



## Annual General Meeting

June 12, 2023

RIM Park, Room 202

1:00 p.m.

## MINUTES

### **Attendance:**

*Valerie Beckett, Doug Koegler, Sande Minke, Sylvia Ranson, Ron Rempel, Liz Ruby, Sue Simone, Phil Thomas, Kathleen Woodcock.*

*Note: a quorum of members was present.*

*Regrets: Paula Rand, Elaine Wetherup*

*Nominees: Betsy Petker, Christine Brown, Kathleen Hohner*

1. **Welcome, introductions and call to order.** Ron welcomed everyone and called the 35th TAL-KW AGM to order at 1:00 p.m. Ron introduced the Board nominees—Christine Brown, Kathleen Hohner, Betsy Petker. Board members introduced themselves.
2. **Review of the minutes of the May 17, 2022 Annual General Meeting.** Motion to approve the minutes by Valerie Beckett, seconded by Liz Ruby. Carried
3. **Motion to approve the actions of the Officers and Directors in 2022-2023** - Moved by Valerie Beckett seconded by Phil Thomas. Carried.
4. **Nominating Committee report and actions (Appendix A)**
  - a. Motion to elect Betsy Petker, Kathleen Hohner, and Christine Brown to three-year terms on the Board by Kathleen Woodcock, seconded by Doug Koegler. Carried.
  - b. Motion to confirm six board members – Valerie Beckett, Elizabeth Ruby, Sylvia Ranson, Ron Rempel, Doug Koegler, Phil Thomas - for an additional one-year term by Sande Minke, seconded by Sue Simone. Carried.
  - c. Motion to approve the Officers of the Board of Directors for 2023-2024 by Liz Ruby, seconded by Valerie Beckett. Carried.

President: Ron Rempel

Secretary: Sylvia Ranson

Treasurer: Kathleen Hohner

Registrar: Sue Simone

Program Director: Betsy Petker

### **5. Finances**

#### **a. Review engagement**

- i. Motion to receive the MAC LLP review engagement report and financial statements. (Attached as separate file). Question was raised whether endowment amounts need to be reflected in the financial statements. For clarification, we have donated endowment funds to University of Waterloo, Waterloo Laurier, Conestoga College from surplus revenues to date. Second question raised was that it would be helpful to get advice from auditors as to what would be considered a reasonable percentage for a reserve fund or otherwise, what amount or percentage is mandated by the government for a reserve fund for an organization such as ours. Further correction—Sections 1 and 3 note that we are a charitable organization, but this needs to be corrected as we are not registered as a charitable organization.

Motion to receive the MAC LLP review engagement report and financial statements by Kathleen Woodcock, seconded by Sande Minke. Motion carried. The final report and financial statements will be sent to CRA when amended accordingly.

- ii. Financial reviews going forward. See TAL-KW policy 2.b which calls for a review by a Public Accountant “every third year or whenever a change in treasurer occurs or whenever recommended by the board. In the years when a professional review is not required, subject to a unanimous resolution by all members, two individuals not currently on the Board shall perform a ‘non-professional’ internal review of TAL-KW’S financial statements.” At this time, we are not appointing a public accountant for 23/24 fiscal year.

b. **Budget for fiscal year 2023-24 (Appendix B)**

Following the April 12 board meeting, board members received via email a “final budget 2023-24” which incorporated suggestions from the meeting. Subsequently our treasurer learned of other revisions needing to be made. Hence a further revised budget.

**6. Board Reports**

- a. President (ref. Appendix C) Ron Rempel reporting. Motion to accept the President’s report by Ron Rempel, seconded by Sande Minke. Carried.
- b. Past President (ref. Appendix D) Valerie Beckett reporting. Motion to accept Past President’s report by Valerie Beckett, seconded by Phil Thomas. Carried.
- c. Treasurer (ref. Appendix E). Motion to accept Treasurer’s notes by Doug Koegler, seconded by Sue Simone. Carried
- d. Program Committee (Appendix F) Betsy Petker reporting. Motion to accept Program Committee report as amended by Sande Minke, seconded by Doug Koegler. Motion carried. Betsy expressed extreme gratitude to Elaine Wetherup for the immense amount of work she managed and was responsible for during her tenure as Program Committee Chair. Elaine is to be commended for her excellent work and leadership in this regard.
- e. Registrar (Appendix G) Liz Ruby reporting. Motion to accept Registrar’s report by Liz Ruby, seconded by Valerie Beckett. Carried.
- f. Tech Team (Appendix H) Phil Thomas reporting. Motion to accept Tech Team report by Phil Thomas, seconded by Valerie Becket. Carried.

