

Minutes of COFAS 2008
Saturday, May 31, 2008
Calgary, Alberta

1. Approval of Agenda

Pat Finn and Doug Dorward motioned approval of the agenda.

2. Approval of Previous Minutes – June 1, 2007

Elaine Berman and Debbie Noble motioned approval of the minutes.

3.1 Treasurer's Report

Deborah Jackson gave a brief report. A more in depth report will be sent out on the listserv as she was awaiting information from TUCFA.

Moved Brian Greenam /seconded Chris Penn
That the treasurer's report be accepted. Carried.

3.2 Membership Director's Report

n/a

3.3 Conference Agenda Coordinator's Report

Jennifer K. arranged for several presenters outside of COFAS membership to come in and provide sessions on personal and professional growth.

3.4 Conference Organizer's Report

Jennifer K. said the conference was completely organized by TUCFA. TUCFA has submitted a financial report to the COFAS Treasurer. No reserve money from COFAS was paid out for this conference. \$15,000.00 was donated by TUCFA over and above the conference fees paid by COFAS dues. They have brought a suggestion to increase the \$10,000 conference budget as it is no longer sufficient (discussed in item 4.1 below).

3.5 Web Site Coordinator

A new web site coordinator is required. Volunteers were requested.

3.6 President's Report

Lori Morinville thanked everyone for their assistance during her terms as president.

4.1 Policy on Membership dues and costs associated with the annual COFAS conference

TUCFA suggested increasing the allotted budget amount for conferences from \$10,000.00 to \$15,000.00.

Moved Deborah Jackson/seconded Gilles Allain

That the conference budget policy be changed to read “That a conference budget of \$15,000 be established for future conferences and that any expenditures over this amount be approved by the executive.” Carried.

A discussed ensued over the procedures of collecting membership dues.

Moved Deborah Jackson/seconded Debbie Noble

That Financial Policy 003 – policy on membership dues and costs associated with the annual COFAS conference be accepted. Carried.

4.2 Federal Incorporation

Lori Morinville said that she had spoke with Allan Meech about possibly incorporating COFAS. It was too expensive and there is lots of maintenance work required. Doug Dorward pointed out that if we need a new bank account, we would need to incorporate first. Gilles Allain brought up the issue of directors’ and officers’ liability insurance. It was decided to not incorporate for now but possibly look at it in the future.

4.3 Web Site Coordinator

Volunteers were requested to take over the web site coordination. Kimberly Benoit said she would approach their website person.

5. Elections 2008-2009 Executive

- 5.1 President – Debbie Noble
- 5.2 Vice-president – Doug Dorward
- 5.3 Treasurer – Deborah Jackson
- 5.4 Secretary – Carmen Sakaluk
- 5.5 Membership Director – Rhonda Clark-George
- 5.6 Cheque Signing Officers – Deborah Jackson and Pat Finn

6. Upcoming Conferences

6.1 COFAS 2009 - Laurentians

Preparations are being made. A brochure is being circulated.

6.2 COFAS 2010 – Moncton

Arlene Naugler has circulated the brochure for the hotel. Gilles Allain agreed to be the Agenda Coordinator.

6.3 COFAS 2011

It was agreed to go to Victoria, British Columbia. Denise Lunger will be approached to be coordinator.