

## COFAS 89

### RADISSON PLAZA HOTEL ST. JOHN'S, NEWFOUNDLAND

June 9 - 12, 1989

#### Friday, June 9

2000 to 2300

#### REGISTRATION AND NETWORKING 1

*An informal reception, providing an opportunity to renew acquaintances and meet new faces, accompanied by bagels (flown in fresh for the occasion from Montreal) and cream cheese, other assorted delicacies, and a cash bar.*

Hosts: Bruce Curtis (Calgary)

Alan Karpman (Concordia)

#### Saturday, June 10

0830 to 0930

#### REGISTRATION CONTINUES

*A continental breakfast will be available.*

0900 to 0930

#### NETWORKING 2:

*Organization of business and introduction of members.*

Moderator: Gordon Unger (Alberta)

0930 to 1030

#### SUPPORTING THE ACTIVITIES OF THE ASSOCIATION 1:

*Conflicts and representation of members, the case of sexual harassment.*

Moderator: Des Morley (FNBFA)

Presenters:

- Fawn Curry (York)  
*Relationships between the local association and university committees on sexual harassment.*
- Sylvia Johanson (Manitoba)  
*Representing the person accused of sexual harassment.*

1030 to 1045

BREAK

- 1045 to 1200      SUPPORTING THE ACTIVITIES OF THE ASSOCIATION 2:  
*Questions of Liability and Ethics*  
Moderator: Donna Ede (Queen's)  
Presenters:
- Marion Clarke (Western Ontario) *Questions and concerns about dealing with a disturbed staff member.*
  - Mary Childs (Western Ontario) *The ethics and liability of providing advice.*
  - Gordon Piche (CAUT): *A response.*
- 1200 to 1400      LUNCH  
*No organized activities planned - you're on your own.*
- 1400 to 1545      SUPPORTING THE ACTIVITIES OF THE ASSOCIATION 3:  
*Lobbying a Provincial Government (access to information)*  
Moderator: Susan Taylor (SFU)  
Presenters:
- Robert Leger (CAUT)  
*What can be expected from CAUT?*
  - Carol Porteous (CUFABC)  
*What a provincial expects from a local association.*
  - Faye Rafter (Regina)  
*What a local expects from a provincial association.*  
*Using government data -- what's in the government publications section of the library.*
- 1545 to 1600      BREAK
- 1600 to 1700      SUPPORTING THE ACTIVITIES OF THE ASSOCIATION 4:  
*Understanding Benefits*  
Moderator: Mary-Ellen MacDonald (TUNS)  
Presenters:
- Suzie Scott (Toronto)  
*A primer on understanding pension plans.*
  - Bruce Curtis (Calgary)  
*A primer on designing a flexible benefits program.*
- 7100 to 1900      FREE TIME

1900

### NETWORKING 3

*A meal event, with some attempts to incorporate the Newfoundland tradition, along with opportunities for getting to know each other.*

*(Continental breakfast available.)*

**Sunday, June 11**

0900 to 1200

### ORGANIZING THE OFFICE 1: RESPONSIBILITIES AND REMUNERATION

(break at 10:30)

*This session will depend for its success on the participation of all. The themes will be on gaining a better understanding of what it is our executive want us to do and in what working conditions we do it. Two presentations will raise questions and report on the summary to focus discussion.*

Moderator: Gordon Unger (Alberta)

Presenters:

- Monica Cutts (Manitoba)  
*Alternative patterns of office staffing: observations based on Manitoba's recent reorganization.*
- Brenda Chipperfield (OCUFA)  
*Workload analysis and conditions of employment: a report on the summary.*

1200 to 1400

### LUNCH

*On your own.*

1400 to 1500

### THE CAUT STAFF BENEFIT PLAN

Moderator: Nan Sennema (Windsor)

Presenters: Gordon Piche and Robert Leger (CAUT)

*Gordon and Robert both serve on the committee that administers the CAUT Benefits program. They will coordinate a session on what is available through the plan, what problems are being addressed, and how individuals in offices far from Ottawa, who participate in the plan, can influence change.*

1500 to 1600

### ORGANIZING THE OFFICE 3: CAUT ELECTRONIC BULLETIN BOARD

*A demonstration of the Bulletin Board and introduction to the user's manual.*

Demonstrator: to be determined

**Monday, June 12** *(Continental breakfast available.)*

0900 to 1045

## ORGANIZING THE OFFICE 4: CHANGING TECHNOLOGY

*A panel discussion on new hardware (FAX machines, laser printers, hard disk drives, etc.) and experiments with software (data bases, accounting packages, spreadsheets, desktop publishing, etc.)*

Coordinator: Lori Morinville (CAFA)

Panelists:

- Guy Piche (Laval)
- Rose Norman (NSCUFA)
- Frank Madden (Toronto)
- Gordon Piche (CAUT)

1045 to 1100

BREAK

1100 to 1200

NEXT YEAR IN THE WEST

- *A report from the time and place committee about next year's conference and acknowledging the volunteers (you know who you ought to be) who will work as program conveners and local arrangements coordinators.*
- *A financial update on the COFAS bank account and final figures from last year's conference.*