

Comox Valley ElderCollege
Minutes of the Twenty-Seventh Annual General Meeting
NIC Stan Hagen Theatre and online via Zoom
Saturday May 9, 2026

Members on Zoom could connect from 9.45 a.m.

CALL TO ORDER:

Sheila Borman introduced herself as Chair and called the 27th CVEC Annual General Meeting to order at 10:02 a.m. She welcomed everyone who was attending in person and those attending via Zoom and thanked Terry Hooper for his technical expertise in making this Hybrid/Simulcast event possible. The full power point presentation is attached to these minutes.

A **Quorum** was established with 36 people present in the Theatre and 4 people on Zoom. All participants were able to see the agenda and power point slides on their computer screens or the large screen in the Theatre.

1. INTRODUCTIONS:

Sheila Borman introduced the current members of the 2025-2026 CVEC Executive team.

Elected Officials

Chair: Sheila Borman

Vice Chair: Pam Munroe

Members-at-Large: Dave Young and Geoff Batimelli

Past Chair: John North

Standing Committees Chairs and Co-Chairs

Curriculum Committee: Jane Sterk

Volunteer Support Committee: Gary Priestman

Member Support Committee: Beth Regehr

Communications Committee: Solweig Williams and Patricia Harvey

Finance Officer: Liz Morris

Co-Secretaries: Jackie Greening & Mary Gray

Sheila stated she was very thankful to be chairing a group of people who are dedicated and willing to put in so much effort, especially at this time.

2. MINUTES OF THE AGM MAY 10, 2025:

MOTION: That the Minutes of the Comox Valley ElderCollege Annual General Meeting of May 10, 2025 be approved as circulated. **M/S John Sterk/Enid Farmer.** None opposed.

CARRIED

3. ANNUAL REPORT:

Sheila Borman spoke to a few points on the slides and then left time for everyone to read the slides. We increased our membership by 130 members. We also offered a record number of courses, including the Saturday Lectures with good attendance both in person and on Zoom. We sent out our Year-end Members' Survey, which we've done over the years. One of the key features of the survey were concerns about the Registration process and also about the NIC Website. We did work with NIC to try to make the website a little more friendly, achieving some of our requested changes. We were asked to sign a Memorandum of Understanding last Fall and at that point we went from paying NIC 50% of our gross income to paying 65% of our gross income for the year 2025-26. The Power Point slides then detailed the Standing Committees, their members and their work over the year, as well as the three Support Groups. The IT Support Group helps in the background with our technology workspaces and the Saturday Lectures. The Governance Documentation Working Group was set up to keep our Bylaws and Governance Manual up to date. The third group is the Strategic Planning Working Group which helps to create and monitor our 3-5 year Strategic Plan. All committees and groups have been very busy this year.

Sheila then outlined a significant change to the Memorandum of Understanding which CVEC was asked to sign by April 30, 2026. The changes will be in effect from September 1st 2026 to August 30, 2027. Rather than contributing a percentage of gross income as we have had in the past, NIC has now asked us to reimburse a flat fee and that will amount to \$50,000 from our revenue at the end of the Fall term and \$50,000 at the end of the Winter term, for a total of \$100,000. The 65% paid this last year was \$68,000. However, as well as having the flat fee we now have to pay for the use of the rooms and we calculate that will be in the neighbourhood of \$20-30,000 in addition to the \$100,000. Overall, this is close to a 100% increase in our costs, so we have to raise our fees. And that decision was not taken lightly by the Executive. We decided we would raise the membership fee by \$5 which is still less than some of the other organizations in the Valley so we are hoping that that is not too onerous. However, we will also have to raise the course fees and they will increase by 50%. The real point is that we feel that our partnership is in question because we are not sure we can sustain this requirement over the long term. You may be aware that over the years ElderCollege has built up a surplus of funds and we will have to dip into those surplus funds just to meet the requirements. We will show this in the Financial Report in a few minutes.

So we are looking at alternatives and it will take some time and we will have more information over the Fall and Winter terms.

A question from the floor asked what the requirement for MS TEAMS meant. Sheila explained that the college system provincially uses Microsoft TEAMS software, and we have been using the Zoom platform. NIC has specifically stated in the Memorandum of Understanding (MoU) that we must use TEAMS. That will apply to course leaders and all participants, notably at the Saturday lectures. NIC has stated that the use of another platform such as ZOOM is not negotiable.

4. FINANCIAL REPORT:

Liz Morris, the Finance Officer, could not be here today but has sent her Report. The 2025-2026 Financial Statement and a Budget for the fiscal year ending March 2027 were shown on the Slides. Sheila stated that a lot of work went into these statements as things kept changing. Sheila pointed out the surplus we currently have on the books. We, as an organization, are a program of NIC and do not run our own finances or set of books. It's the surplus we will be drawing down in order to meet the costs of the new Memorandum of Understanding.

The proposed Budget for the fiscal year ending March 31, 2027 was shown on the screen. The Budget takes into account a probable drop in membership and registration because we will not be able to hold off-campus courses nor courses via Zoom. There is the transfer of the \$100,000 to NIC and the estimate of the room usage fees of \$30,000.

