

**2016 ANNUAL MEETING OF THE ONTARIO COLLEGE ADMINISTRATIVE STAFF
ASSOCIATION/
ASSOCIATION DU PERSONNEL ADMINISTRATIF DES COLLÈGES DE
L'ONTARIO
(the "Corporation")**

MINUTES

MINUTES of the annual meeting of the members of the Corporation held at Kingbridge Conference Centre & Institute, on June 28, 2016 at the hour of 8:15 a.m. in the morning [EST].

1. Krista Pearson assumed the Chair, and confirmed Riley Burton as Secretary for the meeting.

Krista welcomed everyone to the meeting, noted that the agenda could be viewed on the screen. Some copies of 2015 draft AGM meeting minutes and 2015 draft audited statements were available on the tables.

2. Motion to approve the Agenda.

Moved: Barb Watts

Seconded: Alanna McDonell

Carried

3. Motion to approve Minutes of June 23, 2015.

Motion: That the meeting minutes of the general meeting of members from June 23, 2015 be approved.

Moved: Kelly Murray-Scott

Seconded: David Belford

Carried

4. Confirm Members Present in Person

It was confirmed that 31 members and one retiree were present (see Appendix 1 for listing).

It was confirmed that 1 proxy vote were received.

5. Confirmation of Directors:

Motion: That the following names are hereby confirmed as directors of the Corporation to hold office for the ensuing year or until their successors are elected or appointed or they otherwise cease to hold office."

| | | | | |
|-----|------------------------|------------------------|-------------|-------------|
| 1. | David Belford | West, Fanshawe | 2011 | 2017 |
| 2. | Alanna McDonell | East, Algonquin | 2011 | 2017 |
| 3. | Riley Burton | North, Confederation | 2011 | 2017 |
| 4. | Krista Pearson | East, Algonquin | 2012 | 2017 |
| 5. | Greg Murphy | East, Durham | 2012 | 2017 |
| 6. | Janine Foster | East, St. Lawrence | 2014 | 2017 |
| 7. | Shemeena Shraya | Central, George Brown | 2014 | 2017 |
| 8. | Mary Lou McLean | East, Fleming | 2015 | 2018 |
| 9. | Barb Watts | Central, Georgian | 2015 | 2018 |
| 10. | <i>Charline Smith*</i> | <i>North, Cambrian</i> | <i>2016</i> | <i>2019</i> |
| 11. | <i>Vacancy</i> | | | |
| 12. | <i>Vacancy</i> | | | |

*New Board member

Moved: Mary Pierce
 Seconded: Jason Drury
 Carried

6. Financial Statements

Greg Murphy presented the Audited Statements highlighting

Total revenues of \$261,423 and total expenses of \$269,254 for a loss of \$7,831.

Opening surplus for 2014: \$35,806

Closing surplus for 2014: \$38,930

There was a question about the reason for a reduction in staff expense from 2014 to 2015. This reflected a change in staffing with the Executive Director working part-time (4/5 time) for September – December.

Motion: That the Auditors Report be accepted.

Moved: Greg Murphy

Seconded: Jane Cooper

Carried

7. Appointment of Auditors

“RESOLVED: Freeman & Lourenco, LLP, are hereby appointed the auditors of the Corporation to hold office until the close of the next annual meeting of the members or until a successor is appointed, at such remuneration as may be fixed by the directors and the directors are hereby authorized to fix such remuneration.”

Moved: Greg Murphy

Seconded: Shemeena Shraya

Carried

8. Executive Report:

Krista Pearson provided an update about the state of OCASA:

CoP Working Group:

In October, OCASA offered a concept paper to the Committee of Presidents (CoP) in support of a system-wide leadership centre for college administrators, and other college leaders. OCASA requested a Working Group to further explore this concept and CoP supported this recommendation.

In May, after significant research, the Working Group offered a report to CoP recommending that, based on positive response for a system-side effort, further work to be done to conduct a market analysis and business plan for a potential system-wide leadership development and training service. In addition, there was general consensus that the task force should be led by Council with support from Colleges Ontario, OCASA and HRCC.

OCASA is pleased that this conversation is now at the provincial level and thanks CoP for their support, and for inviting OCASA to partner in further research and

planning. OCASA continues to further the professional interests of college administrators.

Moved: Krista Pearson
Seconded: Mary Lou McLean
Carried.

9. Adjournment:

There being no further business, motion that the meeting be terminated.

Moved: Alanna McDonell
seconded: Brenda Henry
Carried

Chairperson
Krista Pearson

Secretary
Riley Burton

APPENDIX 2

| | | | | | |
|----|-----------|----------|----|----------------|-----------|
| 1 | Abboud | Victoria | 18 | Murphy | Greg |
| 2 | Belford | David | 19 | Murray-Scott | Kelly |
| 3 | Burton | Riley | 20 | Neilsen | Shawna |
| 4 | Clark | Doug | 21 | Paul | Jennifer |
| 5 | Cooper | Jane | 22 | Pearson | Krista |
| 6 | Drury | Jason | 23 | Pierce | Mary |
| 7 | Giguère | France | 24 | Pridham | Andrew |
| 8 | Giroux | Michelle | 25 | Prud'Homme | Christian |
| 9 | Henry | Brenda | 26 | Rodgers-Rowley | Carri |
| 10 | Humphreys | James | 27 | Sampson | Jeff |
| 11 | Innocent | Judeline | 28 | Shraya | Shemeena |
| 12 | Mackey | Tammy | 29 | Swan | Bill |
| 13 | Marchant | Shelley | 30 | Trochimchuk | Bill |
| 14 | McDonald | Joanne | 31 | Watts | Barb |
| 15 | McDonald | Alanna | 32 | Weaver | Kevin |
| 16 | McLean | Mary Lou | 33 | Yantz | Greg |
| 17 | Munroe | Sara | | | |