

Comox Valley ElderCollege
Minutes of the Twenty-Sixth Annual General Meeting
NIC Stan Hagen Theatre and online via Zoom
Saturday May 10, 2025

Members on Zoom could connect from 9.45 a.m.

CALL TO ORDER:

John North introduced himself as Chair and called the 26th CVEC Annual General Meeting to order at 10:00 a.m. He welcomed everyone who was attending in person and those attending via Zoom and thanked Roger Taylor and Terry Hooper for their technical expertise in making this “Hybrid”/”Simulcast” event possible.

A **Quorum** was established and it was noted that a majority vote of those in attendance is required for conducting business at the Annual General Meeting. The voting process was explained to those on Zoom and those present in the Theatre. Those on Zoom who had questions could use the Chat button. 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:

John North introduced the current members of the 2024-2025 CVEC Executive team who are mostly here today:

Elected Officials

Chair: John North

Vice Chair: Sheila Borman

Members-at-Large: David Clark and Geoff Battimelli

Past Chair: Don Axtell

Standing Committees Chairs and Co-Chairs

Curriculum Committee: Jane Sterk

Volunteer Support Committee: Gary Priestman

Member Support Committee: Beth Regehr

Communications Committee: Solweig Williams

Finance Officer: Liz Morris

Co-Secretaries: Jackie Greening & Mary Gray

He also stated ElderCollege works very closely with the NIC Continuing Education Department, effectively being a programme within Continuing Education. We have a new NIC Liaison Officer, Sherryl Eagle, who is very competent and organized.

2. MINUTES OF THE 2024 AGM:

MOTION: That the minutes of the Comox Valley ElderCollege Annual General Meeting of May 11, 2024 be approved, as circulated. **M/S Ian McIntyre/Mary Gray.** None opposed.
CARRIED

3. ANNUAL REPORT:

John North stated ElderCollege had another good year. Membership is down slightly but registration is up. A number of Course Surveys were sent out and all responses were extremely positive. There has been a significant change in the structure of ElderCollege: The Operations Support Committee has been disbanded and because of that quite a few changes are needed in the governance documentation since the committee was mentioned in many places. These changes will be covered later.

John North also reviewed the powerpoint presentation on the Standing Committees, their roles and achievements. A copy of the Report is attached at the end of these Minutes. John also highlighted that the course leaders are volunteers who do not get paid. In the past they have received gift certificates as a small thank you but gift certificates are no longer compliant with CRA guidelines and NIC policies. The course leaders are still thanked at the end of their classes and the amount that would have been spent on gift certificates has been contributed, in the name of the course leaders, to the NIC Emergency Fund set up for students in need of short term emergency funds in order to stay in College. This last year the amount contributed was \$6,700.

With the disbanding of the Operations Support Committee, a new group called the Governance Documentation Working Group has been tasked to update the Governance Manual. This past year John North and Beth Regehr worked hard with the Standing Committees to bring the documentation up to date. The Group will continue to work under the Past Chair to continue updating the documentation as required.

John North introduced Sheila Borman, who co-ordinated the New Strategic Plan which goes through to 2028. She explained the process and the Plan is shown on the Annual Report attached at the end of these minutes. It is also posted on the ElderCollege page of the NIC website.

A new Memorandum of Understanding was signed in October between ElderCollege and NIC. NIC is pleased to continue offering Eldercollege through its Continuing Education Department. NIC will be celebrating its 50th Anniversary this Fall.

4. FINANCIAL REPORT:

Liz Morris, the Finance Officer, prepared a 2024-2025 Financial Statement and a Budget for the fiscal year ending March 2026. John North highlighted some of the points.

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

5. PROPOSED AMENDMENTS TO THE ARTICLES OF GOVERNANCE:

PROPOSED AMENDMENTS TO CVEC ARTICLES OF GOVERNANCE. May 2025

Yellow highlight indicates revised or additional wording
Grey highlight indicates deleted wording

ARTICLES OF GOVERNANCE

1. Name

Comox Valley ElderCollege (CVEC) UNCHANGED

2. Mission, Vision and Values Statements

Mission:

Enhancing the quality of life for older adults in our community by offering affordable opportunities for continued learning. . . . UNCHANGED

Vision:

That CVEC is seen as a leader in providing programs that inspire and enable older adults in our community to continue learning and sharing their knowledge and skills. . . . UNCHANGED

Values: (THE VALUES STATEMENTS HAVE BEEN ADDED)

- High ethical standards
- Volunteer-driven, in terms of management and delivery
- Self-funded operation
- Delivery of high quality, enriching instruction in all areas
- Responsive to member needs and interests
- Inclusive (open to all, across our community and demographic)
- Collaborative – across all areas of CVEC and within NIC.