An error was noted on the slide that total Revenue shows as \$162,000 when it should read \$152,00. A correction will be made to the Budget.

We did have a good year in 2025-26 as you can see by the increase in our Revenues. We are able to continue awarding annual bursaries which are held at NIC Foundation. Those accounts were set up over the years and it's been a good year financially, so we were able to present bursaries of \$3,375 each to four students. In addition, over the past few years we have donated monies to the NIC Students' Emergency Fund on behalf of the course leaders to recognize their contribution to CVEC. This past year the amount donated was \$7,360. Unfortunately we do not believe we will be able to do that in the future with the restricted budget that we have. It's expected we will dip into the surplus for approximately \$41,000 for the coming year.

The Chair thanked Liz Morris for all the work she has done in the last year as Finance Officer.

5. PROPOSED AMENDMENTS TO CVEC BYLAWS:

ByLaw #3: Standing Committee Membership and Tenure Guidelines

Standing Committee Chairs/Co-Chairs or Vice Chairs are appointed from the Standing Committee or directly (e.g.: as a result of a recruitment campaign) and shall serve for an initial two-year term subject to renewal for up to two additional years ~~to a maximum of four years or~~ longer at the request of the Executive. Wherever possible, the terms of these positions should

overlap to avoid a leadership void situation and to promote continuity. Immediate past holders of these positions should, where possible, be available as a resource to incumbents.

A Committee Chair/Co-Chair may serve ~~for an additional year as Past Chair/Co-Chair of the Committee or until such time as there is a Past Chair/Co-Chair to replace them. Thereafter, they are required to take a one-year break before serving further on that committee as Chair/Co-Chair.~~ **in another capacity on the committee for at least one year before serving again as Chair/Co-Chair.**

As a guideline, other voting members of Standing Committees are appointed by the Committee Chair/Co-Chair for one year initially, renewable annually.

The Committee Chair/Co-Chair are responsible for maintaining records pertaining to the members and for managing their committee and volunteers and shall notify the Executive Committee and the Volunteer Support Committee of changes in committee membership.

The Volunteer Support Committee will support all Standing Committees with the recruitment of committee members. In circumstances where all reasonable efforts to recruit a replacement should fail, exemptions to the temporary tenure guidelines may be granted by the Executive Committee.

Members shall serve on only one Standing Committee at any given time in order to ensure there are no conflicts in dealing with issues and to limit the potential of members becoming overcommitted.

ByLaw #8: CVEC Course and Membership Fees and Refunds

(a)

CVEC course and membership fees shall be set by the Executive Committee, in consultation with both the CVEC Finance Officer and the Curriculum Committee.

(b)

Membership fees are not refundable.

(c)

~~On behalf of CVEC, NIC will return the course fee to a CVEC member who drops a course, single lecture within the Lecture Series, the full Lecture Series, or the special one-time-only lecture, from the time of registration up to seven calendar days before the start date of the course, the first lecture in the Lecture Series, or the special lecture. NIC will not return the course fee to a CVEC member who drops a course, single lecture within the Lecture Series, the full Lecture Series, or the special one-time-only lecture, unless for medical-related reasons.~~

(d)

~~CVEC members who drop a course or Lecture with less than seven calendar days to the start of the course, the first lecture in the Lecture Series, or special lecture, will not receive a refund.~~

(e)

If a course is cancelled because of the closure of the campus by NIC for reasons beyond their control (e.g.: weather; threat to public health/safety), fees for any course or Lecture Series already begun shall not be refunded. In these circumstances, every effort will be made by NIC and CVEC to reschedule the class or lecture. For courses not yet started **or in case of Course Leader illness**, NIC will offer reimbursement on behalf of CVEC.

~~(f) In the case of the cancellation of a short course or a one-time-only special lecture outside the Lecture Series, a refund will be processed by NIC on behalf of CVEC if the course has not already started.~~

(g) In other extraordinary circumstances, requests from a member for a refund of a course fee may be considered only if recommended by the Chair of CC and approved by the **Manager of Continuing Education**.

Most of these are small wording changes because of the Memorandum of Understanding signed in November 2025. Because these are Bylaws we need to vote on the changes.

MOTION: M/S: John North/Gary Priestman that the proposed amendments to Bylaws 3 and 8 be adopted. **CARRIED**

6. IN MEMORIAM: Sheila Borman called for a moment of silence to remember, with gratitude, the contributions of our Founders and any other members over the years who are no longer with us. They all made a difference. Every year the Executive, on behalf of all the members, makes a \$250.00 donation to the NIC Foundation on behalf of those members lost in the past year.

7. RECOGNITION OF RETIRING EXECUTIVE MEMBERS

Sheila Borman thanked two members who are retiring from the Executive this year for the time, effort, energy and skills they've provided to maintain and strengthen the success of ElderCollege. They are Geoff Battimelli and Beth Regehr.

