

**Minutes
COFAS 2002
Banff, Alberta
May 30 - June 2, 2002**

The location was amazing. The hotel in an ideal location. The dinner and entertainment were excellent and a great deal of fun. The presenters and participants provided and participated in some very informative sessions. Congratulations to all on an excellent COFAS 2002.

Special thanks goes to Lori Morinville and Alan Meech of CAFA for site coordination and Kim Benoit of BUFA for coordinating the agenda.

COFAS 2003

Location: Niagara-on-the-Lake (White Oaks Conference Resort and Spa)
Site Coordinators: Kim Benoit (BUFA) and Lauren Tremblay (Western)
Agenda Coordinators: Kim Benoit (BUFA) and Cheryl Berst (Lakehead)

COFAS 2004

Location: Prince Edward Island
Site Coordinator: Arlene Grant (DFA)
Agenda Coordinator: Pat Finn and Deborah Jackson (CUASA)

COFAS 2005

Location: Vancouver, B.C.
Site Coordinator: Nancy Lovelace and Jack Bramhill (UBC)
Agenda Coordinator: David Bell (SFUFA) and Roseanne Hood (UBC)

Future of COFAS

Kim Benoit (BUFA) informed the members that the hotel at Niagara-on-the-Lake originally wanted a \$5,000 deposit for the conference. She managed to talk them down to \$1,000 but this raised the question of how much money COFAS had in reserve and who was responsible in case the annual COFAS conference was not able to take place.

It was decided that a reserve had to be built up and that Kim would explore the availability and cost of getting conference liability insurance.

It was the general consensus that the members wishes to move forward to formalize the COFAS conference and the following people volunteered to provide recommendations to the members by e-mail before the 2003 COFAS conference to enable the members to consider their options: Howard Welch (AAS:UA), Debbie Noble (WUFA), David Bell (SFUFA), Lauren Tremblay (Western) and Alan Meech (CAFA).

Motion: Elaine Berman (Queen's), seconded by Chris Penn (UTFA), moved that:

A voluntary contribution of a minimum of \$50.00 per association be provided to build up the financial reserves of COFAS.

Carried

It was pointed out that some organizations may be able to charge this back to professional development and that a receipt will be provided. The funds should be forwarded to the treasurer, Deborah Jackson at CUASA.

Donations

Special thanks go to the following faculty associations for their generous donations towards the 2002 COFAS conference: AAS:UA (U of Alberta) - \$1,000; TUCFA (U of Calgary) - \$1,000; ULFA (U of Lethbridge) - \$500; and AUFA (Athabasca University) - \$500.

Salary Survey

Brigitte Schotch (DFA) provided the members with the salary and benefits survey. She said that she received about 10 replies after she had compiled the survey and would redo the salary portion and forward it to the members. She said that she was not able to discuss with Frank Madden (UTFA) how to change the categories of the survey but hoped to get that accomplished by next year. Brigitte said that she would compile the survey again for next year.

Treasurer's Report

Lori Morinville (CAFA) reported that Anne Feilden (AAS:UA), the COFAS Treasurer, has had a stroke and the card signed by all COFAS members would be delivered to her with our best wishes for a speedy recovery.

It was decided that in the future the President and Treasurer would both have signing authority on the account.

Anne asked that a new Treasurer be nominated. Deborah Jackson (CUASA) was unanimously voted in as the COFAS Treasurer.

Motion: Brenda Rennie (Lethbridge), seconded by Janice Forgues (Alberta), moved that:
The bank signing Officers will be: Lori Morinville (President) and Deborah Jackson (Treasurer)

Carried

Lori Morinville said that she will provide the 2001 and 2002 treasurer's report as soon as possible.

Other Matters

Special thanks went to Janice Forgues (AAS:UA) for the gifts that each member received.

Thanks were given to Nancy Lovelace (UBC) for the minutes of the meeting and to Chris Penn (UTFA), Secretary for her work.

Chris Penn
COFAS Secretary