3.CVEC and North Island College (NIC) Relationship

This relationship extends from the current (DATE REMOVED Memorandum of Understanding (MOU) between CVEC and NIC, and is described therein. See Appendix A.

4.Membership . . Open to anyone aged 50 or over. (PREVIOUSLY “aged 55 or over.”)

5. Executive Committee Officers. . . UNCHANGED

6.Amendments to the Articles of Governance

Amendments to the Articles of Governance may only be made (PREVIOUSLY: “shall be amended”) at an Annual or Special General Meeting. A majority vote of attending members is required for adoption of an amendment. It is mandatory to give 14 days’ notice to the general membership for a proposed amendment to the Articles of Governance.

MOTION: That the Values Statements be added to Article 2 of the Articles of Governance.

M/S: John Sterk/Sheila Borman None opposed **CARRIED**

MOTION: That the age in Article 4 of the Articles of governance be changed from 55 to 50.

M/S: Geoff Battimelli/Solweig Williams None opposed **CARRIED**

MOTION: That the small changes proposed to Articles 3 and 6 of the Articles of Governance be approved. **M/S:** Jan Harding/Mary Gray None opposed **CARRIED**

5. PROPOSED AMENDMENTS TO CVEC BYLAWS:

PROPOSED AMENDMENTS TO CVEC BYLAWS. May 2025

Yellow highlight indicates revised or additional wording

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BYLAWS

1. The Executive Committee

- a) The Executive Committee is responsible for the governance of the CVEC within the context of the CVEC Mission, **Vision and Values** Statements, Code of Conduct (**Policy 3.7.1**), and **Executive Committee Expectations (Part Four, Section 4.1)**. **(DETAILS ADDED)** In particular, the Executive Committee shall be responsible for all decisions arising from recommendations of its Standing Committees and special Working Groups, maintaining appropriate links with the senior leadership team of NIC, the Comox Valley community, and other institutions for learning in retirement, and for supporting the Standing Committee Chairs/Co-Chairs in the management of their committees.
- b) UNCHANGED
- c) UNCHANGED
- d) The Executive, with the exception of the Past Chair, will be elected at the Annual General Meeting (AGM) for an initial one-year term **in a specific role (WORDS ADDED)** . At the option of the individual so elected, and with the consent of the Executive Committee, any of them may stand for re-election at the AGM to serve a second one-year term.
- e) UNCHANGED
- f) UNCHANGED.
- g) UNCHANGED
- h) UNCHANGED.
- i) UNCHANGED.
- j) The Executive Committee may from time to time appoint non-voting members to serve as members of special **Working Groups** **(PREVIOUSLY: "special committees")**, resources, or project leads (e.g., Recording Secretary; Correspondence Secretary; Researcher; Historian). These shall serve solely at the discretion of the Executive Committee and report on identified issues as requested by the Executive Committee.

- k) . . . UNCHANGED
- l) . . . UNCHANGED

2. Standing Committees

- a) . . . UNCHANGED
- b) . . . UNCHANGED.
- c) **The Roles and Responsibilities** of each Standing Committee and **special Working Group** shall be **approved and monitored by the Executive Committee**. (PREVIOUSLY: *"The Terms of Reference for each Standing Committee and Special Committee shall be drafted and/or amended in consultation with the Operations Support Committee Chair for approval and monitoring by the Executive Committee."*)
- d) Committee policies and procedures shall be in accordance with the CVEC Governance Manual. ~~DELETED: "and shall be available to the general membership"~~
- e) UNCHANGED
- f) UNCHANGED

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. **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.** (WORDS ADDED)
~~DELETED: b) Chair/Co-Chairs shall, following their affirmation by the elected Executive, affirm each member of their committee.~~
- b) UNCHANGED
- c) As a guideline, other voting members of Standing Committees are appointed by the Committee Chair/Co-Chair for one year initially, renewable annually. ~~DELETED: to a maximum of four years~~
- d) UNCHANGED.
- e) UNCHANGED
- f) UNCHANGED.