8. NOMINATIONS COMMITTEE REPORT:

John North, Chair of the Nominations Committee, stated that each year we are required by the Articles and Bylaws to elect our Executive. Because of attendance by Zoom members, a call for nominations was included in the AGM Package sent to every member. He presented the following slate of officers:

Chair – Sheila Borman

Vice Chair – Jane Sterk

Members at Large –Dave Young and Pam Munroe

Since no other nominations were received by the deadline of May 1ST, he declared the Slate of Officers elected by acclamation. John North will remain in the position of Past Chair.

10. QUESTIONS/ COMMENTS:

- (a) Sheila: The question earlier in the meeting was whether there was any explanation for the changes in the Memorandum of Understanding. Initially we were told it was non-negotiable and we had to take what was in it. There were a few explanations to minor issues but nothing on a broader level. The only item we were able to get some variation was the room costs. We did not feel that it was a collaborative discussion. The same situation happened at Campbell River but because they didn't have surplus funds as we did, they did not sign the Memorandum of Understanding and dissolved their ElderCollege.
- (b) CVEC Member: We have had a marvellous time working and having ElderCollege and NIC. How we've been able to do it so inexpensively over so many years is very much thanks to NIC for the co-ordination of the work that has been going on. The volunteers give so many hours. To have our volunteers look elsewhere and reorganize I think it's beyond what volunteers need to do. There comes a time when we have to pay the costs of what we are doing and the benefits we have. So a \$5 increase in membership is to me very, very little, even the increase in the course costs for what we get – the space, etc.- that is also reasonable. So my suggestion is pay as much as we have to pay to continue to have this excellent, superior ElderCollege. It might be a challenge to some but I think that with the success of this organization we should be up to it. So I just want to say thank you and I really hope this can be arranged without too much more work for volunteers and that we can still stay here.
- (c) CVEC Member: I wanted to know about the off-campus courses. Does it mean the hiking will not be allowed? Sheila responded that was correct. That was an issue where there was no explanation given.
- (d) CVEC Member: Do you anticipate there will be a number of changes next year in the Bylaws because of what's coming down and that we still don't understand the full impact of? John North responded that he expected more changes next year. However, CVEC did not get the signed Memorandum of Understanding until a few days ago and haven't had a chance to look at the Bylaws and needed changes. John also made the comment he thought it was very likely NIC was trying to minimize its costs. They are looking at a 5 million dollar deficit.
- (e) CVEC Member: When they tell us we can't do courses outside (off-site), if we decide we want to run a course outside, and we get our own insurance for those particular courses and the members pay that fee, how can they tell us we can't have courses outside? Sheila responded that we have a Memorandum of Understanding that we have signed. The other point is that our members have to register through an NIC registration system so we would have to have a parallel system in place for people to register for those kinds of courses. John North also noted we do not exist as a legal entity and, therefore, we can't have insurance. We are simply a program

within the legal entity of NIC. So in order to do what the gentleman suggested we would have to set up a legal entity in order to be able to do that.

- (f) CVEC Member: It makes me very nervous with a small class size. Do you anticipate the Curriculum Committee making changes to the number of students having to use each classroom in order to optimize the use of the classroom? Sheila said the room cost is a flat fee. Terry Hooper (the new Chair of the Curriculum committee) stated that once the costs were clear, it caused the Curriculum Committee to re-examine our whole set up of courses that we are compiling for the Fall. For example, if you are using facilities at NIC during a weekday and during the day they book those in 4-hour blocks. It's \$50 during those four hours, no matter how much time you use in those four hours. If we plan to have courses after 4 p.m. on weekdays, we will incur an additional minimum 4-hour charge of \$40 per hour for security. Courses on weekends incur further costs over and above the class cost. We've never had to pay those costs before. Therefore, we are now re-examining and having NIC Scheduling take a look at our proposed course calendar for the Fall semester and put those courses together into a 4-hour block to try and get the most effective costs. You can imagine the turmoil we've been going through for the last week and a half having to re-jig all those original requests to see how much each course is going to cost us now. The biggest challenge was could the course leaders change from an evening or weekend time slot to a daytime course slot. This AGM session has no direct cost to us right now. It will cost \$340 in the future.

- (g) One gentleman commented that ElderCollege has had a most amazing run and no one could have expected this. What you guys have undertaken this past year has been extraordinary. Thank you very much.

Sheila shared a piece of information she had just learned. At one time the College was able to count FTEs which means Full Time Equivalent for the registrations we had through ElderCollege. And combining us with Campbell River equated to 44 Full Time Equivalent at \$13,000 per FTE. So at one time the College was able to get funding from the Provincial Government for the courses they supported in ElderCollege. Her understanding is that that has changed and that may no longer be an option for NIC. So, when we say they have done a lot of things without it costing us money, I think they were getting funding elsewhere at one time. Keep in mind there was a time when we were paying our way one way or another. It's not the same now.

