers help out with the delivery of Spring Session is by acting as an Ambassador. For the 2013 Session, under the expert leadership of Mary Anne King, Lois Pawl, and Wendy Saunders, ELLA students will be greeted by thirty people with welcoming smiles as they arrive on campus, have questions answered, and obtain directions to wherever they need to be. Mary Anne and Lois will be leaving this role after ELLA 2013 (moving on to other volunteer positions), with Wendy assuming the leadership for next year; thanks so much Mary Anne and Lois.

Another role for program implementation volunteers is that of “facilitator” for a session. Facilitators are the link between the students and the instructor, and must be available to provide the (sometimes numerous) announcements on a daily basis. This year, there are thirty-two regular sessions and ten noon hour speakers who all require facilitators.

To help alleviate some of the burden on volunteers, a Spring Session Assistant is hired annually - this year you will see the friendly face of Rachelle Lee at the Information Table. Rachelle provides administrative and logistical support throughout the three week session, including assisting you with purchasing luncheon and wind up party tickets.

One of the very key roles of the program implementation committee volunteers is the provision of A-V and technical support. Many thanks to the ever dependable Glen Walker for providing his A-V and IT expertise, and for training others to assist. The world of IT and A-V is a rapidly changing one, and we appreciate having someone who is ready to adapt and respond quickly to meet the increasingly complex AV needs of students and instructors.

And, to wrap up Spring Session, ELLA will once again, with the help of dedicated volunteers, be hosting an Art Show. After the completion of the courses, art students will be displaying their work at Enterprise Square, commencing on the final Friday of ELLA at 6:00 PM; participants’ art will also be displayed at the Information table throughout the course of ELLA.

Thank you to the enthusiastic volunteers who help to make sure that you, an ELLA member and Spring Session participant, are able to enjoy a worry-free three weeks, knowing that you’ll find your way to your class, your instructor will also find their way to their class, you’ll have the correct handouts when you get there, and you’ll be informed on a daily basis of all you need to know about Spring Session 2013.



## **Publicity Committee**

### **Jeanna Baty, Chair**

The purpose of the Publicity Committee is to increase the awareness of ELLA, manage public advertising, and develop and maintain all advertising materials.

We began work in the Fall with three seasoned members and three rookies. It proved a good balance for building on the hard work of the previous committee and attempting some new initiatives as well.

This year we:

- Developed a uniform look for ELLA incorporating the colourful design you will be familiar with on the Spring Session Course Guide, into new handbills, art cards and business cards for distribution to individuals and groups in the city and environs. We are most grateful to Lorraine Jeffery who provided her artistic talents so willingly.
- Focused on making presentations to several active seniors' organizations and professional retiree organizations in town. Thanks to the individuals who have stepped up to speak publicly on our behalf on a number of occasions.
- Timed the ads and advertorial articles we placed in local newspapers, not only to raise awareness of ELLA's program, but to notify our public ( in particular newcomers) of the upcoming registration period. We were hoping to encourage early registrations. This proved very successful.

Of course, all this work has been accomplished entirely by volunteers, whether as speakers, organizers, writers, artists and committee members. We have had a very successful year, as the full registration for Spring Session attests. It has been good and satisfying work. Thank you to everyone who contributed so well and so willingly.

### **2012-13 Publicity Committee**

Doug Anderson, Jeanna Baty, Ann Campbell, Dawna Dey-Harrish, Ed Ratzlaff, Elaine Wagner

## **Recruitment Committee**

### **Judith Hibberd, Chair**

The Recruitment Committee helps recruit volunteers for the ELLA Board and its committees by identifying the mix of skills and abilities needed to carry out the work of ELLA's committees; formulating and implementing a strategy to encourage people to volunteer their services; accepting Board candidates' nominations, and conducting the election; and providing an orientation program for new Board members

#### **Board Member Recruitment**

This year the Committee prepared a folder for the recruitment of Board members. This folder contains information that ELLA members would need to assist them in making a decision about joining the Board. Each year approximately one third of the Board members complete their terms of office and this year was no exception. The Spring Session is a busy time for the Recruitment Committee as we encourage members to become involved with the important work of governing ELLA. This year we were looking for members with financial, secretarial, and program evaluation backgrounds.

#### **Volunteer Sign-Up**

A few changes were made to the tools we use for signing up ELLA volunteers to the various committees. There is a natural turnover in the army of volunteers without whom ELLA could not survive. So it is important for volunteers who wish to continue working for us to sign up each year at the Spring Session because personnel details are apt to change during the year. This is a time for people to try a different committee or a different role such as Ambassador or Course Facilitator or to continue on in the same role. The Recruitment Committee recognizes and appreciates the thousands of hours of work contributed by our volunteers, and offers a huge vote of thanks to every one of you.

Special thanks to Liz McCord, past Chair of this Committee, for her continuing contribution to the work of this Committee.

## **Social Committee**

### **Mary Fung, Chair**

The Social Committee organizes the Spring Session welcome coffee/tea, luncheon, wind-up party and the Board of Directors appreciation lunch.

#### **Welcome coffee/tea**

Coupons will be given to all registrants and instructors for one free coffee or tea (any size) from the Cafeteria in the Education Building. The coupons are redeemable on the first two days of class. ELLA will be charged for the number of coupons redeemed at \$1.75 per coupon.

#### **Luncheon**

The May 7, 2013 luncheon is catered by the Upper Crust in the 4<sup>th</sup> Floor Lounge. Ticket prices are \$10.00 subsidized by ELLA. Volunteers will be given a free ticket.

#### **Wind-up Party**

This event will be held on May 15, 2013 at the Faculty Club. The tickets cost \$20.00 for hors d'oeuvres, cheese and crackers, and fruit punch. There will be a cash bar. Instructors and representatives of the Faculty of Extension are guests of ELLA.

#### **Board Lunch**

This lunch is for current, new and retiring Board members following the May 2013 Board meeting. Both the meeting and the lunch will be held at Emperor's Palace.

#### **2012-13 Social Committee**

Bernice Armstrong, Margot Biro, Mary Fung, Wendy Saunders