



APACUE AGM MINUTES

Attending:

Phillip Longmire, Julia Lindsey, Andrew Titus, Elaine Healey, Arthur Walsh, Carol Sparkes, Ellen Stewart, Patsy MacDonald, Mary MacInnis, Peggy Watts, Jaci Clements, Marilyn Carkner, Heather Patterson, Gerry Martin, Marilyn O'Neil

1. Approval of Agenda:

Motion for acceptance was made by Linda MacDonald and seconded by Marilyn Carkner. Agenda was accepted.

2. Approval of Minutes of April 21, 2006 AGM:

Typo on Page 1 in Peggy's name -add "s" to Watt in list of executive in the President's Report. Motion to accept the minutes with the above noted correction made by Carol Sparkes and seconded by Patsy MacDonald. Minutes were approved.

3. President's Report :April 20, 2007

Looking at the past APACUE'S President's reports I realized that once a person occupies this position they begin a learning process about why and how this organization operate. This is understandable. We are small, organization with primary goals of providing a mechanism for contact between the Continuing and Distance Education department of the various Atlantic Universities.

The most important method we use to encourage this contact between institutions our Spring Forums. Once a year we can step away from our busy schedules and discuss trends in our discipline with colleagues from other schools. In this context on behalf of APACUE I extend our thanks to Betty MacDonald's and her team from St Mary's University for hosting this year's Forum, After hosting the previous three forums Mount Saint Vincent can enjoy a well deserved rest. I am also pleased to report that the University of New Brunswick has agreed to host our Spring Forum 2008. This commitment fills an important piece of the puzzle for next years executive and may facilitate early planning for that event.

At last year's Forum there was some discussion of what services APACUE members would like the organization to provide. I already mentioned the importance members placed in our annual Spring forums. Other suggestions included having APACUE provide a venue for ember institutions to share information on program and courses, for this organization to identify and promote profession I development opportunities for our members and for APACUE to provide a vehicle for promoting the interests of Continuing

Education to funding agencies and our parent institutions. It was from these discussions and suggestions that the current APACUE executive established our objectives for the winter.

This year's objectives include:

1. Updating and making greater use of the APCUE list-serve. This effort was led by Carol Sparkes of Mount Saint Vincent University. Carol researched our existing list serve, updated the participants list and initiated a discussion among the executive as to how we might make more effective use of this tool. The executive agreed that we would limit use of the list-serve to APACUE business or to make members aware of professional development activities.
2. Creation of an APCUE website. Special recognition is due to Stefani Woods of St Mary's University. The board investigated other websites, discussed this initiative with our sister organization CAUCE and priced the various options. We hope to use the website for disseminating information on APACUE as a reference point for organizational activities and as method for member institutions to showcase upcoming courses and programs. This site will only be as effective as the information members provide so remember to use this resource.
3. Locate and update APACUE organizational documents. Marilyn Carkner of the University of New Brunswick was key to this endeavour. It is thanks to her that we have the documents relating to our constitution and executive responsibilities.
4. Establish guidelines for the distribution of Spring Forum revenues. First the board agreed to share the surplus from the previous Spring Forums with the host institution(Mount Saint Vincent) the board (using CAUCE policy as a guide) agreed that the future hosts would pay APCUE \$50 per participant and then retain the remaining revenue(and assume responsibilities for all expenses.)
5. APACUE will again acknowledge two Continuing Education students with the Joyce Kennedy Awards. An Awards committee was established comprising the following members: Betty MacDonald(SMU), Julia Lindsey (NSAC), Elaine Healey (MUN), Isabel Christian (UPEI) and Harvey Goldie (St FX). Winners were Sheila Gagnon of St FX and Frances Hatcher of (NSCAD).
6. I want to acknowledge my fellow Board members and thank them for their support and guidance. The 2006- 2007 APACUE Executive were:
Past President- Marilyn Carkner University of New Brunswick
President Harvey Goldie Saint Francis Xavier University

Vice-President	Carol Sparkes	Mount Saint Vincent University
Treasurer	Arthur Walsh	University of New Brunswick
Secretary	Marilyn O'Neil	Cape Breton University
CAUCE rep	Jaci Clements	Nova Scotia College of Art and Design
Member	Janice Landry	Saint Francis Xavier University
Member	Stefani Wood	Saint Mary's University
Member	Ian Allen	University of New Brunswick
Member	Isabel Christian	University of Prince Edward Island

Respectfully submitted

Harvey Goldie
President
APACUE

5. CAUCE Liaison Report

The president of CAUCE was invited to the Spring Forum, but due to changes in the Executive, they were unable to attend. Harvey read a letter from the current president of CAUCE indicating their support of our Spring Forum. Peggy Watts, CAUCE membership chair, provided current information on the CAUCE membership fee structure which are currently being looked at by the CAUCE Executive. Fees have been based on the information from CAUBO. A new fee structure that will continue to use CAUBO data but will reduce the number of categories for membership may be proposed to membership in the upcoming year. Institutional members will receive membership dues invoices shortly which will reflect a 4% increase that was approved at last year's annual meeting.

Jaci Clements reported that CAUCE is currently focusing on updating their website. There is a link between the APAUCE and CAUCE website. There is a lot of overlap between APACUE and CAUCE but the key distinction is the regional and national perspective which is critical. The annual CAUCE conference is upcoming in Edmonton. This conference is very popular and worthwhile attending.

