1. Call to Order and Opening Remarks (Jasminn Berteotti)

The meeting was called to order at 1:00 pm EST.

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

**Motion:** On a motion duly made by Jasminn Berteotti and seconded by Claudia Sperling that Stefan Kerry serve as the Parliamentarian for the CAFCE Annual General Meeting held on November 2, 2016. Motion passed unanimously.

**Motion:** On a motion duly made by Jasminn Berteotti and seconded by Kristine Dawson that Ross Johnson, Scott Davis, and Jeremy Stefen serve as Scrutineers for the CAFCE Annual General Meeting held on November 2, 2016. Motion passed unanimously.

2. Approval of the Agenda (Jasminn Berteotti)

**Motion:** On a motion duly made by Jasminn Berteotti and seconded by Trudy Osborne, the agenda was approved. Motion passed unanimously.

3. Approval of Annual Meeting Minutes of October 29, 2015 (Jasminn Berteotti)

**Motion:** On a motion duly made by Jasminn Berteotti and seconded by Doug Gallant, the Annual General Meeting minutes of October 29, 2015 were approved. Motion passed unanimously.

4. President’s Report (Jasminn Berteotti)

It truly has been a pleasure to serve as your CAFCE president this past year. I’d like to acknowledge all of the previous boards that have laid a strong foundation for growth that has lead our Association to its current position of strength. This hard work from so many tireless volunteers over the years has allowed our current Board to move forward on many important initiatives over the last year.

During our 2016 conference, Greg Terrence used a very powerful statement to wrap up his keynote talk. That statement was … CAFCE your time is NOW! I’ve had the occasion to use that phrase a few times recently, and in my review of the last 12 months, it has become more and more evident to me that this statement rings true. Things are happening, happening in the media and within the government and all across our country in our Post-Secondary Institutions.

CAFCE our time is now, to consider where we have come, and to consider where we are heading? CAFCE has a strong and proud co-op legacy rooted in our accreditation standards and solid co-op definitions, qualities that are envied around the world. Meanwhile, there is a parallel excitement building its own intensity around other forms of work integrated learning. As we have looked within our own Association, it is clear that many co-op practitioners are supporting students in a broad range of work integrated learning experiences. National conversations around funding and policy are happening under the broader umbrella of work integrated learning and we need to be in these conversations, in fact we need to guide them, through the voice of our collective experience.

These are some of the key reasons, that the Directors’ and Managers’ Advisory Committee, a committee comprised of Managers and Directors from post-secondary co-operative education
institutions in Canada, have unanimously recommended that the CAFCE board take immediate action to broaden the CAFCE mandate to consider other forms of Work Integrated Learning in addition to the foundational CAFCE model of Co-op Education. To this end, conversations have begun around building working groups to understand how this might best be realized.

CAFCE, our time is NOW, to be unified in our advocacy. One of the considerable strengths of our Association lies in our extensive representation of more than 80 Post-Secondary institutions across Canada. We truly can be the voice of Co-op in Canada. This year marked the start of a CAFCE Government Relations Committee. While the Terms of Reference are being finalized, the newly formed group has worked hard to build relationships with key federal government departments such as Employment and Social Development Canada and have initiated conversations with other strategic organizations such as Universities Canada, Colleges and Institutes Canada and the Business/Higher Education Roundtable. This committee is motivated to engage in the critical conversations and will continue to offer guidance on the distribution of federal funds in support of Co-op and Work Integrated Learning and best practices. Please stay tuned for the open call to join this committee. Joint efforts with the Public Relations Committee and the Government Relations Committee will continue, to be sure that as an Association we are prepared to respond to the media and reinforce the decades of academic work and research that has been invested in defining Co-op in Canada.