**7. New Business** - No new business.

- 8. Adjournment of AGM.** Motion to adjourn by Liz Ruby, seconded by Sue Simone. Carried. Meeting adjourned at 2:15 p.m.



**TAL-KW**  
THIRD AGE LEARNING KITCHENER-WATERLOO

**ANNUAL GENERAL MEETING  
ZOOM MEETING  
MAY 17, 2022  
1:00 PM  
MINUTES**

Attendance

Board Members: Valerie Beckett, Doug Koegler, Paula Rand, Ron Rempel, Elizabeth Ruby, Sue Simone, Phil Thomas, Elaine Wetherup, Kathleen Woodcock.

Note: a quorum of board members was present.

Regrets from Board Members: Sylvia Ranson, Paula Stanghetta

Board nominees: Sande Minke, Denise Cormier

Others: Keith Myra, Jan Willwerth

1. Welcome – Valerie Beckett called the meeting to order at 1:00 pm and welcomed everyone.
2. Valerie Beckett reviewed the agenda and called attention to the vision, mission and values statement approved by the TAL-KW board in the past year.
3. Approval of the Minutes of the March 2, 2021 AGM.  
Moved by Kathleen Woodcock. Seconded by Elaine Wetherup. Carried.
4. Motion to approve the following Officers of the Board for 2022-2023:

President	Ron Rempel
Secretary	Sylvia Ranson
Treasurer	Paula Rand
Program Director	Elaine Wetherup
Registrar	Elizabeth Ruby

Moved by Ron Rempel. Seconded by Sue Simone. Carried.
5. Motion to elect the following two board members to a three-year term:  
Sande Minke  
Denise Cormier, Member-at-Large  
Moved by Ron Rempel. Seconded by Elaine Wetherup. Carried  
On behalf of the Nominating Committee, Ron indicated that the search for a Communication and Marketing Director continues.

6. Motion to confirm seven board members for an additional year: Valerie Beckett, Sylvia Ranson, Phil Thomas, Elizabeth Ruby, Doug Koegler, Elaine Wetherup, Ron Rempel  
Moved by Kathleen Woodcock. Seconded by Elizabeth Ruby. Carried.
7. Motion to engage in a Financial Review for the 2022-2023 fiscal year.  
Moved by Ron Rempel. Seconded by Doug Koegler. Carried.
8. Motion to waive the requirement that TAL-KW, as a non-soliciting federal corporation, appoint a public accountant for the upcoming year by members at an AGM and that the directors be authorized to appoint the public accountant on behalf of the members following the AGM.  
Moved by Doug Koegler. Seconded by Elizabeth Ruby. Carried unanimously with two absent members voting by email.
9. Board reports
  - a. President. Valerie Beckett highlighted a number of major initiatives – some of them prompted by the pandemic – undertaken by the Board and by various Board committees in the past year. She thanked Keith Myra, a past Board member, for his work in the Incorporation Committee. As incoming president, Ron Rempel thanked Valerie for her leadership of the past three years and welcomed her continuing board involvement as past president in the next several years.  
Motion to accept report by Phil Thomas. Seconded by Elaine Wetherup. Carried.
  - b. Registrar. Elizabeth Ruby highlighted some changes and milestones of the past year, and some challenges in implementing a hybrid model at some point in the coming year. She also highlighted the marketing opportunity in reaching out to the 649 households who bought tickets in 2019 or 2020 before the pandemic and who have not participated in the virtual lecture format.  
Motion to accept report by Kathleen Woodcock. Seconded by Doug Koegler. Carried.
  - c. Program. Elaine Wetherup reviewed highlights of the past year and expressed appreciation for Program Committee collegiality.  
Motion to accept report by Doug Koegler. Seconded by Elizabeth Ruby. Carried.
  - d. Finance. Paula Rand indicated that financially TAL-KW is in good shape with income exceeding expenses this past year. She thanked budget committee members who helped create the first budget for TAL-KW. Elaine Wetherup commended Paula for her patience with the bank in the drawn-out transition from the former treasurer. Ron Rempel indicated that our lawyer suggested we check with an accountant about the amount of reserve appropriate for a non-profit corporation.  
Motion to accept report by Ron Rempel. Seconded by Doug Koegler. Carried.
  - e. Technical. Phil Thomas indicated that the Zoom Webinar platform had worked well in the past year, with only minor issues for the audience. He thanked Valerie Beckett for serving as tech host during the spring series. He also mentioned that he is now handling web content management with our web designer doing more substantial upgrades.  
Motion to accept report by Doug Koegler. Seconded by Elaine Wetherup. Carried.

