DRAFT MINUTES FOR ANNUAL MEETING
For
The Canadian Association for Co-operative Education

When: Tuesday, October 23, 2012
Where: University of Toronto Scarborough
      Room: IC 318
      1265 Military Trail, Toronto, ON, Canada, M1C 1A4

Minutes

1. Call to order and opening remarks
   Norah McRae welcomed all to the meeting and on the web and thanked Christine Arsenault and University of Toronto Scarborough for hosting.

2. Approval of Parliamentarian
   Norah McRae
   Motion: To approve Muriel Klemetski (Simon Fraser University) to be parliamentarian
   Moved-Denise Bacon, Second-Gaby St. Pierre
   On motion duly made and adopted it was resolved to approve the motion.

3. Approval of the Agenda
   Norah McRae
   Moved Phillip Brown, Second Rocco Fondocco
   On motion duly made and adopted it was resolved to approve the motion.

4. Approval of Annual Meeting Minutes of November 17, 2011
   Moved-Linda Hart, Second-Colleen Phillips-Davis
   On motion duly made and adopted it was resolved to approve the motion.

5. President’s Report
   Norah McRae
   Norah outlined highlighted achievements from the past year.
   a) Budget-the result of adjustments to the CAFCE budget including moving administrative duties to Managing Matters (MM). Norah thanked Carol Cox for managing the transition. This has resulted in an improved financial situation, which will allow movement forward on priorities. The first priority will be a new national database and updated website-goal to have ready for Co-op Week 2013
   b) Conference-Norah thanked the conference and sponsorship committees for Whistler 2012
   c) Pro-D-Norah thanked the pro-d committee for their work on webinars over the past year
   d) Accreditation-The council has been very busy over the year and has re-worked the accreditation approval process and has been working toward making the process more inclusive of the colleges.
   e) CEIA Journal-The journal is moving forward, Norah referenced the ACE research paper to be published in the winter 2013 publication
   f) WACE-WACE has added national association presidents to their Board of Directors. The CAFCE president will be representing CAFCE at future WACEmeetings.
   g) Co-op Week-Norah thanked Kirk Patterson for his work and the initiative to have his local MP the week in the House of Commons. Planning for the 2013 week is well under way.
h) University of Cincinnati Co-op Hall of Fame-CAFCE has been added to the Hall of Honor-Larry Iles-Board Secretary attended to receive the award on behalf of CAFCE

i) Co-op Student of the Year Award-Norah thanked the committee for their work, this award assists students and promotes the co-op brand nationally

j) Tax Credit-Gaby St. Pierre will be working on a national tax credit over the next year.

k) Membership-CAFCE will meet and possibly exceed the current membership

Norah McRae welcomed Christine Arsenault as the incoming CAFCE president and Jeela Jones as the President Elect.

6. Treasurer’s Report

Norah McRae for Shane Philippe

(a) 2011/12 Audited Financial Statements
Motion: To approve the submitted statements
Motion: Rocco Rondacaro, Second Kitty Runstedler
Approved

(b) Appointment of Auditor for 2012/13 (Peter Hogg)
Motion to approve the appointment of Peter Hogg as the CAFCE Auditor
Motion: Jenny O’Reilly, Second Linda Hart.
On motion duly made and adopted it was resolved to approve the motion.

7. Announcing the 2012/13 CAFCE Board of Directors

Kelly Mahoney

Kelly Mahoney announced the 2012/13 CAFCE Board of Directors

Christine Arsenault. President (University of Toronto Scarborough)
Jeela Jones in-coming president (University of Ottawa)
Larry Iles Secretary (Thompson Rivers University)
Shane Philippe- Treasurer (Ontario Teachers Pension Plan)
Norah McRae-Past President (University of Victoria)
Director at Large, Employer Representative Serge Gagnon (Kiewit)

Regional Reps
Ontario-Kitty Runstedler
British Columbia-Julie Walchli
Atlantic-Scott Daniels
Quebec-Marjorie Guay
Saskatchewan-Kevin Fiessell

Vacant Positions
Alberta
Manitoba
Director at Large, Employer Representative

Kelly Mahoney thanked Cliff Harrison and Clifford Scott for their assistance, time, effort and service to the CAFCE Board.
Kelly Mahoney requested volunteers to assist with the web/database committee, especially a member with background in this skill set. Kelly Mahoney thanked Norah McRae for serving as CAFCE President for 2012-13. Norah McRae was presented with a gift on behalf of CAFCE members.

8. Adjournment

Motion to adjourn
Motion Gaby St. Pierre, Second Muriel Klemenski
On motion duly made and adopted it was resolved to approve the motion.