CAFCE, our time is NOW, to actively leverage the strength of Co-op in Canada. I am SO very pleased to let you know, that after many years of hard work, effort and support from SO many individuals, we are about to realize the largest project in CAFCE’s history. The National Stats Database is currently loaded and operational on machines here at the University of Waterloo. I suspect not too far from where we are gathered today! This project could not have been realized without the monumental financial support from many colleges, universities and regional associations and certainly would not have been possible without the technical guidance and support from the University of Waterloo. With extensive testing now behind us, we are moving into the operationalization of the system and finalizing the training resources. Before the end of this current semester, each of our member institutions will receive the much-anticipated invitation to begin entering their program data. We are carefully planning the training strategy, ongoing support and stewardship for this critical project so that by next year’s AGM we will be able to provide our first full year of data! As we move forward, I encourage you to ALL take pride and a personal interest in the data you collect and submit, knowing it will absolutely, without a doubt, advance the future of Co-op in Canada!

As I reviewed our Annual Report this year, I celebrated many more of our Association’s successes as our committees and Accreditation Council have been extremely active. For example:

- The Accreditation Council announced 10 institutions with newly accredited programs!
- For those who attended our 2016 National Conference in Moncton, you already know that it was a tremendous success!! Norah McRae was the recipient of the Albert S. Barber Award to recognize her outstanding contributions to the philosophy and practice of Co-op in Canada. And we announced our very deserving Co-op Students of the year for 2015, Rachel McDonald (University of Waterloo) and Shauna-Kay Jones (Sheridan College).
- The international committee advocated for international students, raising the issue of lengthy processing times for Canadian Co-op work permits. While the membership committee developed a very successful mentoring program for new CAFCE members! The PD Committee delivered four professional development events while the Research Committee made tremendous contributions at our National conference continuing to build awareness around the importance of research within Co-op. These are just the highlights … there’s truly so much more!

Typically in my life, I have been drawn to tasks that I perceive as challenging, with the belief that I CAN do hard things. Now I’m not exactly sure what that says about me as a person, but when I decided to let my name stand for CAFCE President, I did so fully expecting plenty of challenges. What I can tell you today, is that the position didn’t disappoint, and while it has been incredibly challenging -- in mostly good ways -- it has also been exceptionally rewarding. As I come to the end of my term I have growing excitement for the future of CAFCE and such gratitude for the amazing volunteers that continue to make it great -- such as Past President Julie Walchli, our incoming President Anne Fannon and our President-Elect Claudia Sperling.

CAFCE, believe me, our time is NOW.

5. Treasurer’s Report (Jasminn Berteotti, on behalf of Aldo Morabito)

Unfortunately, Aldo Morabito, our Association Treasurer, is unable to join us today. However, he has provided me with some highlights to share.

The Audited Financial Statement you see on the screen today, have been slightly adjusted from the DRAFT version you received with your meeting documents. The net impact of which is a reflection on page 4, which is a reduction of our net income by $27,000, which is the profit share to be transferred to CAFCE Atlantic following the 2016 Conference.
CAFCE is cash positive, with a strong financial liquidity of $305,000 in cash. $420,000 in total assets. The new capital asset is the cost of the database thus far of $40,000.

Our net earnings of $123,000 are a direct result of our conference profits as well as the contributions received for the database project.

Net assets are positive at $322,000 which reflects a strong financial position, and a very healthy future. There are no financial concerns raised by the Treasurer or external auditors.

**Motion:** On a motion duly made by Jasmin Berteotti and seconded by Scott Davis, the 2015/2016 Audited Financial Statements were accepted. Motion passed unanimously.

**Motion:** On a motion duly made by Jasmin Berteotti and seconded by Anne Fannon that Peter Hogg be appointed the CAFCE Auditor for the 2016-2017 fiscal year. Motion passed unanimously.

6. **CAFCE Membership Vote (Jasminn Berteotti)**

   “Motion that we accept the proposed amendments to the criteria of co-operative education within CAFCE by-law No.1, definition of co-operative education, as proposed by the CAFCE Accreditation Council”

   **Motion:** On a motion duly made by Muriel Klemetski and seconded by Trudy Osborne, that the CAFCE Membership accept the proposed amendments to the criteria of co-operative education within CAFCE by-law No.1, definition of co-operative education, as proposed by the CAFCE Accreditation Council. Motion passed unanimously.