10. Motion to confirm By-laws approved by the TAL-KW Board on April 13, 2022  
Moved by Paula Rand. Seconded by Doug Koegler. Carried.
  
11. New business. Ron Rempel noted that the next Board meeting will be Wednesday, June 8, 1:00 pm. A draft of a new Corporate Policy Manual will be circulated to Board members ahead of time for discussion at the June meeting.
  
12. Motion to adjourn  
Motion by Kathleen Woodcock. Seconded by Sue Simone. Carried. Meeting adjourned at 3:00 p.m.

## Nominating Committee report

## Appendix A

- a. Election of new board members to a three-year term
  - Betsy Petker – Board member
  - Kathleen Hohner – Board member
  - Christine Brown – Board member at large
  
- b. Confirming others for an additional year with the year of election in brackets
  - Valerie Beckett (2018)
  - Elizabeth Ruby (2018)
  - Sylvia Ranson (2018)
  - Ron Rempel (2019)
  - Doug Koegler (2019)
  - Phil Thomas (2019)
  
- c. Board members still in their initial three-year term, with year of election in brackets
  - Kathleen Woodcock (2020)
  - Sue Simone (2021)
  - Sande Minke (2022)
  
- d. Board members stepping down, with year of election in brackets
  - Elaine Wetherup (2018)
  - Paula Rand (2021)
  - Paula Stanghetta (2021)
  - Denise Cormier (2022)

