

SENIORS COLLEGE OF PRINCE EDWARD ISLAND

November 18, 2023, Stratford Emergency Services Centre

Annual General Meeting

Attendees: Shirley Pierce, Steve Connolly, Kate Gordon, Pat MacAulay, Mary Lou Turner, Maureen Sinnott, Betty-Lynn Burdett, Diane Griffin, Valerie Robinson, Judy Rose, Tory Kennedy, Helen Bernstein, Sandy Anderson, Ruth Thorne, David Cairns, Peter Benson, Sharon Banks, Dave Cash, Monique Lafontaine, Lisa Kessler, and Brenda Campbell.

Call to Order: President Shirley Pierce called the meeting to order at 9:33 AM and welcomed all those in attendance.

Approval of Agenda: A motion M/S Diane Griffin/Valerie Robinson to approve the agenda. Carried

Minutes of December 3, 2022, AGM: A motion M/S Maureen Sinnott/Marylou Turner to approve the minutes. Carried

Business Arising: None

Presidents Report: Shirley reported that the July 1, 2022, to June 30, 2023, fiscal year was a good one, but with new challenges post COVID. Registrations were down from the previous year resulting in a challenging year financially, more to come on this in the subsequent committee reports. Hurricane Fiona was also impactful in causing course pauses and some cancelations. Shirley acknowledged that without the hard work and dedication of the Board members, its five Working Committees, and the part-time Provincial Coordinator, Seniors College would not be possible. Shirley then provided a summary of each Committees' 2022-23 work.

Programs: The Programs Committee chaired by Luanne Gallant included Maureen Sinnott, Brenda Campbell, Judy Rose, Valerie Robinson, Diane Griffin, and Tory Kennedy. Registrations for 2022-23 were down significantly from more than 500 members to 353. Approximately 130 courses were offered, with around 20%

being new course offerings, and most of them in person. A new offering, Age-Related Planning, comprising seven pre-recorded courses was finalized and available to all paid members mid-year in person, and online in future. The Programs committee worked closely with the Technology committee to add website functionality to improve course planning and budgeting. The committee also refreshed the program evaluation process.

Information Technology: The Information Technology Committee, chaired by Mary MacPherson, included Mary Lou Turner, Betty-Lynn Burdett, and Tory Kennedy. Changes made in the previous fiscal year to the online registration system worked very well at registration in September. Two new projects, Age-Related Planning, and the Course Entry Enhancement project, were initiated and successfully completed. A security vulnerability fix was tested and implemented and new funding from Community Services enabled system changes to simplify course planning and budgeting. Along with intermittent technical support, the Committee assisted in training and support to Facilitators.

Marketing: The Marketing Committee chaired by Steve Connolly, included Shirley Pierce, Mary MacPherson, Judy Rose, and Mary Lou Turner. The Committees work centered on developing and selling sponsorship packages (Gold \$10k, Silver \$5k, Bronze \$2.5k) and raising the awareness of Seniors College. Meetings were held with a variety of businesses to introduce the concept of the sponsorship packages and presentations were made to a wide variety of groups on Seniors College offerings. With the help of news stories and interviews on CBC, local radio stations, the Guardian, and social media, the Committee was able to keep members as up to date as possible.

Gary MacDougall, former editor of the Guardian, wrote two articles about the value of Seniors College. These were extremely well received when they appeared in the Guardian and were also cross listed on our social media platforms.

Finance: The Finance Committee is chaired by Treasurer, Kate Gordon and includes President, Shirley Pierce, and Secretary, Brenda Campbell. As previously reported, this year saw financial challenges due to a significant drop in

registration numbers. It is unknown the exact reasoning for the decrease; however, post Covid return of travel, the Canada Games and more local leisure activities are thought to have contributed. Our Treasurer, Kate Gordon, will present a more detailed explanation of the College's finances in her report.

Organizational Development: The Organizational Development committee managed the contract and services of Shauneen Hood in developing the Age-Related Planning course offering. Seven modules were developed, presented, and recorded for future availability on the Seniors College website by paid members. Work to refresh the strategic plan (2018-2021), commenced with the release of a survey to current and former members (survey return rate of 47% for current members; 43% for former members). Terms of reference were prepared and released for a consultant company to complete the refresh. Work included reviewing the results of the survey, environment scan, key informant interviews and a one-day workshop. The refreshed plan is currently in development and will be presented to the new Board for approval. The Policies & Practices documents were updated and approved by the Board in October.

Concluding Comments: Shirley thanked the Board for their hard work and dedication throughout another busy year. She also recognized the 25-year history of the Board, with a shout-out to founding member Olive Bryanton. Shirley also expressed her confidence that the work of Seniors College is in very good hands given the returning members as well as the slate of new candidates.