- (h) CVEC Member: With the proposed revenue and expenses, hopefully the revenues are higher and the expenses lower, then our surplus would only be \$20,000 the following year. This is obviously a very big problem because we are dipping in \$40,000 this year. Is CVEC ever entitled to any grants of any kind? Sheila said we cannot receive grants of any kind as we exist now, as a program of NIC.

- (i) CVEC Member: Is any consideration given to the cost for members to take a course on a sliding scale? Some seniors are not on fixed incomes, is there any way to pay more if people are willing? Sheila responded that it was certainly something to put onto the back burner. As we have said, we are looking at what our options are in the long run and some of these are good questions that you are raising.
- (j) CVEC Member: How are the Saturday lecture series going to be affected by this? Terry answered we are looking at various options. The Comox Valley ElderCollege is going to remain a viable entity and we are looking into making sure that happens. There are a number of online courses that, because of the mandate that everything has to be switched to TEAMS, will not be going on in the Fall. But with the Lecture Series we are taking a look at the idea of still continuing the Simulcast with Zoom online only for the Lecture Series. It's something we are looking at right now and it hasn't been finalized as to how we are going to do it, but it seems something we can dip our toe into, so stay tuned. The Lecture series themselves will continue for sure in the Stan Hagen Theatre. On campus everything is going to remain the same.
- (k) CVEC Member: How large is the surplus that can be drawn down? Sheila stated that the number is close to \$70,000 and we feel it might be dipped into by about \$40,000 for the coming year and we don't know what will be requested when we have to open the Memorandum of Understanding at this time next year. There are so many unknowns.
- (l) CVEC Member: If the Minister of Immigration reverses his stand on foreign students, do you think this will all go away and things will return to how it used to be. Sheila stated it would be nice to think so but no one knows. It's never actually been said why they've increased our costs to the extent they have. So one would hope they would moderate their request. This issue is happening to all universities in Canada. Terry stated that one of the advantages we have as an ElderCollege is we have Mid Island Elder College that went through this a couple of years back. We have been in contact with them to make sure we gain whatever understandings they learned in their process to think about in our process.
- (m) CVEC Member: My understanding of what has been said is that the current Memorandum of Understanding is not sustainable in the long run. Do you have any sense from NIC that they are interested in maintaining our sustainability? Sheila responded that we have our feelings, but we don't know. It's hard sometimes to feel that we are wanted but we will carry on.
- (n) CVEC Member: At the end of what was said initially I'm wondering also if NIC would want to keep us because of the revenue of \$100,000. But probably we have not paid our way over many years and someone has now come up with a means to have us pay our way for what we are getting and I'm hoping that we are now paying our way for what we are getting. It's not just someone saying we can get another

\$100, 000 a year but that we are paying our way. These are what the costs are and that we can support our own costs.


- (o) CVEC Member: I'm wondering what other funding sources ElderCollege has, particularly donations and if we increased public awareness and started to get more donations and make it clear to the public how valuable ElderCollege is, do you think it would make a difference? Sheila said it was a difficult question. We do have a signed agreement and we are working with NIC for at least the next year. We need to keep the communication positive. She is cautious about going public. The questioner said she was not suggesting it's not positive. She personally benefits from ElderCollege, perhaps it's time to look at fundraisers and other avenues as more a community involvement in supporting ElderCollege. Pam Munroe stated that one of the reasons we can't do that right now is that we don't exist. We are not a separate legal entity, we can't take donations from people because we don't have a bank account. The Board is working diligently and will help ElderCollege survive.
- (p) Terry picked up on someone saying this is the last raise and it's not sustainable over the long term. The funds we have will be depleted at some time. Sheila stated there are many unknowns. We don't know our membership numbers, we don't know what our registration will be. We will have to see how it goes in the Fall term and provide an update. We will continue to send messages to members when we have some new information to share. Thank you so much for coming and we really appreciate your support.

11. ADJOURNMENT: John Sterk thanked the Executive and Standing Committee Chairs for all their work over the past year. John North thanked him on behalf of all the CVEC volunteers.

MOTION: John Sterk moved that the meeting be adjourned. The meeting adjourned at 11.09 a.m.

Jackie Greening (recorder)

The Annual Report Power Point slides are attached.


COMOX VALLEY
ElderCollege

NORTH ISLAND COLLEGE

27th Annual General Meeting

9th May 2026
*Hybrid Meeting:
Stan Hagen Theatre & via Zoom*

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COMOX VALLEY
ElderCollege

NORTH ISLAND COLLEGE

Annual General Meeting

Chair: Sheila Borman

*We respectfully acknowledge that Comox Valley
ElderCollege operates on the unceded traditional
territory of the K'omoks First Nation.*

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27th Annual General Meeting

AGM Chair: Sheila Borman

- Call to Order
- Confirmation of Quorum
- Meeting Procedures

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AGENDA

- Introductions
- Minutes of previous AGM, on May 10th 2025
- Annual Report of Operations
- Financial Report & 2026-2027 Budget
- Proposed Amendments to the By-Laws
- *In Memoriam*
- Recognition of Retiring Executive Members
- Nomination of Officers for 2026-27
- Questions & Comments
- Adjournment

