

COFAS Minutes 2010
May 29, 2010
Moncton, New Brunswick

Attendees: Debbie Noble, Deborah Jackson, Gilles Allain, Linda Wagner, Karen Crowell, Jocelyne Fortier, Deborah Belsher, Avon Brophy, Karen Wheeler, Honore Kerwin-Borrelli, Brigitte Schotch, Don Kozak, Genevieve Robichaud, Phyllis DeRosa-Koetting, Pat Moore, Jane Langley, Chris Penn, Marcus Harvey, Bonnie Huskins, Joseph Varga, Barbara MacLennan, Linda Robertson, Lynn Purves, Sheila McKee-Protopapas, Linda Watson, Miriam Kominar, Jane Laforge, Kim Canning, Kathy Sthamann, Sue Hubers, Ann Nelson, Denise Sanderson, Brenda Rennie, Kimberly Benoit, Sue Edwards, Denise Lunger, Glynis Humphrey and Lise Robichaud

Meeting called to order by Debbie Noble

1.0 - Approval of Agenda - Debbie Noble

Moved by Susan Hubers to approve the agenda

Seconded by Chris Penn

Approved

2.0 - Approval of Minutes - Debbie Noble

Moved by Pat Moore to approve the minutes of COFAS 2009 AGM

Seconded by Chris Penn

Approved

3.0 – Reports

3.1 - Treasurers Report - Deborah Jackson

A Treasurers Report was provided by Deborah Jackson

Motion by Susan Hubers to approve the Treasurers Report as presented

Seconded by Ann Nelson

Approved

3.11 -Cancellation Fee - Deborah Jackson

Discussion took place around a possible late cancellation fee

Moved by Deborah Jackson that a cancellation within 14 days of event start date would result in a \$25.00 cancellation fee.

Seconded by Susan Hubers

Friendly amendment to the motion - Jane Laforge moves that the organization charge a cancellation fee of \$25 if a member cancels between 2-4 weeks prior to the start date of the conference and if a member cancels within less than 2 weeks of the conference start date they forfeit their conference registration fee.

Seconded by Kim Canning

Approved

3.2 - Membership Directors Report - Kimberly Benoit

COFAS currently has 68 full paid members

New members attending the meeting were welcomed

Kimberly Benoit has sent out letters to new employees to encourage membership.

-Discussion took place on why non-paying members were receiving the same benefit as paying members

- A suggestion was made that a totally separate due date be established for membership registration vs conference registration

- It is critical that Deborah Jackson be informed when your office has a new employee along with their date of hire

3.3 - Conference Agenda Report - Gilles Allain

Gilles thanked everyone for their attendance and participation in the Moncton COFAS Conference. Gilles Allain was thanked for his work on the Agenda.

3.4 - Conference Organizers Report - Lise Roubichaud

Lise reported it was a good learning experience dealing with the venue, registration kits, giveaways etc. Lise Robichaud was thanked for her work organizing the conference.

3.5 - Website Coordinator's Report - Deborah Jackson

There is a portion of the website that will be password protected. Job descriptions will be added to that part of the website which paid members will be able to access. This portion of the website is almost ready to be launched Listserv – Jean Roath & Deborah Jackson co-manage the Website.

3.6 - President Reports

Debbie Noble reiterated the importance of having a very clear & concise Employment Contract including a current job description. It was suggested to have such items as attending COFAS written into your contract. It is advantageous to ask for and keep letters of recommendation in your personnel file should a dispute ever arise. Password protected section of COFAS website may provide examples of employment contracts to display language and salary range. Ms. Noble also spoke of a discussion she had with the Executive Director of CAUT, Jim Turk, advising him that it would be inappropriate for members of his staff to advise Associations on issues pertaining to working relations with faculty association staff.

3.7 - Other Reports- None

4.0 - **COFAS Executive Elections**

4.1 **President**-Debbie Noble

4.2 **Vice President**-Doug Dorward

In Doug's absence Debbie Noble has received a letter indicating his desire to serve as VP.

4.3 **Treasurer** - Deborah Jackson

4.4 **Secretary** - Linda Wagner

4.5 **Membership Director** - Kimberly Benoit

4.6 **Cheque Signing Officer s**- Deborah Belsher & Deborah Jackson

4.7 **Website Coordinator** - Jean Roath & Deborah Jackson

5.0 - **Upcoming Conference Reports/Assignments**

5.1 - **COFAS 2011 [West] – Victoria, BC - May 26-29, 2011**

Site Coordinator-Denise Lunger – Grand Pacific – 2009 Room Rate of 198.00/ night has been secured.

Agenda Coordinators – Doug Dorward & Don Kozak

A 2011 Logo has been designed by Edith Cecile Varga

5.2 - **COFAS 2012 [Central] - Niagara on the Lake - May 31-June 3, 2012**

Site Coordinator: Kimberly Benoit

Agenda Coordinator – LeeAnne Fielding & Roxanne Rowe

5.3 - **COFAS 2013 [East] - Suggestions Included: Charlottetown, Halifax, St. Johns**

By a simple majority vote St. Johns, NL was declared as the 2013 COFAS Conference Site

Site Coordinator- Gilles Allain offered to speak with COFAS Members on the east coast to see if there is an interest in becoming site coordinators

Agenda Coordinator - Kimberly Benoit.

It was recommended that the COFAS conference be moved to the early part of June to accommodate the opening of various local events

Moved by Sue Hubers to adjourn the meeting

Seconded by Brenda Rennie