4. General Membership

- a) UNCHANGED
- b) UNCHANGED
- c) The annual membership period shall be from September 1st to August 31st. **Registration for annual membership opens on May 1st for the upcoming academic year.** (WORDS ADDED)

5. General Meetings UNCHANGED

6. Elections of Executive Officers UNCHANGED

7. Conduct of Meetings and Quorums

- a) UNCHANGED.

b. Quorum Policy. . . . UNCHANGED

c. Executive Committee Quorum. . . . UNCHANGED

d. AGM and Standing Committee Quorum

The quorum for the Annual General Meeting and Special Meetings will be 2% of the current membership of CVEC. (PREVIOUSLY: "the majority of those ElderCollege members present") The quorum for ElderCollege Standing Committee meetings will DELETED also be a majority of the Committee (WORD ADDED) members.

8. CVEC Course and Membership Fees and Refunds UNCHANGED

9. Registration

Registration in all CVEC courses, including a Lecture Series, is restricted to current members of CVEC.

- a) Registrations are non-transferable and members unable to attend a particular session or lecture may not transfer their place to any other person.
- b) Members who did not register for a Lecture Series may attend a Lecture, if seating is available, subject to cash payment of the required fee at the door. Admission in these circumstances shall be on a first come, first served basis.
- c) Non-member guests will be accommodated in a lecture only if there is sufficient space and a member in good standing accompanies them. (WORDS ADDED)
- d) Admittance to a Lecture may also be granted to guests of the lecturer, as arranged with the lecture coordinator.
- e) The Chair may, on an exception basis, authorize additional Lecture attendees.

10. Amendments to the Bylaws UNCHANGED

John North reviewed the proposed changes to the Bylaws and opened the floor for discussion. Several people were confused with the proposed added wording for Bylaw 4c). After discussion it was agreed the words added to 4c) should read "The annual membership may be purchased at any time after May 1st for the upcoming academic year."

MOTION: That the proposed addition to 4c) should read "The annual membership may be purchased at any time after May 1st for the upcoming academic year." All the additions (including the amended 4c) and deletions proposed to the CVEC Bylaws be approved. **M/S:** Ian McIntyre/Don Axtell None opposed. **CARRIED**

6. IN MEMORIAM: John North stated that, sadly, we had recently lost Betty Emery, one of the Founders of the CV ElderCollege. Our other Founder was Elizabeth Smith who passed away a few years ago. A moment's silence was observed to remember, with gratitude, the contributions of all ElderCollege Volunteers and Members whose deaths occurred during the year. 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 year.

7. RECOGNITION OF RETIRING EXECUTIVE MEMBERS

John North thanked Don Axtell and David Clark, who are retiring from the Executive this year, for all the time, effort, energy and skills they've provided to maintain and strengthen the success of ElderCollege. .

10. NOMINATIONS FOR 2025-2026:

Don Axtell, Chair of the Nominating 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 – Pam Munroe

Members at Large – Geoff Battimelli and Dave Young

Since no other nominations were received by the deadline of May 2nd, he declared the Slate of Officers elected by acclamation. John North, the current Chair, will move into the position of Past Chair.

10. QUESTIONS/ CONCERNS:

One person asked whether the NIC Continuing Education & Training's move to the St. Joe's Campus has caused any problems. John North stated that there is more room for them and they are no longer in a trailer. There is also space for CVEC to hold our meetings there.

Another person wondered who the membership waivers were for. All the course leaders receive free membership for the year in which they provide a course.


Another person asked if there was any provision for those who have hardship in paying for the courses. There has been discussion in the past and it has always been left as an issue to be raised on a one by one basis rather than establishing a general policy.

If you or any friends of yours would like to volunteer, we would be very happy to talk to you about what opportunities are available.

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 volunteers.

MOTION: John Sterk moved that the meeting be adjourned. The meeting adjourned at 11.05 a.m.

Jackie Greening (recorder) For information there were 28 people in attendance at the Theatre and 1 person on Zoom.



