ANNUAL GENERAL MEETING MINUTES
The Canadian Association for Co-operative Education
Thursday, October 29, 2015
University of Lethbridge, Lethbridge, Alberta
9:30 am – 10:30 am MST

Attendance Numbers: In person 24, Online 14, Proxy 41

1.0 Call to Order and Opening Remarks (Julie Walchli)

The meeting was called to order at 9:37 am MST.

Julie Walchli extended a warm welcome to all CAFCE members in-person and via webcast. Julie also thanked Jasminn Berteotti and the University of Lethbridge for their hospitality.

1.2 Approval of the Agenda (Julie Walchli)

Motion: Be it resolved that Muriel Klemetski from the Simon Fraser University serve as the Parliamentarian for the CAFCE Annual General Meeting held on October 29, 2015.

Motioned by: Julie Walchli
Seconded by: Diana Young
Discussion: Muriel reviewed voting process for today.

In person
All in favour: 19
Against:
Abstentions:

Proxy
All in favour: 41
Against:
Abstentions:

Online
All in favour: 12
Against:
Abstentions: 1

On a motion made by Julie Walchli seconded by Marg Medeiros, the agenda was approved.

In person
All in favour: 19
Against:
Abstentions:
Proxy
All in favour: 41
Against:
Abstentions:

Online
All in favour: 10
Against:
Abstentions:

2.0 Approval of Annual Meeting Minutes of November 6, 2014 (Julie Walchli)

On a motion duly made by Julie Walchli seconded by Angela Bohonos the minutes of the November 6, 2014 Annual General Meeting were approved with aforementioned adjustments.

In person
All in favour: 18
Against:
Absentions: 1

Proxy
All in favour: 41
Against:
Abstentions:

Online
All in favour: 10
Against:
Abstentions: 3

3.0 President’s Report (Julie Walchli)
1. Reported that the Association has done a lot of excellent work this year, and encouraged members to read the reports of the 10 committees, 7 regions, Accreditation Council, and College and Universities Director at Large reports in the Annual Report.
2. This year’s board was thanked for their hard work.

3.1 Treasurer’s Report (Aldo Morabito/Julie Walchli)

3.1 a. 2014/15 Audited Financial Statements
Motion: Be it resolved that the 2014-2015 audited financial statements as were presented be approved.
Discussion: Scott Davis, University of Waterloo, asked Aldo for his opinion about not for profits making a profit, what is healthy? Aldo – responded that there is no magic number, the abundance of cash right now adds value for projects such as the database that Julie will discuss. CAFCE is in a good financial position to take on that expense. Aldo commented that he doesn’t believe there is a certain number to target and reminded everyone that the money goes back to advantage members. Julie will give information later in meeting regarding upcoming expenses.
Motioned by: Aldo Morabito
Seconded by: Scott Davis
In person
All in favour: 19
Against: 0
Abstentions: 0

Proxy
All in favour: 41
Against: 0
Abstentions: 0

Online
All in favour: 13
Against: 0
Abstentions: 1

3.1 b. Appointment of Auditor for 2015/16 Audit
Motion: Be it resolved that Peter Hogg be appointed the CAFCE Auditor for the 2015-2016 period.
Aldo reported that he did look at other auditors and determined to stay with Peter based on price and good service.
Julie thanked Aldo on behalf of the board for his time and commitment.

Motioned by: Aldo Morabito
Seconded by: Trudy Osborne

In person
All in favour: 19
Against: 0
Abstentions: 0

Proxy
All in favour: 41
Against: 0
Abstentions: 0

Online
All in favour: 13
Against: 0
Abstentions: 0

4.0 CAFCE Membership Vote
Motion:
That we amend the current criteria for accreditation, whereby the total amount of coop work experience is normally at least 30% of the time spent in academic study, but for programs of two years
or less, the total amount may be a minimum of 25%. For programs to meet the 25% requirement, a work term is defined as a minimum 12 weeks and/or 420 hours of full-time, paid experience.

