



**COFAS BUSINESS MEETING**  
COFAS 2019 – Charlottetown, PEI  
June 1, 2019  
9:00 AM – 10:30 AM

**Minutes**

**IN ATTENDANCE:** Debbie Abraham, Haida Antolick, Derrick Antson, Graham Baker, Lynne Braun, Jeff Braun-Jackson, Larissa Brocklebank, Al Brown, Brendan Bruce, Mary Ellen Campbell, Brianne Carlson, Nancy Carter, Ilze Ceplis, Aaron Chubb, Christal Cote, Katie Damphouse, Michel Desjardins, Nick Driedger, Marissa Dudych, Hind Eideh, Lindsay Fairbrother, Annabree Fairweather, Jonathan Ferris, Esme Friesen, Lydia Gabelmann, Genevieve Hache, Jennifer Hewer, Joshua Horton, Kristin Hoyt, Glynis Humphrey, Leslie Jermyn, Sonja Killoran-McKibbin, Don Kozak, Verona Leslie, Laura Lozanski, Debbie MacAulay, Barbara MacLennan, Shari Maquire, Laura McDonald, Lisa McGifford, Sheila McKee-Protopapas, Christine McLaughlin, Brenda Morais, Lori Morinville, Valarie Nickel, Debbie Noble, Agnes Paje, Chris Penn, Heather Penny, Paula Parez-Smith, Elisabeth Polnicky, Lynn Purves, Genevieve Robichaud, Lea Roboam, Robin Roff, Anne-Marie Roy, Brigitte Schotch, Brenda Skayman, Kim Smith, Jolie Van Den Bussche, Catherine Wall, Jo-Anne Watier, Linda Watson, Adele Weichel (62)

**REGRETS:** Erin Black, Cindy Cossar-Jones, Kathie Dann, Jean-Sebastien Daoust, Angela Fera, Christa Florell, Debbie Head, Susan Hubers, Shawn Philip Hunsdale, Conan Masterson, Jude Morrison, Heather Ritenburg, Jean Roath, Lise Robichaud, Lina Rodriguez, Donna Sindaco, Kristin Skinner, Dana Tarnes (18)

**OPENING REMARKS – M. Desjardins**

1. Territorial Acknowledgement
2. Statement on Harassment and Discrimination & Identification of on-site peer support
3. Thank you to the Site Coordinators (Haida Antolick and Heather Penny) and the Agenda Coordinators (Lori Morninville and Annabree Fairweather)

**1. Call to Order – M. Desjardins**

Meeting called to order at 9:04 AM

**2. Approval of Agenda – M. Desjardins**

**MOTION:** THAT the Agenda be approved as circulated.

*BY CONSENSUS*

**3. Approval of Minutes – M. Desjardins**

**MOTION:** THAT the Minutes of the May 25, 2018, COFAS Business Meeting be approved.

(Adele Weichel/Brenda Skayman) CARRIED  
ABSTENTIONS: 1



#### 4. Reports

##### a. President's Report – M. Desjardins

**NOTE:** There was not a lot of activity. A couple of Executive meetings held during CAUT Council meetings.

##### b. Treasurer's Report – D. Anston

**MOTION:** THAT the 2017-2018 Audited Financial Statements be adopted as presented.

(Robin Roff/Brianne Carlson)

ABSTENTIONS: 1

**NOTE:** Current Financial Year Budget presented. Last year's conference budget had a surplus.

**NOTE:** 2019 Conference Budget on track.

##### c. Audit Committee

**NOTE:** No questions other than the reserve fund amount, which has been explained in prior minutes and by the Treasurer.

**NOTE:** The Audit committee reviewed the books and everything is in order.

#### 5. New Business – M. Desjardins

##### a. Matters Arising from the COFAS 2018 Minutes

- i. Can COFAS donate money to strike funds for Association staff unions?

**NOTE:** The goal of the conference is professional development. This is how the conference is discussed with the Faculty Associations and this is the relationship that has been developed over time and is what they are donating to. Using our surplus funds to support staff union labour action is not in alignment with the COFAS goal.

- ii. Surveying membership to see what restricted reserve amounts should be and what do to with any surplus?

**NOTE:** It was determined by the Executive that the surplus funds will get spent on professional development during the conferences, with a minimum of \$60K and a maximum of \$100K in reserve.

**MOTION:** THAT COFAS hold a conference reserve fund of a minimum of \$60,000 and up to a maximum of \$100,000.

(Lori Morinville/Brenda Skayman) CARRIED

NO: 2

ABSTENTIONS: 4

#### QUESTIONS/COMMENTS FROM FLOOR:

- Objection from the floor – COFAS needs to consult with the membership. This is an organization of fellowship and not supporting staff unions who are on strike contradicts this.