Respectfully submitted

Nominating Committee: Ron Rempel, Valerie Beckett, Kathleen Woodcock

# Budget for Fiscal Year 2023-2024

# Appendix B

June 6, 2023  
Accrual Basis

## Third Age Learning K-W Profit Loss Budget Overview April 2023 through March 2024

	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	TOTAL Apr 23 - Mar 24
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
<b>Ticket Sales</b>													
Early Bird Ticket Sales	8,000.00	0.00	0.00	0.00	0.00	0.00	16,250.00	0.00	0.00	16,250.00	0.00	0.00	40,500.00
Regular Ticket Sales	750.00						960.00			960.00			2,670.00
In-Person Ticket Sales	200.00						200.00			200.00			600.00
Coupon	(132.00)												(132.00)
<b>Total Ticket Sales</b>	<u>8,818.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>17,410.00</u>	<u>0.00</u>	<u>0.00</u>	<u>17,410.00</u>	<u>0.00</u>	<u>0.00</u>	<u>43,638.00</u>
<b>Total Income</b>	<u>8,818.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>17,410.00</u>	<u>0.00</u>	<u>0.00</u>	<u>17,410.00</u>	<u>0.00</u>	<u>0.00</u>	<u>43,638.00</u>
<b>Gross Profit</b>	8,818.00	0.00	0.00	0.00	0.00	0.00	17,410.00	0.00	0.00	17,410.00	0.00	0.00	43,638.00
<b>Expense</b>													
<b>Advertising &amp; Promotion</b>													
Promotion	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	0.00	0.00	3,600.00
Surveys (Survey Monkey)	38.42	38.42	38.42	38.42	38.42	38.42	38.42	38.42	38.42	38.42	38.42	38.42	461.04
<b>Total Advertising &amp; Promotion</b>	<u>38.42</u>	<u>38.42</u>	<u>38.42</u>	<u>38.42</u>	<u>1,238.42</u>	<u>38.42</u>	<u>38.42</u>	<u>1,238.42</u>	<u>38.42</u>	<u>1,238.42</u>	<u>38.42</u>	<u>38.42</u>	<u>4,061.04</u>
<b>Facilities</b>													
Virtual Meeting Platform (Zoom)	142.60	22.80	22.80	22.80	22.80	22.80	142.60	142.60	22.80	142.60	142.60	22.80	871.20
Rent for Events	1,400.88	350.22	0.00	0.00	0.00	0.00	1,050.86	1,400.88	350.22	1,050.86	1,400.88	350.22	7,354.62
Tech helpers	80.00						264.00	352.00	88.00	264.00	352.00	88.00	1,488.00
Equip Rental and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	225.00	300.00	75.00	225.00	300.00	75.00	1,200.00
<b>Total Facilities</b>	<u>1,623.48</u>	<u>372.82</u>	<u>22.80</u>	<u>22.80</u>	<u>22.80</u>	<u>22.80</u>	<u>1,682.26</u>	<u>2,196.48</u>	<u>535.82</u>	<u>1,682.26</u>	<u>2,196.48</u>	<u>535.82</u>	<u>10,913.82</u>
<b>Registration Expense</b>													
Ticket Sale Fees (CITS)	1,089.63	0.00	0.00	0.00	0.00	0.00	2,263.30	0.00	0.00	2,263.30	0.00	0.00	5,616.23
Registration Expenses (Mailchimp)	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	564.00
Mailing tickets	35.00						35.00			35.00			105.00
<b>Total Registration Expense</b>	<u>1,171.63</u>	<u>47.00</u>	<u>47.00</u>	<u>47.00</u>	<u>47.00</u>	<u>47.00</u>	<u>2,345.30</u>	<u>47.00</u>	<u>47.00</u>	<u>2,345.30</u>	<u>47.00</u>	<u>47.00</u>	<u>6,189.23</u>
<b>All Speaker Expenses</b>													
Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.00	400.00
Speakers Honorarium	1,800.00	400.00	0.00	0.00	0.00	0.00	1,200.00	1,800.00	400.00	1,200.00	1,800.00	400.00	8,800.00
Speakers Appreciation	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	300.00
<b>Total All Speaker Expenses</b>	<u>1,700.00</u>	<u>400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,800.00</u>	<u>400.00</u>	<u>1,300.00</u>	<u>1,800.00</u>	<u>400.00</u>	<u>9,500.00</u>
<b>Administration</b>													
<b>Computer &amp; Technical Supplies</b>			1,000.00										
Software (Microsoft)	18.08	18.08	18.08	18.08	18.08	18.08	18.08	18.08	18.08	18.08	18.08	18.08	216.96
<b>Total Computer &amp; Technical Supp</b>	<u>18.08</u>	<u>18.08</u>	<u>1,018.08</u>	<u>18.08</u>	<u>18.08</u>	<u>18.08</u>	<u>18.08</u>	<u>18.08</u>	<u>18.08</u>	<u>18.08</u>	<u>18.08</u>	<u>18.08</u>	<u>1,216.96</u>
Insurance - Liability, D and O	122.85	122.85	122.85	122.85	122.85	122.85	122.85	122.85	122.85	122.85	122.85	122.85	1,474.20
Volunteer Appreciation	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	900.00
Accounting Fees (Review)	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
Board Expense	0.00	0.00	91.98	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	291.98
Board Recognition	0.00	555.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	555.02
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Expenses	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	300.00
Memberships and Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00
Postage, Mailing Service	0.00	0.00	0.00	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Government Interest (HST)	1,014.46	0.00	0.00	0.00	0.00	0.00	2,002.92	0.00	0.00	2,002.92	0.00	0.00	5,000.30
Website Design : Leuzhner	250.00						250.00			250.00			750.00
Website Expense (Easculink/Host)	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	26.78	321.36
<b>Total Administration</b>	<u>1,532.17</u>	<u>722.73</u>	<u>7,250.69</u>	<u>267.71</u>	<u>267.71</u>	<u>417.71</u>	<u>2,670.63</u>	<u>167.71</u>	<u>267.71</u>	<u>2,520.63</u>	<u>167.71</u>	<u>767.71</u>	<u>17,029.82</u>
<b>Total Expense</b>	<u>6,065.70</u>	<u>1,580.97</u>	<u>7,367.71</u>	<u>375.73</u>	<u>1,575.73</u>	<u>525.73</u>	<u>8,236.61</u>	<u>5,248.61</u>	<u>1,288.95</u>	<u>9,086.61</u>	<u>4,248.61</u>	<u>2,188.95</u>	<u>47,884.91</u>
<b>Net Ordinary Income</b>	2,752.30	(1,580.97)	(7,367.71)	(375.73)	(1,575.73)	(525.73)	9,173.39	(5,248.61)	(1,288.95)	8,323.39	(4,248.61)	(2,188.95)	(4,046.91)
<b>Other Income/Expense</b>													
<b>Other Income (HST rebate)</b>													
Interest Income	9.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.87
<b>Total Other Income</b>	<u>9.87</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9.87</u>
<b>Contribution to Bursaries</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Other Income</b>	9.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.87
<b>Net Income</b>	<u>2,762.17</u>	<u>(1,580.97)</u>	<u>(7,367.71)</u>	<u>(375.73)</u>	<u>(1,575.73)</u>	<u>(525.73)</u>	<u>9,173.39</u>	<u>(5,248.61)</u>	<u>(1,288.95)</u>	<u>8,323.39</u>	<u>(4,248.61)</u>	<u>(2,188.95)</u>	<u>(4,037.04)</u>

