

**Canadian Association for Co-operative Education
2003-04 Annual General Meeting
Thursday, November 5, 2004, 10:00-10:30 am
Toronto Marriott Downtown Eaton Centre
525 Bay Street, Toronto, Ontario**

MINUTES

Attendance:

1. Sonya Horsburgh, Mount Saint Vincent University
2. Mausi Reinbold, Mount Saint Vincent University
3. H el ene Cod ere, Universit e de Sherbrooke
4. Greg McRae, KPMG
5. Elaine Fenner, Seneca College
6. Maria Borg-Oliver, Seneca College
7. Kirk Patterson, Fanshawe College
8. Linda Hart, Conestoga College
9. Lynne Proctor, Conestoga College
10. Nancy Chiang, University of Waterloo
11. Karalee Clark, University of Waterloo
12. Bruce Wilson, University of Guelph
13. Michelle Benjamin, McMaster University
14. Elizabeth Grove-White, University of Victoria
15. Laura Chapman, Memorial University
16. Stefan Kerry, Ryerson University
17. Bruce Lumsden, University of Waterloo
18. Heather Skanes, Memorial University
19. Laura Chapman, Memorial University

Voting Proxies:

20. Diana Young (ULethbridge) - Sonya Horsburgh
21. Larry Isles (UCCariboo) – Sonya Horsburgh
22. Anne Marie Coolen (Dalhousie) – Sonya Horsburgh
23. Ernie Doiron (UPEI) – Sonya Horsburgh
24. Demita Bochel (Acadia) – Sonya Horsburgh
25. Mike MacIsaac (UCCB) – Sonya Horsburgh
26. Russ Winslade (UCOKanagan) – Kirk Patterson
27. Gene Stodolak (Mohawk) – Kirk Patterson
28. Lisa Whalen (Georgian) – Kirk Patterson
29. Rosemary Carter (Carleton) – Karen Reimer
30. Carmen Poulin (UOttawa) – Nancy Chiang
31. Bea Clark (Niagara) – Nancy Chiang
32. Sharon Murray-Sellers (NSCC) – Mausi Reinbold
33. John DeGiacomo (Lakehead) – Stefan Kerry
34. Paul Forward (CNA)–Stefan Kerry

1.0 Opening Remarks

Sonya Horsburgh

Sonya introduced the Executive and Greg from KPMG, our Treasurer.

2.0 Appointment of Parliamentarian

Nancy Chiang from University of Waterloo was appointed as Parliamentarian.

3.0 Approval of 2003-2004 Agenda

Motion: to approve the agenda for the 2003-2004 AGM.

Moved by Bruce Wilson and seconded by Michelle Benjamin. Motion carried.

4.0 Approval of 2002-2003 AGM Minutes

Motion: to approve the 2002-2003 AGM minutes

Moved by Mausi Reinbold and seconded by Heather Skanes. Motion carried.

5.0 Business Arising from the Minutes

No business arising

6.0 Reports

6.1 President's Message

CAFCE has had a very busy and productive year. Our members continue to work hard to further the success of the association. I would like to provide you with a brief overview of some of our success.

This year's CAFCE award winners were presented at the National Conference in August, however I would like to take a moment to acknowledge their achievements once more:

The 2004 Albert S. Barber Award was presented to Joanne Thomas from the University of Victoria. The Albert S. Barber Award is awarded to recognize the recipient's outstanding contributions to the advancement of the philosophy and practice of co-operative education in Canada.

Joanne's leadership on the Accreditation Council, with ACE and on the National Board is to be applauded. Her list of volunteer activities for CAFCE demonstrates countless hours of commitment to the association at both the regional and national levels.

The 2004 Service Award(s) were presented to Paul MacDonald from Dalhousie University and Mausi Reinbold from Mount Saint Vincent University Service award was instituted by CAFCE in 1989. These awards were implemented to recognize meritorious service to the Association by individual(s) during the current year.

