

Minutes of COFAS  
May 31, 2014

Attendees: Kevin Albert, Chantelle Anderson, Derrick Antson, Donna Balkan, Kimberly Benoit, Naomi Boyle, Jeff Braun-Jackson, Larissa Brocklebank, Vanessa Brown, Nancy Carter, Jim Cheeseman, Bettyann Cox, Patti Dawkins, Michel Desjardins, Jill Diamond-Strong, Daniel Draper, Annabree Fairweather, Jocelyne Fortier, Jasmine French, Shelley Gerlitz, Mara Giannotti, Jason Gisser, Donna Gray, Andrea Harrington, Marcus Harvey, Jennifer Hewer, John Hollingsworth, Carrie Hunting, Micki Izzard, Deborah Jackson, Don Kozak, Jennifer Krygier, Rosa Labocetta, Sue Levesque, Darrel MacLean, Sheila McKee-Protopapas, Christine McLaughlin, Celine Miller, Sheila Miller, Brenda Morais, Lori Morinville, Maurice Morinville, Valerie Nickel, Agnes Paje, Chris Penn, Colleen Powell, Donna Plourde, Ramneek Pooni, Karyn Popplestone, Brygeda Renke, Brenda Rennie, Jean Roath, Lise Robichaud, Genevieve Robichaud, Leanne Rosinski, Roxanne Rowe, Brigitte Schotch, Kristin Skinner, Kathy Sthamann, Dezarae Stinson, Linda Wagner, Linda Watson

### Call to Order

**Approval of Agenda:** *Motion to adopt the agenda as presented made by Kimberly Benoit. Seconded by Ramneek Pooni. Passed.*

**Approval of Minutes:** *Motion to approve the Minutes of the 2013 annual general meeting made by Sheila McKee-Protopapas, Seconded by Lori Morinville. Passed.* Kimberly Benoit expressed her appreciation for CAUT staff attending COFAS 2014

### Reports

**President's Report:** The President thanked the current Executive and especially Don Kozak, Lori Morinville, Valerie Nickel, and Linda Wagner for putting together this year's conference. He also thanked Brigitte Schotch and Roxanne Rowe for their work on the salary survey, as well as Leanne Rosinski for designing the COFAS 2014 Logo. No formal changes to the financial policies are being proposed at this meeting. It was agreed that COFAS should continue to determine how best to solicit donations on a year-by-year basis. It was noted that needs vary depending upon the Conference location and the capacity of nearby associations to provide support. Daniel Draper has worked up an initial draft of amendments to the constitution. Members were invited to provide comments or suggestions directly to Marcus or Daniel and the Executive will work on this project via email with the objective of bringing a comprehensive proposal for revisions to the constitution forward for consideration at the AGM in 2015. On behalf of COFAS, the President congratulated David Robinson on being appointed CAUT's Executive Director and extended an invitation for David to attend future COFAS events.

### Treasurer's Report

The President presented the Treasurer's Report on behalf of Jane Laforge who sent regrets. It was agreed that the financial statements should include a descriptive note explaining the additional expenses incurred as a result of cancellations to the 2013 COFAS meeting in St. John's. *Motion to accept the financial statements as presented with the addition of a note as discussed made by Naomi Boyle. Seconded by Michel Desjardins. Passed*

**Salary Survey Committee:** No new motions from the floor.

**Site Coordinator:** Lori provided a debriefing on the task of the Site Coordinators and recommended developing a draft budget that provides plenty of flexibility. Site Coordinators send out the request for donations on COFAS Letterhead with a generic salutation very early in the process. Ultimately, the communication of these requests is the responsibility of the senior officer(s) of the association. A total of \$20,900.00 was received in donations for COFAS 2014. Per the direction of the President, an effort was made to set aside 15% of the conference revenues as a contingency fund. Lori suggested that this practice should be more formally established as a financial policy as should the vexed issue of membership fees vs registration charges. Lori stressed that hotel and registration deadlines need to be set early.

**Agenda Coordinator:** Don provided a debriefing on the task of the Agenda Coordinators and noted that donations and agendas go hand in hand. If donations are received early, then booking guest speakers becomes more viable. Planning for Sunday sessions needs to take into account travel logistics for those travelling from other time zones or from Gallifrey. A Thursday start may be a practical solution for some locations. He encouraged member who have something to contribute to a session to be sure to contact the Agenda coordinators.

**Elections for the 2014 -15 COFAS Executive:** By a simple majority vote the following were elected.

President Marcus Harvey

Vice President Kimberly Benoit

Treasurer Michel Desjardins

Secretary Linda Wagner

Membership Director Daniel Draper

Member at Large East Lise Robichaud

Member at Large Central Debbie Noble

Member at Large West Naomi Boyle

**Audit Committee:** *Motion to appoint Derrick Antson, Chantelle Anderson & Mara Giannotti to serve on the Audit Committee made by Deborah Jackson. Seconded by Annabree Fairweather. Passed*

### **New Business**

**Selection of Conference location 2017:** By way of a simple majority vote, Banff was chosen as the location for COFAS 2017 with the following coordinators.

Agenda Coordinators for 2017 Sheila Miller, Don Kozak, Kimberly Benoit

Site Coordinators for 2017 Linda Wagner, Lori Morinville

**Related Matters:** *Motion that COFAS hold its annual conference in facilities that are unionized made by Bettyann Cox. Seconded by Andrea Harrington.*

*Amendment to the motion that COFAS support the use of unionized facilities in principal and that a high level of undue hardship be the criteria for using a non-unionized facility made by John Hollingsworth. Seconded by Kimberly Benoit. Amendment to the main Motion passed.*

*Motion to table the discussion of unionized facilities to the COFAS 2015 business meeting made by Don Kozak. Seconded by Chris Penn. Passed.*

**Meeting Adjourned**