



Canadian Association for Co-operative Education  
Association canadienne de l'enseignement coopératif

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## ANNUAL MEETING

of

### *The Canadian Association for Co-operative Education*

**When: Wednesday, October 23, 2013**

**Where: University of Ottawa  
Ottawa, Ontario**

**Time: 11:00 am – 12:00 pm EST**

#### MINUTES

- 1. Call to order and opening remarks** **Christine Arsenault**  
The meeting was called to order at 11:10am. Christine Arsenault welcomed everyone to the meeting.

Motion to appoint Muriel Klemetski of Simon Fraser University to be Parliamentarian.  
Moved by Christine Arsenault.  
Seconded by: Stefan Kerry  
All in favour. Motion carried.
- 2. Approval of the Agenda** **Christine Arsenault**

Motion to approve the agenda as presented.  
On a motion duly made by Philip Brown, seconded by Gaby St. Pierre, the agenda was approved with one amendment as follows: that item # 4 President's Report is incorporated into item # 8 New Initiatives in 2012-2013.  
All in favour. Motion carried.
- 3. Approval of Annual Meeting Minutes of October 23, 2012** **Christine Arsenault**

On a motion duly made by Christine Dawson, seconded by Karen Reimer, the minutes from the October 23, 2012 Annual Meeting were approved as presented.  
All in favour. Motion carried.
- 4. President's Report** **Christine Arsenault**  
(refer to item # 8)
- 5. Treasurer's Report** **Christine Arsenault**  
(a) 2012/13 Audited Financial Statements

Motion to approve the 2012/13 Audited Financial Statements as presented.  
Moved by Stefan Kerry.  
Seconded by Charlene Marion.  
All in favour. Motion carried.

(b) Appointment of Auditor for 2013/14 Audit

Motion to approve the appointment of Peter Hogg as the CAFCE Auditor for the 2013/14 audit.

Moved by: Kelly Mahoney.

Seconded by: Kitty Runstedler.

All in favour. Motion carried.

**6. CAFCE Membership Vote**

**Norah McRae**

The changes were reviewed as presented in Appendix I.

**Motion:**

Whereas, there is new legislation for the Canada Not-for-profit Act which requires all Not-for-Profits to amend their By-Laws in accordance with the new standards set forward;

**Be it moved that the membership of CAFCE shall adopt the proposed By-Law changes as presented in this document.**

Moved by: Peggy Jarvie.

Seconded by: Heather Skanes.

All members in person and those attending via webcast were asked to submit their votes including their proxies. The votes were counted and reported as follows:

In-person votes: 48

Voter Card (proxy) holders: 39

Webcast votes: 10

Total votes: 97\*

(\*sufficient number to pass the vote for a required quorum of 50 members in person or by proxy vote.)

All in favour. Motion carried.

**7. Awards Presentation**

**Norah McRae**

- Service Award / Honourary Membership
- Dr. Graham Branton Research Award

Norah McRae announced and presented the Service Award / Honourary Membership and the Dr. Graham Branton Research Award. Linda Hart was announced as the recipient of the Service Award / Honourary Membership and Dr. Jeela Jones as the recipient of the Dr. Graham Branton Research Award. Both were recognized and thanked for their contributions and involvement in CAFCE.

**8. CAFCE New Initiatives in 2012/13 (President's Message)**

**Christine Arsenault**

Christine Arsenault thanked Norah McRae for her continuous support over the past year.

2012-13 was a great year and a great experience serving in the President's role for CAFCE. A few highlights were noted as follows:

- a) Overall, CAFCE has earned a great reputation in the way we do co-op.
- b) The transition of administrative services to Managing Matters was a great success and brought forward a number of value adds including savings on admin services, the auditor's fee and savings related to the development of the new website.
- c) The bylaws were reviewed and updated according to the best interests of CAFCE and the new Canada Not For Profit Corporations Act.
- d) The Task Credit Initiative: a co-op student was hired to advocate for Federal Tax Credits.
- e) The International Committee developed a number of resources mandated to move forward international activities.
- f) Christine recognized the efforts of the PD committee and the Accreditation Council and encouraged all present to become involved by volunteering on a CAFCE committee or by sitting on an Accreditation Review Team.
- g) Christine provided an overview of the new website and statistics database and also thanked all of those who provided their input for the new site. It was noted that the stats database will be instrumental in order to advocate for tax credits and national awareness of the value of co-operative education.

