



**COFAS Business Meeting  
May 2004  
Rodd Hotel, Charlottetown**

**Introduction**

President Kim Benoit gave an introduction to the delegates and told them that Midtown Tavern, owned by Arlene Naugler's father had donated \$2,000.00 to the conference.

**1.**

**1.1 Minutes**

**Motion 1**

Moved that the minutes of the 2003 meeting be adopted.

M/S Alan Meech, Darcy Marks

**1.2 Business Arising**

It was agreed to move business arising from the minutes to later in the meeting.

**2. Treasurer's Report**

Deborah Jackson presented the treasurer's report with specific recommendations to COFAS.

Treasurer's Recommendations:

**1. Cancellation Insurance**

Treasurer Jackson suggested that the Association create a reserve of \$5,000.00 in lieu of cancellation insurance. Cancellation insurance usually does not cover cancellation of conferences because of labour disputes.

**2. Conference Budgets**

A budget of \$10,000.00 be established for future conferences and that any amount over that figure be approved by the executive.

There was discussion on the type of financial reporting the Association wanted. The current financial report is not an income and expense statement, rather it is a reporting of financial information over the year.

Some members wanted an income expense statement on the conference as well as general financial statement. It was suggested that the Association needs both an income and expense statement as well as a balance sheet.

There was some confusion over conference income and membership income. The treasurer pointed out that membership dues cover expenses other than conference expenses and at this time, each has a different financial reporting period.

**Motion 2**

Moved that the treasurer's report be accepted

M/S Doug Dorward, Elaine Berman

carried unanimously

**Motion 3**

Moved that the fiscal year and the membership year be aligned and that they both be October 1, to September 30.

M/S Pat Finn, Robert Leger

carried unanimously

**Motion 4**

Moved that a special fiscal year be established from April 1, 2004 to September 30, 2004.

M/S Robert Clift, Pat Finn

carried unanimously

**Motion 5**

Moved that COFAS set aside \$5,000.00 in reserve in lieu of cancellation insurance.

M/S Alan Meech, Phyllis DeRosa-Koetting

carried unanimously

**Motion 6**

Moved that a conference budget of \$10,000 be established for future conferences and that any expenditure over this amount be approved by the executive.

M/S Alan Meech, Pat Finn

friendly amendment – to increase the \$10,000.00 amount by CPI each year.

Deborah Noble.

amendment rejected by mover and seconder.

Main motion – carried

Vice President Doug Dorward assumed the chair allow President Kim Benoit to speak to the President's Report and the by-law amendments.

### **3. Report of the Executive Officers for 2003/2004**

#### **3.a Performance tools**

A faculty association requested information from COFAS on how evaluations of staff were being done in various Associations. COFAS contacted the employee who is a member of COFAS and asked what was needed. The employer was told that COFAS would be willing to do a survey of this and would give the report to the member. The results of the survey are on the website.

#### **3.b Attendance at Annual Conference**

The President pointed out that, by having a non member fee, anyone could attend the annual business meeting and that a by law amendment has been submitted to clarify who is and who is not a member.

#### **3.c Services to Members**

President Benoit suggested that the Association consider legal assistance for members who are not in a union. One or two member offices who negotiate contracts could use some assistance. One possibility the Association could consider would be retaining a law firm.

#### **3.d Roles of Executive Officers/Conference Coordination**

An amendment to the bylaw was presented. The amendments will ensure that the agenda of the conference is consistent with the overall goals of the organization, to share responsibility for conference decisions and the ensure that the executive members are able to set fees consistent with the overall goals of the organization.

#### **3.e Executive Officers Elections**

The proposed amendment will ensure that people nominated, elected or acclaimed have given their consent.

The bylaw amendments will be voted on following acceptance of the president's report.

#### **Motion 7**

Moved that the president's report be adopted.

M/S Deborah Jackson, Maureen Sims

carried

1 abstention

### **3.b Attendance at Annual Conference and/or meeting (who can attend?)**

#### **Motion 8**

Move the adoption of the following amendment as highlighted and underlined and re-number the rest of the by-laws in section 6 to coincide.