Operations
Report

2024-25 was another good year for ElderCollege, although our Membership was down just a little to 951 (about 7.5% down);

- 125 courses, including both “in person” and online courses; 1419 registrations for courses in the Fall and 1368 for the Winter term;
- 12 Saturday lectures - each Lecture had over 120 attendees;

Course Surveys (53% response rate):

- “How satisfied were you with this course?”
Average rating 4.74. Median: 5 (out of 5).
- “Would you recommend this course to a friend?”
Yes (unqualified): 93%. No: 2%.

A significant change:

- OSC gone – therefore many changes needed to Governance Manual and a Governance Documentation Working Group established

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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; Al Tippet; Judy Village; Gerald Wendland.

Executive Liaison: Geoff Battimelli

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Curriculum Committee Activities

- Organized 63 Courses for Fall 2024 and 62 during Winter 2025. 104 “On Campus”, 10 “Off Campus” and 11 via Zoom;
- Delivered two series of 6 Lectures, both in the Theatre and via Zoom: **Island Life 1** (Fall) & **2** (Winter). Initiated a Zoom-only option for the winter program;
- Shared some Course Leaders with Mid-Island Elder College (MIEC).
- Worked with the NIC Liaison 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.

ALL Standing Committees - Updating Committee Handbooks & the Committee sections of the Governance Manual.

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Operations Report

Communications Committee Membership

Solweig Williams:	<i><u>Chair</u></i>
Jim Peacock:	<i>Photographer</i>
Jill Lunde:	<i>Course Guide</i>
Elaine Graham:	<i>Secretary</i>
Pat Grappolini:	<i>Connector</i>
Barbara Bruederlin:	<i>Writer: Newspaper, Facebook, Social Media</i>
Frank Lo:	<i>Community Outreach</i>
David Clark:	<i>Executive Liaison</i>

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Communications Committee Activities

- A 12-page printed **Course Guide** has been distributed throughout the Comox Valley each term. It is also posted on the website;
- Advertisements, pictures and articles have been regularly submitted each term to the **Record** - plus weekly postings on **Facebook**;
- The digital **Connector** is now published twice-yearly, in early September and early January, just before the beginning of each term. Back issues are available on the CVEC website.
- Booths at many community functions such as the **Farmers Market**, the **Wellness Expo** at the end of April - and at the **July 1** Festivities:
- The **Speakers' Bureau** was not active for much of the year as we lost our coordinator. . . . Many thanks to **Judi MacGillivray** for organizing so many speaking events in the last few years that there were very few requests this year !
- Fortunately, **Frank Lo** has volunteered to take over this position.

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Operations Report

Volunteer Support Committee Membership

Chair: Gary Priestman

Sue Martin - *Recording Secretary*

Barb Smith - *Gifting Coordinator*

Kathy Penner – *Event Coordinator*

Christine Burke – *Orientation Coordinator*

Geoff Battimelli - *Executive Liaison*

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Volunteer Support Committee Activities

- Actively recruited potential volunteers at both the Fall & Winter **Course Information Forums**;
- Offered a **CVEC Orientation** session in January;
- Purchased “Thank You” gifts for the Fall & Winter Lecture Presenters;
- Organized course participants to present Course Leaders with “Thank You” cards;
- Helped develop a new Volunteer Satisfaction survey;
- Hosted the **Volunteer Appreciation Luncheon** at the Filberg Centre on April 30th .

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Operations Report

Member Support Committee Membership

Chair: Beth Regehr

Members: Marj Adams; Gillian Andrews, Karen Blank, Tom Gooden, Joyce Gordon, Kathy Ihde, Anne Massey, Pat Peden, Heather Pitman, Rita Timberley.

Retired: Dee McDonald, Linda Leslie

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Member Support Committee

Activities

- Distributed printed **Course Guides** throughout the Comox Valley before the Fall & Winter registrations;
- Greeted and checked in Members, provided refreshments and theatre Monitors for both the Fall & Winter Lecture series and theatre Monitors for the AGM;
- Provided floral centre-pieces for the **Volunteer Appreciation Luncheon**;
- Identified safety issues in the Stan Hagan Theatre. Established a routine safety review prior to each CVEC event in the Theatre and worked with the NIC Liaison & NIC Facilities on safety-related improvements.
- Developed new procedure for securing cash receipts at the Lecture series;
- Prepared Registration Debrief Reports for the Fall & Winter sessions and conducted a post-registration survey.

