

Minutes of COFAS 2007  
Friday 1 June 2007  
Halifax, Nova Scotia

### 1. Approval of Agenda

### 2. Approval of Previous Minutes

Minutes of the Montreal, May 27, 2006 business meeting were approved.

### 3. Reports

3.1 Treasurer's Report (Deborah Jackson)- Deborah Jackson thanked the various Faculty Associations for donations as follows:

Acadia	\$ 300	Queen's	\$1,000
Bishop's	\$ 500	Regina	\$ 500
Brock	\$1,000	Ryerson	\$1,000
CAFA	\$1,500	Saint Mary's	\$ 250
Dalhousie	\$1,500	Simon Fraser	\$ 750
Laurentian	\$ 250	Victoria	\$ 500
Manitoba	\$ 500	Waterloo	\$ 500
McMaster	\$ 500	Western	\$ 100
Memorial	\$ 250	Wilfrid Laurier	\$ 500
Moncton	\$ 250	Windsor	Aprons &
Mount Allison	\$ 100		cookbooks

**Moved Jill Smith/seconded Arlene Naugler**

**That the treasurer's report be accepted. Carried**

**Moved Doug Dorward/ seconded Susan Stevenson**

**That a report be presented at the 2008 business meeting re the pros and cons of COFAS becoming a federally incorporated not-for-profit organization. Carried.**

3.2 Membership Report (Rhonda Clark-George)- Rhonda Clark-George distributed a report and noted that of the 148 eligible COFAS members, 82 paid dues, with 64 of those who paid dues attending the 2007 conference.

Susan Stevenson asked re record keeping procedures, because she wondered if some people may have in fact paid twice – once when the call for membership renewal was sent out and once when registering for the conference.

An OCUFA representative reported that staff members at OCUFA have included the cost of the COFAS membership fees in the negotiated contract.

#### 3.3 Conference Agenda Coordinator's Report

3.4 Conference Organizer's Report (Arlene Naugler) - Arlene Naugler thanked the Dalhousie Faculty Association for allowing her to devote time and energy to the planning of the conference. She also thanked the many people who volunteered to help her and thanked the University of Windsor Faculty Association for covering the costs of the commemorative handouts.

3.5 Website Coordinator's Report (Jane Laforge-Stemmler) – Jane Laforge-Stemmler thanked Olivia Liu for her help in the past. Jane Laforge-Stemmler reported that the website can be more effectively utilized and that the work continues. She further noted that there is a session on website design at this year's conference.

3.6 President's Report (Lori Morinville) – Lori Morinville thanked all the volunteers for the work leading up to the 2007 conference.

#### 4. Items for Discussion/Action

4.1 Policy re financial statements – As moved at the 2006 COFAS conference, the Executive developed the following policy re format of financial statements: Reserve fund monies will be shown as a line item. The final year ending statement for a conference will be issued at the end of September which is the fiscal year end.

4.2 Bylaws – The Executive recommended that no changes to the by-laws would be required resulting from membership fee/registration fee change.

4.3 Membership Criteria – item withdrawn

4.4 Ryerson Faculty Association letter March 26, 2007 – The letter was read into the record. Discussion followed.

4.5 Proposed COFAS Legal Defense Fund – The proposal for discussion re a COFAS legal defense fund for members, dated May 2007 submitted by Debbie Noble was put forward. The point was made that there could be a perception that a donation from an employer might be used to fund a legal case against that employer. It was decided that a list would be created of people in COFAS who would be willing to offer their expertise. *Secretary's note: (from the Minutes of 2006 COFAS) "It had been decided at the 2005 meeting to offer a panel of 'experts' made up of COFAS members who would volunteer to give fellow COFAS members advice on various topics (legal, salary negotiations, etc.) and contact information would be posted on the website."*

4.6 Criteria for donation requests – There was discussion on criteria for donation requests. The point was made that any surplus in funds raised should be used to cover conference expenses and should not be to raise "profit" (i.e., reserve fund). The point was made that there should be a targeted amount identified as to what is needed to hold a particular conference. The suggestion was made that a bursary should be established to help cover the expenses of some people who would otherwise not be able to attend.

#### 5. Elections 2007-2008 Executive

5.1 President – Lori Morinville

5.2 Vice-President – Avon Brophy

5.3 Treasurer – Deborah Jackson

5.4 Secretary – Carmen Sakaluk

5.5 Membership Director – Rhonda Clark-George

5.6 Cheque Signing Officers – Pat Finn and Deborah Jackson

#### 6. Upcoming Conference

COFAS 2010 - Moncton, New Brunswick (EAST)