As co-chairs of the Halifax CAFCE 2004 National Conference, "Passing Tradition Forward", Mausi and Paul have committed the last two years to planning and organizing this event. Their organizational skills, attention to detail, and previous logistical experience have helped guide the organizing committee. As a main source of revenue and professional development for the organization, it is important that the conference be well planned and attended. And the results speak for themselves.

Volunteer Recognition Awards: It's important to keep in mind that a committee year is defined as one year of active service on a CAFCE committee, or board, either regionally, provincially, or nationally, or a combination of both.

<p>5 Committee Years Larry Iles, University College of the Cariboo Paul MacDonald, Dalhousie University Mary Ellen MacEachern, St Mary's University Linda O'Halloran, University of Regina</p> <p>10 Committee Years David Everest, University of Waterloo Cheryl Lawson, Georgian College</p> <p>15 Committee Years Linda Hart, Conestoga College Nancy Johnston, Simon Fraser University Karen Reimer, University of Guelph Mausi Reinbold, Mount Saint Vincent University Diana Young, University of Lethbridge</p>	<p>15 Committee Years continued... Paul Zarek, Mohawk College</p> <p>20 Committee Years Sonya Horsburgh, Mount Saint Vincent University Dr. Ken Porteous, University of Alberta</p> <p>25 Committee Years Peter Lapointe, SIAST (Palliser Campus) Lisa Whalen, Georgian College</p> <p>30 Committee Years Joanne Thomas, University of Victoria</p> <p>35 Committee Years Shani Pearson, Mount Saint Vincent University</p> <p>45 Committee Years Karen McCargar, Wilfrid Laurier University</p>
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This year Mt. Royal's co-op program was reaccredited and UPEI received accreditation for the first time. The accreditation council has worked hard to review and revise the application for reaccreditations to simplify the process. The new process assumes that the standards and quality have remained in place, although changes to the design and delivery of the program may have evolved over

the six-year period. I know that they have a number of review teams underway and have a busy year ahead.

Kirk Patterson has worked with SWAP to help develop an opportunity for a co-op practitioner to work abroad. They will be required to assist with or participate in the counselling of "in-bound" Canadian students to the UK.

Laurie Lahn continues to work on CANuke with the UK.

I would like to end this message with a short plug for CAFCE and its committees. The success of any volunteer organization such as CAFCE is dependent on its members' contributions. There are a number of projects planned for 2004-05 year and many hands make light work.

CAFCE Projects

Members will be working together on the following projects. Feel free to contact us if you are interested in participating in these projects.

CAFCE Awards - Mandate: Implementing a plan to have CAFCE awards recognized by the national media. Team Member(s): Stefan Kerry, Ryerson University

CanUKE - Mandate: To support the mobility of students between Canada and the UK through co-operative education work terms. Team Member(s): Project Manager: Laurie Lahn, Wilfrid Laurier University

National Co-operative Education Week - Mandate: To continue providing new ideas and material to assist members with planning their institution's celebration. Team Member(s): Bruce Wilson, University of Guelph

Statistics & Research - Team Member(s): Linda Hart, Conestoga College, Paul Grunthal, McMaster University, Shawn Swallow, University of British Columbia, Nancy Johnston, Simon Fraser University, Andrea Giles, University of Victoria, Larry Iles, University College of the Cariboo

www.CAFCE.ca - Mandate: To review, revise, and refresh the web site content. Team Member(s): Paul Grunthal, McMaster University, Ruth Loudon, University of Toronto, Karen Pacheco, Niagara College, H el ene Cod ere, Universit e de Sherbrooke

As you can see the year has been busy and marked with many accomplishments. There are a lot of exciting projects on the horizon, and we hope that you will continue to contribute to the success of CAFCE.