**2023-24 BUDGET ASSUMPTIONS  
(REVISED 6/6/23)**

Ticket Sales: April 20 @ \$10 + 33 @ \$36 + 167 @ \$40 + 15 @ \$50 = \$8,818 (6 hybrid lectures)  
Oct. 20 @ \$10 + 325 @ \$50.00 + 16 @ \$60.00 = \$17,410 (8 hybrid lectures)  
Jan. 20 @ \$10 + 325 @ \$50.00 + 16 @ \$60.00 = \$17,410 (8 hybrid lectures)  
TOTAL = \$43,638

Board Recognition: \$40 / person (14 x \$40.00 = \$560.00) \$555.02 actual  
CITS Fees: 16% on 6 week series and 13% on 8 week series  
CPA Review: \$3,000  
CPA Adjustments \$3,000 by CPA  
Hostpapa fees: \$20 / mo. and may increase  
Insurance at \$1474.20 actual  
Mailchimp increase of 16% to \$47 per month  
Office Expenses: \$300  
Postage & Mailing: \$200  
Promotion: \$1,200 per series  
Speaker apprec: \$100 per series  
Tech Equipment: \$1,000  
Tech Helpers \$88 (2 people @ \$22/hr for 2 hr. per session)  
Travel: \$400  
Website exp: Alex Leushner at \$200 per series (based on recent bill of \$684.79)  
Rent at RIM to be at current prices: 2023-24 \$309.93 / lecture + HST = \$350.22 per session  
(See City of Waterloo rental rates 20281127.pdf)  
Expect to incur higher room rental fees in January 2024  
There will be no HST tax rebate as per the accountant.



A requirement in an Annual General Meeting is to approve the actions of the Officers and Directors for the past year. This step often seems perfunctory, especially when the actions of the past year are not listed along with the motion. However, this agenda item is important. It's a legal requirement, especially now that we are incorporated. It's also a way for a Board of Directors to recall all they have done with their voluntary energies in the previous year and then formally declare and celebrate their collective achievement. It's also a time to name goals and challenges going forward.

In re-reading all the minutes and reports from the past year, I noted many achievements. I invite you to join me in celebrating some of them:

- We provided our patrons – and hopefully enriched their lives – with three lecture series representing a wide range of interests – one on the state of democracy, one about the food on our plates, and one on the Canadian literary scene.
- We invited patron feedback on each series and incorporated survey results in ongoing planning.
- We did a thorough job of planning for our first hybrid series, dealing with all the implications for registration and ticketing, marketing, technical requirements, and volunteer recruitment.
- We approved a comprehensive set of position descriptions for each board role.
- We developed and approved our first ever annual budget.
- We contracted with the accounting firm MAC LLP to provide TAL-KW's first ever review engagement, with the results to be presented to this annual meeting.
- We approved a new policy manual, corporate by-laws, retained a lawyer to support incorporation activities and the lawyers developed a minute book. The policy manual correlated with the corporate by-laws which were approved at the May 17, 2022 AGM.

A huge thank you to all who have been part of the TAL-KW Board team over the past year. Thanks to those who are continuing: Valerie Beckett, Elizabeth Ruby, Sylvia Ranson, Phil Thomas, Doug Kogler, Kathleen Woodcock, Sue Simone, Sande Minke. Thanks to those who are stepping down from the board: Elaine Wetherup, after five years on the Program Committee, the last two as chair; Paula Rand, after two years as treasurer; Paula Stanghetta and Denise Cormier, both of them because of demands from other commitments.

Thank you for the good work in succession planning in a number of areas. These include: Sue Simone becoming registrar with Liz Ruby serving as assistant registrar in her last year on the board; Kathleen Hohner who has agreed to succeed Paula Rand as treasurer; and Betsy Petker who has agreed to succeed Elaine Wetherup as chair of the Program Committee.

