

**CANADIAN ASSOCIATION FOR CO-OPERATIVE EDUCATION (CAFCE)  
2005/06 ANNUAL MEETING (DRAFT) MINUTES  
Toronto, Ontario / November 8, 2006**

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Attendance:

Hélène Codère (5 proxies); Linda Hart (2 proxies), Sonya Horsburgh (9 proxies); Greg McRae; Demita Boschel (8 proxies); Lisa Whalen (5 proxies); Diane Kunec (11 proxies); Darci McDonald (15 proxies); Larry Iles (1 proxy); Mausī Reinbold (3 proxies); Carmen Poulin (4 proxies); Joanne Thomas (6 proxies); Keith Middleton (19 proxies); Christine Webb (2 proxies); Jeela Jones (2 proxies); Stefan Kerry (7 proxies); Kirk Patterson (2 proxies); Karen McCargar (5 proxies); Michelle Causton; Joanne Cross; Elizabeth Grove-White; Norah McRae; Chenfeng Huang; JoAnne Akerboom; and, John DeGiacomo.

Exofficio: Carol Cox; Shane Phillippe

1.0 Opening Remarks

Hélène Codère welcomed and thanked the members for attending the 2005/06 Annual Meeting.

2.0 Appointment of Parliamentarian

Carmen Poulin from the University of Ottawa was appointed CAFCE's Parliamentarian for the meeting.

3.0 Approval of 2005/06 Agenda

*Motion: To approve the CAFCE 2005/06 Agenda as presented. Stefan Kerry, seconded Carmen Poulin, All in favour – Carried.*

4.0 Approval of 2004/05 AGM Minutes

*Motion: To approve the CAFCE 2004/05 General Meeting Minutes as presented. Keith Middleton, seconded Demita Boschel. All in favour – Carried.*

5.0 Business Arising from the 2004/05 AGM Minutes

5.1 CAFCE By-law Changes Approved by Industry Canada (Corporation Canada)

Hélène Codère reported to the members that the By-law changes approved by the members at the 2004/05 AGM on November 4<sup>th</sup> were approved by the government.

6.0 Reports

6.1 President's Message

Hélène Codère presented an overview of the Board of Directors' activities during the 2005/06 membership year highlighting the material reported in the *CAFCE 2005/06 Annual Report*. She spoke of different Executive members attending the WACE and CEIA conferences and Co-op Summit.

6.2 Treasurer's 2005/06 Report

6.2.1 Approval of the 2005/06 Financial Report- Year-ended 8/31/06

Greg McRae, CAFCE Treasurer, presented the Financial Statements to the members noting that the Board would be putting a 5-year-plan into action to bring the surplus down to \$100,000.00 along with keeping the annual budgets stable.

*Motion: To accept the 2005/06 Financial Statements as presented. Sonya Horsburgh, seconded JoAnne Akerboom. All in favour – Carried.*

6.2.2 Approval of appointing SEGAL & Partners LLP as auditor

of the association for 2006/07 - Year ended August 31, 2007

*Motion: To appoint SEGAL & Partners LPP as auditors for the 2006/07 membership year. Lisa Whalen, seconded Larry Iles. All in favour – Carried.*

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6.3 Council & Committee Reports

6.3.1 Accreditation Council

JoAnne Akerboom, the now reigning Chair of the Accreditation Council reviewed the Accreditation Council's activities over the last year. A large amount of time was spent by the Accreditation Review Teams (9 re-accreditation, 5 new applications). A Task Force has just completed a *Standards and Rationale* document explaining the reasoning of CAFCE's definition of Co-operative Education. They published three issues of *Co-op Tips and Techniques*. She thanked Carmen Poulin for doing a wonderful job as Chair of the Council for the last two years. One of their objectives for this year will be looking at emerging trends.

6.3.2 Communications Committee

In the absence of a committee member, H el ene read the report from the *CAFCE 2005/06 Annual Report*.

6.3.3 CAFCE 2006 Conference Host

Darci McDonald, Co-Chair of the 2006 Conference, provided an overview of the report found in the *CAFCE 2005/06 Annual Report*. Darci was happy to report that there were 120 delegates at the conference making a nice profit. She acknowledged all the companies and artists in Regina's community who donated gifts for the silent auction. She publicly thanked both the University of Regina and SIAST for allowing their co-op departments time to volunteer as CAFCE's 2006 Conference Committee Host. She thanked Eric Exner for being a great Co-Chair and all the volunteers who made the conference a success.

6.3.4 Research Committee

Jeela Jones, Chair of the Research Committee reported on the exciting projects that the committee worked on during the year. The main project that received Board approval was a Research Grant of \$5,000 per year. This was a three-year pilot project which the members would be learning about in the near future. She covered the other initiatives reported on in the *CAFCE 2005//06 Annual Report*.

