



**APACUE AGM
Meeting Minutes**
April 18, 2008

Attending:

Harvey Goldie, Carol Sparkes, Jolene MacEachern, Julia Lindsay, Stefani Woods, Isabelle Christian, Peggy Watts, Jaquenette Clements, Elaine Healey, Janice Landry, Jeanette MacAulay, Paul Zakos, Francyn Jutraf, Glen Desjardins, Dawn Keenan, Jacqueline Steeves, James Cameron, Heather Patterson, Phillip Longmire, Marilyn Carkner, Lorna Campbell, Bobbi-Jo Hickey, Cindy Ethridge, Marilyn Booth

1. Approval of Agenda

Motion for acceptance was made by Jaci Clements and seconded by Marilyn Carkner. Agenda was accepted.

2. Approval of Minutes AGM April 20, 2007

Motion by Phillip Longmire and seconded by Carol Sparkes. Minutes were accepted. Peggy Watts noted a grammatical error on page 3 item number 5. The sentence in the middle of the paragraph should read "is being looked at" instead of "are being looked at".

3. Reports

a. President's Report: April 18, 2008.

2008 saw the APACUE executive consolidate the work done the previous year on updating our organizational documents. We are hoping that in the future the web site can be used to store these important documents and allow them to be available to all members. We also addressed our regular activities of Joyce Kennedy awards and preparation for our spring forum (this year hosted by the University of New Brunswick). Mention of our various activities is below. It is our hope that through greater dissemination of information, and greater professional development initiatives we will encourage greater participation by APACUE members.

This year's objectives include:

1. Continuing to up date our APACUE list serve.
2. Updated our APACUE website. Special recognition is due to Stefani Woods of St Mary's University. We hope to have a "web-master" as a specific position on our executive and to use the website as a repository of documents related to APACUE.
3. Locate and update APACUE constitution and bi-laws. Marilyn Carkner of the University of New Brunswick was key to this endeavor. Several proposed amendments are being brought to our AGM.
4. APACUE will again acknowledge two Continuing Education students with the Joyce Kennedy Awards. An Awards committee was established comprising the following members: Chair - Elaine Healey (MUN), Betty MacDonald (SMU), Julia Lindsey (NSAC), and Mary MacInnis (St FX). Winners were Terry Cormier of UNB and Carla Marshall of MSVU.
5. I want to acknowledge my fellow Board members and thank them for their support and guidance. The 2007- 2008 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 / Cindy Etheridge: University of New Brunswick
Secretary	Marilyn O'Neil: Cape Breton University
CAUCE rep	Jaci Clements: Nova Scotia College of Art and Design
Member	Patsy MacDonald: Saint Francis Xavier University
Member	Stefani Woods: Saint Mary's University
Member	Ian Allen: University of New Brunswick
Member	Isabel Christian: University of Prince Edward Island
Member	Julia Lindsay: Nova Scotia Agricultural College

Respectfully submitted

Harvey Goldie
President
APACUE

Motion to approve the president's report made by Elaine Healy and seconded by Lorna Campbell. The president's report was approved.

Francyn Jutraf inquired as to how the executive was appointed. Marilyn Carkner explained that a call for nominations is sent to members on the list serve every year. Harvey said that it is preferred for members to volunteer for positions, but often people are approached and asked to be on the executive if volunteers are not readily available. Cindy is working on maintaining and updating the list serve and will add Francyn to the list.

3 b. Treasurer's report:

**Atlantic Provinces Association for Continuing University Education
CASH General Ledger
April 1, 2007 - March 31, 2008**

	Date	ITEM	DEBIT	CREDIT	BALANCE
2007	March				
	31	Balance forward			6,583.32
	April				
	2	cheque fee		1.00	6,582.32
		interest	0.06		6,582.38
	27	membership fees 06-07 A/R	80.00		6,662.38
	May				
	1	interest	0.05		6,662.43
	June				
	1	interest	0.06		6,662.49
					6,662.49
	July				
	3	interest	0.05		6,662.54
	August				
	1	interest	0.06		6,662.60
	September				
	4	interest	0.06		6,662.66
	October				
	1	interest	0.05		6,662.71
	November				
	1	interest	0.06		6,662.77
	26	chk 121 domain name renewal (AW)		14.28	6,648.49
	December				
	1	chk fee		1.00	6,647.49
	3	interest	0.05		6,647.54
	Dec 19	chk 122 - Award (Marshall)		500.00	6,147.54
	Dec 19	chk 123 - Award (Cormier)		500.00	5,647.54
					5,647.54