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IT Support Group

Operations Report


Created during 2022-3, to help ElderCollege volunteers make use of essential digital tools:

- An element of the Executive Committee;
- Chaired by the IT Coordinator and reporting to the Vice-Chair of the Executive Committee;
- Manages the CVEC IT data repository facilities such as the OneDrive Archive & committee Workspaces, including access control & passwords;
- Supports and trains CVEC Committee volunteers in the use of CVEC IT resources such as OneDrive and Zoom;
- Ensures compliance with NIC Policy #3.1.17: *Security of Access to Digital Accounts and Assets*;
- Periodically reviews CVEC Policies, Standards and Procedures related to digital accounts, archiving and workspaces.

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Operations
Report

IT Support Group
Activities

IT Coordinator: John Black

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


2024-5 Activities:

- Revision of the File-naming Standard for Workspace Files;
- Automated Conversion of Filenames to the new Standard;
- Routine Monitoring and Maintenance of Systems (e.g. password renewal; payment method updates; responses to enquiries; support for Course Leaders and the Lecture series).
- Enhancement of the AV System in the Stan Hagen Theatre
purchase of new equipment, identification of appropriate storage and revision of instructional material;

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Operations
Report

Governance Documentation Working Group

Created during 2024-5, to take on some of the responsibilities of the 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 by March each year;

2024-5:

Members: Beth Regehr, John North.

Task: Comprehensive review and update of the Governance Manual.

Working with each Standing Committee on their sections of the documentation

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The 2025-2028 Strategic Plan

Sheila Borman

The Strategic Planning Working Group (SPWG):

Craig Bassett; Geoff Battimelli; Sheila Borman (*Chair*); Martha Gerow; Mary Gray; Terry Hooper; Norm Mathew; Liz Morris

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

Starting in September 2024, the Working Group:

- Analysed the feedback and suggestions from CVEC Members and from Committee Volunteers;
- Reviewed current CVEC Strengths and Weaknesses and considered potential changes in circumstances;

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Strategic Recommendations

1. Continue the excellent working relationship with NIC at all levels;
2. Establish a process to ensure that quality instruction of plentiful, diverse courses is delivered;
3. Address the difficulty of recruiting and retaining members and volunteers to support a viable succession plan;
4. Widen the channels of outreach to newcomers and the community at large;
5. Engage other Elder Colleges to provide a greater variety of course offerings, both in-person and online;
6. Expand the social aspects of taking courses.

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

If the old Strategic Plan appears – simply refresh your browser using: CTRL + F5

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NIC
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Financial Report

Liz Morris
Finance Officer

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NIC
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2024-2025 Financial Statement

Liz Morris

	Year ended Mar 31, 25	Budget
REVENUE		
Tuition Fees	69,444.10	64,500.00
Membership Fees	19,020.00	20,000.00
Membership Fee Waivers	-1,574.00	
Other Income		
Total Revenue	86,890.10	84,500.00
EXPENSES		
Tuition Fees Expense	35,064.16	32,250.00
Membership Fees Expense	9,510.00	10,000.00
Volunteer Support Committee	7,658.28	14,100.00
Curriculum Committee	519.71	1,700.00
Operations Support Committee	461.28	400.00
Communications Committee	6,275.87	4,500.00
Member Support Committee	2,376.79	2,200.00
Lecture Series	4,211.46	4,000.00
Executive Committee	1,734.81	3,300.00
CVEC Donation to NIC Foundation**	35,000.00	
NIC Posting error	658.34	
Total Expenses	103,470.70	72,450.00
Revenue Less Expenses	-16,580.60	12,050.00

** Donation initiated in 2023-4 year.

NOTE :
Not included in this Financial Statement is a "Carry Forward" surplus of \$77,639.74

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REVENUE		
	Tuition Fees	\$ 64,500
	Membership Fees	<u>20,000</u>
	Total Revenue	\$ 84,500
EXPENSES		
	Tuition Fees Expense	\$ 32,250
	Membership Fees Expense	10,000
	Volunteer Support Committee	14,100
	Curriculum Committee	1,500
	Communications Committee	7,000
	Member Support Committee	3,000
	Lecture Series	4,500
	Executive Committee & IT	3,700
	<i>CVEC Donation –or- Major Purchase</i>	<u>8,400</u>
	Total Expenses	\$ 84,450
REVENUE LESS EXPENSES		\$ 50

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