

OPENING REMARKS

Territorial Acknowledgement

Statement on Harassment and Discrimination & Identification of on-site peer support

Thank yous

MEETING

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes from June 4, 2022 [LINK](#)

4. Reports

4.1 President's Report

4.2 Treasurer's Report

4.3 Audit Committee (Report for 2022-23)

5. New Business

5.1 Updated Bylaws (gender neutral language) [LINK](#)

5.2 COFAS Policies [LINK](#)

5.2.1 Reserves Policy

5.2.2 Contract Signing and Review Policy

5.2.3 Policy on Access to Software

5.3 COFAS 2025

5.3.1 Agenda Coordinator - need a second agenda coordinator

5.4 COFAS 2026

5.4.1 Selection of Conference Location for 2026 – Central

5.4.1.1 Site Selection - see memo on site selection attached [LINK](#)

5.4.1.2 Site Coordinator(s)

5.4.1.3 Agenda Coordinator(s)

5.5 Elections [Link to Job Descriptions](#)

There will be elections, so nominations can come from the floor, but we have indicated where individuals are standing again for reelection.

President - Udell seeking second year

Vice-President

Treasurer - Anderson standing again

Secretary -

Member-at-Large East - Workman standing again

Member-at-Large Central - Doyle standing again

Member-at-Large West

Audit Committee

Website / Listserv Coordinator(s)

5.6 Confirmation

Past President

Signing Officers

6. Other Business

6.1 Items from 2022 Minutes

- It was noted that a member feedback survey will be sent out following COFAS 2022 that will be passed on to the COFAS 2023 planning committee. (done)
- Virtual Meetings for Professional Development Committee
- Report from Bilingual COFAS Conference Committee

7. Adjournment

1. Call to Order - List of Attendees at end of minutes.
2. Approval of Agenda

MOTION: Weichel/Tether

That the Agenda be approved as circulated.

CARRIED

3. Approval of Minutes from May 28, 2021

MOTION: Antson/Smith

That the Minutes from the May 28, 2021, meeting be approved.

CARRIED

4. Reports

4.1 President's Report

Desjardins provided an overview of the executive activities. Desjardins thanked those who were instrumental in making COFAS 2022 a great success. There was a PowerPoint presentation on those individuals that have moved on from COFAS. The presentation is attached to the Minutes.

4.2 Treasurer's Report

Anderson reviewed the report provided in the agenda material.

MOTION: Weichel/Skayman

That the Treasurer's Report be received.

CARRIED

4.3 Audit Committee

The Audit Committee reported that there were no concerns with the books as reviewed.

5. New Business

5.1 COFAS 2023 - Montreal, Quebec - May 25-28

It was noted that a member feedback survey will be sent out following COFAS 2022 that will be passed on to the COFAS 2023 planning committee.

- 5.1.1 Site Coordinators: Genevieve Robichaud (CUFA) and Kristin Skinner (YUFA)
- 5.1.2 Agenda Coordinators: Roxanne Rowe (AASUA) and Josh Horton (CUASA)
- 5.2 COFAS 2024 - St. John's, Newfoundland
 - 5.2.1 Site Coordinators: Crystal Doyle (UTFA) and Emma Burry (UBCFA)
 - 5.2.2 Agenda Coordinators: Brenda Skayman (AUFA) and Adele Weichel (NASA)

5.3 COFAS 2025

It was agreed that COFAS 2025 would be in Kelowna, B.C.

Site Coordinators: Baolinh Dang (YUFA), Sarah Hornstein (UBCFA) and Val Nickel (Retired)

Agenda Coordinators: Kristen Skinner (YUFA) and Pascasie Minani (APUO)

There was a brief discussion around retirees attending COFAS conferences and remaining on the listserv - it was noted that retired members in good standing are permitted under the bylaws. It was noted that retirees must make the request to continue membership and are expected to pay their own costs to attend the conference.