A further cause for celebration is a number of non-board volunteers who stepped forward in the past year. Bill Bean has offered to serve as an assistant in the area of marketing and communication. Betti Erb has agreed to serve on the Program Committee. Paula Stanghetta will

continue serving on the Program Committee even though she has stepped down as a board member. Providing valuable technical assistance for the spring hybrid series were Brian Stoddard and Richard Albrecht. Other volunteers helped with checking and taking tickets.

Some goals and challenges for the coming year:

- Board recruitment. A board position that still needs to be filled is Vice President. There will be further vacancies with three board members completing their final sixth year by 2024.
- Ongoing volunteer recruitment for in-person functions such as ticket checking and taking and other areas.
- Ramping up marketing initiatives, with the help of a marketing and communication assistant, to supplement word of mouth promotion to existing and potential new patrons.
- Applying learnings from patron feedback in the selection of series themes and in program delivery for both in person and virtual.
- Continuing to learn from the experiences of other TAL chapters, aided by the initiatives of Third Age Network in fostering cross chapter conversations.
- Exploring possible areas of collaboration with other lifelong learning initiatives in our community, for example, with Lifelong Learning at Laurier.

See also the list of action items identified by the Program Committee in response to survey results.

What are some further goals and challenges that should be named?

Respectfully submitted,  
Ron Rempel

As in previous years Third Age Learning embraced change with the implementation of a “hybrid” lecture series. This allowed patrons to attend “at-home” or “in-person” at RIM park. This delivery was managed by the hybrid committee. As chair our committee developed a detailed implementation plan to support required activities. The first hybrid delivery occurred successfully in the spring of 2023. Thanks to the efforts of the hybrid committee which included Liz Ruby, Sue Simone, Phil Thomas, Sande Minke and Ron Rempel. As well all members of the Board supported this new delivery. I want to thank our technical volunteers, ticket checkers and the staff at RIM park for their support.

In December 2022, I led a project to revise and create position descriptions (14) for TAL-KW roles. These were developed and shared in a consistent manner. Thanks to the board member who reviewed their own description and commented on others. This document will support the nominating committee and position transitions on the board.

I continue to summarize the evaluation surveys received from our patrons about our lecture series. We are fortunate to receive such heartwarming feedback and constructive comments from patrons.

I was a member of the nominating committee to support recruitment and board member transition.

I look forward to participating in my final year as a member of the board of TAL-KW.

Respectfully submitted,  
Valerie Beckett

## Treasurer's Report

## Appendix E

### Accounts:

Business Investment account showed a year-end balance of \$2046.42 and a May 31<sup>st</sup> balance of \$2054.30

GIC account has a principal of \$16,419.99 that is invested at 4.65% with a maturity date of March 4, 2024

VISA account had a balance due of \$71.83 at year-end and as of May 31<sup>st</sup> a balance due of \$31.06

Chequing account had a balance of \$65,981.02 as of March 31<sup>st</sup> and \$65,575.95 as of May 31<sup>st</sup>

### Ticket Sales:

Over the fiscal year April 1, 2022 through March 31, 2023 CITS collected \$37,640 for ticket sales including HST. CITS fees totalled \$4641.40 and HST due totalled \$4330.30.

A review of accounting records has been conducted and the accounting firm MAC LLP will provide Profit and Loss Statement, Balance Sheet and Cash Flow documentation.

Our overall budget for the year was reasonably accurate and the organization is more or less at break-even in terms of cost vs. revenue although we showed a slight loss this fiscal year.

Thank you for the opportunity to serve TAL-KW over the past two years.

Respectfully submitted by  
Paula Rand

## 1. Series Review for the 2022- 2023 Session

### Fall 2022

#### “Saving Canadian Democracy: Will We? Can We?”

- Eight lectures presented virtually

### Winter 2023

#### “What’s on Your Plate”

- Eight lectures presented virtually

### Spring 2023

#### “THE CANADIAN LITERARY SCENE: From the Writer to the Reader”

- Six lectures presented in a hybrid format

## 2. Fall Series for the 2023-2024 Season

### \*GAME CHANGERS: Innovators and Innovations Driving New Realities

- Eight lectures to be presented in a hybrid format

Tues. October 17

**David Connolly & Alex Mustakas** (Drayton Entertainment)

*Innovating the arts and entertainment field to become more inclusive and accessible*