**Motion:** Be it resolved that the membership of CAFCE shall adopt the proposed By-Law changes as presented in this document.
**Motioned by:** Karen Reimer
**Seconded by:** Marg Medeiros

*In person*
All in favour: 17
Against: 0
Abstentions: 2

*Proxy*
All in favour: 41
Against: 0
Abstentions: 0

*Online*
All in favour: 13
Against: 1
Abstentions: 0

**5.0 Awards Presentation (CAFCE Service Award) (Julie Walchli)**

The CAFCE service award was presented to the CAFCE Web/Stats Database Committee 2013-15 for the CAFCE Service Award. They are:
- Sandy Cowan, University of Waterloo (Chair)
- Andrea Giles, University of Victoria
- Gwen Litchfield, Simon Fraser University
- Christine Arsenault, University of Toronto

Over the course of nearly 2 years this volunteer group put in countless hours to help CAFCE create first a new website and then a national statistics database. Each of these projects was substantial and required many, many hours of volunteer work, but because of the complexity of the database, this project in particular took much more time and thought, and the Committee went above and beyond what any professional association could ask of its members to help move this project forward. The Association is pleased to present this award to recognize the depth of the Committee’s commitment and the quality of their work.

**6.0 CAFCE Initiatives from 2014/15 (Julie Walchli)**

Julie Walchli underlined the main initiatives CAFCE aimed to achieve in 2014-2015:
1. Directors at large – Muriel and Kristine
   a. Brought a great deal to the conversations, and also are leading regular meetings of Managers and Directors of co-op in Canada. This gathering provides CAFCE with a more systematic way to engage co-op leaders from across the country in the work of the Association
2. National Co-op Statistics Database
   a. One of the largest projects that CAFCE has undertaken in its 41 year history, and will allow CAFCE for the first time to have accurate data about the scope of Co-operative Education in Canada.
   b. Examples of the types of data that will be collected include: numbers of students placed in each degree program at each university per term, geographic location of co-op placements, and sector that the co-op employer is in.
   c. 16 largest co-op schools in Canada have joined together with CAFCE Atlantic and possibly EWO to provide $49,000 in funds to CAFCE for the project, and the University of Waterloo has stepped up to offer to host the database once it's created.
   d. Forum Research Inc., based in Toronto was awarded the contract with a 10 month development cycle.

7.0 CAFCE Board of Directors Election Results (2015/16) (Julie Walchli)

Julie Walchli took this opportunity to thank and recognize the strong contributions of the outgoing Board. Julie spoke of the great opportunity this has been for her and suggested others to volunteer their time to CAFCE.

At this time, the results of the new Board were officially revealed:

**EXECUTIVE:**

- **President:** Jasminn Berteotti, University of Lethbridge, AB
- **Past President:** Julie Walchli, University of British Columbia, BC
- **President-Elect:** Anne Fannon (University of Waterloo)
- **Secretary:** Marg Medeiros (Fanshawe College)
- **Treasurer:** Aldo Morabito, Ganotec Inc./Construction Kiewit Cie, ON

**REGIONAL REPRESENTATIVES:**

- **Alberta/North West Territories Regional Representative:** Stacey Gaudette-Sharp (University of Lethridge)
- **Atlantic Regional Representative:** Anna Cranston (Dalhousie University)
- **British Columbia/Yukon Regional Representative:** Claudia Sperling (University of Victoria)
- **Manitoba/Nunavut Regional Representative:** Angela Bohenos (University of Manitoba)
- **Ontario Regional Representative:** Kirk Patterson (University of Waterloo)
- **Quebec Regional Representative:** Joanne Ross (John Abbott College)
- **Saskatchewan Regional Representative:** Trudy Osborne (Saskatchewan Polytechnic)
- **Director-at-Large (University):** Muriel Klemetski (Simon Fraser University)
- **Director-at-Large (Colleges):** Kristine Dawson (Conestoga College)

**EMPLOYER REPRESENTATIVES:**

- **Pubic Service Commission:** Nathalie Roy

**ACCREDITATION COUNCIL REPRESENTATIVE**
• Karen Reimer, University of Guelph

8.0 Message from the Incoming President (Jasminn Berteotti)
  • Welcomed everyone to the University of Lethbridge and extended a huge thank you to those that helped put the AGM/PD event together!
  • National Co-op Statistics Database, a first of its kind on a national scale. This project will provide us with decisive information that will be critical for continued advocacy and support for program delivery.
  • Introduced the incoming Board of Directors and mentioned our colleagues that joined us remotely.

8.1 Introduction from the Incoming Board
Each new Board member had the opportunity to introduce themselves

9.0 New Business (Jasminn Berteotti)

No new business was discussed.

10.0 Upcoming CAFCE PD Events (Jasminn Berteotti)

Jasminn Berteotti, took the opportunity to remind members of upcoming CAFCE PD Events:
  • CAFCE National Conference, August 7 – 10, 2016.

11.0 Adjournment (Jasminn Berteotti)

On a motion duly made by Jasminn Berteotti, seconded by Trudy Osborne the meeting was adjourned at 12:35 pm MST.