

Campbell River ElderCollege May 3, 2023 Annual General Meeting

Agenda

1. Welcome to those in attendance and introduction of the Advisory Committee members and the agenda. – Lori
2. Review and acceptance of the 2022 AGM minutes – Lori
3. Presentation by each Committee Member of their respective reports for 2023
 - I. Advisory Chair - Lori
 - II. Financial Report – Bob
 - III. Curriculum Report – Jocelyn
 - IV. Newsletter Report - Harry
 - V. NIC report – Lorraine
4. Request motion to accept reports for 2023– Lori

5. Notice of Motion (raised and seconded by Harry Whale and Jocelyn Reekie - At the CREC AGM on 3 May 2023, I will move that a "Bylaws Review Special Committee" be struck immediately, for the purpose of performing a review of the CREC articles of governance, bylaws and policies & procedures, and to recommend revisions (including additions and deletions) as deemed necessary. Said committee will complete the review and present findings including recommendations to a Special General Meeting to be held no later than 3 November 2023.

The above motion is supported by articles 1.3 and 1.4 on Page 3 and article 4.3, Page 4. Note that article 6 on page one and article 4 on page 8 do not apply as I am only moving the formation of the Special Committee.

6. Resignations and Call for Nominations – Lori

I. Resignations

- i. Bob Hillier has advised that he will be stepping down from his position as Treasurer.

II. Call for Nominations. The following positions are vacant, and we are looking for Volunteers.

- i. Curriculum Vice Chair
- ii. Advisory Vice Chair
- iii. Instructor Support (to Curriculum Chair)
- iv. Treasurer

7. End Meeting

Advisory Chair Report – Lori Rodway

This report covers the 2022/23 Fall and Winter sessions. All courses for these terms were held in person. Information sessions were also held in advance of each session. Turn out for the Fall session was very well attended and there was also a good turn out for the winter session.

We were able to maintain two bursaries for 2022/23 for \$500.00 each. This was a decrease from previous years, but with reduced enrollment the lower amounts were adopted and will be reviewed again prior to the next bursary period. Students in the Health Care area received the bursaries.

Membership fees were reinstated for the 2022/23 terms which will help with our ability to continue to provide bursaries.

Total memberships and registrations to date for the year are:

Memberships: 182 in total

- Fall courses 146 (plus 1 waitlisted)
- Spring courses 126 (plus waitlisted 5)

Campbell River ElderCollege Instructors and Advisory Board members are all volunteers, and it is through their efforts that we were able to have a slate of courses for the two terms. Our thanks to all of them for their dedication to making Campbell River ElderCollege a success.

ElderCollege Campbell River is volunteer driven and currently the Campbell River Advisory Board has been unable to find volunteers to fill vacant positions. The lack of volunteers will likely impact on ability to effectively deliver courses.

As Advisory Chair, I thank all the members of the board for their support and knowledge over the past year and their dedication in promoting ElderCollege.

I would like to thank the members of the Advisory Board for their support and knowledge over the past year and their continuing dedication in promoting ElderCollege. Members of the Advisory Board and other Volunteer Instructors have created a wide variety of courses for our Membership to enjoy and the hours of effort by all are very much appreciated.

The support of NIC and its Continuing Education Department especially Lorraine, Lynn and Renee and Bob is also very much appreciated.

Curriculum Report – Jocelyn Reekie

ElderCollege runs two sessions of courses: one in the fall — October, November and early December; one in the spring — March, April and May. Prior to registration for our sessions, we hold a public information forum to let the public know what courses are on offer, when and how to register, and for additional questions from attendees regarding our courses to be answered by our course leaders. In September 2022, the fall information forum was attended by over 50 people. In February 2023, the forum was again well-attended, with more than 30 people present.

Courses for the fall 2022 term were largely organized by the North Island College Liaison, with the CREC Advisory Committee's input. Twenty-five (25) courses were scheduled with seven (7) cancelled. Five due to insufficient registration; two (2) due to course leader illness. There were 146 registrants for our fall courses plus 1 waitlisted.

