

DRAFT Minutes of Annual General Meeting
Seniors' College Association of Nova Scotia (SCANS)
WM. SPRY COMMUNITY CENTRE
1:00 P.M., THURSDAY, MARCH 10th, 2016

Colin Stuttard, President, chaired the meeting and welcomed all present.

1. Approval of the Agenda:

The agenda was approved with the addition of the Appointment of Auditors for 2016.

2. Approval of the Minutes of March 11th, 2015, Annual General Meeting:

The minutes were approved as distributed.

3. President's Report:

Colin Stuttard presented his report (copy attached).

Cameron Little asked why there was a drop in enrollment last spring. Colin indicated that the weather last year and the loss of Bloomfield School may have been contributing factors.

Alex Handyside asked if we keep track of the number of attendees who are members of SCANS and who are members of the general public at classes in the libraries. Mary Wilcox indicated that the second most popular way that people learn about SCANS is at the libraries. It was suggested that we collect contact information for non-SCANS attendees at the library classes.

4. Election of Officers and Directors-at-Large:

On behalf of the Nominating Committee (Roland Lewis, Glenna Thibault, and Fred Vaughan) Rolly presented the Board of Directors Nominee List (copy attached) and asked for further nominations. John Cowans volunteered to be Vice-President. The Treasurer's position was still open. There were no further nominations for officer positions. Those nominated were declared elected. There were no further nominations for director-at-large positions; the ten nominees were declared elected.

In response to a comment by Phillip Welch, Colin clarified that Roland will remain as Past President until Colin becomes Past President.

5. Office Manager's Report:

Alison Cullingham presented her report (copy attached).

There was a question about the loss and addition of SCANS members. Alison clarified that there is roughly a 50% turn-over each term. The HRM memberships have increased and the rest have decreased.

Alison confirmed that we do not pay for space at the libraries and that about 50% of the seats are reserved for registered SCANS members and the remainder are available for the public (including unregistered SCANS members).

6. Annual Reports of Standing Committees:

- a) **Curriculum** – Elizabeth Salton presented her report (copy attached).
- b) **Finance** – Mary Farmer’s presentation addressed 3 areas: the HST issue; the Financial Statements (copy attached); and the 2016 Budget (copy attached).

HST: Our application was approved in December and we have received a rebate from CRA. The cost to SCANS was \$20,266. We receive a rebate on all HST that we pay on goods and services purchased and the average of the rebate over the past 2 years was \$2,000. Daphna Levit thanked Mary for her work on the HST and Phillip Welch seconded her thanks.

Financial Statements, Balance Sheet: A \$10,000 GIC was cashed and added to cash on hand to cover our HST obligation.

Financial Statements, Income Statement: Mary clarified that the increase in payroll costs resulted from Alison becoming a full-time employee in August.

2016 Budget: We have a projected deficit of \$9,992. Mary presented 3 options to eliminate the deficit:

1. Increase the annual membership fee by \$16 plus HST, which would raise the cost to \$175.
2. Reduce the number of courses by 17 or 18.
3. Increase the number of members by 75.

Mary recommended the last option as the most viable. She indicated that, if everyone in the room recruited one new or lapsed member, we would eliminate the deficit. She emphasized that it is important for all members of SCANS to take ownership of the solution.

Alison mentioned that we need a committee of volunteers to focus on marketing.

Stephen Forbes noted that the Federal and Provincial governments hold retirement sessions which would be great venues for PR for SCANS. Elizabeth Salton noted that she attends the retirement sessions at DFO and that we would need volunteers to attend additional sessions.

Philip Welch again suggested that the class managers should have contact sheets at the library classes to collect information about the general public attendees. Daphna Levit noted that she had sheets for a class at the Woodlawn Library. Mary Wilcox clarified that each library is dealt with differently and that she had created a form that was used in the past.

Responding to a query, Colin clarified that fees have only increased once in the past, from \$120 to \$135. They now include HST on the \$135. A member remarked that \$150 could be a large sum for some seniors and that perhaps fees could be term based, as opposed to annual. Colin observed that the concept of the College was based on annual memberships, and determining budgets would be a problem if the fees were term based.

There was also a question about payment using PayPal. Alison said that it has been looked into, but there is an additional charge involved.

The books have been audited by Bill Oland and Lois Block. Bill reported they have signed off that all is well explained and that the records are in good order. They have also made a few written suggestions for the next Audit Committee. Colin thanked them for their report and noted that the new board will appoint auditors for this fiscal year.

Daphna Levit MOVED that the budget be accepted, AGREED.

c) **Strategic Planning** – Susan Hazelwood presented her report (copy attached).

7. Approval of Reports:

Cameron Little moved that the reports be approved. Mary Wilcox seconded.
APPROVED.

Lois Block thanked the instructors – the people who make SCANS happen.

8. Adjournment:

At 2:45 Mary Wilcox moved that the meeting be adjourned.

Respectfully submitted by:

Approved by:

Susan Hazelwood, Board Secretary

Colin Stuttard, President