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Ontario Confederation of University Faculty Associations  
University of Calgary Faculty Association  
Concordia University Faculty Association  
York University Faculty Association – in kind  
Association of Part Time Professors University of Ottawa  
NAIT Academic Staff Association



Welcome to Kingston, we hope to make your stay most enjoyable!!!

**Delta Hotels Kingston Waterfront**

1 Johnson Street Kingston, ON

1-613-549-8100

[Link To Web Site](#)

Check-in 3:00 pm

Check-out 12 pm

Insert wifi info



**Thursday, May 24, 2018 - Grandview Room**

**6:30 – 9:30 pm**      Registration and welcome reception  
Join us for refreshments and food

**Extra activities:**

Friday, May 25 @ 7:00 a.m.  
Walking tour of downtown Kingston

Saturday, May 26 @ 6:30 p.m.  
Seven Bars of COFAS  
**Must be pre-registered**



## Friday, May 25, 2018 - Grandview Room

- 7:00 – 8:00 am **Walking tour of downtown Kingston**
- 8:00 – 8:45 am **Breakfast – Included for all delegates**  
Registration Desk will be open outside the room
- 8:45 – 9:30 am **Welcome message from the President and COFAS 2018 Organizers**  
**Ice Breaker Game – Jennifer Hewer UWFA**
- 9:30 – 10:45 am **COFAS Business Meeting**
- 10:45 – 11:00 am **Coffee Break**
- 11:00 – 12:30 pm **Salary Survey**  
**Presenters:**  
*Brigitte Schotch (Retired)*  
*Roxanne Rowe, AASUA*
- 12:30 – 2:00 pm **Lunch provided for all delegates – Regional Networking**
- 2:00 – 3:00 pm **Database Management – Electronic Filing**  
**Panel Discussion:**  
**Moderator: Angela Fera, NUFA**  
*Chantel Anderson, MRFA*  
*Ilze Cepelis, UMFA*
- 3:00 – 3:15 pm **Coffee Break**
- 3:15 – 4:45 pm **Learning How to Cope with High Conflict People**  
**Presenter: Leslie Jermyn, QUFA**  
People who thrive on or get stuck in conflictive and combative relations with the world are a relatively small percentage of the population but they tend to loom large in the work done by faculty association staff. This workshop starts from the premise that you can't change a difficult client, but you can manage your responses to and interactions with them. Using the work of Bill Eddy and Paul Gilbert, we'll explore how we can get trapped by our brains into unproductive exchanges with our members. Then we'll practice some alternative communication techniques for face-to-face conversations and emails that will help you help your members without losing your cool or your compassion.
- 6:30 – 9:30 pm **COFAS Group Dinner**  
**The River Mill Restaurant,**  
**2 Cataraqui Street**



## Saturday, May 26, 2018 - Grandview Room

- 8:00 – 9:30 am **Breakfast – Included for all delegates**

- 9:30 – 10:45 am **“Task Specific” Round Table Discussions**  
see attached list

- 10:45 – 11:00 am **Coffee Break**

- 11:00 - Noon **Communication**  
**Panel Discussion:**  
*Laura McDonald, FAUW*  
*Ben Lewis, OCUFA*  
*Cynthia Thom, UBCFA*  
Tips and tactics for good communications, including strategic messaging, design and branding, social media, and communications planning.

- Noon – 1:30 pm **Lunch on your own**

- 1:30 – 2:30 pm **“Topic Specific” Round Tables**  
see attached list

- 2:30 – 2:45 pm **Coffee Break**

- 2:45 – 5:00 pm **Fatigue and Secondary Trauma Essentials**  
**Meaghan Welfare, Tend Training and Services (bio attached)**  
Compassion Fatigue 101 is a workshop that explores the essentials of Compassion Fatigue – a normal consequence of working in a helping field.

The level of compassion fatigue a helper experiences can ebb and flow from one day to the next, and even very healthy helpers with optimal life/work balance and self care strategies can experience a higher than normal level of compassion fatigue when they are overloaded, are working with a lot of traumatic content, or find their case load suddenly heavy with clients who are all chronically in crisis.

After completing the workshop, participants have reported feeling inspired to make meaningful changes in their personal, professional and organizational lives in addition to learning practical strategies for identifying and dealing with the costs of caring.

- 5:00 – 5:15 pm **COFAS 2019, Charlottetown, PEI – May 30 – June 2, Delta Prince Edward**  
**Haida Antolick and Heather Penny- Site Coordinators**  
**Annabree Fairweather and Lori Morinville- Agenda Coordinators**

- 5:15 – 5:30 pm **Mug and Swag Exchange**

- 6:30 pm **Seven Bars of COFAS – must be pre-registered**

## Sunday, May 27, 2018 - Grandview Room

- 8:00 – 9:30 am **Breakfast – Included for all delegates**

- 9:30 – 11:00 am **Hot Topic of The Year!! – There will be a great prize for attending this session! So make sure you attend.**

- 11:00 – 11:30 am **Thanks and Farewells --- See you all in Charlottetown**



### *Meaghan Welfare*

Meaghan Welfare is a conflict management practitioner with the Department of National Defence at CFB Kingston. She is also a Certified Compassion Fatigue Educator with the Green Cross Academy of Traumatology. She holds a degree in criminology and criminal justice with a minor in law, a graduate certificate in dispute resolution from York University and a certificate in family mediation from University of Waterloo.