Spring courses for 2023 are well underway. To date seven courses have been cancelled: one due to instructor illness, one due to instructor deciding to pull out, and five due to insufficient registrations to run the course. To date 126 people have registered for our spring courses with 5 waitlisted for a popular woodworking course.

Well attended courses right now seem to fall under a few main categories.

- -anything arts and crafts
- -anything oriented toward using technology
- -some financial-oriented advice
- And unique categories like:
 - -unusual occupations and experiences related to that (military service aboard submarines, flying seaplanes to name a couple)
 - -using stock charts for online trading

In the past, travelogues, various topics concerning health, and planning one's estate were welcomed. That may be the case again in the future since Campbell River is becoming a retirement destination and now has the second largest population of citizens aged 65+ on Vancouver Island.

FUTURE

There are currently 17 confirmed courses for fall 2023. They include nine repeat courses and eight new ones.

Treasurer Report – Bob Hillier

The audited report to the end of the financial year (March 31st), is of course not yet available, however, I append the last relevant statement from NIC (January 23). This shows year to date we had a gross income of \$10,815 with a net of \$6,392 this does not reflect the ensuing period so does not include some reimbursement to NIC and the 2 planned bursaries. Note These figures do not represent the full fiscal year which ended March 31st.

In closing I would like to complement our committee for its astonishing rebirth after the the previous two years covid accommodations. In closing, I would like to relinquish my position as accounts person this year, I have been in this position for some years, and I think it would benefit from new

**North Island College
Financial Summary Report CR
Period ended January 31, 2023**

		Jan-23 Cur.Month	Jan-23 YTD.Actuals	Total Budget	Balance Available
Revenues					
4200	Tuition fees	-	(2,875.00)	-	2,875.00
4201	Deferred Revenue/Tuition	-	(6,490.99)	-	6,490.99
4219	Other Student Fees	(80.00)	(1,450.00)	-	1,450.00
	Subtotal	(80.00)	(10,815.99)	-	10,815.99
Expenses					
8000	General Supplies-Misc.	-	21.18	-	(21.18)
8073	Course Packages	-	367.73	-	(367.73)
8091	Preview Resource Material	-	-	-	-
8300	Travel	-	10.97	-	(10.97)
8304	Mileage	-	11.83	-	(11.83)
8410	Advertising - Publications	-	755.74	-	(755.74)
8411	Advertising - Newspapers	-	1,154.47	-	(1,154.47)
8412	Promotion - Public Events	-	42.37	-	(42.37)
8422	Food/snacks/catering - staff	-	371.50	-	(371.50)
8424	Gift Cards(prizes/recognition)	-	200.00	-	(200.00)
8440	Postage	-	16.96	-	(16.96)
8992	Internal Fees/Overhead	-	1,437.50	-	(1,437.50)
8996	Internal transfers	-	32.88	-	(32.88)
	Subtotal	-	4,423.13	-	(4,423.13)
	Total	(80.00)	(6,392.86)	-	6,392.86

blood.

Promotions Committee Report- Marguerite Ancell

Promotions is responsible for ensuring that advertising is done on a timely basis to inform Members and the Public of Campbell River ElderCollege courses and events for each term as well as notices for the Annual General Meeting.

For the fall 2022 term the following advertising was done for the September 16, 2022, Information Session:

An ad was uploaded to the NIC Facebook page and NIC Campbell River News website.

A notice of the September Information Session was published in the Campbell River Mirror on September 7 and September 14, 2022. Both were shown on the Mirror's website in the electronic edition as well as in the paper edition.

A Press Release was prepared and published in the Campbell River Mirror on September 22 under 'Community' in a digital format. It was also published in the paper copy of the Campbell River Mirror on September 28, 2022. This was also included in the electronic version of the Campbell River Mirror.

To support the spring 2023 program the following publicity was done for the February 10, 2023 Information Session and Registration start date.

An ad was uploaded to the NIC Facebook page.

