

Comox Valley ElderCollege
Minutes of the Twenty-Third Annual General Meeting
NIC Stan Hagen Theatre and online via Zoom
Saturday May 14, 2022

1. Members on Zoom could connect from 9.45 a.m.

2. CALL TO ORDER:

Don Axtell introduced himself as Chair and called the 23rd annual CVEC Annual General Meeting to order at 10:00 a.m. He welcomed everyone who was attending in person and those attending via Zoom. He then respectfully acknowledged that Comox Valley ElderCollege operates on the unceded territory of the K'omoks First Nation.

He declared that a **Quorum was established** and a majority vote of those in attendance is required for conducting business at the Annual General Meeting. He thanked Terry Hooper and Roger Taylor for helping with the power point slides and the Zoom connection.

The voting procedure 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.

The **Agenda** was reviewed and the Chair noted that the Nominations Committee Report was moved from item 8 to item 10. **MOTION: M/S Dee McDonald/Gary Priestman** that the Agenda be accepted as modified. **CARRIED**

The Chair noted that this was an historic meeting as it was the first time ElderCollege has had an AGM with people present in the Theatre and on Zoom. He then showed a slide and explained the **Management Structure of ElderCollege** which operates through a Memorandum of Understanding on the NIC/CVEC Relationship.

3. INTRODUCTIONS:

Don Axtell introduced the members of the 21-22 CVEC Executive team who are mostly here today:

Elected Officials

Chair: Don Axtell

Vice Chair: John North

Members-at-Large: Dennis McMahon & Craig Bassett

Past Chair: Michael Syer (who passed away in January. His widow, Liz Turnbull, was present in the Theatre. Don recognized her and expressed everyone's condolences.)

Standing Committees Chairs and Co-Chairs

Curriculum Committee: Terry Hooper & Sheila Borman

Volunteer Support Committee: Gary Priestman & Ilona Horgen

Member Support Committee: Dee McDonald
Communications Committee: Solweig Williams
Operations Support Committee: Dennis McMahon has been the Acting Chair for the past 6 months
Finance Officer: David Clark
Co-Secretaries: Jackie Greening & Mary Gray

Main NIC contacts during the year were Bob Haugen of Continuing Education, and our NIC Liaison Julian Benedict. Julian Benedict was present as a guest.

4. MINUTES OF THE 2021 AGM

MOTION: That the minutes of the Comox Valley ElderCollege Annual General Meeting May 8, 2021 be approved, as circulated. **M/S** Linda Leslie/David Clark. None opposed. **CARRIED**

5. ANNUAL REPORT

Don Axtell presented the 2021-2022 Operations Report which reviewed the work of the Executive Committee members and the five Standing Committees and their members. A copy of the Report is attached at the end of these Minutes.

6. FINANCIAL REPORT

Finance Officer, David Clark, presented a Preliminary 2021-22 Year End Financial Statement (not all the information has been received at this point). When he receives the final numbers from NIC he will provide a final Year End Statement which will appear in the Connector.

Tuition fees were less than budgeted and there were no membership fees charged this year. There is \$2,000 in membership fees to NIC in this Statement. This amount should have been transferred to NIC the previous year but wasn't, therefore that expense is in this year's Financial Statement. The Executive Committee expenses are higher this year. Both of the Founders Endowment funds were started at \$25,000 so the Executive decided to increase the 20th Anniversary Endowment Fund by \$5,000 this year to equal the other endowment funds. Also in order to set up classes on Zoom CVEC paid for 4 Zoom licences and there were also fees for domain registration.

David Clark also presented the Budget for 202-23. Tuition fees are difficult to project. If classes are held on campus in Winter 2022 a new Budget will be prepared as the attendee numbers are likely to increase. Also when the Budget was prepared about 3 months ago it was unclear if we would have membership fees or not. The decision has recently been made to reinstate membership fees and that will change the numbers somewhat. David also explained some of the assumptions behind the Budget numbers. There were no questions on the Budget.

Question: Are there any plans to continue the hybrid model of Zoom and in-person attendance for the Lecture series. The answer was that CVEC plans to have Saturday Lectures simultaneously in person and on Zoom.

MOTION: M/S: Larry Brierley/Michael Flynn that the Financial Report be accepted. **CARRIED**

David thanked NIC for their co-operation with the finances. He specifically thanked Julian Benedict, Michelle Price in Port Alberni, and Avery James at the NIC Foundation. The Chair thanked David Clark for all the work he has done in the last year as Finance Officer.

