

Comox Valley ElderCollege
Minutes of the Twenty-Fifth Annual General Meeting
Stan Hagen Theatre and Zoom
Saturday May 11, 2024, 10 am

Presentation by Dr Diane Naugler entitled: CVEC and NICF

Before the formal AGM Dr Naugler, Executive Director, Future Students and Community Engagement, North Island College and the Executive Director of the North Island College Foundation, greeted attendees by saying a big thank you to CVEC for twenty-five years of generous donations of funds for NIC students via the NIC Foundation.

Dr. Naugler reported that, as of May 2024, CVEC has contributed a total of \$163,197.25 through five funding entities:

The Founders Bursary Endowment Fund: Established 2015. Currently \$63,017.35 which provides two \$1,500.00 awards annually. Recipients have studied in Nursing, Practical Nursing, Social Services and other related programs.

20th Anniversary Bursary Endowment Fund: Established 2019. Currently at \$31,030.00, which provides one \$1,500.00 award annually.

CVEC Emergency Fund established 2024: Dr Naugler gave thanks in particular to the Course Leaders of this past Spring for the \$4,100.00 which is now in this fund. This will be for students who experience unforeseen financial pressures and is very welcome indeed.

25th Anniversary Bursary Endowment Fund: Established 2024. Currently \$20,000.00 with \$15,000.00 to follow this year.

The CVEC Building Fund: Currently \$30,500.00. Uses to date: Bretford AV cart, Library Resources, chairs and tables, multiple Stan Hagen upgrades (Including handrails, audio-visual, and projection upgrades)

During this past academic year there have been 850 applications to the Foundation for scholarship funds, with \$700,000.00 disbursed. 914 applications have been received for the upcoming academic year . Dr Naugler explained that needs are always greater than resources; that the NIC population is older than average; many are part-time students with families and jobs, and that many stay in the community after graduation.

The student housing building is due to be open in Fall 2025. It has 217 beds; to include twenty families. It is anticipated that some students will need supplements to pay towards rent.

Dr Naugler concluded by inviting CVEC to actively participate in next year's celebrations of the 50th anniversary of North Island College.

AGM

1. **Call to Order and Introductions:** At 10:25 am John North, Chair of CVEC, welcomed those in the Theatre and on Zoom to the 25th AGM of CVEC. He respectfully acknowledged that Comox Valley ElderCollege operates on the unceded traditional territory of the K'omoks First Nation and then confirmed that a quorum had been met, with thirty-two Members present in House and seven on Zoom. The voting process was explained: Once a Motion had been stated and seconded, John would ask for a show of hands if the Motion was opposed and then a show of hands for those individuals abstaining. If none of either, the Motion would pass. Those on Zoom were to use raised hand signals. The scrutineers were: Terry Hooper, Roger Taylor, Dee McDonald and Beth Regehr.

John introduced the current CVEC Executive Team using Powerpoint slides:

Elected Officials

Chair:	John North
Vice Chair:	Craig Bassett
Members-at-Large:	Liz Morris
Past Chair:	Don Axtell

Standing Committees Chairs & Co-Chairs

Curriculum Committee:	Jane Sterk
Volunteer Support Committee:	Gary Priestman
Member Support Committee:	Beth Regehr
Communications Committee:	Solweig Williams
Operations Support Committee:	Pam Munroe
Finance Officer:	David Clark
Co-Secretaries:	Jackie Greening & Mary Gray

2. **Minutes of the May 13, 2023, AGM:**

MOTION: That the minutes of the Comox Valley ElderCollege Annual General Meeting May 13, 2023, be approved as circulated. **M/S** Craig Bassett/Dee McDonald None opposed or abstained. **CARRIED**

3. **Annual Report:**

Overview Using a Powerpoint presentation, John briefly reviewed this fiscal year: 1,028 members; more than fifty volunteers; 126 courses; 12 Saturday morning lectures. His full writeup is attached. In summary:

The use of gift cards is no longer acceptable in financial accounting practise and the money that would have been used to buy gift cards for Course Leaders each term will instead be given to the NIC Foundation Emergency Fund.

NIC Continuing Education has moved off campus to the old St Joe's hospital building. They have offices and teaching rooms, providing the opportunity for CVEC to use one of the classrooms.

The committee reports - attached hereto - were summarised: Curriculum Committee; Operations Support - John took the opportunity to thank the IT Support Group and specifically acknowledged Roger Taylor and Terry Hooper; Volunteer Support; and Member Support.

