

Comox Valley ElderCollege
Minutes of the Twenty-First Annual General Meeting
Via Zoom
Saturday May 16, 2020

1. (from 9:45) Connectivity Time

Members connected promptly with 34 members signing in.

2. Call to Order: Confirmation of quorum and meeting procedure.

Michael Syer called the 21st annual CVEC AGM to order at 10:12 am and welcomed everyone. He then introduced Roger Taylor, Co-Chair of the Curriculum Committee, who was the cohost for this Zoom meeting. Roger confirmed that there was a quorum. He reviewed the basic guidelines for using Zoom during the meeting including how to use the chat messaging which would be used in the Questions and Concerns part of the Agenda. All participants were able to see the agenda and Michael's power point on their screens. Roger reviewed the agenda item.

3. Introductions of the 19-20 Executive Members

Michael introduced the members of the 19-20 CVEC Executive team who were:

Elected Officials

Chair: Michael Syer

Vice Chair: Don Axtell

Past Chair: Sandra Harrison

Members-at-Large: Dennis McMahon & Ian McIntyre {partial}

Standing Committees Chairs

Curriculum Committee: Claudette Preece & Roger Taylor

Volunteer Support Committee: Louise Argyle & Liz Turnbull

Member Support Committee: Jan Harding & Marg Kosloski

Communications Committee: Solweig Williams & Diane Keeling

Finance & Admin Committee Peter Coleman {part} / Sandra Harrison and David Clark (Finance Officer)

4. Minutes of AGM 2019 MOTION: That the minutes of the Comox Valley ElderCollege Annual General Meeting 2019 be approved, as circulated. **M/S** Michael Syer/Don Axtell None opposed. **CARRIED**

5. Operations Report

Michael presented this report which covers all of the activity of the 2019/2020 and he acknowledged it was compiled from reports from all of the Exec team and was approved by them:

“Until rudely interrupted by the arrival of the COVID-19 pandemic we were enjoying a busy spring semester which followed on the heels of a successful and satisfying fall semester – seems so long ago now! With some 29 short courses and 88 regular courses, we were running pretty much at capacity from the viewpoints of both available facilities and our ability to manage them all – with our volunteer only workforce. On top of these we offered two popular Saturday lecture series – the second unfortunately interrupted and which we hope to offer later in the calendar year – perhaps using online technology.

Behind the scenes, as it were, we put some focus onto our volunteer policies – developing and instituting a Volunteer Charter outlining expectations and obligations. We have also designed a template for the description of various volunteer roles and beefed-up our orientation and recognition practices. We have been fortunate to acquire the services of several very competent folk but volunteer recruitment remains a huge challenge for us. It is our hope that more of our thousand-fold membership will ‘take a turn’ in helping to keep the tradition going. Our Member Support team not only kept us supplied with refreshments at lectures and events but also have taken on organizational responsibility for the troubled registration process – a process which, while still far from perfect, has been much improved of late. Of course, you will have witnessed much of the output from our very capable Communications Team, whether in the form of the biannual course listing which we oddly call a newsletter or in the form of newsletters and emails that we refer to as Connector publications! More obscured from general view is the work of our Finance and Administration folk who, besides keeping an eye on all things financial, have managed to update our operational guide – containing bylaws and policies for ElderCollege to operate effectively and consistently. Special thanks go to Past Chair Sandra Harrison for her dedication to the completion of this task and for taking on the position of committee chair on a temporary basis. You will hear from our Finance Officer shortly.

Our other officers, Vice Chair and Members-at-Large also had a busy year. A year in which they assisted the operating committees and addressed several matters of strategic importance which will influence us as we move ahead. Not least of their tasks have included providing back-up and support to myself and I am extremely grateful to have had the benefit of their expertise.

During the year one or another of us has participated in NIC initiatives such as their Task Group on Diversity (Dennis McMahon) and strategic plan, Plan 20-25 (myself). It has been a year in which our partnership with NIC has strengthened overall. Thanks to the openness of the NIC Continuing Education leadership, we are in the process of developing an ability for our senior

volunteers to utilize NIC databases and operating software which will be very beneficial in making us more efficient and effective. Right now, so much data is on individual computers and lost to us when a volunteer leaves. I must not close without highlighting the enthusiastic support and assistance we have received throughout the year from our official NIC Liaison person – Julian Benedict. His contribution has been enormous and we are truly grateful. It is my pleasure to remind you that to celebrate our 20th birthday, we established a 20th Anniversary, \$20,000 bursary through the NIC Foundation designated to assist students studying in areas related to seniors' care. Our birthday was also marked by a gathering in the Stan Hagen theatre and the unveiling of a commemorative plaque there, back in September. Further, we have agreed to pay the capital cost of new A/V equipment for the Stan Hagen Theatre which will provide induction loop technology to connect with hearing aids and provide the ability to record lectures with professional-grade results – also of course, greatly improving the quality for those classes held in the Stan Hagen and supporting other community groups that use the facility from time to time. NIC will be responsible for installation and maintenance expenses. Our experiment with Sunday afternoon lectures ended abruptly, after the first because of COVID. Praised by those who attended but generally, it seemed, not overly popular.

