

AGENDA

THURSDAY	May 29, 2003
<p><i>All sessions will be held in Studio 11</i> <i>Friday May 30, 2003 - Newsletter Writing (Studio 11), Newsletter Design (Grand Event Room C)</i> <i>All Breakfast and Lunch Buffets will be held in the Sunhill Dining Room</i></p>	
<p>6:00 - 9:00 P.M.</p>	<p>Studio 11 - <u>Registration and Reception</u></p> <p>Refreshments will be served.</p> <p>Entertainment: <u>"Living on the Edge"</u></p> <p>Presenter: Prof. Ann Marie Guilmette Recreation & Leisure, Brock University</p>
FRIDAY	May 30, 2003
<p>8:00 - 9:00 A.M.</p>	<p><i>Breakfast Buffet (Sunhill Dining Room)</i></p>
<p>8:30 - 9:00 A.M.</p>	<p>Registration Continues outside Studio 11</p>
<p>9:00 - 9:30 A.M.</p>	<p>Studio 11 - <u>Introductions and Welcome</u></p>
<p>9:30 - 10:30 A.M.</p>	<p>Studio 11 - <u>COFAS By-laws and Formalization</u> (<i>Voting to follow Saturday morning</i>)</p>

	<p>Facilitator: Lori Morinville</p> <p>Presenter: Allen Meech</p> <p>Panelists: Kimberly Benoit, Executive Director (Brock) Debbie Noble, Administrative Officer (Windsor) Lauren Tremblay, Professional Officer (Western)</p> <p>Collaborator to By-laws: David Bell, Executive Director (Simon Fraser - will not be in attendance at COFAS)</p>
10:30 - 10:45 A.M	<i>Break</i>
10:45 - 12:00 Noon	<p>Grand Event Room C - <u>Newsletter Design Elements</u> Speaker: Debbie Wilson, Freelance Artist & Contributor to CALM</p> <p>Studio 11 - <u>Newsletter Writing</u> Speaker Katie FitzRandolph, Communications Officer, OPSEU Member of the Newspaper Writers Guild</p>
12:00 - 1:30 P.M	<i>Buffet Lunch (Sunhill Dining Room)</i>
1:30 - 3:00 P.M.	<p>Grand Event Room C - <u>Newsletter Design Elements (cont'd)</u></p> <p>Studio 11 - <u>Newsletter Writing (cont'd)</u></p>
3:00 - 3:15 P.M.	<i>Break</i>
3:15 - 3:30 P.M.	Re-energizing Session by White Oaks wellness coach
3:30 - 4:30 P.M.	<p>Grand Event Room C - <u>Newsletter Design Elements (cont'd)</u></p> <p>Studio 11 - <u>Newsletter Writing (cont'd)</u></p>
5:15 P.M. -	<p><u>Group Dinner - Hillebrand Estates Winery</u></p> <p>RSVP required but not registration for COFAS Participants, but it is required for Guests.</p> <p>Shuttle bus picks us up in front of the hotel (5:00 & 5:30 p.m.)- it is fifteen minutes to the venue. The shuttle holds 23 people and there will be two runs. There will be a roster at COFAS to sign up for which shuttle you'd like to leave on.</p> <p>Wine Tour 6:00 p.m., Dinner 7:00 p.m., Cash bar, dinner and entertainment</p>
SATURDAY	May 31, 2003
8:00 - 9:00 A.M.	<i>Breakfast Buffet (Sunhill Dining Room)</i>

9:00 - 9:30 A.M.	Studio 11 - <u>COFAS By-laws / Formalization - Voting</u> <i>Facilitator:</i> Lori Morinville, CAFA
9:30 - 10:30 A.M	Studio 11 - <u>Employment Contracts</u> <i>Presenter:</i> Sylvia Davis Watson McMahon
10:30 - 10:45 A.M.	<i>Break</i>
10:45 - 12:00 Noon	Studio 11 - <u>Employment Contracts (cont'd)</u>
12:00 - 1:30 P.M.	<i>Buffet Lunch (Sunhill Dining Room)</i>
1:30 - 1:45 P.M.	Mug (& Stuff) Exchange
1:45 - 3:15 P.M.	Studio 11 - <u>Who's Reading your Email?On-Line VotingElectronic Communication Considerations</u> <i>Presenter:</i> Dianne Renton, President, Trendspire Canada Inc.
3:15 - 3:30 P.M	<i>Break</i>
3:30 - 4:30 P.M.	Studio 11 - <u>Regional Networking Session (Regional Coordinators)</u> Dinner (on your own, however shuttle will pick up anyone from the front lobby at 3:45 p.m., who wants to go into the town of Niagara-on-the-Lake at a time to be announced and return at a time to be determined).
SUNDAY	June 1, 2003
8:00 - 9:15 A.M.	<i>Breakfast Buffet (Sunhill Dining Room)</i>
9:15 - 10:30 A.M	Studio 11 - <u>Reengineering the Small Office</u> <i>Presenter:</i> Lori Morinville, CAFA
10:30 - 10:45 A.M.	<i>Break</i>
10:45 - 12:00 Noon	Studio 11 - <u>COFAS Annual Business Meeting</u> <i>Facilitator:</i> <i>Lori Morinville, President, COFAS</i> <u>Annual Salary Survey</u> <i>Presenter: Brigitte Schotch, Administrative Officer (Dalhousie)</i>
12:00 - 1:30 p.m.	<i>Buffet Lunch (Sunhill Dining Room)</i>
1:30 p.m.	Conference Adjourns

COFAS 2003 - Updated Agenda, May 27, 2003