#### *6. Meetings*

*6.1 The Organization shall conduct its annual meeting in conjunction with the annual conference.*

*6.2 Only members shall attend the annual business meeting. Non-members in attendance at the conference will not be permitted to attend the business meeting. Only members who submit salary surveys for data collection will be privy to copies of results distributed at the business meeting or after.*

*6.3 Registration for non-members of the Organization to the annual conference will be denied if the applicant is currently employed by a Canadian University. Exception will only be granted by the Executive.*

*6.4 An agenda for the annual meeting shall be circulated electronically at least three weeks in advance of the annual meetings.*

*6.5 The members shall set the dates for all conferences and business meetings.*

*6.6 The Officers shall provide a report to the membership at each annual meeting.*

*6.7 The quorum for the annual meeting shall be twenty paid up members.*

M/S Kim Benoit, Lori Morinville

friendly amendment

substitute Canadian University with Canadian Institution in 6.3  
amendment fails

#### **Motion 8.1**

Moved that 6.3 of the motion be amended to read *Registration at the annual conference will be limited to those who are qualified to be members of the Association”*

M/S David Bell, Leslie Martin

Carried

friendly amendment from Roger Leger reword 6.2 to read “only individuals qualified to be members of the Association...”  
accepted.

Main Motion as amended

#### *6. Meetings*

*6.1 The Organization shall conduct its annual meeting in conjunction with the annual conference.*

*6.2 Only individuals qualified to be members of the Association shall attend the annual business meeting. Non-members in attendance at the conference will not be permitted to attend the business meeting. Only members who submit salary*

surveys for data collection will be privy to copies of results distributed at the business meeting or after.

6.3 Registration at the annual conference will be limited to those who are qualified to be members of the Association . Exception will only be granted by the Executive.

carried.

### **3.d Roles of Executive Officers/Conference Coordination**

#### **Motion 9**

Move the adoption of the following amendment as highlighted and underlined.

*add to article 3*

*3.8 The Executive shall approve the final agenda of the Annual Conference.*

*3.9 The Executive shall set all fees associated with the Annual Conference. The fee for non-members of the Organization to attend the annual conference will be at least equal to the member conference fee plus the costs of membership dues.*

*M/S Kim Benoit, Alan Meech*

#### **Motion 9.1**

Moved that 3.7 be amended to read “*in consultation with the executive*” and eliminate 3.8

Mover: Leslie Martin

amendment falls; no seconder

#### **Motion 9.2**

Moved that 3.8 be amended to read *the agenda shall be prepared in consultation with the executive.*”

M/S David Bell, Susan Gallant

Carried

two opposed

The meeting discussed who could be present for the business meeting. Since non-members who attended the conference are charged a fee that includes the membership fee, it was unclear whether or not they could attend the business meeting. The intent was to allow only qualified members to attend the business meeting.

**The meeting directed Robert Clift to clarify membership and fees.**

Main Motion as amended

### 3. Duties of Officers

add to article 3

3.8 *The agenda shall be prepared in consultation with the executive.*”

3.9 *The Executive shall set all fees associated with the Annual Conference. The fee for non-members of the Organization to attend the annual conference will be at least equal to the member conference fee plus the costs of membership dues.*

Carried

in favour 33

opposed 11

### 3.e Executive Officers Elections

#### Motion 10

Move the adoption of the following amendment to 2.2 as underlined.

2. *Executive Officers*

2.1 *The Officer of the Organization shall be the President, Vice-President, Secretary, Treasurer, Past President, Membership Director, Conference site Co-ordinator and Conference Agenda Co-ordinator, who together shall constitute the Executive.*

2.2 *The officers shall be elected by a simple majority vote of members attending the annual meeting. Only members in attendance may be nominated and run for office unless they have submitted a statement acknowledging their willingness to stand for a position signed by themselves and the nominator.*

Carried

The chair suggested moving items #4, *Draft Suspension/Termination of Membership Procedures* and #8 *Salary Survey* to a time later in the meeting.

On a point of order, Robert Clift pointed out that changes to the agenda must be accepted by the meeting through a motion.

#### Motion 11

Move that item 4 and 8 on the agenda be discussed at a time during this session as determined by the executive.