7. **CAFCE Board of Directors Election Results (2016/17) (Jasminn Berteotti)**

   President-Elect: Claudia Sperling (University of Victoria)
   Secretary: Marg Medeiros (Fanshawe College)
   Alberta/North West Territories Regional Representative: Stacey Gaudette-Sharp (University of Lethbridge)
   Atlantic Regional Representative: Anna Cranston (Dalhousie University)
   British Columbia/Yukon Regional Representative: Claudia Sperling (University of Victoria)
   Manitoba/Nunavut Regional Representative: Krystle Robinson (University College of the North)
   Ontario Regional Representative: Ross Johnston (University of Waterloo)
   Quebec Regional Representative: Charlene Marion (Bishop’s University)
   Saskatchewan Regional Representative: Trudy Osborne (Saskatchewan Polytechnic)
   Director at Large (University) Norah McRae (University of Victoria)
   Director at Large (Colleges) Kristine Dawson (Conestoga College)

8. **Message from the Incoming President (Anne Fannon)**

   (a) Introduction of the Incoming Board

9. **Adjournment (Jasmin Berteotti)**

   **Motion:** On a motion duly made by Kirk Patterson and seconded by Denise Bacon, the meeting was adjourned at 1:42 pm EST. Motion passed unanimously.
<table>
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<tr>
<th>Proposed by</th>
<th>Proposed CAFCE by-law change</th>
<th>Current CAFCE by-law</th>
<th>Reason for change</th>
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<tr>
<td>Accreditation Council</td>
<td><strong>CO-OPERATIVE EDUCATION DEFINITION</strong>&lt;br&gt;&quot;Co-operative Education Program&quot; means a program which alternates periods of academic study with periods of work experience in appropriate fields of business, industry, government, social services and the professions in accordance with the following criteria:&lt;br&gt;(i) Each work term is developed in partnership with the employer and approved by the cooperative education program as a suitable learning environment; (ii) The student is engaged in productive work for which the student receives remuneration; (iii) The co-op curriculum supports student learning goals, personal evaluation and reflection; (iv) The student's performance in the workplace is supervised and evaluated by the student's employer; (v) The student's progress during their work term is monitored by the co-operative education program; (vi) Both work and academic terms are full-time and follow a formalized sequence. The total amount of co-op work experience is normally at least 30% of the time spent in academic study. For programs of two years or less, the total amount may be a minimum of 25%. A work term is defined as a minimum of 12 weeks and/or 420 hours full-time paid experience; (vii) Co-op Programs begin and end on an academic term; (viii) The student completing multiple work</td>
<td><strong>CO-OPERATIVE EDUCATION DEFINITION</strong>&lt;br&gt;&quot;Co-operative Education Program&quot; means a program which alternates periods of academic study with periods of work experience in appropriate fields of business, industry, government, social services and the professions in accordance with the following criteria:&lt;br&gt;(i) each work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation; (ii) the co-operative student is engaged in productive work rather than merely observing; (iii) the co-operative student receives remuneration for the work performed; (iv) the co-operative student's progress on the job is monitored by the co-operative educational institution; (v) the co-operative student's performance on the job is supervised and evaluated by the student's co-operative employer; (vi) 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.&quot;</td>
<td>The purpose of the amendment is to update the criteria within the Co-operative Education Definition. The criteria directly reflect the guiding principles used by the Accreditation Council. The criteria guide co-op program design and there is a need to align the criteria with current CAFCE Accreditation requirements and best practices. In addition to a number of editorial changes there are added criteria and a statement to acknowledge that CAFCE supports the rights of students with disabilities.</td>
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terms is normally exposed to the work environment during more than one season of the year.

*The Co-operative Education Definition criteria are intended for program design and reflect the Guiding Principles of the Canadian Association for Co-operative Education accreditation requirements.

CAFCE acknowledges and affirms the rights of students with disabilities to have equal access to cooperative education programming. Exceptions to the above will be supported to meet the duty to accommodate and ensure that all students have full and equal access of all human rights and fundamental freedoms.