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 Mary Gray


 Jackie Greening


 Sheila Borman


 John North


 Pam Munroe


 Liz Morris

2025-2026
CVEC
Executive Team


 Gary Priestman


 Jane Sterk


 Geoff Battimelli


 Solweig Williams


 Patricia Harvey


 Dave Young


 Beth Regehr

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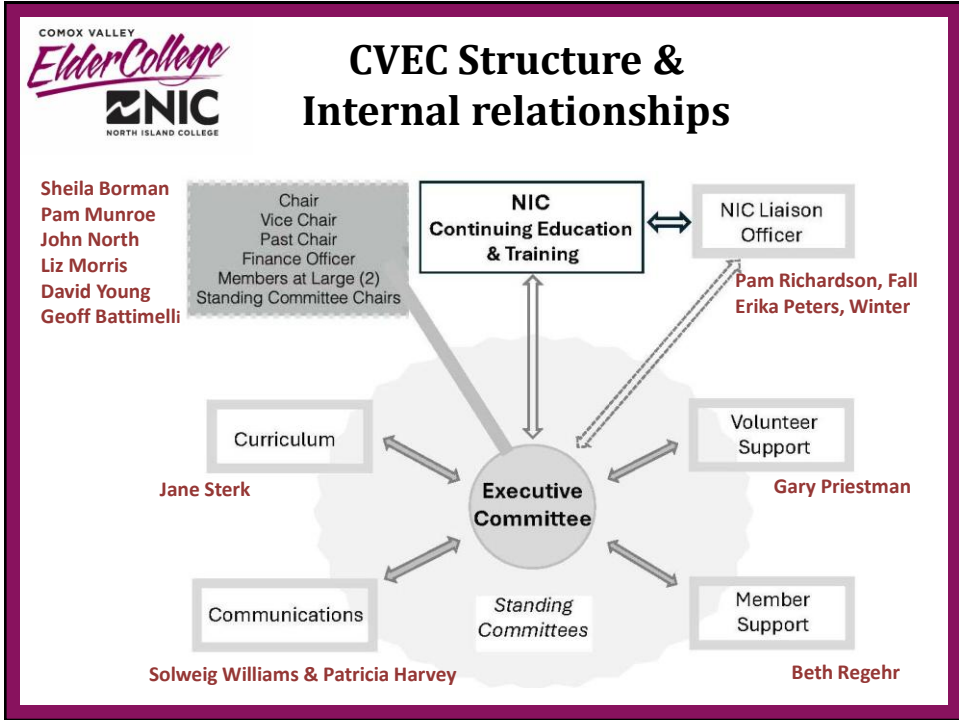


2025-2026 Executive Team

Elected Officials:	
Chair:	Sheila Borman
Vice Chair:	Pam Munroe
Past Chair:	John North
Members at Large:	David Young & Geoff Battimelli
Standing Committee Chairs:	
Curriculum:	Jane Sterk
Volunteer Support:	Gary Priestman
Member Support:	Beth Regehr
Communications:	Solweig Williams & Patricia Harvey
Finance Officer:	Liz Morris
Co-Secretaries:	Jackie Greening & Mary Gray

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COMOX VALLEY ElderCollege NIC NORTH ISLAND COLLEGE

Minutes of 2025 AGM

MOTION:
 “That the Minutes of the Comox Valley ElderCollege Annual General Meeting, held on May 10th 2025 as a hybrid event - both in person and online *via* Zoom - be approved as circulated.”

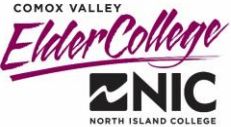
Moved by:

Seconded by:

VOTING: *Those ABSTAINING or AGAINST the Motion, please raise your hand when indicated by the Chair.*

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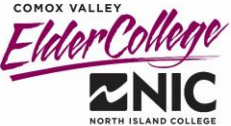


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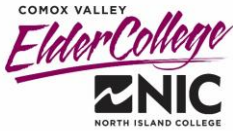
Annual Report of Operations

presented by

Sheila Borman
CVEC Chair

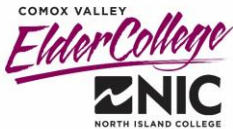
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Operations Report

- 2025-26 saw an increase in ElderCollege membership to 1079 from last year's 951.
- Offered a record number of courses each term and 13 Saturday lectures with high attendance both in-person and on Zoom.
- Registered a 25% return rate for our **2025** Member Survey, with many positive responses for the work of ElderCollege. However, comments critical of the NIC registration process and their website led us to engage with NIC during the Fall to improve both systems.
- Registered a 27.5% for our **2026** Member Survey, and the positive comments jumped from 24% to 40%. However, despite our efforts, there are still many frustrations with the registration system and the NIC website.
- In November, we signed a one-year Memorandum of Agreement with NIC, in which we were required to reimburse 65% of our gross revenues instead of 50% as in the past.