In his concluding remarks John announced the date of the 25th Anniversary celebration: Sept 6/24 and noted that: (1) This Spring CVEC and NIC reviewed CVEC's financial model and from those discussions came the following changes, which reflect an increase in the financial contribution to NIC: Membership fees will be raised by \$10.00; Lecture fees will be raised to \$8.00; Course fees will be raised by 20%. Also, CVEC will donate \$35,000.00 to the Foundation. (2) There will be an annual review of financial and operational matters with NIC officials; this is very welcome. (3) The Memorandum of Understanding between CVEC and NIC will be updated. (4) CVEC will now start working on a new 3-5-year Strategic Plan.

4. Financial Report: David Clark, Finance Officer, reviewed the 2023-24 Financial Statement and then the 2024/2025 Budget. See below (attached). He reminded the audience that 50% of CVEC revenues go to NIC. There is a surplus showing at the end of the fiscal year. Any surplus at that time will enable CVEC to donate more funds to the NIC Foundation. David introduced Liz Morris, who will be the new Finance Officer and thanked her for her help in recent months.

5. Proposed Amendment to (g) of ByLaw 8. - CVEC Course and Membership Fees and Refunds: "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 the Curriculum Committee and approved by the NIC Director of Continuing Education and Training."

Question from the floor: Would this not delay payment, having to go to the head of Continuing Education? ***Answer by Sheila Borman, Curriculum Committee:*** This is rarely necessary because most situations are covered by the rest of the policy but when used to date it has been a quickly approved.

MOTION: To approve the proposed amendment to Bylaw 8g. **M/S** Don Axtell/David Clark
None opposed or abstained. **CARRIED**

6. IN MEMORIUM: A moment's silence was observed to remember, with gratitude, the contributions of ElderCollge Volunteers and Members whose deaths occurred in the last 12 months. Every year the Executive, on behalf of all the members, makes a \$250.00 donation to NIC Foundation on behalf of those members lost in the year.

7. Recognition of retiring Executive Members: John thanked Craig Bassett, Pam Munroe, and Dee McDonald for their service. Craig as Vice Chair; Pam as Chair of Operation Support; Dee as Chair of Member Support.

8. Nominations Committee Report:

CVEC AGM 2024 – Summary Report

39 Members attended the Comox Valley ElderCollege 25th Annual General Meeting on Saturday 11th May, including 7 attending *via* Zoom. Before the formal meeting, Dr. Diane Naugler, Executive Director of the North Island College (NIC) Foundation, presented details of the support ElderCollege has provided to NIC students over many years by establishing a number of Bursary Endowment Funds that are managed by the Foundation. A new Bursary Endowment Fund has also been established to celebrate ElderCollege's 25th Anniversary.

Recently, in honour of its Course Leaders, ElderCollege has also donated to an Emergency Fund, to help students with unexpected expenses. This fund will be maintained by similar donations after each ElderCollege teaching semester in future. Dr. Naugler warmly thanked ElderCollege and its Members for their generous support and invited ElderCollege to take an active role in NIC's 50th Anniversary celebrations next May.

At the start of the formal AGM, John North, 2023-24 Chair of the ElderCollege Executive Committee, introduced the Chairs of the Standing Committees. After the minutes of the previous AGM, held on May 13th 2023, had been approved by a vote of the members present, he presented an Annual Report of ElderCollege operations, including highlights of the detailed reports of the year's activities that each standing committee had provided.

In summary: by the end of the 2023-24 year, ElderCollege had 1028 members, nearly back to pre-COVID numbers. The five standing committees and our NIC hosts have worked together diligently to organise, support and coordinate the efforts of over 100 volunteers and unpaid course leaders. Collectively, they have made it possible to offer our members 126 courses during the year, 15 of which were *via* Zoom, as well as welcoming them to two series of 6 Lectures, both in the theatre and *via* Zoom. The promotion and marketing of ElderCollege offerings to the Comox Valley community has been an essential part of this work, requiring the creation and distribution of Course Guides, articles in the press and a bi-monthly newsletter as well as emails distributed *via* the NIC Constant-Contact system, frequent social media postings and several presentations at social and service clubs. Recognising that many elders in our community have mobility challenges, a pilot project was undertaken to enable members to attend the lecture series *via* Zoom, without leaving their seniors' residences. This was well received and may be extended to other seniors' residences in the future. Significant time and effort has been committed to ensure the quality and efficiency of ElderCollege activities, with training sessions and guidance documents, surveys and discussions. Committee members worked together to organise a Volunteer Appreciation event in April to thank all our volunteers and course leaders, which was also attended by senior members of the NIC leadership team.

