

Minutes of COFAS 2012

May 25, 2012

Attendees:

Jane Laforge, Michel Desjardins, Brenda Rennie, Brigitte Schotch, Annabree Fairweather, Linda Watson, Markus Harvey, Sheila McKee-Protopapas, Kelly McCaugheg, Shannon Neustaeter, Jasmine French, Kevin Becker, Karyn Popplestone, Lynn Purves, Jim Cheesman, Angela Fera, Agnes Paje, Daniel Draper, Lisa McGifford, Nicole Gagne, Laura Lozanski, Joe McFadyen, Shelly Allison, Suzanne Willoughby, Donna Plourde, Deena Rubuliak, Robin Roff, Ian Stockdale, Candace Weselowski, Jennifer Krygier, Leanne Rosinski, Roxanne Rowe, Colleen Powell, Debbie Noble, Avon Brophy, Kimiko Inouye, Dezarae Stinson, Jennifer Hewer, Honore Kerwin-Borrelli, Lise Robichaud, Genevieve Robichaud, Jill Diamond-Strong, Pat Moore, Elaine Berman, Rameek Pooni, Carrie Hunting, Phyllis DeRosa-Koetting, Kimberly A. Benoit, Linda Wagner, Deborah Jackson

1. Meeting called to order @ 9:15 am.
2. Approval of Minutes
Motion to approve minutes of May 27, 2011 made by Debbie Noble. Seconded by Chris Penn. Carried
3. Officer Reports
COFAS serves a diverse group. Debbie encouraged everyone to join the website
4. Financial Statements
Lori Morinville moves that the financial report be accepted as presented. Seconded by Brenda Rennie. Carried
5. Constitutional Amendments re: Budget
 - #5.3.1
Motion made by Rameek Pooni to proceed with the wording for the constitutional change to add Item # 5.3.1. Seconded by Annabree Fairweather. Carried
 - # 5.5
Motion made by Joe McFadyen that 3-4 alternate signing officers be appointed at the yearly business meeting. Seconded by Genevieve Robichaud. Carried
 - #5.6
Motion made by Lori Morinville to have a maximum budget of \$20,000.00 for COFAS. Seconded by Deborah Jackson. Carried

6. Audit Committee

Motion made by Honore Kerwin-Borrelli that an internal audit committee be formed to review the previous years financial statements and make recommendations for best practices. Seconded by Bridgette Schotch. Carried
Should this practice continue beyond 2012, formal terms of reference will be developed at COFAS 2013.

7. Membership Fund

Motion made by Chris Penn that executive can approve compassionate expenses from the "Membership Fund" on an "as needed basis". Seconded by Honore Kerwin-Borrelli. Carried

8. Incoming Donations

Motion made by Debbie Noble that monies be returned to those associations that contributed to the reserve fund with the option of having it donated to the membership fund. Seconded by Deena Rubuliak. Carried

9. Salary Survey

Roxanne Rowe & Brigitte Schotch presented the Salary Survey

10. Participation Survey

Lori Morinville & Roxanne Rowe sent out survey. Results were surprising. Discussion took place on what COFAS's purpose is.

11. CAUT Visioning Statement

It was agreed that the Draft Letter be sent to CAUT, re: COFAS / Visioning Exercise

12. Executive Officers

Motion made by Laura Lozanski that COFAS Executive include three Members at Large. Seconded by Lori Morinville. Carried. Should this practice continue, a change in By-Laws would be required.

13. Election of Officers

President – Don Kozak

Vice President – Markus Harvey

Treasurer – Jane LaForge

Secretary – Linda Wagner

Membership Director – Daniel Draper

Conference Site Coordinator COFAS 2013 - Kim O'Reilly & Jill Diamond-Strong

Conference Agenda Coordinator COFAS 2013 – Kimberly Benoit.

Deborah Jackson kindly offered to assist Kimberly.

Non-Officer Position - Website Coordinator – Shannon Newstalker

14. Members at Large Election

East – Lise Robichaud

West – Deena Rubuliak

Central – Ramneek Pooni

15. Election of Audit Committee

Michel Desjardins

Jasmine French

16. Other Business

Quebec City was chosen by a simple majority vote for the location of COFAS 2015.

Site Coordinator – Genevieve Robichaud & Honore Kerwin-Borrelli

Agenda Coordinator's – Markus Harvey & Lise Robichaud

17. Signing Officers

Motion by Lori Morinville that cheque-signing officers include: President, Treasurer, and Secretary. Seconded by Laura Lozanski. Carried

Meeting adjourned at 10:45am.