Operations Report

Curriculum Committee Membership

Chair: Jane Sterk

Current Members: Larry Bambrick; Doug Barr; Bob Coyne; Mary Gray; Terry Hooper; Janess Iverson; Barbara Moscovich; Roger Taylor; Karin Terado; Al Tippet; Judy Village; Gerald Wendland.

Secretary: Mary Gray

Executive Liaison: Dave Young



Curriculum Committee Activities

- Organized 68 Courses for Fall 2025 and 67 during Winter 2026. 106 “On Campus”, 9 “Off Campus” and 20 via Zoom;
- Delivered two series of Lectures, both in the Theatre and via Zoom: **All Creatures Great & Small** (Fall – 7 lectures) & **Eat, Drink & Be Merry** (Winter – 6 lectures);
- Shared some Course Leaders and courses with Mid-Island Elder College (MIEC);
- Worked with the NIC Program Assistant to schedule the courses and set up the registration on the NIC website;
- Liaised with Communications Committee to produce the **Course Guide** for each term;
- Organized a **Course Information Forum** as an in-person & online event for both terms and delivered the **Course Leader Orientation** after each Forum;
- Obtained feedback via surveys of Participants & Course Leaders;
- Updated Committee Handbooks & the Curriculum Committee section of the Governance Manual.



Operations Report

Communications Committee Membership

- | | |
|------------------------------------|--------------------------------------|
| Co-Chairs: | Solweig Williams and Patricia Harvey |
| Secretary | Elaine Graham |
| Social Media/News and Advertising: | Barbara Bruederlin |
| Community Outreach: | Frank Lo |
| Course Guide: | Jill Lunde |
| Connector: | Pat Grappolini |
| Photographer: | Patricia Harvey |
| Executive Liaison: | Geoff Battimelli |



Communications Committee Activities

Social Media/News and Advertising:

- Two articles plus photos and paid ads were published in the Comox Valley Record (Sept. and Jan.);
- Two- to- five posts per week ran on Facebook; two free listings ran in the Coffee News (five weeks in Sept. and three weeks in Jan.);

Community Outreach:

- Information tables were set up at four local Farmers' Markets;
- Four presentations were given to service clubs;

Course Guide:

- Two Course Guides were produced, Fall and Winter terms;

Connector:

- Two on-line newsletters were produced, Autumn 2025 and Winter 2026;
- Photos were taken of various events such as lectures, an information forum, various sites around the NIC campus as well as instructors and volunteers.

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Operations Report

Volunteer Support Committee Membership

Gary Priestman – Chair
Barb Smith – Gifting Coordinator
Sue Martin - Secretary
Christine Burke – Orientation Coordinator
David Martin – Data Base Coordinator
Kathy Penner – Member at Large
Leslie Langridge – Member at Large
Jim Langridge – Member at Large
David Young – Executive Liaison

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Volunteer Support Committee 2025-26 Highlights

- Coordinated the purchase and delivery of Lecturer gifts for both the Fall and Winter terms;
- Coordinated the appropriate thank-yous for each Course Leader;
- Prepared and offered two Orientation sessions;
- Developed and distributed the first ever Volunteer Satisfaction Survey;
- Hosted over 60 CVEC volunteers at the annual Volunteer Appreciation Luncheon.



Operations Report

Member Support Committee Membership

Chair: Beth Regehr

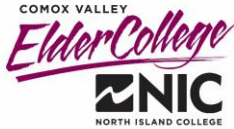
Members: Marj Adams, Gillian Andrews, Karen Blank, Tom Gooden, Joyce Gordon, Kathy Ihde, Janess Iverson, Anne Massey, Pat Peden, Heather Pitman, Sarah Savage.

Retiring: Rita Timberley, Beth Regehr.



Member Support Committee Activities

- All of the activities of the MSC undertaken in the past year have gone without a hitch. Whether at Saturday morning lectures, Registration Days, the Volunteer Appreciation lunch, or the AGM, MSC volunteers have contributed to providing a welcoming and helpful atmosphere to CVEC members.
- A new challenge for the MSC this Winter term was how to manage access for walk-in patrons for the sold-out Saturday lectures. However, everyone affected was co-operative and patient. The system created by the CVEC volunteers involved has worked out well from the MSC’s perspective. We are especially grateful for the input from members of the Curriculum Committee and IT Support Group, particularly Terry Hooper, Roger Taylor, Gerald Wendland, and Larry Bambrick.



IT Support Group Activities

IT Coordinator: John Black

Members: Brad Champagne, Roger Taylor, Terry Hooper, Frank Blues.

2025-26 Activities:

- Investigating the feasibility of an automated procedure for creating and updating a backup of the committee workspaces and/or archive of historical materials;
- Working with NIC personnel to ensure the successful installation and operation of two assisted hearing systems in the Stan Hagen Theatre;
- Creating the Volunteer Survey questionnaire, and proposing an upgrade to a Microsoft Home Personal account to avoid restrictions on the use of the related survey application;
- Maintaining the provision of access to workspace folders, as determined by committees, and communicating successive configurations to committee chairs on request.



