

Minutes of COFAS 2013  
June 7, 2013

Attendees: Chris Penn, Nancy Carter, Mairin Barnabe, Shelley Gerlitz, Brenda Morais, Ann Nelson, Sue Hubers, Elisabeth Hans, Carrie Hunting, Linda Watson, Larissa Brocklebank, Sheila McKee-Protopapas, Russell Janzen, Phyllis DeRosa-Koetting, Mara Giannotti, Pat Moore, Jim Cheeseman, Daniel Draper, Lisa McGifford, Linda Guse, Barbara Yapps, Deborah Jackson, Kimberly Benoit, Bonnie Morgan, Jill Diamond-Strong, Kim O'Rielly, Lise Robichaud, Jane Laforge, Dezarae Stinson, Colleen Powell, Shelly Allison, Louise Ford, Agnes Paje, Avon Brophy, Darrell MacLean, Valerie Nickel, Ranjit Sundur, Shannon Neustaeter, Lori Morinville, Jasmine French, Jane Longley, Michel Desjardins, Annabree Fairweather, Susan Fitzgibbon, Rhonda Clark-George, Markus Harvey, Roxanne Rowe, Don Kozak, Linda Wagner

1. Approval of Minutes

Deborah Jackson added to the attendee's list of 2012  
Minutes were approved by consensus.

2. Officer Reports

- President – Don has served for 2 yrs. As an organization we have matured and are at a stage where we need to develop better protocols to strengthen the organization
- Daniel Draper – COFAS has reached out to new faculty association. Currently there are 168 members on the Deans List

3. Financial Statements/Audit Committee /Salary Survey

COFAS Fiscal year is from October 1 – September 30  
Jean will be sending out the financial statements for 2012-13 by the end of the year.

- Annabree Fairweather moved to approve the financial statements as presented.  
Seconded by Pat Moore  
Carried

In review of the past 3 years of financial statements Jasmine & Michel found no concerns

In the past donations have typically been solicited from the faculty associations within the region that the conference is being held at.

- **In the context that the executive is preparing a coherent policy on finances to present to the membership in 2014 it is the view of this plenary to; on a one year basis:**

1. Seek donations nationally for the 2013-14 conference. Moved by Markus, Seconded by Jim. Carried
2. Donation request letters are to be sent out nationally to the lead staff person and then distributed as they see fit in their particular organization. Moved by Lori. Seconded by Rhonda. Carried
3. A preliminary general expenditure document will be prepared based on previous conferences and be provided to the senior staff person to be used on an as needed basis. Moved by Lori. Seconded by Phyllis. Carried

Consideration to be given in 2014-15 to collapsing all the fees into one fee: IE: \$400 early bird, \$450 registration fee

Consideration to be given in 2014-15 to the reserve fund possibly being increased to \$30K. Catastrophe Insurance to be investigated based on previous years costs.

- Kimberly moves that a committee be formed to review the salary survey. Second by Rhonda Clark-George, Carried.

Committee Members include:

- Kimberly Benoit (Chair)
- Susan Fitzgibbon
- Susan Hubers
- Annabree Fairweather
- Jim Cheeseman

4. CAUT Visioning Statement  
A response has been received from the CAUT President regarding Faculty Associations and COFAS.
5. Selection of Conference location for 2016  
Suggestions included: St. Johns, Charlottetown and Halifax  
By consensus Halifax was chosen for COFAS 2016

## 6. Election Of Officers

- President – Marcus Harvey
- Vice President – Kimberley Benoit
- Treasurer – Jane Laforge
- Secretary – Linda Wagner
- Membership Director – Daniel Draper
- Member at Large –
  - East – Lise Robichaud
  - Central – Debbie Noble
  - West – Dezarae Stinson

Agenda coordinator for COFAS 2016 (Halifax) – Valerie Nickel, Lori Morinville  
Site coordinator – Darrell Maclean & Jane Longely

Non-Executive Positions - Audit Committee – Jasmine French, Bridgette Schotch,  
Michel Desjardins

**2015** - Site Coordinator's – Genevieve Robichaud & Honore Kerwin-Borrelli  
Agenda Coordinator's – Markus Harvey & Lise Robichaud

Meeting Adjourned