7. IN MEMORIAM: A moment's silence was observed to remember, with gratitude, the contributions of ElderCollege Volunteers and Members whose deaths occurred during the year. 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.

8. RECOGNITION OF RETIRING EXECUTIVE MEMBERS

Don Axtell thanked three volunteers retiring from the Executive this year. They are Dennis McMahon whose last position was Acting Chair of the Operations Support Committee, Roger Taylor whose last position was Co-Chair of the Curriculum Committee and Michael Bergob whose last position was Co-Chair of the Communications Committee. Volunteers like these are what keeps ElderCollege young and inspiring.

10. NOMINATIONS FOR 2022-2023:

Ilona Horgen 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. She presented the following slate of officers:

Chair – John North

Vice Chair – Craig Bassett

Members at Large – Liz Morris and Deirdre Longenecker

Since no other nominations were received by the deadline of May 2nd she declared the Slate of Officers elected by acclamation.

Don Axtell called on John North, the Chair for 2022-23. John North asked everyone to join him in congratulating Don Axtell on his extremely successful leadership over the last 2 years. Unlike many other elder colleges, we've been able to maintain a full slate of courses through these very challenging times. He also asked everyone to join him in thanking our NIC colleagues, particularly Julian Benedict, for the support given to CVEC during COVID which has required a huge amount of flexibility, adaptability and great communication. It has been extraordinary.

Looking forward we are obviously hoping the major restrictions of COVID are behind us and we can get back to on-campus classes which we have all missed. He was also very excited that CVEC was going to run hybrid events like this for the Lecture Series and we should be very grateful to our technical people, like Roger Taylor and Terry Hooper, who have done a huge amount of work to make that possible.

There are a lot of volunteers who are involved in ElderCollege and its success depends on all our volunteers, it's a huge team effort. He is looking forward to working with the whole team.

Don congratulated John North and thanked him for all his hard work and support in the last two years as Vice Chair.

10. QUESTIONS/ CONCERNS:

There were no questions from Zoom participants or those in the Theatre.

Don Axtell pointed out Phil Smith in attendance, one of the early members of ElderCollege back in 1999. He and his wife Betty were very involved in the first dream of putting this organization together. We appreciate the founders. Each year every group of volunteers are founders and dreamers. None more so than the past few years when COVID forced the Executive to look at our goals, objectives and dreams as CVEC moved to internet learning and it looked like its reach could go well beyond the Comox Valley. The decision was made to change the Mission Statement slightly to add "in our community" to it because the Executive thought that its job and the dream was based on the local community and wanted to keep it that way even when its reach gets broader. So, it is still the Comox Valley ElderCollege.

As there were no further questions Don Axtell stated that the business of the Annual General Meeting is concluded. He reminded everyone they had participated in an historic event, being the first hybrid meeting of the Comox Valley ElderCollege. He looked forward to seeing everyone this fall when the next semester begins.

11. ADJOURNMENT:

MOTION: Linda Leslie moved that the meeting be adjourned. The meeting adjourned at 10.55 a.m.

Jackie Greening (recorder)

For information: There were 34 people in attendance at the Theatre and 18 people online on Zoom, a total of 52 attendees in all.

2021 2022 CVEC OPERATIONS REPORT

OVERVIEW

In 1999 a small group of seniors in our community had a dream. A dream of offering learning opportunities for senior citizens. With the support of North Island College the dream became reality, an elder college for the Comox Valley. Over the next two decades Comox Valley ElderCollege evolved into a mature entity which, semi-annually, offered a menu of volunteer led courses at NIC's Comox Campus and around the Comox Valley. Then on January 25, 2020 it happened! Canada announced its first confirmed Covid case. By March 2020, part way through the Winter term, all CVEC courses were immediately canceled. It may have been serendipity that a few months earlier an Executive member, Ian McIntyre, had reported on a new internet platform called ZOOM which could be used to host online meetings and classes. So rather than going into a two year hibernation, Comox Valley ElderCollege embraced the new technology and in doing so not only maintained the dream of its founders but also ushered in a rapid evolution of its programming. The first opportunity to try out the new technology was the 2020 Annual Meeting when my predecessor as Chair the late Michael Syer welcomed the participants to our first ZOOM meeting. Michael, as Past Chair, remained a strong supporter of the ElderCollege experiment. Unfortunately he passed away on January 28, 2022. I know Michael would be pleased that today's hybrid Annual Meeting is a technological first for ElderCollege having simultaneous participation by members in person and via ZOOM!