An ad was published in the Campbell River Mirror on February 1 and February 8, 2023. Both were shown on the Mirror's website in the electronic edition as well as in the paper edition.

A Press Release was prepared but due to space limitations was not published in the Campbell River Mirror.

In order to advertise the Annual General Meeting on May 3, 2023, an ad was published in the Campbell River Mirror on April 19, 2023. An ad was also uploaded to the NIC Facebook page.

Harry Whale – Newsletter Co-ordinator report

Due to the COVID pandemic, no newsletter was printed during the period of summer 2020 to summer 2022. While courses continued, information was distributed in electronic form as email messages and announcements.

During that period, Erik Mairs “retired” from his volunteer position of “Newsletter Creator” after over a decade of service. During the summer of 2022, I volunteered as “Newsletter Coordinator” with duties to include:

- creation of drafts and final edition,
- submission for approval,
- arranging printing,
- arranging delivery around town,
- documenting the experience

Erik and I met several times during which Erik passed on sample newsletters and gave me excellent advice on the topic. This gave me a huge head-start on getting the Fall version up and running. Erik also reviewed my draft and his suggestions helped me improve the product.

A big vote of thanks is due Erik both for his long service of generating professional quality publications, as well as the help he gave me to follow in his footsteps.

A printed newsletter was created and distributed around town for both the Fall 2022 and Spring 2023 sessions. In both cases they were considerably smaller due to the limited number of courses offered compared to pre-COVID sessions.

For the fall of 2022, printing was contracted to River Ink Printers. 500 copies were delivered to the NIC Liaison office on 12 September, with another 100 printed in late September. Five volunteers distributed a total of 499 newsletters and 44 posters, to 43 locations in Campbell River and Quadra Island. 100 newsletters were kept on reserve for the info meeting.

The spring 2023 newsletter and posters were approved for printing on the 5th of January. The NIC print shop in Courtenay completed the print job in good time and at a very low cost compared to any local commercial print shop.

A print order of 600 copies was delivered to NIC in Campbell River on 11 Jan. 100 copies were held for NIC use, and the remaining 500 copies were delivered by five volunteers, to a total of 37 locations in Campbell River plus 4 locations in Sayward. The delivery was done during the week of 23 Jan, 2 weeks ahead of the information meeting. Distribution went very well - **many thanks to the volunteers!**

In addition to locations around town, Steve drove a bunch of copies to Sayward and placed them at 4 different locations there. He commented that 2 of his 4 students for Lapidary are from Sayward, so that worked!

North Island College Report – Lorraine Hagen

2022-23 Year

All course offerings were offered **face-to-face** in Campbell River this year. The year began with Renee Reedel acting as the NIC liaison with ElderCollege with Lorraine Hagen taking over in December. I wish to thank Renee for all that she did and everyone for their understanding and assistance while I learn my new role.

We had successful Information Sessions in both September (ahead of Fall Registration) and **February** (ahead of Winter/Spring registration opening). Many of the issues experienced with Fall Registration have been improved or rectified. Members are reminded that they can come into any of NIC's Registration offices for assistance should online registration be less preferable.

Planning is already underway for Fall courses and scheduling with tentative dates of Fri. Sept 22 for the next Public Information Session with Registration opening on Monday, Sept 25. Thank you to Jocelyn for all the hard work.

2022-23 - Annual Memberships = 183

- Black Creek x 6
- Campbell River x 161
- Comox x 3
- Courtenay x 1
- Denman Island x 1
- Quadra x 4 (2 each Heriot Bay & Quathiaski Cove)
- Port McNeill x 1
- Sayward x 3
- Sidney x 1

FALL Courses **146** (plus waitlisted 1) with 6 course cancellations.

SPRING Courses **126** (plus waitlisted 5) with 7 course cancellations.

Update: Printed materials have returned to in-house via the NIC Print Shop at the Courtenay campus which has both expedited things and reduced costs.

Throughout the year we continued to bring new support staff up to speed in supporting CREC. NIC values the relationship with ElderCollege and looks forward to continuing to support the organization in whatever ways possible during these unique times.