We will now move to individual committee reports. I will begin with the web report. Next Communications, followed by SEC, COSY and the conference report

6.2 Committee Reports

6.2.1 Communications Committee (Linda Hart & Lynne Proctor)

- Revising CAFCE brochure
- Ruth Loudon worked with Accreditation Committee to develop buttons promoting accreditation at Halifax Conference
- Provided input to Web Committee and assisted with launch

- Working on several projects including Stats and Research project...meeting in November and hopefully in February also.

6.2.2 Special Events Committee (Stefan Kerry and Bruce Wilson)

Summary:

This past year was one of transitions and changes for the Committee. We have changed chair-person and changed our membership composition. We have continued our traditional assignments with regard to bi-annual Conferences, professional development activities, etc. Beyond these, a proposal has been developed to expand the Student of the Year, planning is underway to enhance National Co-op Week, and then to begin working more closely with the other Committees.

Membership:

Stefan Kerry has been our Chair-person for the past year and will pass the responsibility on to Bruce Wilson. We thank Toni Burton for being our Board representative thus far and for serving the Committee so enthusiastically during her involvement. We look forward to having Kirk Patterson be our Board liaison from now on, although Kirk is not a Committee member. And finally, we have added two new members from the West, being Toni Botelho (Simon Fraser University) and David Woodward (Univ. of Northern British Columbia). Our remaining members are Mausi Reinbold and Karen Reimer.

Detailed Activities:

Co-op Student of the Year Award. As requested by the CAFCE Board, the CSOY Committee is preparing a recommendation to consider expanding the 2006 Award to two separate awards either; 1) differentiating applicants by the number of work terms completed (3 or fewer work terms vs. 4 or more work terms), or 2) differentiating applicants by the type of academic program (diploma/certificate vs. degree). The intent is to encourage greater participation from member institutions in the contest, and to further highlight the successes of co-op students. The CSOY Chair will provide and update on the selection committee recommendation at the Nov 5, 2004 Board meeting.

National Co-op Week. Dates have been proposed (March 21 through 25, 2005) for next year. We will be working with the Communications Committee to expand the promotion of this week and to encourage greater participation from CAFCE-member institutions. We conducted an informal survey of CAFCE members following the 2004 event week and found that there was limited publicity and participation.

2004 Annual Conference. Our committee reviewed, revised, and submitted the Conference Manual. It was delivered to the Halifax team and has also been passed on to the Regina team for 2006. We also attended the "transition" meeting at the conclusion of the Halifax event, with both teams.

Future Plans:

2005 Annual General Meeting. Our committee will support the Board with regard to selection of host location for this October event. We will coordinate with the chosen institution(s) to arrange the program, the reception and dinner, and to deliver the professional development activities. A recent committee meeting has been held to begin this.

CAFCE Awards. We will work with the Board and the Communications Committee to publicize and increase the participation and involvement in the CAFCE Professional awards (Emery-Dufault, Branton, and Barber).

6.2.3 Co-op Student of the Year Award

It is my pleasure to outline to you the members and activities of the 2003-2004 Co-op Student of the Year (CSOTY) Award Committee. The members were: Chair - Michelle Benjamin, McMaster University; Atlantic - Paul Forward, College of the North Atlantic; Quebec - Louise

Lalonde, Concordia University; Ontario - Daniella Ibarra, Ryerson University; Prairies - Anita Cool Strickland, SIAST; BC/YK - Andrea Giles, University of Victoria; Designate Vote - Michael MacIsaac, University College of Cape Breton.

The committee worked very well together to review the 30 applications submitted (23 from universities and 7 from colleges). Once again we received nominations from very qualified co-op students from coast to coast. After much deliberation, the committee agreed that Marc Slingerland, University of Lethbridge, was the CAFCE Co-op Student of the Year (2003). Choosing one student from the many excellent nominees is a difficult task therefore the committee awarded four Honourable Mentions. They were: Lindsay Churchley, McMaster University; Bistra Dikina, Simon Fraser University; Melissa MacKinnon, Mount Saint Vincent University and Matthew Stevens, University of Waterloo. A press release was created by the Chair and distributed to the media by the Communications Committee.