It was moved to accept the report by Peggy Watts and seconded by Betty MacDonald.

6. Treasurer's Report

Atlantic Provinces Association for Continuing University Education
CASH General Ledger
April 1, 2006 - March 31, 2007

Date	ITEM	DEBIT	CREDIT
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				BALANCE
###	March			
		31	Balance forward	5,515.56
	April			
		3	interest	0.05
	May			
		1	interest	0.04
		2	cq 152, re 05-06 A/P	11.50
			bank cq fee 2 @ \$0.75	1.50
				5,504.15
				5,502.65
	June	30	cq 153, UNB-posters	632.50
				4,870.15
		1	interest	0.05
		2	bank cq fee 1 @ \$0.75	0.75
	July			
		1	interest	0.04
	August			
		1	interest	0.04
	September			
		1	interest	0.04
	October			
		1	interest	0.04
	November			
		1	interest	0.04
	December			
		1	interest	0.04
		5	cq 154, Halifax Host.Com	165.00
		14	cq 155, A Walsh reimburse	
			for domain name reg.	14.28
		15	cq156, Frances Hatcher	4,690.41
			J Kennedy Adult Learner Award	500.00
			cq 157, Sheila Gagnon	4,190.41
			J Kennedy Adult Learner Award	500.00
				3,690.41
###	January			
		2	bank cq fee 2 @ \$1.00	2.00

				3,688.41
		interest	0.04	3,688.45
23		membership fees	660.00	4,348.45
		membership fees	160.00	4,508.45
		forum proceeds	3,028.84	7,537.29
24		membership fees	80.00	7,617.29
29		membership fees	260.00	7,877.29
		cq 158, MSVU forum funds	1,514.42	6,362.87
30		membership fees	140.00	6,502.87
		bank cheque order	37.64	6,465.23
February				
	1	interest	0.04	6,465.27
	2	bank cq fee 1 @ \$1.00	1.00	6,464.27
	9	membership fees	120.00	6,584.27
March				
	1	interest	0.05	6,584.32
	2	bank cheque fee 1 @ \$1.00	1.00	6,583.32

It was moved by Arthur Walsh to accept the Treasurer's Report and seconded by Mary MacInnis. The report was accepted.

7. New Business :

A) Nomination Report for the Election of the Executive, 2007-2008

The call for Nominations for positions to the upcoming Executive was circulated in March. I am pleased to bring forward the following list of candidates who agreed to stand for election to the 2007-2008 Executive. Most of the current Executive positions remain as they were in 2006 in order to allow more time for Executive members to understand APACUE, and their roles within the Executive.

For 2008, the organization will need an APACUE member to assume the role of Vice President. If a member not currently on the Executive is interested in the Vice President position, it would be most helpful for someone to gain some knowledge of the organization as a member-at-large during the upcoming year. Please contact me if you are interested.

Janice Landry is not reoffering: I would like to thank her, on behalf of all us, for her outstanding commitment and dedication to this organization. Thank you Janice.

List of Candidates:

Past-President:	Marilyn Carkner, University of New Brunswick
President:	Harvey Goldie, St. Francis Xavier University
Vice-President:	Carol Sparkes, Mount Saint Vincent University
Secretary:	Marilyn O'Neil, Cape Breton University
Treasurer:	Arthur Walsh, University of New Brunswick

Members-at-large:

Ian Allen, University of New Brunswick
Isabel Christian, University of Prince Edward Island
Julia Lindsay, Nova Scotia Agricultural College
Stefani Woods, St. Mary's University
Patsy MacDonald, St Francis Xavier University

CAUCE Liaison: Jacqui Clements

Respectfully submitted,

Marilyn Carkner, Past President

Motioned by Marilyn C. and seconded by Philip Longmire to accept report.

Motion carried.

It was noted that Marilyn is preparing an Executive Guide to provide guidance to new members of the executive and to encourage participation of members in the executive

b) APACUE Constitution:

Marilyn has gathered documents from various past presidents.

The bylaws and constitution have not been amended since April 1990. In particular the bylaws need to be amended and will be dealt with over the upcoming year. Items to be addressed include:

- the number of meetings-3 face to face)
- the Dean and Director's meeting
- Forums held at the same time each year
- Year end date of Dec 31
- Membership fees

Recommendations for the amended bylaws will be circulated to the members over the year in preparation for the next AGM.

We need to also decide what bilingual means for APCUE. Perhaps feedback from the 2 French membership institutions. Jaci mentioned that she thought the actual amount of the membership fee was not to be included in the bylaws simply that there are membership fees should be stated in the bylaws.

c) Joyce Kennedy Awards:

A committee will be required for 2008

Elaine Healey will Chair the committee along with Betty MacDonald, Julia Lindsey and Mary MacInnis

Peggy asked that a reminder be sent in September to the EXECUTIVE regarding the upcoming Joyce Kennedy AWARDS.

Linda mentioned there were several different dates on the promotional literature, website etc that should be made consistent.

The application form for the Joyce Kennedy Award should be placed on the Website.

A profile and picture of Joyce Kennedy should also be placed on the website.

The url of the website should be printed on the application

d. Spring Forum 2008

This will be held at UNB in Fredericton April 17 and 18, 2008.

It was noted that it is very helpful to have the commitment for the conference 1 year in advance. It was mentioned that universities that wish to co-host would be helpful to all parties and that the membership should consider this for the planning of 2009 Spring Forum.