Too bad that our spring semester was so spoiled for us all by a pandemic outside of anyone's control. We will be back with full, interesting and fulfilling programs as soon as is reasonable. One way or another, we will keep you informed. However, we very recently decided that we cannot offer a normal fall curriculum this year. We reached this decision based on:

- The need to protect the well-being of volunteers and members
- Our responsibility to make effective use of volunteer hours
- Uncertainty as to the availability of NIC facilities and 'distancing' guidelines that may then be in place
- The older demographic of our members.

Having investigated what we might offer on-line – now that we have all become technical experts – we hope to offer 20 or so opportunities, plus at least the three postponed lectures. Given the experimental nature of such, we plan to offer these at no cost to our membership and we will reduce membership cost for the 20/21 year to just \$5.00 – so, sign-up soon.

Meanwhile, Thank you all for responding to a couple of surveys that we have recently conducted. The results and comments are most useful – and thank you too, for the many complimentary remarks offered.”

So, that's about it for the past year – except to say that it's been a privilege for me to lead a great team of volunteers. I thank them all most sincerely and look forward to my time ahead in the role of Past Chair. “

6. Financials

Finance Officer, David Clark, presented the end of the fiscal year budget which showed revenues and expenses. There is a small surplus for the year. But overall CVEC has a significant surplus. He also reviewed the specific expenditure areas. He has developed a budget projection covering April 1 /20 to Dec 31/20 reflecting reduced revenues and overall less expenses with a small deficit. Gifts to course leaders will continue at the same rate as last year. **MOTION:** That the report of the Financial Officer be received. **M/S** David Clark/Sandra Harrison. None opposed. **CARRIED**

7. Bylaw #8 Revisions

Sandra Harrison presented:

This was included in the AGM package sent to all members. It showed the current one and the proposed one and is an amendment of the policy re: when course and membership fees are to be funded. The changes do not represent substantive changes in policy. Item b) is an addition of the types of lectures. Item d) is new. A review of the policy was triggered initially to cover a snow day when NIC had to close and CVEC classes had to be cancelled. Covid-19 recently added to the need to review it further. It now covers “... closure of the campus by NIC for reasons beyond their control (e.g. weather; threat to public health/safety)...”. **MOTION:** That CVEC bylaw #8 (CVEC course and Membership Fees - refunds) be updated to include new text, as circulated and presented. **M/S** Sandra Harrison/Dennis McMahon. None opposed. **CARRIED**

8. In Memoriam: A moment's silence was observed to remember, with gratitude, the contributions of ElderCollege Volunteers and Members whose death occurred during the year: they made a difference.

9. Recognition of Retiring Executive Members e

Michael gave a sincere thank you to the following for sharing their skills and giving their time this past year: Ian G McIntyre, Olive Scott, Joan Udell, Peter Coleman, Diane Keeling, Jan Harding, Marg Kosloski, Liz Turnbull, and Sandra Harrison. Michael commented about the ongoing difficulty of finding volunteers and his hope that more would come forward from the membership. He also gave thanks to our NIC Liaison officer, Julian Benedict, for his enthusiasm and dedication to ElderCollege.

10. Questions/ Concerns:

Has the decision been made re what classes will run in the Fall?

Roger Taylor answered: All virtual via Zoom. Up to a possible 26 courses and the 3 cancelled lectures from the last lecture series. He described the canvassing of course leaders for those who felt they could use Zoom and felt that their courses lent themselves to doing it in a virtual environment. Attention was paid to ensuring that there was a variety of courses (i.e. long and short).

Will the end of the fiscal year Financial Statement be distributed?

Sandra advised that yes it would be sent out.

What will the size of the Zoom classes be?

Roger replied: It will depend on the kind of lecture. A lecture only with no questions/interaction could have more. But practically speaking: maximum – 15, more likely 10-12

Was an in Memoriam donation made?

Sandra advised that it was.

Are there any in-house classes still possible this Fall?

Roger responded that the decision was made by Exec to provide virtual only which will be challenging enough in terms of time and resources.

11. Nominations;

Sandra presented as Chair of the 19/20 Nominations Committee. She advised that via the pre-AGM membership package sent out at the mandated time the request was made for nominations. Normally the chair would ask in the AGM three times for any nominations. But as this was not possible in this virtual AGM she included the slate with the package and asked that nominations be emailed to her before the AGM. She confirmed that no nominations came forward. She gave a brief summary, covering the nominees' involvement in CVEC and some relevant background of: Don Axtell, the new Chair; John North, the new Vice-Chair; Dennis McMahan and Craig Bassett, Members at Large. Past Chair is Michael Syer. Sandra declared the new Exec elected by acclamation.

12. Going Forward:

Incoming Chair Don Axtell presented. He commented on the unprecedented start to his tenure as Chair and for the new members of the Exec with the sudden appearance of a pandemic. Prior to Covid-19 the topic of distant learning was being explored by CVEC and then suddenly it was moving to all virtual classes and learning Zoom. This will be a pilot project at no cost to the students, with a reduced membership fee, and it will be a learning experience for all. The CVEC

intent is to return to the full selection of course offerings within NIC but this will be decided very cautiously, taking into consideration Public Health directives, North Island College operations and our demographic. A 3 year strategic plan will be developed. He thanked Michael for his outstanding leadership.

13. Adjournment

M/S Craig Bassett/David Clark. Meeting adjourned at 11:10am

Mary Gray (recorder)

FOR APPROVAL AT AGM 2021