6.3.5 Special Events Committee

Stefan Kerry, reported on behalf of the Special Events Committee. The members attending last year's AGM/PD rated it a successful event. The Committee worked on the 50<sup>th</sup> Anniversary proposal and 2006 National Co-operative Education Week activities. They awaited the Board's direction for the 2007/08 AGM/PD.

6.3.6 Statistics Committee

Linda Hart, the Chair of the Statistics Committee, reported that the Committee members were continuing with the task of receiving Key Contacts' input on the questions for the national database. Linda thanked ACE (B.C.) for allowing CAFCE members access to their provincial database. Linda strongly encouraged members' participation in using the database so that all members have a tool to support their lobbying be it at the institution or government level. Linda hoped to showcase the national statistics at the 2008 conference.

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7.0 New Business

No new business.

8.0 Nominations and Awards Committee

8.1 CAFCE 2005/06 Awards

Sonya Horsburgh, Chair of the 2005/06 Nomination and Awards Committee highlighted Jeela Jones winning the CAFCE Service Award which was presented to her during the 2006 Conference in Regina. No nominations were received for the Albert Barber Award (Sponsored by the University of Waterloo) or the Dr. Graham Branton Research Award (Sponsored by the University of Victoria) by the deadline. The Committee worked on refining nominations forms for both the Albert Barber and Service Awards and hoped that will bring about more nominations for deserving members. They also created an evaluation tool for the Albert Barber Award.

Sonya, commended Greg McRae, CAFCE Treasurer, for his volunteer service of 5 years. The Treasurer is one of the volunteer positions that has close and regular contact with the CAFCE Office. Greg's expertise with non-profit organizations was immensely beneficial to CAFCE. His voice of reason held the Boards over those five years to task.

8.2 CAFCE 2006/07 Board of Directors

Sonya continued reporting on the Nomination and Awards Committee elections duties. No nominations were submitted by the deadline for the two elected positions (President-Elect and Secretary).

8.2 a) Secretary

Mausi Reinbold put her name forward for the Secretary's position. Sonya requested other nominations from the floor three times. Mausi was elected

*Motion: To acclaim Mausi Reinbold as CAFCE's Secretary for the 2006/07 membership year. Lisa Whalen, seconded Larry Iles. All in favour – Carried.*

8.2 b) President Elect

Sonya called for nominations from the floor three times. No nominations came forward. Sonya asked for the members' permission to allow the Board to appoint a President-Elect during the 2006/07 membership year.

*Motion: To provide the CAFCE Board of Directors with permission to appoint a President-Elect during the 2006/07 membership year. Lisa Whalen, seconded Larry Iles. All in favour – Carried.*

Note: The CAFCE Board of Directors appointed Stefan Kerry from Ryerson University as CAFCE's 2006/07 President-Elect.

8.2 C) Treasurer

The CAFCE Treasurer is appointed by the CAFCE Board of Directors. After five years of volunteer service, Greg McRae from KPMG, stepped from the position. Greg recommended Shane Phillippe from KPMG as his replacement. The CAFCE Board of Directors approved and appointed Shane Phillippe during their lunch meeting.

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9 Adjournment

*Motion: To adjourn the CAFCE 2005/06 Annual Meeting. Michelle Causton, seconded Christine Webb. All in favour – Carried.*

Note: The next CAFCE AGM will be held on November 7, 2007 conjunction with a professional development session.

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**CAFCE Reception Overview:**



Photo: Left to right: Dan Albrecht; Rachel Lee; Hélène Codère

Members were invited to stay and enjoy refreshments and finger-foods following the AGM. Hélène Codère interrupted the members networking to welcome Rachel Lee and Dan Albrecht from Research In Motion (RIM) to the reception and presented to glass plaque to recognized RIM's significant contributions to co-operative education in Canada.

Rachel Lee and Dan Albrecht both commented on the honour they were to accept the recognition on behalf of RIM. CAFCE's.

*"I believe that the number of students who have completed co-op work terms since RIM was established (in 1984) should be well over 5,000 at this time. At our highest peak, we are currently bringing in over 900 new students and about 1200 positions in total a year."*

Hélène Codère continued with a toast to Joanne Thomas' upcoming retirement from the University of Victoria's Co-op Office. Joanne has been long-standing and loyal member with CAFCE and will be sorely missed by her co-op colleagues and CAFCE's Accreditation Council.

Dr. Elizabeth Grove-White also stood to toast Joanne's contributions to UVIC along with Carmen Poulin who thanked her for all her guidance on the Accreditation Council.

Joanne spoke of being honoured by such eloquent words spoken about her and that she will miss co-op and all the wonderful friends that she has met along the way.



In both photos left to right: Joanne Thomas, Dr. Elizabeth Grove-White



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Networking continued....



Photo: Carmen Poulin; JoAnne Akerboom; Karen McCargar (standing), and Hélène Codère



Photo left to right: Lisa Whalen, Kirk Patterson; Christine Webb



Photo left to right: John DeGiacomo; Norah McRae