5.4 Elections

5.4.1 President

Natasha Udell, APUO - acclaimed

5.4.2 Vice-President

Aaron Chubb, ULFA - acclaimed

5.4.3 Treasurer

Chantelle Anderson, MRFA - acclaimed

5.4.4 Secretary

Lori Morinville, CAFA - acclaimed

5.4.5 Member-at-Large East

Teresa Workman, ANSUT - acclaimed

5.4.6 Member-at-Large Central

Crystal Doyle, UTFA - acclaimed

5.4.7 Member-at-Large Wes

Derrick Antson, MRFA - acclaimed

5.4.8 Audit Committee

LeAnne Parrish (CUASA), Adelle Weichel (NASA) and Brenda Skayman (AUFA)

5.4.9 Website Coordinator(s) and mailing list

Laura McDonald asked that someone work with her to transition taking over this position. The following people agreed to work with Laura:

Annabree Fairweather (CUFA/BC), Joy Aigbe (MRFA) and Josh Horton (CUASA) (Horton was not at the meeting but his coworker emailed him and confirmed this was okay.)

5.4.10 Confirmation

5.4.10.1 Past President

Michel Desjardin (APUO) will serve as Past President.

5.4.10.2 Signing Officers

MOTION: Desnoyers/Jermyn

That the Signing Officers for 2022-23 are:

Chantelle Anderson, Derrick Antson and Natasha Udell.

Kim Smith and Michel Desjardins will be removed as Signing Officers.

CARRIED

6. Other Business

6.1 Report from Bilingual COFAS Conference Committee

There was no report from the Bilingual Committee. It was noted that the registration form had been translated into French this year - Nicole Desnoyers from APUO was thanked for doing this. There was a general discussion around initiatives to increase bilingualism at COFAS. It was noted that a good translation software is DeepL.

<https://www.deepl.com/translator>

Nicole Desnoyers, APUO and Katherine Kenny, APTPUO agreed to be added to the committee.

6.2 Report from Virtual Meetings for Professional Development Committee

McLaughlin reported that the committee sought clarification earlier in the year about the purpose and direction of the committee. They have since prepared a survey for distribution after the conference that will focus on virtual PD opportunities between annual meetings.

7. Adjournment -10:20

COFAS BUSINESS MEETING

JUNE 4, 2022, ATTENDEES

First Name	Last Name	Association	Province
Roxanne	Rowe	AASUA	Alberta
Brenda	Skayman	AUFA	Alberta
Lindsay	Fairbrother	BVCFA	Alberta
Kim	Smith	BVCFA	Alberta
Brendan	Bruce	CAFA	Alberta
Lori	Morinville	CAFA	Alberta
Graham	Baker	GMUFA	Alberta
Jolie	Van Den Bussche	GMUFA	Alberta
Joy	Aigbe	MRFA	Alberta
Chantelle	Anderson	MRFA	Alberta
Derrick	Antson	MRFA	Alberta
Adele	Weichel	NASA	Alberta
Aaron	Chubb	ULFA	Alberta
Maria	Angerilli	BCIT/FA	British Columbia
Annabree	Fairweather	CUFA/BC	British Columbia
Emi	Mimiko	CUFA/BC	British Columbia
Brian	Green	SFUFA	British Columbia
Jennifer	Scott	SFUFA	British Columbia
Emma	Burby	UBCFA	British Columbia
Sean	Hillman	UBCFA	British Columbia
Sarah	Hornstein	UBCFA	British Columbia
Ryan	Toews	UBCFA	British Columbia
Valarie	Nickel	UBCFA (Retired)	British Columbia
Donna	Sindaco	UNBC-FA	British Columbia
Reuben	Kellen	UVIC FA	British Columbia
Shari	Maguire	BUFA	Manitoba
Lucie	Aounetse	ABPPUM	New Brunswick
Brenda	Morais	AUNBT	New Brunswick
Teresa	Workman	ANSUT	Nova Scotia
Jane	Longley	AUFA	Nova Scotia
Katherine	Kenny	APTPUO	Ontario
Natasha	Roy	APTPUO	Ontario
Patrick	Desjardins	APUO	Ontario
Michel	Desjardins	APUO	Ontario
Nicole	Desnoyers	APUO	Ontario
Pascalie	Minani	APUO	Ontario
Lidiia	Riabova	APUO	Ontario
Natasha	Udell	APUO	Ontario
Jordan	Alexander	CAUT	Ontario
Alex	Aucoin	CUASA	Ontario
Deborah	Jackson	CUASA	Ontario
Hanan	Mankal	CUASA	Ontario
LeAnne	Parrish	CUASA	Ontario
Laura	McDonald	FAUW	Ontario
Nicole	Collette	LUFA	Ontario
Francesca	Brugnano	McMaster University CUPE 390	Ontario
Mara	Giannotti	MUFA	Ontario
Jessica	Weyman	MUFA	Ontario
Rhiannon	Don	NUFA	Ontario
Jenny	Ahn	OCUFA	Ontario
Joel	Duff	OCUFA	Ontario
Jordyn	Perreault-Laird	OCUFA	Ontario
Mina	Rajabi Paak	OCUFA	Ontario
Christine	McLaughlin	UOITFA	Ontario
Crystal	Doyle	UTFA	Ontario
Chris	Penn	UTFA	Ontario
Cindy	Cossar-Jones	UWOFA	Ontario
Maram	Hijazi	UWOFA	Ontario
Jane	Laforge	UWOFA	Ontario
Sheila	McKee-Protopapas	WLUFA	Ontario
Jennifer	Hewer	WUFA	Ontario
Debbie	Noble	WUFA	Ontario
Jean	Roath	WUFA	Ontario
Baolin	Dang	YUFA	Ontario
Paula	Perez-Smith	YUFA	Ontario
Kristin	Skinner	YUFA	Ontario
Jean-Sébastien	Daoust	APTPUO	Quebec
Leah	Cojocar	URFA	Saskatchewan
Landon	Schaffer	URFA	Saskatchewan
Colin	Tether	URFA	Saskatchewan