ElderCollege's continued success and ability to evolve rests on the dedication of a great group of volunteers and volunteer course leaders. Before sharing with you reports from our Committees, I want to give you a quick example of how each committee supports the Comox Valley ElderCollege's Goal of "Enhancing the quality of life for older adults in our community by offering affordable opportunities for continued learning."

Without Gary and Ilona and the Volunteer Support Committee members, there would not have been the recruitment and orientation of new volunteers for our committees.

Without Sheila and Terry and the Curriculum Committee members finding and training inspired individuals, there would have been no course leaders.

Without course leaders prepared to learn a new medium of instruction there would have been no courses.

Without Solweig and the Communications Committee publicizing ElderCollege there would have been no members signing up for courses.

Without Dee and the Membership Committee, Michael and Dennis and the Operation Support Committee, our elected executive members and our colleagues at North Island College there would have been no organizational structure within which ElderCollege could operate.

Believe me ElderCollege is a team effort!

I would now like to provide a series of slides showing the membership and highlights of the past twelve months.

VOLUNTEER SUPPORT - MEMBERSHIP

Here are the members of the committee Note that both Gary and Ilona have served as Chair of ElderCollege, Gary has offered bridge lessons and Ilona has served as Chair of the NIC Foundation.

Gary Priestman and Ilona Horgen- Co Chairs
Sue Martin-Recording Secretary
Barb Smith-Gifting Coordinator
Kate Clark-Volunteer Acquisition and Record-Keeping
Louise Argyle-Project Resource
Louise Morrison-Project Resource
Frank Blues-Records Resource
Dennis McMahon-Executive Member at Large

VOLUNTEER SUPPORT – ACTIVITIES

The Committee serves as the doorway for those wanting to volunteer for ElderCollege.

-The committee continued to meet monthly via Zoom and outdoors, weather permitting, and more recently indoors

- Volunteer recruitment has been challenging this year without personal contact with members; however, many of the vacated standing committee positions have been filled.

- Two successful orientation seminars(Fall and Spring) were carried out using Zoom

- Appreciation gifts for course and lecture series presenters were provided by mail due to Covid restrictions. A member of each class was asked to thank the presenters on behalf of CVEC

- For the first time in 3 years, the Volunteer Appreciation Event is scheduled for the afternoon of May 18, 2022

CURRICULUM COMMITTEE - MEMBERSHIP

Curriculum is the largest ElderCollege committee. Prospective course leaders are recruited and supported by members of this Committee.

Co-Chairs- Sheila Borman & Terry Hooper

Doug Barr

Mary Gray

Elizabeth Johnson

Bonnie Luterbach

Barbara Moscovich

Virginia Philipson

Cathie Talbot

Roger Taylor

Al Tippet

Rose Webber

Gerald Wendland
Executive Liaison - Craig Bassett

Curriculum Committee – Activities

Who would have imagined ElderCollege would recover from the pandemic so quickly and be offering 85 courses and full slates of Saturday lectures during the past year!
Offered a total of 85 online courses (48 Fall and 37 Winter).
Delivered a series of 8 lectures on “The Fourth Border” (Fall) and “Food for Thought” (Winter).
Organized the Course Information Forum in an online format for the winter term.
Continued to gather data through participant, course leader and member surveys to inform our work.

Revised the committee structure to distribute the workload more evenly and updated the handbooks to reflect changing roles and responsibilities.
Established a process with Vancouver Island University to share instructors and course leaders.

COMMUNICATIONS COMMITTEE - MEMBERSHIP

Solweig and a small group of volunteers oversaw the development of the bimonthly Connector to keep our membership informed during the difficult pandemic period! It is nice to see a number of new volunteers on the Committee!

Chair: Solweig Williams

Secretary - Jim Sparling

Speakers Bureau - Jim Sparling

Photographer - Jim Peacock

Jill Lunde - Course Guide

Linda Hawk (new) - Connector

Barb Bruederlin (new) - Social Media; writer

Michael Bergob has recently resigned from the committee but we would like to thank him for his contributions this year. Thanks also goes to Diane Keeling for posting on Facebook throughout the year.

COMMUNICATIONS COMMITTEE - ACTIVITIES

A return to a printed Course Guide this winter was well received! As was the ambitious move to multiple issues of the Connector!