Operations Report

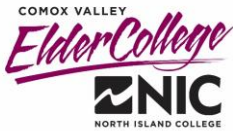
Governance Documentation Working Group

Created during 2024-5, to take on some of the responsibilities of the former Operations Support Group:

- An element of the Executive Committee;
- To be chaired by the Past-Chair of the Executive Committee;
- To coordinate a review and update of the CVEC Governance Manual each year.

2025-26 Members: John North, Beth Regehr

Task: Comprehensive review and update of the Governance Manual



The 2025-2028 Strategic Plan

Pam Munroe

The Strategic Planning Working Group

Members 2025-26:

Geoff Battimelli; Sheila Borman; Martha Gerow; Terry Hooper;
Liz Morris; Pam Munroe (Chair)

A fresh Strategic Plan is developed every 3 -5 years, to guide CVEC Executive and Standing Committees.

The 2025-2028 CVEC Strategic Plan is now available on the NIC website.



Strategic Plan Recommendations

1. Continue an excellent working relationship with North Island College;
2. Establish a process to ensure that quality instruction of diverse courses is delivered;
3. Address the difficulty of recruiting and retaining members and volunteers;
4. Widen the channels of outreach to newcomers and community at large;
5. Engage other Elder Colleges to provide a greater variety of course offerings;
6. Expand the social aspects of taking courses.

The Critical Success Factors and Key Performance Indicators derived from these recommendations are part of the work of each Standing Committee and the Executive.

A review in October 2025 indicated that progress is being made in all areas.

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Operations Report

Concluding Remarks

- A significant change in the Memorandum of Understanding for 2026-27; signed April 29; effective September 1/26-August 31/27
- Required to reimburse \$50,000 from our revenues each term, as well as operating costs for room usage; an increase of +/-100% over this past year. In addition, NIC requires us to use MS Teams and will no longer support the use of Zoom for our digital courses. We also cannot run off-campus courses, thus reducing our income
- To try to meet the requirements, we have to raise our membership fee from \$20 to \$25 and the cost of our courses and lectures will rise 50%
- The future of our 27-year partnership is in question and we are exploring alternate solutions

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COMOX VALLEY
Elder College
NIC
NORTH ISLAND COLLEGE

AGENDA

- Introductions
- Minutes of previous AGM, on May 10th 2025
- Annual Report of Operations
- **Financial Report & 2026-2027 Budget**
- Proposed Amendments to the By-Laws
- *In Memoriam*
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COMOX VALLEY
Elder College
NIC
NORTH ISLAND COLLEGE

Financial Report

Liz Morris
Finance Officer

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Financial Statement Year Ending March 31, 2026

	Year Ending Mar. 31, 2026	Budget
REVENUE		
Tuition Fees	\$ 85,426.60	\$ 64,500.00
Membership Fees	21,960.00	20,000.00
Membership Fee Waivers	-2,205.00	
Total Revenue	\$105,181.60	\$ 84,500.00
EXPENSES		
Tuition Fee Expense	\$ 54,362.39	\$ 41,925.00
Membership Fee Expense	14,274.00	13,000.00
Volunteer Support Committee*	16,238.10*	14,100.00
Curriculum Committee	1,454.04	1,500.00
Communications Committee	5,343.22	7,000.00
Member Support Committee	2,701.80	3,000.00
Lecture Series	3,450.76	4,500.00
Executive Committee & IT	1,137.96	3,700.00
2024/2025 Overcharge Correction	-658.34	
Total Expenses	\$ 98,303.93	\$ 88,725.00
REVENUE LESS EXPENSES	\$ 6,877.67	\$ -4,225.00

*Includes 2024-2025 \$3,500 NICF donation not posted until 2025-2026
Not Included in this Financial Statement "Carried Forward" surplus of \$61,059.14



Budget for the Fiscal Year ending March 2027: Liz Morris

REVENUE	
Carried Forward Surplus Funds	\$ 41,316.60 (from existing CF Surplus)
Tuition Fees	85,783.40
Membership Fees	<u>25,740.00</u>
Total Revenue	\$162,840.00
EXPENSES	
NIC Revenue Transfer	\$100,000.00
Room Usage Charges	30,000.00
Volunteer Support Committee	6,500.00
Curriculum Committee	1,000.00
Communications Committee	6,000.00
Member Support Committee	3,340.00
Lecture Series	4,500.00
Executive Committee & IT	<u>1,500.00</u>
Total Expenses	\$152,840.00
REVENUE LESS EXPENSES	Nil



Finance Officer's Comments

- In 2025/26, revenues increased to \$105,181.60, from \$89,890.10 in 2024/2025 (i.e. 21% year-over- year).
- On our behalf, the NIC Foundation offered four Bursaries of \$3,375 each for the 2025/26 year: CVEC 20th Anniversary Bursary, CVEC 25th Anniversary Bursary, CVEC Betty Emery Founders Bursary, CVEC Elizabeth Smith Founders Bursary;
- We donated \$7,360 to the NIC Foundation Emergency Fund, in lieu of gifts to our Course Leaders. This donation likely will not be possible in 2026/27;
- For 2026/27 the revenue transfer to NIC will increase from 65% of gross revenues, (\$68,636.39 in 2025/2026) to a flat amount of \$100,000. In addition we will pay NIC Room Usage fees estimated at \$20,000 to \$30,000;
- A significant draw on the surplus built up over the years, estimated at \$41,317, will be required to meet the requirements of the 2026/27 MoU.