Colleagues who left our Faculty Associations

COFAS colleagues that have left (or will soon leave) their respective FA

- UBCFA
 - Cynthia Thom and Lillian Deeb
- FAUW
 - Erin Windibank
- WLUFA
 - Sheila McKee-Protopapas and Mohammad Akbar
- CUASA
 - Deborah Jackson

COFAS colleagues that have left (or will soon leave) their respective FA

- MUNFA
 - James Farrell, Alison Coffin, Alyse Stuart and Kelly Hickey
- OCUFA
 - Shaun Shepherd and Martyna Siekanowicz
- YUFA
 - Sonja Killoran-McKibbin and James Clark
- WUFA
 - Debbie Noble

COFAS colleagues that have passed away

- YUFA
 - Jeff Braun-Jackson -
https://www.yufa.ca/in_memory_of_jeff_braun_jackson

Action Items:

- It was noted that a member feedback survey will be sent out following COFAS 2022 that will be passed on to the COFAS 2023 planning committee.
- Report from Virtual Meetings for Professional Development Committee

McLaughlin reported that the committee sought clarification earlier in the year about the purpose and direction of the committee. They have since prepared a survey for distribution after the conference that will focus on virtual PD opportunities between annual meetings.

- Report from Bilingual COFAS Conference Committee

Nicole Desnoyers, APUO and Katherine Kenny, APTPUO agreed to be added to the committee.

Current Committee:

Anne Marie Roy

Christal Cote

The COFAS Executive have updated the COFAS Bylaws to include gender neutral language. Following are the updated Bylaws.

AGENDA ITEM 5.1

CANADIAN ORGANIZATION OF FACULTY ASSOCIATION STAFF (COFAS) (as amended 6 June 2015)

CONSTITUTION

1. The name of the organization is Canadian Organization of Faculty Association Staff (COFAS).
2. The objects of the Organization are:
 - 2.1 To foster high standards of performance by faculty association staff through an annual conference;
 - 2.2 To promote the interests of faculty association staff through training, development and mutual communication;
 - 2.3 To advance the work of faculty associations through information-sharing and professional development of faculty association staff;
 - 2.4 To bring into common faculty association staff to promote bonds of friendship, fellowship and mutual understanding; and,
 - 2.5 To deal with all such things as are necessary to carry out the objects of the Organization.
3. The place of operation of the Organization shall be where the bank account and signing officers are.

BYLAWS

1. Membership

- 1.1 Membership in the Organization is open to any person who is currently employed by any faculty association of a Canadian post-secondary institution, by a provincial or national organization of post-secondary faculty associations, or who is retired from such employment and not otherwise in a conflict of interest regarding COFAS or their previous employer.
- 1.2 The persons shall hold membership in the Organization from the date of initial enrolment until:
 - 1.2.1 The person ceases to be eligible for membership under bylaw 1.1; or,
 - 1.2.2 the person informs the Secretary, in writing, that he/she no longer wishes to be a member of the Organization; or,
 - 1.2.3 the person is expelled from membership under bylaw 1.3.
- 1.3 Any member of the Organization may be expelled from membership for conduct inconsistent with the objects of the Organization by a 2/3rd majority vote of the members present at the annual general meeting.