The CSOTY materials including the manual, nomination guide and form, sample nomination package and promotional poster were reviewed and updated by the CSOTY Committee in anticipation of next year's selection process. There have been some discussions between myself and the Special Events Committee regarding ways to promote the CSOTY award as well as ways to encourage institutions to develop their own annual co-op student award.

Lastly, I owe a tremendous thank you to the Selection Committee who volunteered a significant amount of time and effort in the process of bestowing this award as well as to Carol Cox and Stefan Kerry for their guidance and assistance.

We look forward to the next round of nominations that begin on Tuesday, February 1, 2005.

Respectfully submitted,
Michelle Benjamin, CSOTY Committee Chair

6.2.4 CAFCE 2004 Conference (Mausi Reinbold)

Host Committee:

- Co-Chairs: Paul MacDonald and Mausi Reinbold
- Logistics Committee - Sharon Murray- Sellars (Chair) and Paul MacDonald
- Marketing Committee - Sonya Horsburgh (Chair), Mausi Reinbold
- Program Committee - Demita Boschel (Chair), Lori Baker, Anne Dunsworth and Mausi Reinbold
- Social Committee - Angela Little (Chair), Sonya Horsburgh, Paul MacDonald, and Mausi Reinbold
- Sponsorship Committee - Anne Marie Coolen (Chair), Paul MacDonald, Shelley McMullin, Mary Ellen MacEachern, and Debra Williams

Objectives:

- To host the biennial CAFCE Conference in Halifax, NS from August 7 - 11, 2004.
- To create an opportunity for delegates to share and learn.
- To create an awareness for new CAFCE members.
- To have a Co-chair sit on each committee.
- To have a small Host Committee (easier to work with).
- To have the Host Committee meet once a month to keep on track. Meeting times and dates (the first Thursday in every month) were set 15 months in advance. This way everyone received advance notice and the committee members were able to work around the meeting times.
- To generate profit for CAFCE and CAFCE Atlantic.
- To showcase the diversity of Nova Scotia culture in a fun, entertaining and social environment.
- To acknowledge all new CAFCE members by presenting them with the Order of Good Times at the Lobster Beach Party.
- To have delegates sign up ahead of time for PD Sessions. This way we would have a rough estimate of the numbers attending each session and could allocate a room size according to the numbers.
- To have the Host Committee sport a different coloured lanyard (in case of questions,

- etc) from delegates.
- To have a photocopier/printer donated onsite for the Registration Desk.
- To have constant conference promotion/correspondence sent to potential delegates. (We used a postcard of Halifax to promote the conference, email updates and had our provincial government do a mass mail out of the Halifax and Nova Scotia Visitor Guide).
- To offer an early bird incentive prize to encourage early bird registration.
- To offer delegates an onsite Visitor Information Counsellor for the first two days for pre/post touring.
- To arrange for a Welcome Booth at the airport for delegates - first impressions count.
- To have the conference theme "Passing Traditions Forward" reflect the program and be incorporated throughout the conference.

Results:

- 69% of delegates surveyed felt that the conference met their professional needs very well.
- 17% of delegates surveyed felt that the conference met their professional needs well.
- 3% of delegates surveyed felt that the conference met their professional needs okay.
- 3% of delegates surveyed felt that the conference needs improvement.
- Having the host site and conference space all in one hotel worked well.
- Excellent feedback on all social events.
- Having delegates sign up for PD Sessions simplified room allocation and we did not have to worry about last minute changes for the sessions (not enough space, chairs, etc).
- 95% of the delegates registered by the early bird deadline. We felt was the result of the incentive prize.

Highlights:

- Opening night reception set the stage for the next three days for mingling, fun, innovation, and hospitality within a learning environment. Pier 21 blended in with the conference theme "Passing Traditions Forward".
- General consensus was that there was something for everyone.
- Excellent feedback on all the social events. Delegates really loved the "Highlanders" as they were piped and drummed to the Alexander Keith's Kitchen Party.
- Many new faces.
- Excellent feedback on the tree purchased for presenters. We decided to purchase a tree and all presenters received a certificate stating that a tree has been planted for CAFCE in their honour.

