



## COFAS BUSINESS MEETING

### Unapproved Minutes of COFAS 2018 - Kingston

May 25, 2018

**IN ATTENDANCE:** Connie Reid; Kimberly A. Benoit; Mark Rosenfeld; Kristin Skinner; Paula Parez-Smith; Robin Roff; Cynthia Thom; Chris Penn; Erin Black; Abe Nasirzadeh; Jeff Braun-Jackson; Brigitte Schotch; Roxanne Rowe; Esme Friesen; Kim Smith; Debbie Noble; Annabree Fairweather; Katie Damphouse; Heather Penny; Sheila McKee-Protopapas; Linda Watson; Laura McDonald; Brenda Morais; Christine McLaughlin; Jennifer Krygier; Genevieve Robichaud; Agnes Paje; Brenda Skayman; Lori Morinville; Nancy Carter; Graham Baker; Conan Masterson; Adele Weichel; Kristin Hoyt; Barbara MacLennan; Lynn Purves; Teresa Workman; Lana Bjorkquist; Elizabeth Polnicky; Chantelle Anderson; John Hollingsworth; Angela Fera; Ilze Ceplis; Jolie Van Den Bussche; Derrick Antson; Manon Charette; Jennifer Hewer; Genevieve Hache; Frank Mentés; Lea Roboam; Eric Bell; Jo-Anne Watier; Colin Tether; Travis Perry; Kim O'Reilly; Brianne Carlson; Anne-Marie Roy; Jean Sebastien Doust; Shawn Philip Hunsdale; Michel Desjardins

**REGRETS:** Deborah Ann Jackson; Mina Rajabi Paak; Chi Cheng Wat; Leslie Jermyn; Ben Lewis

#### OPENING REMARKS – *Annabree Fairweather*

1. Territorial Acknowledgement
2. Statement on Harassment and Discrimination & Identification of on-site peer support
3. Thank you to the Site Coordinators (Debbie Noble, Kristin Skinner and Rhonda Clarke-George) and the Agenda Coordinators (Lori Morinville, Robin Roff and Roxanne Rowe)

#### BUSINESS MEETING

##### 1. Call to Order

Meeting called to order at 9:42 AM

##### 2. Approval of Agenda

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

*(Adele Weichel/Brenda Morais) CARRIED*

##### 3. Approval of Minutes

**MOTION:** *THAT the Minutes of the June 2, 2017 COFAS Business Meeting be approved as amended.*

*(Lori Morinville/Derrick Antson) CARRIED*

##### 4. Reports

- a. President's Report – *Annabree Fairweather - Verbal report*

**NOTE:** There has been a lot of behind the scenes activity in the past year:

- Requests by third-party conference organizers to host COFAS
- Member questions regarding navigating resources



- Expanding membership due to an increase in member Associations
- Executive meetings at CAUT Council
- Website and listserv updates

**ACTION:** Incoming Executive to review process and develop strategy for keeping the member listserv up-to-date.

b. Treasurer's Report – **Michel Desjardins – Presentation & Verbal Report only**

**NOTES:** 25% revenues came from donations; 75% from conferences. Expenses up slightly. Finished year with surplus. Moving forward, need to determine what to do with surplus. Total current net cash assets is approximately \$72,000 – This raises a question as to whether there needs to be an investment policy. There is also \$5,000 in restricted reserve fund to underwrite conferences.

**QUESTIONS/COMMENTS FROM FLOOR:**

- How about donating money to strike funds for Association staff unions? **Added to 2019 Business Meeting Agenda.**
- What were the promotion costs from COFAS 2017 in Banff? Banff had higher donations, which covered the cost of promo items, guest speaker travel, gifts, etc.
- How about restricting more funds and/or use surplus for professional development?
- How about investing?
- How about keeping cost of attending conferences low.
- Conference organizing committees often spend more than what comes in.
- Investments can mean filing taxes, which COFAS currently doesn't have to do.
- We don't officially have a membership and collect no dues. Refer to constitution – all faculty association staff are considered members. The conference registration used to apportion an amount as membership dues, but was considered unnecessary and so ceased.
- How about surveying membership to see what the restricted reserve amounts should be and what to do with surplus. **Added to 2019 Business Meeting Agenda.**
- How about sponsoring attendees from smaller Associations?

**MOTION:** THAT the 2016-2017 Financial Statements be adopted as presented.

(Chris Penn/Shawn Hunsdale) CARRIED  
ABSTENTIONS: Michel Desjardins

**ACTION:** The Executive will review past minutes for decisions on reserve amounts and will survey the membership re: what to do with surplus funds.

c. Audit Committee – **Derrick Anston; Adele Weichel - Verbal Report only**

**NOTE:** Books reviewed. No concerns.

**5. New Business**

a. Selection of Conference Location for 2021

By a simple majority vote, Montreal, QC was chosen as the location for COFAS 2021 with the following coordinators:

- **Site Coordinator(s):** Genevieve Robichaud; Kristin Skinner



- **Agenda Coordinator(s):** Roxanne Rowe; Robin Roff; Annabree Fairweather

**NOTE:** Esme Friesen will take over from Bettyann Cox as an Agenda Coordinator for COFAS 2020 Whistler

b. Elections

- **President** – Michel Desjardins – Appointed by acclamation
- **Vice President** – Debbie Noble - Appointed by acclamation
- **Treasurer** – Derrick Antson - Appointed by acclamation
- **Secretary** – Esme Friesen - Appointed by acclamation
- **Member-at-Large East** – Brenda Morais - Appointed by acclamation
- **Member-at-Large Central** – Genevieve Robichaud – Elected by simple majority vote
- **Member-at-Large West** – Robin Roff - Appointed by acclamation
- **Audit Committee** – Lynne Purves; Adele Weichel; Brenda Skayman; Paula Perez-Smith; Ilze Ceplis - Appointed by acclamation
- **Website / Listserv Coordinator** – Teresa Workman; Laura McDonald - Appointed by acclamation

**MOTION:** THAT the 2018-19 Slate be accepted.

(Sheila McKee-Protopapas/Adele Weichel) CARRIED

ABSTENTIONS: 1

- Past President – Annabree Fairweather – Ex-officio for 2018-19

c. Confirmation

**MOTION:** THAT as Treasurer, Derrick Antson be appointed as the primary signing authority on the COFAS bank account for 2018-19.

AND,

**MOTION:** THAT Michel Desjardins be removed as a signing authority on the COFAS bank account.

AND,

**MOTION:** THAT Annabree Fairweather be re-appointed as the second signing authority on the COFAS bank account for 2018-19.

(Debbie Noble/Heather Penny) CARRIED

ABSTENTIONS: 1

**6. Other Business**

- a) Winner of the icebreaker quiz: Fluorescent Pink Team
- b) Reminder to those going on pub crawl to pay for their T-shirts

**7. Adjournment**

Meeting adjourned at 10:46 AM.