2. Executive Officers

- 2.1 The Officers of the Organization shall be the President, Vice-President, Secretary, Treasurer, Past President, current year Conference Site Coordinator, current year Conference Agenda Coordinator, and one Member-at-Large representing each of the three regions (East, West, and Central) who together shall constitute the Executive.
- 2.2 The Officers shall be elected by a simple majority vote of members attending the annual general meeting. Only members in attendance may be nominated and run for office unless they have submitted a statement acknowledging their willingness to stand for a position signed by themselves and the nominator. Terms in office begin immediately following the annual conference, excepting for Coordinators who may be elected several years in advance and for whom their formal term on the Executive begins immediately following the annual conference prior to the one that they are coordinating.
- 2.3 Terms of office for all Officers shall be one year, excepting that elected future Coordinators shall serve as non-voting, ex-officio members of the Executive in the period prior to their formal term.
- 2.4 If a member of the executive relinquishes their office (for whatever reason) during their term of office, the Executive may designate a replacement from among the membership.
- 2.5 The Executive shall, subject to the By-Laws and the directions given it by majority vote at the annual general meeting, have full control of policy and management of the business and affairs of the Organization.

3. Duties of Officers

- 3.1 The President shall preside over all meetings of the Organization and the Executive, conduct the business affairs of the Organization as appropriate, and shall be the official representative of the Organization.
- 3.2 The Vice-President shall, in the absence of the President, fulfill the duties of the President and perform such other duties as directed by the membership at its annual general meeting.
- 3.3 The Secretary shall keep the minutes of the annual general meeting and maintain the membership and other official records of the Organization.
- 3.4 The Treasurer shall be responsible for the collection of all monies and the discharge of all financial obligations. The Treasurer, in consultation with the other members of the Executive, shall prepare an annual budget for approval at the annual general meeting and prepare a statement of income and expenses for the year previous. The Treasurer shall also work with the in-year Site Coordinator to prepare a conference budget.
- 3.5 The Past President shall be available for consultation with other officers of the Organization and to carry out such projects or duties as determined by the membership at the annual general meeting.
- 3.6 The in-year Conference Site Coordinator and the Conference Agenda Coordinator shall be responsible for the organization of the annual conference.

- 3.7 The Members-at-Large shall be responsible for representing the members located in their region on the Executive. They shall also be responsible for outreach to expand the membership base of the Organization within their region.

4. Committees

- 4.1 Ad hoc committees may be established at the annual general meeting in order to undertake the activities of the Organization.

5. Funds of the Organization

- 5.1 There shall be no annual dues assessed for membership in the Organization.
- 5.2 Fees for conferences shall be determined by the relevant organizing committee(s) and shall be ratified by the Executive. The conference fee shall include an overhead component to cover the Organization's operating costs for the next fiscal year, as well as a contingency component to build the Organization's reserves when warranted.
- 5.3 The fiscal year of the Organization shall be October 1 to September 30.
- 5.4 There shall be an Audit Committee comprised of no fewer than 2 members elected at the annual general meeting. The Audit Committee shall conduct a review of the books and accounts of the Organization on, at least, an annual basis. On or before October 31, the Committee shall review the fiscal year just completed. If the Audit Committee reports that it was unable to review the financial records or that it does not have confidence in those records, the Executive shall either:
- 5.4.1 have the books checked and audited by a professional accounting firm or some equally qualified party, or
 - 5.4.2 request that the Audit Committee conduct a second review following additional directions from the Executive Committee to the Committee and the Treasurer.
- 5.5 The Treasurer shall be the primary signing officer of the Organization. Up to two other signing officers (located convenient to the Treasurer) shall be designated from among those elected to the Executive by simple majority at the annual general meeting.

6. Meetings

- 6.1 The Organization shall conduct its annual general meeting in conjunction with the annual conference.
- 6.2 Only persons qualified to be members of the Organization under bylaw 1.1 shall attend and be permitted to vote at the annual general meeting. Non-members may be seated as guests by action of the members in attendance at the annual general meeting.
- 6.3 Members who submit salary surveys for data collection will receive copies of the results of the survey.
- 6.4 Registration to the annual conference will be limited to those who are qualified to be members of the Organization. Exception will only be granted by the Executive.

- 6.5 An agenda for the annual general meeting shall be circulated electronically at least three weeks in advance of the annual general meeting. The agenda shall be prepared in consultation with the Executive.
- 6.6 The Officers shall provide a report to the membership at each annual general meeting.
- 6.7 Quorum for the annual general meeting shall be twenty members.