**9. CAFCE Board of Directors Election Results (2013/14)**

**Christine Arsenault**

Christine Arsenault announced the 2012/13 CAFCE Board of Directors as follows:

Jeela Jones, President (University of Ottawa)

Julie Walchli, President Elect (University of British Columbia)  
Christine Arsenault, Past President (University of Toronto, Scarborough)  
Anna Cranston, Secretary (Dalhousie University)  
Shane Phillips, Treasurer (Ontario Teachers Pension Plan)  
Serge Gagnon (Kiewit), Employer Representative  
Michael Morin (Public Service Commission of Canada), Employer Representative

Regional Reps:

British Columbia - Julie Walchli  
Atlantic - Scott Daniels  
Quebec - Marjorie Guay  
Ontario - Kirk Patterson  
Manitoba - Kelly Mahoney  
Alberta - Jasmin Berteotti  
Saskatchewan - vacant

**10. Message from the Incoming President**

**Jeela Jones**

Jeela Jones recognized Christine's efforts over the past year and the efforts undertaken by all preceding presidents.

Jeela noted three key strategic objectives for the upcoming year, as follows:

- a) Membership Engagement: adding value to our members.
- b) Organizational viability in times of constraint.
- c) Enhancing and Strengthening the CAFCE brand.

**11. New Business**

**Jeela Jones**

Linda Hart and Kitty Rundstedler were invited to the podium to say a few words about the 2014 CAFCE conference.

Kitty announced that registration is open. Registration on the new site is in progress and there will be an option to pay by credit card online.

Norah McRae presented the President's Award to Christine Arsenault and thanked her for the outstanding contributions to CAFCE over the past year.

**12. Adjournment**

**Jeela Jones**

On a motion duly made by Stefan Kerry, seconded by Paty Habl-Gregory, the meeting was adjourned at 11:52am.

## APPENDIX I

### Proposed CAFCE By-Law changes

	<b>Proposed CAFCE By-law Change:</b>	<b>Current CAFCE By-law</b>	<b>Reason</b>
Member status	Voting Members: Members are individuals who are employed by co-operative educational institutions; or are co-operative education employers; or are other persons interested in the development of post-secondary co-operative education; or Honorary Members. All members in good standing are voting members. Membership in good standing requires that members have paid their membership fees in full.	Voting Members: An Institutional Member is any organization that participates or wishes to participate in a Co-operative Education Program.	The new Canada Not-for-Profit Charities act dictates that all members must be voting members. It is also important to define members as qualified by paying membership fees.
Additional Board Positions	Addition of 2 new elected Board Members: <ul style="list-style-type: none"> <li>- <i>College Manager/ Director-at-Large</i> (elected by college members)</li> <li>- <i>University Manager/ Director-at-Large</i> (elected by university members) described as follows: Managers/Directors-at-Large; one designated to college representation and one designated to university representation shall hold responsibility for CAFCE advocacy, committee participation and other duties as may be assigned by the Board.</li> </ul>	These positions did not previously exist.	Feedback from College and University members have indicated a desire for “Manager/Director-at-Large” roles that can focus on national advocacy and best practices.
Elected Board Positions	The following Board of Director roles will be elected by the membership: Regional Representatives (elected by members of their respective regions): <ul style="list-style-type: none"> <li>- Atlantic Region</li> <li>- Quebec Region</li> <li>- Ontario Region</li> <li>- Manitoba Region (includes Nunavut)</li> <li>- Saskatchewan Region</li> <li>- Alberta Region (includes Northwest Territories)</li> <li>- B.C./Yukon Region</li> </ul>	Currently these positions are appointed by the Board.	The new Canada Not-for-Profit Charities act requires that at least two-thirds of the Board must be elected positions. As a result, these Board of Director roles will now be elected by the regions that they represent.
Appointed Board Positions	The following Board of Director role will be appointed to the Board: <ul style="list-style-type: none"> <li>- Accreditation Council Chair</li> </ul>	Currently this role is an “Ex-officio” role on the Board.	The new Canada Not-for-Profit Charities Act does not permit “ex-officio” roles.