APACUE Executive Meeting

Minutes of October 20, 2009

Present: Pierre Clavet, Elaine Healey, Philip Longmire, Patsy MacDonald, Robert Moffat, Carol Sparkes, Ellen Stewart, and Stefani Woods (President/Chair)

Regrets received from: Harvey Goldie, Betty MacDonald, Heather Patterson belatedly sent regrets

1. **Approval of Agenda**

   Agenda approval moved by Philip and seconded by Carol.

2. **Approval of Minutes of March 26th**

   Approval moved by Philip and seconded by Patsy.

3. **Approval of Minutes of September 22nd**

   Carol approved and Elaine seconded approval of the minutes with a provisional change - #6 last paragraph: "The awards section now included part (should be **past**) winners."

4. **Treasurer's Report**

   Ellen was not able to report the current financial statements due to technical difficulties. Stefani reported the financial statement for July and August 2009. July and August did not see much activity. In July the GIC matured and was valued at $6075.82. The amount of liquid cash was $8420.20 with $0.41 in interest bringing the total value of assets to $14,496.43. There was no accounts payable leaving the total equity at $14,496.43 for July. August did not see any activity except for small interest amount of $0.84. There was no accounts payable. This brought the total assets and equity to $14, 497.27.

   Approval moved by Philip

5. **CAUCE Report**

   Betty MacDonald was not in attendance, and therefore could not give a report.

6. **Joyce Kennedy Awards update**

   The Joyce Kennedy Awards applications were being received. The deadline for applications is October 31st.

7. **Fall Deans' and Directors' meeting and Fall Professional Development afternoon**

After our last executive meeting there were some concerns about opening up the Deans' and Directors' meeting to the general membership. As a result, the day has been split up into a morning session for Deans and Directors and a professional development session in the afternoon for everyone. Stefani has sent out a message on the listserv to promote the sessions but because the listserv may not be up to date the message may not have been received by everyone. Stefani, therefore, sent it out in e-mail as well.

There are five people who have confirmed they will be attending the Deans and Directors' meeting, one person sent his/her regrets and another person is tentatively planning to attending. That is approximately half of the members of this group. We have eight confirmed for the afternoon session and two more who are tentative so far.

Stefani raised the question of funding for these two events, approximate cost for food will be $223 includes morning and afternoon refreshments and lunch for 10 people. The professional development person has requested out of pocket expenses, including a car rental. Robert Moffat explained that he was asked to find a speaker for the afternoon event. Ryan McNutt, the new media officer at Dalhousie University, agreed to make a presentation. Robert has had a chance to work with Ryan over the last year and speak with him regarding social networking, web 2.0 and how these can be used by organizations to promote their programs, strengthen communities, and build their relationships. Robert expects that Ryan will be a good fit for the session and will provide an interesting afternoon. The session will be on marketing to adult learners and ways to use web technologies to facilitate marketing.

Stefani put forward a motion that we allot a budget of $500 for these two events. Seconded by Patsy. Carried unanimously.

If anyone has questions or concerns, they are asked to contact Stefani, Sarah, or Heather.

8. **Website update**

Carol Sparkes reported that there were only a few changes since the last meeting. The university links were changed to be to the continuing education websites of each university rather than the main university's webpage. Carol asked everyone to check their websites and report any problems to her.

The minutes were also rearranged on the website so that there are arranged according to the year we work in rather than the calendar year.

9. **Business Arising**

There was no business arising.

10. **New Business**

Stefani raised the issue of updating of the APACUE membership list and the listserv. Harvey Goldie is chairing the committee working on this and will email a report within the next two weeks and we will have an opportunity to discuss it at the next meeting. People were asked to contact Harvey if there are new people in their divisions.

Stefani asked everyone to start thinking about planning the AGM and asked if there was anyone who would like to join the committee to do this. Elaine and Robert both volunteered to join.

11. **Adjournment**

Carol moved and Philip seconded adjournment at 2:52 pm**.**