- Objection from the floor – Disappointed that the Executive has not given greater prioritization to solidarity funds. Also, would be good to sponsor attendees from smaller Faculty Associations who cannot afford to send their staff.
- Question – is the minimum sufficient to cover a catastrophic event – taking into account the cancellation and the ebb and flow amount? Answer – It was determined that the minimum covered both.
- Comment – I support the motion, but in the future, can we separate out the reserve to show what is set aside as a restricted reserve – catastrophic cancellation vs. overflow operating budget?
- Comment – If we want to fund solidarity and labour action for COFAS member staff unions, maybe the COFAS members can pay dues in addition to the conference dues.
- Comment – A few points in favour of the motion – I would hate to see event coordinators have to scale back a conference due to budget constraints. I also support the fact that not all Association staff are unionized and that unionizing is their individual choice.

b. **COFAS 2022**

i. Selection of Conference Location for 2022 – East Conference

**NOTE:** By a simple majority vote, St. Johns NFL was chosen as the location for COFAS 2022 with the following coordinators:

- **Site Coordinator(s):** We will have to contact MUNFA staff to ask if they will be Site Coordinators
- **Agenda Coordinator(s):** Adele Weichel and Brenda Skayman

c. **Elections**

- **President** – Sheila McKee-Protopapas - Elected by acclamation
- **Vice President** – Debbie Noble - Elected by acclamation
- **Treasurer** – Derrick Antson - Elected by acclamation
- **Secretary** – Esme Friesen - Elected by acclamation
- **Member-at-Large East** – Catherine Wall - Elected by acclamation
- **Member-at-Large West** – Kim Smith - Elected by acclamation
- **Member-at-Large Central** – Brianne Carlson - Elected by acclamation
- **Audit Committee** – Brenda Skayman; Adele Weichel; Glynis Humphrey; Jolie Van Den Bussche - Elected by acclamation
- **Website / Listserv Coordinator(s)** – Laura McDonald; Annabree Fairweather - Elected by acclamation

**NOTE:** Slate elected by Acclamations

d. **Confirmation**

- **Past President** – Michel Desjardins
- **Signing Officers**

**MOTION:** THAT as Treasurer, Derick Antson be re- appointed as the primary signing authority on the COFAS bank account for 2019-20.

AND,



**MOTION:** THAT Annabree Fairweather and Michel Desjardins be removed as signing authorities on the COFAS bank account.

AND,

**MOTION:** THAT Sheila McKee-Protopapas be appointed as the second signing authority on the COFAS bank account for 2019-20.

AND,

**MOTION:** THAT Kim Smith be added as a third signatory on the COFAS bank account for 2019-20

(Lori Morinville/Debbie Noble) CARRIED  
ABSTENTIONS: 1

e. Conference Contracts

**MOTION:** THAT the COFAS Executive review all COFAS contracts before they are signed.

(Haida Antilock/Debbie Noble) WITHDRAWN

**MOTION:** THAT the COFAS Executive review all contracts over \$5,000 prior to them being signed by the site or agenda coordinators.

(Don Kozak/Valerie Nickel) CARRIED  
ABSTENTIONS: 1

**NOTE:** This is the result of the whistler contract not having had a credit app completed prior to COFAS pre-paying for the conference venue.

#### QUESTIONS/COMMENTS FROM FLOOR:

- Recommend that the executive approve contracts by motion and maybe develop a policy on conference signing authorities.

#### 6. Other Business

##### a. Bilingual COFAS Conferences

**NOTE:** There is a suggestion that COFAS incorporate more French in the conference proceedings.

#### QUESTIONS/COMMENTS FROM FLOOR:

- My association office is bilingual, but have staff that are primarily French speaking and who don't come to COFAS due to it being held in English. Genevieve Hache offered to support translations of future conferences.
- Crucial Conversations – had bilingual speaker and materials
- Measures to move toward some translation services important as unilingual members will have difficulty. Can the Executive explore and consider a move towards translation services for next year's budget?
- This year's forms asked language preference.

- When you make the environment comfortable, then participants more comfortable – specifically, if unilingual in French.
- We need to make the space for bilingual proceedings.
- Can we have an Ad Hoc committee to discuss this and bring to COFAS next year?
- Simultaneous translation is very expensive – would eat up our surplus very quickly
- Resources to do translation are not uniformly available across the country.
- If committee struck – they should survey to get more member input.

**MOTION:** THAT COFAS strike an Ad Hoc committee to investigate how to make COFAS bilingual.

*(Anne-Marie Roy/Genevieve Hache) CARRIED*

- **Ad Hoc Committee Volunteers** – Anne-Marie Roy; Lydia Gabelmann; Esme Friesen with Genevieve Hache willing to assist in this process.

## 7. **Adjournment**

Meeting adjourned at 10:45 AM