Course Guide: The Fall Term guide was a self formatted, on-line only version. The Winter Guide reverted to a professionally formatted and printed guide, as well as on-line on the CVEC website.

Connector: The first half of the year continued with monthly on-line newsletters, and changed to a bi-monthly version as courses flourished on-line. The Connector has upgraded formatting starting with the April/May edition, creating a more professional appearance.

Social Media: A well-developed website has been kept relevant and up-to-date. Our Facebook page has Course Guide: continued to have postings throughout the year and there are plans in place to make further use of Facebook.

Local News Publications: Submissions have been mostly to the Comox Valley Record with written articles and paid advertisements.

Speakers Bureau: COVID concerns have greatly reduced the requests for speakers, with only two presentations this year.

Photography: Opportunities for photo taking in the field were not possible again this year, with photos being limited to individual portraits of volunteers and executive members being highlighted in the Connectors.

Member Support Committee - Membership

Thanks to Dee for keeping the Member support committee together during the quiet pandemic period!

Dee McDonald - Chair

Marj Adams

Marion Aitcheson

Darien Duck

Joyce Gordon

Marilyn Hannah

Linda Leslie

Pat Peden

Heather Pitman

Valerie Best

Rita Timberley

Doug Williams

Anne Champagne

MEMBER SUPPORT COMMITTEE - OPERATIONS

We are all glad to see the volunteers of this Committee welcoming us to today's AGM. This in person human touch is a big part of the ElderCollege experience!

Members distributed the paper Course Guides throughout the Comox Valley prior to both course here today in person! It has been registrations.

Registration: CVEC class registrants were over 1100 for the Winter 2022 semester. A huge thank you to the Communications and Curriculum committees for all the last minute changes required prior to registration.

Registration debrief meetings were held in the Fall of 2021 and in the Spring of 2022.

Committee members are looking forward to more in-person events and classes in Fall 2022!

OPERATIONS SUPPORT COMMITTEE - MEMBERS

Thanks to Dennis McMahon for stepping in as Acting Chair of this newly reorganized committee.

Dennis McMahon, Acting Chair

Barb Smith, Secretary

Pam Munroe

Ann Tout

Dennis McMahon assumed the Acting Chair position of the Committee upon the death of Michael Syer

OPERATIONS SUPPORT COMMITTEE - ACTIVITIES

This committee works behind the scenes to keep our policies and bylaws up to date.

Finalized the formal roles and responsibilities for the newly formed Operations Support Committee.

Rewrote Policy in response to Executive direction to start restructuring the format and content of the Governance Manual.

Established Policy on Accommodation of Members with Disabilities.

Collaborated with committees in developing new or revised policies.

Completed a comprehensive review of Articles of Governance, Bylaws and Policies.

EXECUTIVE WORKING GROUPS

VOLUNTEER RECRUITMENT AND TRAINING WORKING GROUP

Gary Priestman, Sheila Borman and Dennis McMahon

IT WORKING GROUP

John North, Terry Hooper, Michael Syer

STRATEGIC PLANNING WORKING GROUP

John North, Chair, Craig Bassett, Dennis McMahon

Besides the five Standing Committees there were a number of activities carried out by three executive working groups. Early in the year we became alarmed at the difficulty of recruiting new volunteers to fill committee vacancies. As a result Gary Priestman headed up a Volunteer Recruitment and Training Working Group which prepared and conducted workshops on Recruiting, Training and Succession planning. I am pleased to report that in recent months there has been a healthy resurgence of volunteer interest, The Strategic Planning Working Group under the leadership of John North monitored our progress of fulfilling the goals set out in last year's three-year strategic plan. John also took on the role as Chair of the IT working Group. One major task was to develop an electronic database of important CVEC documents that have in the past been scattered in various hard copy files and personal computer files.

OUR PARTNER

During the year we continued to have a very positive relationship with **North Island College**. The President of NIC Lisa Domae has been very supportive of the ElderCollege experiment and her office has continued the close relationship that CVEC and NIC have developed over the years. We also appreciate the work of Bob Haugen and Julian Benedict, our NIC Liaison Officer. We appreciate Julian's enthusiasm, helpful assistance and support of the ElderCollege vision.

CONCLUSION

In spite of the wild ride that Covid 19 has put us through, the Comox Valley ElderCollege has given our members, course leaders and volunteers an opportunity to stay socially and intellectually involved in such an important community institution! It's been an honour to be part of the adventure!