

AGENDA

ALL MEETINGS - GRAFTON & KENT ROOMS

BREAKFAST BUFFET (FRIDAY, SATURDAY & SUNDAY) - RICHMOND ROOM

THURSDAY	May 27, 2004
6:00 - 9:00 P.M.	Registration and Reception Refreshments will be served.
FRIDAY	May 28, 2004
8:00 - 9:00 A.M.	<i>Breakfast</i>
8:30 - 9:00 A.M.	Registration Continues
9:00 - 9:30 A.M.	Welcome and Introductions
9:30 - 10:30 A.M.	<i>COFAS Annual Business Meeting</i> Facilitator: <i>Kimberly Benoit (President/COFAS)</i>
10:30 - 10:45 A.M.	<i>Break</i>
10:45 - 12:00 Noon	COFAS Annual Business Meeting (continues)
12:00 - 1:30 P.M.	<i>Lunch</i>
1:30 - 3:00 P.M.	Re-engineering the office: What's new at your shop? Facilitator: <i>Lori Morinville</i>
3:00 - 3:15 P.M.	<i>Break</i>
3:15 - 4:30 P.M.	Getting the Most from CAUT and Provincial Organizations Speakers: <i>Robert Léger (CAUT)</i> <i>Rob Clift (CUFA-BC)</i> <i>Mark Rosenfeld (OCUFA)</i>
5:15 P.M. -	<i>Group Dinner: Peake's Quay Restaurant & Bar</i>
SATURDAY	May 29, 2004
8:00 - 9:00 A.M.	<i>Breakfast</i>
9:00 - 10:30 A.M.	Dealing with the Annual Executive Turnover Speakers: <i>Desmond Morley FNBFA</i>

10:30 - 10:45 A.M.	<i>Break</i>
10:45 - 12:00 Noon	Working Relationship Between Executive/Staff Speaker: <i>Jennie Hornosty</i> AUNBT Executive Officer, Chair of Employment Equity Committee, former President former Chair, CAUT Status of Women Committee; Sarah Shorten award recipient
12:00 - 1:30 P.M.	Lunch
1:30 - 3:00 P.M.	Empowerment for Staff Speakers:
3:15 - 3:30 P.M.	<i>Break/Activity Break</i> do some exercise, stretch your legs, deep breathing, etc.
3:30 - 4:30 P.M.	Privacy Legislation: How will it affect Faculty Associations? Speakers: <i>Doug Doward (Alberta)</i> <i>Pat Finn (Carleton)</i>
SUNDAY	May 30, 2004
8:00 - 9:00 A.M.	Breakfast
9:00 - 10:30 A.M.	Records and Information Management Speaker: <i>Susan Jackson</i> Head, Maps, Data and Government Information Centre (Carleton University), CUASA Treasurer, Former President of CUASA, 20 years of Association Executive and Negotiating Team service, recipient of inaugural CAUT Professional Librarian Award
10:30 - 10:45 A.M.	<i>Break</i>
10:45 - 12:00	Records and Information Management continued Speaker: <i>Pat Finn</i> The Annotated Collective Agreement as a record management tool
12:00 p.m.	Conference Adjourns

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