Keynote Speakers:

- Monday - "Connecting with the Future: Young People, Technology, and the Next Economy", presented by Jennifer Corriero and Michael Furdyk.
- Tuesday - "Building Successful Bridges - Positioning Your Program's Unique Edge", presented by Beth Wallace.
- Wednesday - "Passing Traditions Forward", presented by Clary Croft.

Official Opening/Closing Sweet Grass Burning Ceremonies:

- Todd Labrador (Water dancer).

CAFCE Awards:

- Anne Marie Coolen presented the awards.
- Joanne Thomas, Albert S. Barber.
- Paul MacDonald, Service Award.
- Mausi Reinbold, Service Award.
- Volunteer Recognition, (see website for list).

Socials:

- Pier 21 (walking distance from the Host Hotel).
- Alexander Keith's Kitchen Party (walking distance from the Host Hotel).

- Shore Club Lobster Party (transportation required).

Kirk wanted to add, both Mausi and Paul did a fantastic job...facilities were great, hotel staff great, service above and beyond (one small check in glitch)....a very well run conference and the team and team leaders should be commended.

6.2.5 Web Committee (Sonya Horsburgh)

The CAFCE web committee was mandated to determine which services and resources that should be available for members and to set policies for ongoing maintenance, enhancements and modifications.

In the spring of 2003 the committee developed and administered an online survey for members. There were 64 responses to this survey and the committee was pleased with this response.

The survey confirmed that the CAFCE members feel the website should be a tool for Co-op Practitioners. The committee made the following recommendations:

- Change the look and feel to be, more up-to-date and sophisticated with no flash or pop-ups, just a different style with more colour and graphics;
- Develop a search engine so members can perform a "word search" and go directly to the appropriate material;
- Create a functioning directory that allows searches alphabetically, by province, for both co-op programs and members. This directory should also provide a page that looks like the current PDF pages currently on our "member directory" page and provide a link to each institution's website;
- Develop a discussion group / bulletin board where Question and Answers are accessible at a later date;
- Create web pages that are template based in order for more pages to be added easily; and
- Create an easier link from French to English pages.

During the summer the Web Committee received 4 quotes and agreed to contract HardCover Media to develop the website. Development began in February 2004. We launched the look and feel of the website and provided members with an outline of future developments during the August conference.

Since the conference we have contracted with Doncor.com to refine the look and feel, add the directory and develop the discussion board. This work should be completed before Christmas.

**Acknowledge the hard work of Carol Cox, John DeGiacomo, Paul Grunthal, Darcy McDonald, Bob Scouler, and Paul Zarek

6.3 Treasurer's 2003-2004 Report

6.3.1 Approval of the 2003-04 Financial Report- Year-ended 8/31/04

(PDF copy available on the web site under PD Events->National AGM & PD Info)

Motion: to accept the financial report as submitted

Moved by Stefan Kerry and seconded Kirk Patterson. Motion carried.

6.3.2 Approval of appointing SEGAL & Partners LLP (formerly DMCT) as auditor of the association for 2004/05 - Year ended 8/31/2005

Motion to appoint Segal: Moved by Stefan Kerry and seconded Michelle Benjamin.

Motion carried

6.4 CanUKE

The process is stalled on the UK side...2-3 week turn around time for UK students arriving here. Not receiving same treatment in the UK. They are holding discussions on charging a fee for this service. Ray Robinson is our contact in England. Laurie is trying to make arrangements with a contact at Robert Gordon University to help smooth issues out in the UK and will keep the membership informed on any new developments.

7.0 New Business

Comment Bruce Lumsden, giving credit to the board and membership on the healthy financial situation of the organization.

8.0 Adjournment

Moved by Stefan Kerry and seconded by Michelle Benjamin, Motion carried.