7. Voting

- 7.1 Each member shall have one vote at the annual general meeting.

8. Amendment

- 8.1 The Constitution and By-Laws may be amended at the annual general meeting of the Organization. Notice of motion to amend shall be circulated along with the full text of any proposed amendments, at least, three weeks before the annual general meeting. Any member may propose changes be made to the Constitution and By-Laws by submitting the proposed changes to the Secretary, no later than, six weeks in advance of the annual general meeting.
- 8.2 Changes to the Constitution and By-Laws require a positive vote of two thirds of the members present at the annual general meeting.

9. Policies

- 9.1 Policies may be promulgated by action of the Executive or of the membership voting at the annual general meeting.
- 9.2 In the event of conflict between governing documents, this Constitution and By-Laws shall have precedence over policies or motions approved by the membership (excepting those amending the Constitution and By-Laws), and policies or motions approved by the membership, in turn, shall have precedence over policies or motions approved by the Executive.

10. Dissolution

- 10.1 A proposal to dissolve COFAS shall be made in the same form as an amendment to the By-Laws.
- 10.2 Dissolution shall require a favourable vote of two thirds of the members present and voting at the annual general meeting.
- 10.3 In the event of dissolution, and in accord with the vote of the members, any assets of the Organization remaining after all debts and other obligations have been paid shall be donated to a charitable organization chosen by majority vote at the annual general meeting at the time of dissolution.

Policies being put forward by the Executive for Consideration by the Membership

COFAS Policy on Access to Software

Authority: COFAS Membership

Approval Date: DRAFT – Proposed AGM 2023

COFAS Executive proposes the following policy for approval by the Membership at the AGM in May, 2023.

Access to software that has been purchased by COFAS will be limited to those individuals who have received prior permission from the COFAS Executive. Use of such software is exclusively for COFAS business. A list of what software COFAS has purchased, or subscribed to, will be maintained by the COFAS Secretary, and will be reviewed annually at the first Executive meeting following the AGM.

The rationale is to provide for appropriate controls around the privacy of Member information, for accountability regarding the use of any software, and for internal security measures around information technology.

COFAS Policy on Review of Conference Contracts

Authority: COFAS Membership

Approval Date: May 2019

At the May 2019 COFAS Conference in Charlottetown, P.E.I it was AGREED that COFAS Executive reviews all contracts over \$5,000, prior to them being signed by the site or agenda coordinators.

The decision was made to allow the Executive to carry out their fiduciary responsibilities, by providing an additional level of financial oversight, accountability and ensuring that COFAS monies are spent responsibly.

COFAS Policy on Conference Reserve Fund

Authority: COFAS Membership

Approval Date: May 2019

At the May 2019 COFAS Conference in Charlottetown, P.E.I it was AGREED that COFAS hold a conference reserve fund of a minimum of \$60,000 and up to a maximum of \$100,000.

The decision was made to allow for a minimum to cover catastrophic events such as multiple conference cancellations or other unforeseen situations. The intention of surplus funds beyond the maximum are to be spent on professional development during the conferences.

AGENDA ITEM 5.4.1.1

COFAS Site Selection

The COFAS Conference rotates among the three regions in Canada (Eastern, Central, and Western) in order to equalize costs for all members.

It is important when the site selection is being considered that members recognize the costs associated with that area. As well as the cost of getting to the location. With increased travel costs we have to be vigilant in making sure we keep costs down so as many members can attend COFAS as possible. We do not want cost to be a barrier.

This year we will be selecting the site for **COFAS 2026**. The location will be Central Canada (Ontario & Quebec).

Following is a chart with the last 6 years of central locations:

2023	Montreal
2018	Kingston
2015	Quebec City
2012	Niagara Region
2009	Mont Tremblant
2006	Montreal

If you are thinking of putting forward a location it would be useful to consider costs and ease of getting to the location.

As well, it is very important that we have volunteers for the Site Coordination.

Here are some sample questions that would be helpful to have prepared when presenting a site location:

City Name: _____ Province: _____

Regional Airport Name: _____

How do you get to the hotel from the airport?: _____

Suggested Site Coordinators: _____

- Have they confirmed their willingness to volunteer? Yes / No.

Are there unionized hotels in the City? Yes / No.

What is the average price of these hotels? _____

Why should delegates vote for this city? _____