M/S Robert Leger, Robert Clift

### 5. Proxy Vote Form

#### Motion 12

Move the acceptance of the Proxy form.

M/S Kim Benoit, Deborah Jackson

friendly amendment add ... “at Conference 2004”.

carried

## **6. Election of Officers for 2004/05 and second Signing Officer**

### **Motion 13**

Move that the election of officers be moved to another session of this conference.

Robert Leger, Darcy Marks

not carried

### **Motion 14**

Moved that the meeting be extended to 12:30 and restart at 2:00

Kim Benoit, Maureen Sims

Carried

## **Election of Officers**

### **President**

David Bell, nominators Brigitte Schotch, Sonja Breau

Kim Benoit nominators Doug Dorward, Darcy Marks

**David Bell was elected President for 2004-2005**

### **Vice President**

**Doug Dorward**, nominators Sonja Breau, Pat Moore

acclaimed

### **Secretary**

**Darcy Marks**, nominators Colleen Powell, Lori Morinville

acclaimed

### **Treasurer**

**Deborah Jackson**, Nominators Nancy Lovelace, Honore Kerwin-Borrelli

acclaimed

### **Membership director**

Lori Morinville, nominators Marion Aitkins, declined

Robert Clift, nominators David Bell, Brigitte Schotch

Cheryl Brest, nominator Kim Benoit, declined

**Robert Clift** declared Membership Director

### **Signing officer**

**Pat Finn**, nominators Lori Morinville, Aurora Wait

acclaimed

## **6.a Conference, 2007**

The meeting chose Halifax for 2007 conference.

### **Site and Agenda Coordinators**

Arlene Naugler -Site coordinator

Deborah Noble, - Agenda Coordinator.

acclaimed

### **Motion 15**

Moved that the meeting adjourn until 1:30.

M/S Susan Gallant, David Bell

Carried

meeting adjourns at 12:10 P.M.

1:30 P.M. reconvene

## **6.b Website**

A request for a volunteer to manage the website was made.

**Olivia Liu** volunteered to be the website wrangler.

Doug Dorward assumed the chair

## **4 Draft termination by law**

The executive withdrew this item and referred it back to the 2004,2005 executive.

Comments should be e-mailed to David Bell. It will be brought back at the next meeting.

Under Societies Acts in all jurisdictions, this language is required.

## **9. Other**

**9.a** Banquet fee/registration fee.

The meeting decided not to discuss this item.

Query from the meeting: The executive sets fees, then it would it would be up to the executive each year to set fees? This is correct.

**Meeting adjourned until Saturday.**

**Convene 9:00 A.M. Saturday May 29**

## **8. Salary Survey**

Brigitte Schotch presented the annual salary survey to members who had completed the survey. Thirty two (32) people sent in the survey.



## **Other Business**

### **9.b Legal Assistance for Members**

#### **Motion 16**

Whereas many COFAS members bargain their own contracts without any legal assistance or professional body to represent them, and

Whereas we are starting to see some erosion of contract benefits and salaries that will have far reaching effects;

Be it resolved that COFAS establish a 'Negotiating Fund' that members will have the option to contribute to through a special dues levy. The 'Negotiating Fund' would be used to purchase legal advice/representation for members that have paid into it. The dues levy will be determined by the Treasurer and President after investigation into the costs.

Further, the President and Treasurer should explore other means, such as pro bono work provide by our won legal professional members, in the provision of such legal/bargaining assistance.

M/S Maureen Sims/ Connie Reid.

Tabled

#### **Motion 17**

Moved that the executive be directed to consider and investigate bargaining support to members and to report back at the next meeting, 2005 as well as sending interim report on e-mail.

M/S Robert Clift, Leslie Dick

Carried

1 abstention

### **9.c Website Support**

Lori Morinville suggested that Olivia be given financial and professional support to help her maintain the website. She suggested that Dreamweaver be used.

#### **Motion 18**

Moved that COFAS give sufficient financial support, with executive approval, to Olivia Liu to maintain the website.

M/S Deborah Jackson, Marion Atkinson

#### **Motion 19**

Moved that the meeting be adjourned

M/S Leslie Martin, Maureen Sims.