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Proposed Amendments to the ByLaws (1)

ByLaw #3: Standing Committee Membership and Tenure Guidelines

- a) Standing Committee Chairs/Co-Chairs or Vice Chairs are appointed from the Standing Committee or directly (e.g; as a result of a recruitment campaign) and shall serve for an initial two-year term subject to renewal for up to two additional years ~~to a maximum of four years~~ **or longer at the request of the Executive.** Wherever possible, the terms of these positions should overlap to avoid a leadership void situation and to promote continuity. Immediate past holders of these positions should, where possible, be available as a resource to incumbents.
- b) A Committee Chair/Co-Chair may serve ~~for an additional year as Past Chair/Co-Chair of the Committee or until such time as there is a Past Chair/Co-Chair to replace them. Thereafter, they are required to take a one-year break before serving further on that committee as Chair/Co-Chair in another capacity on the committee for at least one year before serving again as Chair/Co-Chair.~~
- c) As a guideline, other voting members of Standing Committees are appointed by the Committee Chair/Co-Chair for one year initially, renewable annually.
- d) The Committee Chair/Co-Chair are responsible for maintaining records pertaining to the members and for managing their committee and volunteers and shall notify the Executive




Proposed Amendments to the ByLaws (2)

- e) The Volunteer Support Committee will support all Standing Committees with the recruitment of committee members. In circumstances where all reasonable efforts to recruit a replacement should fail, exemptions to the temporary tenure guidelines may be granted by the Executive Committee.
- f) Members shall serve on only one Standing Committee at any given time in order to ensure there are no conflicts in dealing with issues and to limit the potential of members becoming overcommitted.

ByLaw #8: CVEC Course and Membership Fees and Refunds

- (a) CVEC course and membership fees shall be set by the Executive Committee, in consultation with both the CVEC Finance Officer and the Curriculum Committee.
- (b) Membership fees are not refundable.
- (c) On behalf of CVEC, ~~NIC will return the course fee to a CVEC member who drops a course, single lecture within the Lecture Series, the full Lecture Series, or the special one-time only lecture, from the time of registration up to seven calendar days before the start date of the~~



Proposed Amendments to the ByLaws (3)

course, the first lecture in the Lecture Series, or the special lecture. **NIC will not return the course fee to a CVEC member who drops a course, single lecture within the Lecture Series, the full Lecture Series, or the special one-time-only lecture, unless for medical-related reasons.**

(d) ~~CVEC members who drop a course or Lecture with less than seven calendar days to the start of the course, the first lecture in the Lecture Series, or special lecture, will not receive a refund.~~


(e) If a course is cancelled because of the closure of the campus by NIC for reasons beyond their control (e.g.: weather; threat to public health/safety), fees for any course or Lecture Series already begun shall not be refunded. In these circumstances, every effort will be made by NIC and CVEC to reschedule the class or lecture. For courses not yet started **or in case of Course Leader illness**, NIC will offer reimbursement on behalf of CVEC.

(f) ~~In the case of the cancellation of a short course or a one-time-only special lecture outside the Lecture Series, a refund will be processed by NIC on behalf of CVEC if the course has not already started.~~

(g) In other extraordinary circumstances, requests from a member for a refund of a course fee maybe considered only if recommended by the Chair of CC and approved by the **Manager of Continuing Education.**

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Proposed Amendments to the ByLaws (4)

DISCUSSION?

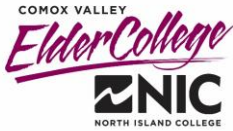
Moved by:

Seconded by:

VOTING: *Those ABSTAINING or AGAINST the Motion, please raise your hand when indicated by the Chair.*

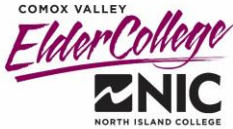
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In Memoriam

A moment of silence for our Founder, Betty Emery, and other Volunteers and Members whose deaths occurred during the year.

..... each of them made a difference !



1999
CVEC
Opening



2017



2020
20th
Anniversary



***Recognition of Members Retiring from
the Executive***

Geoff Battimelli
Beth Regehr

Thank you, for sharing your skills and giving your time !



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Nomination of Officers for the 2026-27 year

John North

Chair:	Sheila Borman
Vice Chair:	Jane Sterk
Members at Large:	Pam Munroe Dave Young



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Questions / Comments

Please put your hand up or write your questions or comments in the Zoom "Chat" feature

Volunteers needed !!!!

Lots of different jobs - to suit everyone

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26th Annual General Meeting

Meeting Adjourned

Thank you for your time

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