

Comox Valley ElderCollege
Minutes of the Twenty-Fourth Annual General Meeting
NIC Stan Hagen Theatre and online via Zoom
Saturday May 13, 2023

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

2. CALL TO ORDER:

John North introduced himself as Chair and called the 24th 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. He then respectfully acknowledged that the Comox Valley ElderCollege operates on the unceded traditional territory of the K’omoks First Nation.

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.

The **Agenda** was reviewed.

3. INTRODUCTIONS:

John North introduced the members of the 2022-2023 CVEC Executive team who are mostly here today:

Elected Officials

Chair: John North

Vice Chair: Craig Bassett

Members-at-Large: Deirdre Longenecker & Liz Morris

Past Chair: Don Axtell

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 & Judi MacGillivray

Operations Support Committee: Pam Munroe

Finance Officer: David Clark

Co-Secretaries: Jackie Greening & Mary Gray

4. MINUTES OF THE 2022 AGM

MOTION: That the minutes of the Comox Valley ElderCollege Annual General Meeting May 14, 2022 be approved, as circulated. **M/S Craig Bassett/Don Axtell.** None opposed.

CARRIED

5. OPERATIONS REPORT

John North started the Report with a slide showing the Management Structure of ElderCollege and explained that about 58 people make up the elected positions ,the Standing Committees and their volunteers. He also thanked NIC for their support, specifically our NIC Liaison Julian Benedict for his extraordinary support over the past 5 years and welcomed Miriam Miller as Julian's successor.

Slides were shown of the Standing Committees, their volunteers and what they have each accomplished this year. This is ElderCollege's 24th Annual General Meeting and next year there will be a formal celebration for the 25th Anniversary.

A copy of the Report is attached at the end of these Minutes.

6. FINANCIAL REPORT

Finance Officer, David Clark, presented a Preliminary 2022-23 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. However, the payment of \$2,000 in membership fees to NIC is shown in this Statement. This amount should have been transferred to NIC during the previous year but wasn't, therefore that expense is shown in this year's Financial Statement. The Executive Committee expenses are higher this year. Both of the Founders Endowment funds in the NIC Foundation 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 a domain registration.

David Clark also presented the Budget for 2023-2024. The total revenue from tuition fees is difficult to project. If classes are held on campus 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.

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

John North thanked five volunteers 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. They are Ilona Horgen, Terry Hooper, Deirdre Longenecker, Judi MacGillivray and David Clark.

10. NOMINATIONS FOR 2023-2024:

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 – John North

Vice Chair – Craig Bassett

Members at Large – Liz Morris and David Clark

Since no other nominations were received by the deadline of May 1st, he declared the Slate of Officers elected by acclamation.

10. QUESTIONS/ CONCERNS:

A question was raised on Zoom about **numbers in the proposed Budget**. David Clark agreed that there was an error in the proposed Budget and that will be corrected.

Another question was “**How many surveys do you get back?**”. Sheila Borman, Co-Chair of the Curriculum Committee, responded that there was an 80% return rate on the surveys sent to course participants. These surveys are very helpful for future planning, and the information also goes back to the course leaders so that they know the positives and suggestions for change. For the survey that was recently sent out in April to all members, there was a 30% return rate. A survey also goes out to the course leaders and the return rate for that survey is about 50%.

11. ADJOURNMENT:

MOTION: Ian McIntyre moved that the meeting be adjourned. The meeting adjourned at 10.41 a.m.

Jackie Greening (recorder)

For information: There was a total of 31 people in attendance at the Theatre and on Zoom.

OPERATIONS REPORT FOR 2023

Thanks to the commitment and hard work of all our wonderful Volunteers, our ElderCollege has bounced back very effectively after COVID –

- Perhaps most significant is that we're back to being able to enjoy courses "In-person" and are now offering all Lectures in hybrid ("Simulcast") format;
- Our member numbers are now up to 1,000 and, once again, we're charging for Membership;
- The number of registrations for Courses and Lectures was 1,742 during Fall 2022 and 1,781 for the recent Winter 2023 semester. That's a lot of members of our community enjoying our offerings!

The Curriculum Committee was able to arrange for over 90 courses to be delivered during the year – mostly "in person", as well as 19 offered via Zoom. Some of the Course Leaders were shared with VIU ElderCollege.

The Curriculum team also assembled an extraordinary series of Lectures in the Fall, providing us with the perspectives of remarkable First Nations individuals – and then a series of lectures during the Winter semester delivered by quite exceptional British Columbian women. Our members were provided with information about the course offerings at two Course Information Fora for the Fall and the Winter sessions. Working with the Communications team, Course Guides were made available on the website as well as being printed. The Curriculum Committee also organised a number of surveys sent to our membership in order to determine how we are doing and where we might do better.

The Communications Committee also had a very busy year, producing the Course Guide, a very professionally presented Connector every couple of months and making sure that the Comox Valley community knows all about our Courses and Lectures by posting frequently on Facebook and by advertising in the local media. The Speakers' Bureau is part of the Communications team and arranges for presentations to be made to local organizations about our programs and our need for volunteers.

The Operations Support Committee has continued our ongoing process of reviewing and updating our Policies and Operating Procedures. The Committee also coordinated our new IT Support Group, which helps all the Committees take advantage of online tools for document filing and sharing and keeping us all up to date with the ever-changing world of technology!

There is no question at all that Comox Valley ElderCollege is completely dependent on the volunteers who donate so much of their time, effort and skills to make it possible for such a great range of “affordable opportunities for continued learning” to be provided for older adults in our community. The Volunteer Support Committee has taken a very active role in both encouraging members of the community to volunteer as well as helping those volunteers understand all the things that we do by canvassing Members to Volunteer during the Course Information Sessions and by organising Orientation sessions for Volunteers. The Committee also ensures that each of our Course Leaders and Speakers, who are NOT paid, receives a “Thank-you” gift and last month organised an Appreciation Lunch for our Volunteers.

The Member Support team are the “FACE” of Elder College – the volunteers in this team are the people who welcome us to Lectures and to events like this AGM.

Members of this committee have been out in the community distributing the paper Course Guides as well as providing us with refreshments at events here in the Stan Hagan Theatre and helping with the Volunteer Appreciation Event. The Committee also puts a lot of effort into assessing what went well – and what went less_well - during Course Registration for the Fall and Winter semesters. This is a very important analysis which helps ElderCollege and NIC work together to make the Registration process as easy as possible, given the constraints of the technology.

Now, most of the strategic priorities that we established for this year have been achieved, so going forward (and keeping in mind our “Mission” – *To enhance the quality of life of older adults in our community by offering affordable opportunities for continued learning*) we can see great potential for further growth.

Here’s an interesting perspective: -

The current Comox Valley population is 73,000, projected to increase to 88,500 by 2030 and to 100,000 by 2040.

Our current population is older than the average in B.C. and is expected to continue to be older over the next 10 years. The median age in the Valley is currently 50. Within 1.5Km of NIC the median age is 58.2.

So this means that there’s going to be significant increases in the numbers of people in our community who could benefit from ElderCollege’s programs, providing us with the opportunity to increase our Membership and to serve more people.

BUT, in order to achieve this, we really need to recruit more (and younger) volunteers with a particular focus on strengthening our Succession Plan for the Executive team. It is up to each and every one of us who value ElderCollege and what it can do, to seek out new volunteers who may be willing to help us continue and strengthen this wonderful tradition.

Lastly, a reminder that we’re looking forward to celebrating our 25th Anniversary next year.