In response to concerns raised by the NIC auditors about accounting procedures for gift cards, there has been an important change in the way that ElderCollege thanks its course leaders for contributing their time and knowledge: To honour and recognise their contributions, personal

gift cards have been replaced by a donation each semester to the NIC Foundation Emergency Fund.

The Chair announced that, after consultation with North Island College, a small increase in ElderCollege fees will come into effect for the 2024-25 year. Although regrettable, this is the first price increase for many years and is very modest in comparison with the increases in costs that we have all experienced recently. The ElderCollege Annual Membership will increase by \$10 (to \$20), each lecture will increase by \$2 (to \$8), and the price of courses will increase by 20%. As before, the course price calculation will be shown in the Course Guide.

David Clark, the ElderCollege Finance Officer reviewed the Financial Statement for the year ending March 31st, 2024, and presented a budget for the coming year. He noted that an operating surplus in any year insures against unexpected costs and has enabled ElderCollege to provide donations to the NIC Foundation for support of NIC students and also to contribute to occasional updates to the audiovisual equipment in the Stan Hagan theatre.

After the vote to approve a correction to one of the ElderCollege ByLaws, the Chair called for a moment of silence in memory of those ElderCollege volunteers and members who have passed away during the past year.

Past-Chair, Don Axtell, reported that only one person had been nominated for each of the elected positions in the ElderCollege leadership team for 2024-25, so there would be no need for a vote. He thanked the following individuals, who have each accepted their nominations: John North – Chair; Sheila Borman - Vice-Chair; David Clark and Geoff Battimelli – Members at Large.

On behalf of all ElderCollege members, the Chair thanked all our volunteers and Course Leaders for their commitment and hard work and reminded everyone that ElderCollege will be celebrating its 25th year of operations on September 6th, 2024.

John North,
CVEC Executive Chair 2023-24

Curriculum Year-End Report for the May 2024 AGM

Curriculum Committee – Membership

Co-Chairs: Sheila Borman & Jane Sterk

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

Member to December 2023: Martha Gerow; Rose Webber

Executive Liaison: Liz Morris

Curriculum Committee – Activities

- Offered a total of 126 courses (61 *Fall* and 65 *Winter*). There were 103 on campus, 8 off campus, and 15 online.
- Delivered two series of 6 lectures each, both in the Theatre and via Zoom: “Looking Forward: Our Changing World” (*Fall*) and “Be A Traveller, Not a Tourist” (*Winter*).
- Organized the Course Information Forum in an in-person and online format for both terms, and delivered the Course Leader Orientation following each Forum.
- Continued to gather data through Participant, Course Leader and Member surveys to inform our work.
- Updated the handbooks to reflect changing roles and responsibilities as well as new procedural information.
- Worked with Operations Support Committee to review pertinent policies in the Governance Manual.
- Liaised with Communications Committee to produce the Course Guide and with the NIC Liaison to update the website.
- Continued the process with Vancouver Island University to share Course Leaders/Instructors.
- Piloted a project with two seniors’ residences for members to join the lectures via Zoom.

Communications Year-End Report for the May 2024 AGM

2023-24 has continued to be very busy and very productive, made possible by the solid group of committee members listed below:

Solweig Williams: Chair

Judi MacGillivray: Speakers' Bureau

Jim Peacock: Photographer

Jill Lunde: Course Guide

Elaine Graham: Secretary

Linda Hawk: Connector

Barbara Bruederlin: Writer; Social Media

David Clark: Executive Liaison

*The digital **Connector** has been issued every second month to members to inform of all things pertaining to ElderCollege. The newsletter is also posted on our website. The Connector was originally published twice a year, in a simple format, to inform membership as needed. The COVID shutdown necessitated greater communication with our members and therefore the Connector was elevated to a monthly production, one with greater and greater sophistication. As things started to return to normal production was reduced to a bi-monthly schedule.

CVEC has returned to its pre-COVID success and communications are frequent in many forms. Consideration for a reduced schedule is now being contemplated as a great deal of time and energy is needed to ensure each production is of a high quality. A final decision is yet to be made.

*A 12-page printed **Course Guide** has been issued each term and distributed throughout the Comox Valley and is also posted on our website. The increase in print font size has made for easier reading.