Tues. October 24

**Dr. Jim Wilkinson** (Doctor of Optometry)

*Innovations and their impact on optical healthcare and research*

Tues. October 31

**Dr. Amir Khajepour** (U.of W. Dept. of Mechanical and Mechatronics Engineering)

*Evolution and development of electric vehicles*

Tues. November 7

**Tammy Webster** (Member of Waterloo Region Anti Racism Advisory Working Group; Director Equity for Let’s Talk Science;)

*Developing the relationships and understandings to set actions for reconciliation*

Tues. November 14

**Mike Morrice** (MP for Kitchener Centre)

*Doing politics differently in order to effect real change*

Tues. November 21

**Kayli Dale** (Co-founder and CEO of “Friendlier”)

*Entrepreneurship, women in engineering, and solving an environmental problem*

Tues. November 28

**Dr. Peter van Beek** (U. of W. Cheriton School of Computer Science)

*Artificial Intelligence: what it is and isn't, and the ways in which AI is changing our world*

Tues. December 5

**Marion Thomson Howell** (Chair of St Mary's Hospital Board of Trustees)

*Dignity in a Tiny Home*

### 3. Winter Series 2024

(\*Working title)

**“WORLD IN MOTION: Causes and Impact of Human Migration”**

*Focusing on poverty, geo-political crises, climate change, opportunity*

### 4. Spring Series 2024

**“CANADIAN ARCTIC”** (\*Working theme)

*Focusing on sovereignty, security, climate change, indigenous peoples, food and communities*

### 5. Action Items for Program Committee from Survey Results

- Develop stimulating series themes based upon broad categories represented in the patron survey as of high interest
- Continue to work with speakers and our tech folks to enhance smoothness of hybrid presentations for our patrons
- Look to expand the demographics of our patrons through choices of pertinent topics

### 6. Information Updates

- Betsy Petker has agreed to assume the PROGRAM DIRECTOR position, and, subsequently, to be appointed to the TAL-KW Board of Directors
- For the 2023-24 season the Series Leads will be:
  - - Fall 2023 Kathleen Woodcock
  - - Winter 2024 Sande Minke
  - - Spring 2024 Doug Koegler
- Program Committee recruitment and continuing members
  - Betti Erb has agreed to volunteer as a member of the Program Committee
  - Kathleen Woodcock, Douglas Koegler, Sande Minke, Betsy Petker, and Paula Stanghetta are continuing to serve on the committee

*Respectfully submitted by: Elaine Wetherup and Betsy Petker, on behalf of Doug Koegler, Sande Minke, Paula Stanghetta, Kathleen Woodcock*

## Registration Tools, Policies, and Procedures

Sue and I continued to leverage the tools, policies and procedures modified last year to accommodate the virtual only lecture series presented in Fall 2022 and Winter 2023.

These tools, policies and procedures were revised significantly to accommodate the In-Person/Virtual hybrid model used for the Spring 2023 series. The revisions worked well. Official updates to the TAL-KW Policy Manual will be submitted for TAL Board Review before the Fall 2023 series commences.

Centre in the Square was a very responsive and helpful partner as we shifted to a hybrid model for the Spring series. Many behind the scenes changes were required. We have started the annual contract renewal process with them.

For the Spring series, technical support to patrons attending from home was provided by the Registrar team (while also selling tickets at the door at RIM Park and listening to the lectures). Because very few virtual-only tickets were sold to first time virtual patrons, the required support for the Spring series was light. As in-person series ticket sales return to pre-pandemic levels, door sales activity will also increase and may make this technical support model infeasible.

