

**Canadian Association for Co-operative Education
Annual General Meeting
Thursday, November 17, 2011 – 8:30 AM Pacific*
University of Victoria,
University of Victoria, Queenswood/Arbutus Room, Cadboro Commons
3800 Finnerty Road
Victoria, British Columbia**

CAFCE ANNUAL GENERAL MEETING MINUTES

1.0 Call to order and opening remarks – (8:30 am PT) Kelly Mahoney

Kelly welcomed everyone to the meeting and called the meeting to order-thanked everyone for attending including those that are attending through the webcast. Kelly thanked The University of Victoria for hosting this AGM, and the Pro-D committee for their work. Kelly acknowledged the support of the current CAFCE Board.

Kelly acknowledged the support and dedication of Carol Cox over the past year to her personally and acknowledged her 17 years of dedication to CAFCE and its membership. In the opening remarks Kelly reviewed the process for the motion on the definition of Co-op Education, outlining the tabling of the original motion at the 2010 PEI Conference.

2.0 Appointment of AGM Parliamentarian

On motion duly made and adopted it was resolved to accept Muriel Klemenski as the CAFCE 2011 AGM Parliamentarian

3.0 Approval of the Agenda Kelly Mahoney

On motion duly made and adopted it was resolved to adopt the Nov 17, 2011 CAFCE AGM Agenda

4.0 Approval of Annual Meeting Minutes of November 4, 2010 Kelly Mahoney

On motion duly made and adopted it was resolved to adopt the Nov 4, 2010 CAFCE AGM Minutes

5.0 President's Report Kelly Mahoney

Kelly added comments to her submitted President's report. Discussed the 3 year strategic plan, based on feedback from the membership. The board recognizes the need for increased communication to members. Engagement, organization viability, enhancing the brand of co-op education. Plans, more pro-d opportunities, at least twice per year. The sessions will add value to members and add revenue to CAFCE. Kelly reminded members of the upcoming 2012 Whistler Conference.

Kelly reviewed the methods members can communicate with CAFCE and how CAFCE will communicate with members. Thanked membership Committee and regional reps for their efforts in promoting membership. Discussed Brand Enhancement and the national database how the database will assist with advocacy; locally, provincially and nationally. Kelly, encouraged membership to update statistics in the database. Reminded members of the CEIA journal access to all CAFCE members and that all CAFCE are WACE members. A final thank-you to all members of CAFCE as her term expires.

6.0 Financial Report Kelly Mahoney

Kelly presented the financial report-as included in the AGM package. Kelly pointed out the current cash position of CAFCE-highlighting 2011 was a non-conference year. On page 5 of the report-under revenue-Kelly is pleased to report an increase in membership dues. Congratulations to Stuart Billings on his work in this area. Under the sponsorship column, the financial report reflects no research grant provided this year. Under the board meetings column-reported that progress made in curbing meeting costs-reducing the amount from 2010. Kelly recognized the work of the all CAFCE committees to curtail costs. Noted telephone

charges are reduced, thanks to Carol Cox for establishing a new telephone contract. Noted there is a deficit for 2011, hopeful that new initiatives will bring in new revenue sources in the coming year. \$13, 538 projected deficit for 2011-2012.

Financial plan-increase memberships, different membership categories, including employer members, and developing a sponsorship package and the revenue from the CAFCE 2012 conference.

(a) 2010/11 Audited Financial Statements

On motion duly made and adopted it was resolved to adopt the CAFCE Financial Report

(b) Appointment of Auditor for 2011/12 Audit

On motion duly made and adopted it was resolved to approve Segal and Partners LLP as the Auditor for 2011/2012

7.0 CAFCE Co-operative Education Definition--Proposed By-law Amendment Norah McRae

Norah welcomed everyone to the meeting and UVIC. This item is a follow up from the PEI 2010 conference where the definition motion was tabled. Norah displayed the current definition on the members and reviewed the proposed changes. Norah outlined the history of this motion, beginning with the establishment of a committee to review the definition. Members of the CAFCE Board, Research and Accreditation committees comprised the committee. The definition was brought to the CAFCE 2010 conference-the motion was tabled at that time to allow for further discussion of the membership and the Definition Committee.

Motion-To accept the amended motion for the CAFCE Definition of Co-operative Education tabled from the 2010 PEI CAFCE AGM

On motion duly made the motion was defeated

Norah proceeded to outline the revised draft definition-highlighting the differences between the current definition and the proposed definition.

Motion to accept the proposed CAFCE Co-operative Education Definition

Friendly amendment from the floor-Heather Skanes- friendly amendment-Include the word "alternate" to the wording of the proposed definition. Following discussion, Heather Skanes withdrew the friendly amendment

On motion duly made the motion was defeated

[For in person-22, against in person-2,abs-1

For proxy-39, against 45, abs-3. The bylaws for motions need 2/3rds to pass a motion.]

8.0 CAFCE Membership Fee Structure Stuart Billings

Stuart outlined the increase in membership growth this year. Reviewed that a few institutions hold a large percentage of memberships. Stuart discussed employer membership as an option the board is exploring. Stuart will be sending out a discussion forum to members for comments on this option.

9.0 CAFCE Annual Awards Presentation Kevin Rolston

Kevin, Past-President of CAFCE-recognized all the volunteers that support CAFCE. The Awards Committee Grants the Dr. Albert S. Barber Award to Lise Whalen. The award is sponsored by the University of Waterloo. Kevin outlined the Lise's contribution to CAFCE, work as a professional and her volunteer work with CAFCE since 1989. Has served on the majority of committees during her time with CAFCE- (See Appendix 1 for more details)

Kevin spoke to the Board nominations-President Elect-Christine Arsenault and Secretary Larry Iles,

New Board, and incoming President Norah McRae. Kevin thanked the new board in advance of the work they will do on behalf of CAFCE and the members.

Kelly acknowledged two board members for their hard work-Kevin Rolston-Past CAFCE President and Courtney Feldman-Manitoba Representative.

Norah thanked Kelly for all her work as President of CAFCE-Norah presented Kelly a gift on behalf of CAFCE.

10.0 Adjournment

On motion duly made and adopted it was resolved to adjourn the meeting at 9:35