**A motion M/S Steve Connolly/Peter Benson to approve the Presidents report.
Carried**

Treasurer's Report: Kate reviewed the financial reports for the year ending June 30, 2023. She noted that the financials for the College are maintained utilizing a software package that produces a monthly Balance Sheet and Income Statement which are presented and approved at the monthly Board meetings. At year-end, Arsenault, Best, Cameron & Ellis Accountants prepare a compilation of that monthly information for final approval by the Board. For 2022/23 ABCE's compilation report balanced perfectly so no adjusting entries were required within the system.

Kate provided a brief description of the closing assets, liabilities and net assets and explained how operational and project funds are shown on the financial statements for a not-for-profit like Seniors College. She noted that in September 2022, due to the low membership enrolment previously mentioned, the accounts showed an approximate \$16k deficit. As the primary sources of Seniors College revenue are membership dues and a small yearly grant from the province, the Programs committee was asked to work with course facilitators to reduce the number of multi-session course classes (i.e., reduce eight classes to seven or three semesters to two) to meet the estimated deficit. This process reduced the deficit by \$13k and the remaining deficit was managed throughout the year to end in a small surplus at year-end. On occasion, the province tops up the grant, which really helps, but any type of growth or improvement to the Seniors College program is constrained by membership stability. Kate indicated that this constraint is one of many factors being considered during the current strategic planning process.

A question from the floor queried the breakout of expenses. Kate indicated \$6-7K per year is spent on venue rentals, course facilitators receive \$40 per session, there's the program coordinator's contract and the remainder is things like insurance, ABCE for financials compilation, PayPal, rental on storage unit, web site maintenance, printing/photocopying, and the Christmas party. The budget and expenditures are truly bare bones. Another question asked if there were any sponsor funds reflected in this budget. There were none. And a final question from the floor asked how many members are currently registered for the 2023/24 fiscal. There are currently 360, so approximately the same as 2022/23

A motion M/S Sandy Anderson/Betty-Lynn Burdett to accept Treasurer's report. Carried

Governance Report: Pat MacAulay presented the report from the Governance Committee. The Board should consist of a minimum of 9 and a maximum of 15 Directors with staggered two-year terms. The current Board has 15 members with the following Directors stepping down: Pat MacAulay, Mary Lou Turner, Luanne Gallant, and Brenda Campbell.

The following members have put their names forward for election to the board for a two-year term: Steve Connolly, Mary MacPherson, and Maureen Sinnott for another two-year term; and Sandy Anderson, Ruth Thorne, Helen Bernstein, and David Cairns as new nominees. Pat read a short bio of each of the new nominees.

and then called for further nominations from the floor. Peter Benson nominated himself from the floor, providing a summary of his extensive background. Steve Connolly supported Peter Benson’s nomination and he and the remaining individuals were declared elected by acclamation following three calls to the floor for further nominations.

The following is the list of the Board of Directors and Officers of Seniors College for the next year.

Shirley Pierce – President	Term expires November 2024
Kate Gordon – Vice President	Term expires November 2024
Sandy Anderson – Treasurer	Term expires November 2025
Betty-Lynn Burdett – Secretary	Term expires November 2024
Steve Connolly	Term expires November 2025
Mary MacPherson	Term expires November 2025
Maureen Sinnott	Term expires November 2025
Ruth Thorne	Term expires November 2025
Diane Griffin	Term expires November 2024
Valerie Robinson	Term expires November 2024
Judy Rose	Term expires November 2024
Helen Bernstein	Term expires November 2025
David Cairns	Term expires November 2025
Peter Benson	Term expires November 2025
Tory Kennedy	Provincial Coordinator Ex-Officio
Donald Moses	UPEI Librarian Ex-Officio

**A motion M/S Pat MacAulay/Sharon Banks to accept the Governance report.
Carried**

On a personal note, Pat thanked everyone for their hard work and the new members for stepping-up. She knows she's leaving Seniors College in very good hands.

By-Laws:

Pat MacAulay also reviewed the changes to the By-Laws presented and approved by the Board this Fall. In advance of reviewing the changes, Pat provided a brief history on the evolution of Seniors College from being closely tied with UPEI in the early years, to the growth and eventual evolution to a not-for-profit entity with By-Laws. The main changes to the By-Laws included: (i) specific functions performed manually in the earlier years of Seniors College that are now handled electronically; and (ii) changing references to the Centre for Life-Long Learning at UPEI, which no longer exists, to the Librarian at the University. Pat asked for a motion to approve these changes as well as the governance report.

A motion M/S Peter Benson/Steve Connolly to accept the Governance report.

Carried

Awards and Presentations: Shirley recognized the work of the retiring Board Members. Pat MacAulay, Past President has been on the Board for several years as has Marylou Turner who also acted in a variety of roles over the years. Luanne Gallant, Program Committee Chair and Brenda Campbell, Secretary, were also recognized for their two years of service.

New Business: None

Motion to adjourn by Diane Griffin at 10:24 AM.