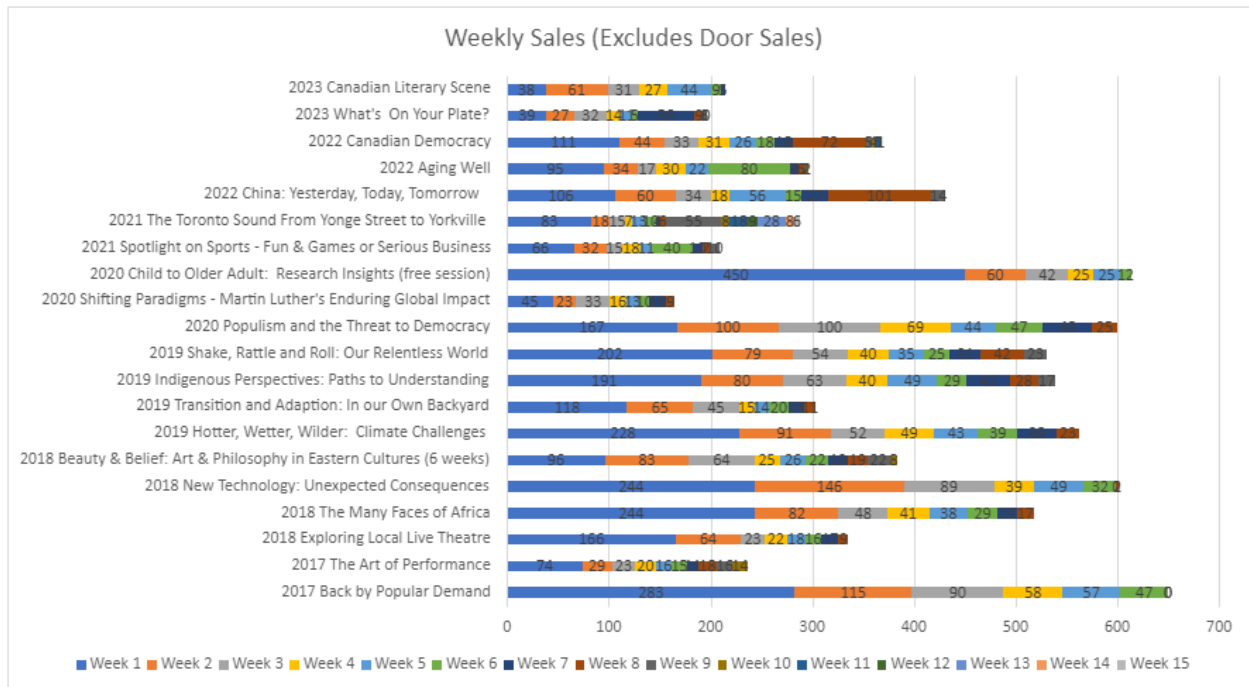
## Ticket Sales and Demographics

Fall 2022 "Canadian Democracy" virtual series: 368 series tickets. This was 20% higher than our previous average of 306 virtual tickets sold per series.

Winter 2023 "What's on Your Plate" virtual series: 196 series tickets or about 64% of our previous virtual sales average.

Spring 2023 "Canadian Literary Scene" hybrid series: 215 series tickets and 20 tickets to individual lectures.

- Sales for Spring 2023 were low compared to previous average virtual sales (70%) as well as to previous in-person average sales (48%). We presented six in-person series in 2019 and 2020 (before the start of the pandemic) and sold an average of 450 tickets for each of those series.
- One third of the tickets sold for the hybrid series were to either new TAL Patrons (31 tickets) or returning TAL Patrons who received our "We're Back Live" postcard (39 tickets). The remaining 145 tickets were sold to patrons who had previously purchased at least one virtual ticket.



We continue to attract patrons with the following characteristics.

- Attend the lecture series on their own (68% of households who purchased tickets)
- Reside in K-W (79% of households who purchased tickets)
- Are 70 to 79 years old (54% of households who purchased tickets)

1.

### Registrar Team Roles

This is my sixth and final year on the TAL Board. As per tradition, I will move to the Assistant Registrar role and Sue will become our Registrar.

Respectfully submitted,

Elizabeth Ruby  
Registrar, TAL-KW



## Tech Team Report

## Appendix H

There is not much new to report from the technical team. The hybrid lectures went quite smoothly with a handful of improvements identified that we'll apply to future sessions. As an example, the support of a remote lecturer requires a slightly different configuration. The Zoom webinar add-on to our subscription is now paused until the fall series.

I'm hopeful to retain at least one of our spring volunteers on the tech team for the upcoming hybrid fall series and am certainly keen to have additional volunteer help. The TAL-KW subcommittee working on a volunteer recognition policy may help with incentives.

I participated in one Third Age Network (TAN) hybrid technical working group meeting. Many of the TAN groups across Canada that provide hybrid offerings that are course and/or small group oriented. However, Roger Taylor from Vancouver Island described a lecture-oriented hybrid system that appeared to have similarities to our offering. I contacted Roger and we've been able to compare notes and plan to keep in touch to share experiences.

I worked with Alex Leuschner to fix a problem with gmail users rejecting e-mail from addresses at tal-kw.ca due to security/anti-spam updates from Google.

Respectfully submitted,

Phil Thomas