*Advertisements, pictures, and articles have been regularly submitted each term to the Record and Recreation Guide. Several postings on Facebook are submitted on a weekly basis and the number of followers continue to increase. At present there about 550 FB followers.

*The Speakers' Bureau made five well received presentations to various organizations. It has also made arrangements with Berwick and Ocean Front Village to have Saturday lectures

streamed in to the facilities for seniors to watch. There will be no lecture fees required but each participant would need to purchase a yearly membership.

*We continue to make our presence known throughout the community as opportunities arise, such as booking a table at Farmers Market twice a year. We have committed to participating in the upcoming Seniors Expo in Cumberland in June.

Operations Support Year-End Report for the May 2024 AGM

Chair: Pam Munroe

Secretary: Barb Smith

Member: Mary Bitroff

IT Support Group Coordinator: John Black.

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

- ❖ Worked with all Committees to review and revise various Policies in the Governance Manual and to move procedural instructions to Committee Handbooks. . . . This will ease access to the Policies themselves;
- ❖ Identified the need to revise ByLaw 8(g) and liaised with NIC Continuing Education regarding the new wording;
- ❖ Recognizing the challenge of recruiting volunteers for this type of managerial work, alternative ways to reorganize the functions of the Operations Support Committee within CVEC have been considered;
- ❖ The Information Technology Support Group (ITSG) has continued to support each of the Committees in using their online workspaces to facilitate sharing and filing of their documents and records.

Volunteer Support Committee

2023-2024

Chair Gary Priestman

Past-Chair Ilona Horgen

Secretary Sue Martin

Gifting Coordinator Barb Smith

Volunteer Support Committee

Activities

- Actively recruited potential volunteers at both the Fall & Winter Public Information Forums
- Thank You gifts purchased & distributed for the Fall Course Leaders & Lecture Presenters
- Hosted a CVEC Orientation session in September
- In January negotiated and purchased new gifts for the Winter Lecture Presenters
- Helped facilitate the introduction of the new Course Leader Donation to the NIC Foundation
- April 17th hosted the Volunteer Appreciation Luncheon at the Westerly Hotel

Member Support Committee Yearend Report May 2024

Membership:

Dee McDonald - Chair

Marj Adams

Joyce Gordon

Linda Leslie

Rita Timberley

Pat Peden

Heather Pitman

Anne Massey

Kathy Ihde

Gillian Andrews - new 2024

Beth Regehr - new 2024

Thank you to Anne Champagne for her past volunteering with this committee.

Thank you to Heather Pitman and Kathy Ihde for standing in for Dee McDonald while she was away for most of the Winter Lecture series.

Activities:

- Members distributed the paper Course Guides throughout the Comox Valley prior to the Fall and Winter registration
- MSC greeted, checked in members, provided refreshments and theatre monitors for the Lecture series for both Fall and Winter and the A.G.M.
- MSC provided the table centres for the Volunteer Appreciation Luncheon
- Prepared the Registration Debrief Reports for the Fall and Winter sessions

CVEC 2023-2024 Financial Statement

REVENUE	<u>Year ended March 31, '24</u>	<u>Budget</u>
Tuition Fees	61,943.00	55,000
Membership Fees	10,280.00	10,000
Membership Fee Waivers	-1,071.00	-
Other Income	100.00	-
Total Revenue	71,252.00	65,000.00
EXPENSES		
Volunteer Support	11,531.25	10,000.00
Tuition Fees	28,982.50	27,500.00
Membership Fees	2,879.00	5,000.00
Curriculum Committee	1,127.55	1,700.00
Operations Support	0.00	400.00
Communications	6,017.85	6,800.00
Member Support	2,134.43	2,200.00
Lecture Series	1,877.41	7,200.00
Executive Committee	2,756.16	3,400.00
Total Expenses	57,306.15	64,800.00
Revenue Less Expenses	13,945.85	200.00

COMOX VALLEY ELDER COLLEGE BUDGET

for the fiscal year ending March 31, 2025

REVENUE

Tuition Fees \$ 64,500.00

Membership Fees \$ 20,000.00

Total Revenue \$ 84,500.00

EXPENSES

Volunteer Support Committee \$ 14,100.00

Tuition Fees Expense \$32,250.00

Membership Fees Expense 10,000.00

Curriculum Committee 1,700.00

Operations Support Committee 400.00

Communications Committee 4,500.00

Member Support Committee 2,200.00

Lecture Series 4,000.00

Executive Committee 3,300.00

Total Expenses \$ 72,450.00

REVENUE LESS EXPENSES \$ 12,050.00