Meaghan has many years of experience working in the field of conflict management in the workplace, community, family and criminal justice system. She began her career as a Program Coordinator with the Durham Community Mediation Program and Victim Offender Reconciliation Program in Ajax, Ontario. Meaghan has experience working in the many government departments including the National Parole Board, Veterans Affairs, Department of National Defence, Corrections Canada, and Canada Post. Meaghan has also worked with non-profit organizations and public companies.

Meaghan develops and delivers training in the field of conflict management, communication, workplace bullying, decision-making for board of directors and compassion fatigue and vicarious trauma, among other topics. She is currently a member of the Advisory Committee for ResolveKingston, a non-profit Program provided by K3C Community Counselling Centres, which provides mediation and victim offender reconciliation services to the Kingston and region community.

## **Task Specific Round Tables – Saturday, May 26 (9:30 – 10:45)**

**Communications/public relations** (Teresa Workman) – Does writing blogs, maintaining the website or draft member notices bring joy to your day? If you are primarily involved in or would like to discuss issues regarding communicating with members, the public and the University, whether through print or digital means, this is the place for you.

**Grievance handling and member services** (Robin Roff) – This is an opportunity to ask questions of your colleagues and discuss strategies, concerns and challenges that you face in problem solving and negotiating with your Institutions and membership.

**Office management, event planning, agendas, minutes and letters** (Adele Weichel) – Some of our offices are big, others are not-so-big; but they all need to be carried from day to day. This round table is for those interested in discussing strategies, success stories and techniques for the management of documentation and office activities.

**Finances and budgeting** (Roxanne Rowe) – For the number crunchers among us... those who have an inkling to discuss the processes and challenges involved in crafting and managing Faculty Association budgets.

**Collective bargaining** (Sheila McKee-Protopapas) – Do you have burning questions or stories to share about your time at the table? Are you preparing to sit down with your institution to start a new round? This is the place for you!

**Research & policy development/analysis** (Graham Baker) – Big changes at your institutions or associations? Have a great research strategy to share? This round table will give you the opportunity to touch base with others who have similar duties and interests.

**Executive Committee liaison and support** (Brenda Skayman) – Liaising with the Executive Committee is an art, in and of itself. Many of us do this on a daily basis, while some only infrequently. This roundtable is a space to discuss techniques, best practices and tools that assist us in supporting the strength of our Executive team.

**In House Counsel** (Genevieve Robichaud) - This session will be for those individuals that act as in house counsel in their faculty associations, and/or primarily provide legal advice on policies, grievances and/or arbitrations.



## **Topic Specific Round Tables, Saturday, May 26 (1:30 – 2:30)**

**Diversity** (Derrick Antson) – what does diversity look like in your organization? This is an opportunity to share the steps that your association is taking to become a more inclusive workplace.

**Technology** (Ilze Cepelis)– how has technology changed your workplace? Technology impacts all of us. Let's talk about the advantages and disadvantages and the next emerging trends.

**Member Advocacy (limits of)** (Erin Black) – This session will be of interest to those who are involved in member advocacy roles. Member advocacy has its limits and this group will discuss where that line is and how not to cross it. Eg. Treading carefully in medical accommodation matters.

**Pet Peeves** (Colin Tether) – What really irritates you? An opportunity to vent and discuss strategies to overcome common workplace annoyances.

**Day to day issues in the workplace** (Brenda Skayman) – working in an association means no two days are ever the same. What are some of the issues that we face?

**What are we doing well?** (**need moderator**) - We seldom talk about what we are doing well. This roundtable is an opportunity to share our successes and shift our focus to the more positive aspects of our jobs.

**Wellness/Worklife Balance** (Brienne Carlson) – Are you consumed with your work? What initiatives has your association taken to promote wellness or to help employees achieve worklife balance? Come and share your tips and suggestions for improved wellness and worklife balance.

**Professional Development** (Laura McDonald) – Have you been enriched by professional development or are you contemplating this prospect? Come and share the programs or courses you have taken and how they have impacted your career, or just come and be inspired by your colleagues!

**Strategic Planning / Managing Change** (Robin Roff) – Many of our association environments are changing as a result of both internal and external influences. What steps are your associations taking to effectively plan and evolve with change? Do you have mechanisms in place to measure your progress?

**Negotiating** (Sheila McKee-Protopapas) – This session will focus on negotiating. Come and share your ideas and learn from others.