2008	January			
		2	interest	0.06
		29	membership fees	580.00
				5,647.60
				6,227.60
				6,227.60
	February			
		1	interest	0.05
		1	bank fee (chk)	2.00
		12	membership fees	160.00
		15	chk 124 - Web hosting renewal	186.45
				6,227.65
				6,225.65
				6,385.65
				6,199.20
	March			
		3	bank fee (chk)	1.00
		3	interest	0.05
		13	07 forum fees (SMU)	550.00
		13	membership fees	480.00
		24	membership fees	180.00
				6,198.20
				6,198.25
				6,748.25
				7,228.25
				7,408.25

Harvey reminded everyone that the host institution for the spring forum is responsible for creating their own budget relating to the forum. They must choose a fee that will cover the costs associated with hosting the forum. A \$25 fee per participant is charged and deposited into APACUE's account for costs that may be incurred during the planning process.

Carol Sparkes suggested investing APACUE's existing available cash funds. Cindy Etheridge suggested moving more money into GIC's as we have a high cash flow and low expenses.

Marilyn Carkner mentioned that the \$25 fee per participant is supposed to go to Professional Development opportunities for APACUE members. Cindy approximated that of the \$7400 in cash available, \$2000 could be attributed to the \$25 participant fee for Professional Development. APACUE may not want to have all of the cash tied up in GIC's, however, Carol feels that we do not need \$7400 available.

Isabelle Christian asked about the voluntary contribution to the Adult Learner Award for \$240. Cindy said that at the time when membership renewals are circulated, members can choose to make a contribution.

Cindy made a motion to accept the Treasurer's report. Jeanette Macaulay seconded, and it was accepted.

3 c. Cauce Liaison report

We were pleased to have Marilyn Booth, the President of CAUCE in attendance at the Spring Forum. Jaci Clements reported that participation in the CAUCE marketing awards was up this year, and she would like to encourage all institutional members to submit entries for marketing or programming awards. Jaci commented that it is a good way to reflect on the things we have done in our units during the year. Jaci has also found that it has been very valuable to read about institutions who have won awards, and to think about how we can implement aspects of their strategies into our own institutions. Jaci encourages communication between institutions as a means for support. Having links to other institutions from the APACUE website is an important means to maintain communications and up to date information. Jaci feels that both CAUCE and APACUE are excellent organizations and fundamental to the communication and value for both large and small institutions.

Motion to accept by Peggy Watts and seconded by Marilyn Carkner. The CAUCE Liaison Report was accepted.

4. New Business:

a. Amendment to Constitution and Bylaws

NOTICE OF MOTION

At our APACUE's Annual General Meeting to be held at our Spring Forum in Fredericton (April 17 – 18) APACUE members will be asked to approve the following amendments. A copy of APACUE's constitution and bi-laws is available on our website (www.apacue.ca). The following amendments were made after reviewing the Constitution and Bylaws version titled Amended April 1990.

The following changes are proposed for the Constitution of the Atlantic Provinces Association of Continuing University Education:

- Article IV change "Past Chair", "Vice-Chair" and "Chair" to "Past President", "Vice-President" and "President". Also in this article, the sentence: "Members of the executive will include a member from the host institution for the annual Spring Forum and may include a newsletter editor" should be deleted. It will be replaced by: "The executive committee may also include a webmaster."

The following changes are suggested for the APACUE bi-laws:

- Item 1 change "Chair" to "President" throughout the entire document. With regard to the section on executive responsibilities part b) should be

changed to: “Hold at least 6 meetings per year (September to June). An item d) should be added stating: “encourage the recruitment and retention of members”.

- In Item III a) the words “in the spring of the year” should be deleted.
- Item III b) should be changed to “there should be at least six electronically facilitated (e.g. phone or computer internet) executive meetings per year.
- The fiscal year should be March 31 not December 31.
- Based on the 2008 changes confirmed at the 2008 AGM section IV c) should now read:

Annual membership fees will be set and reviewed by the executive. The up to date fee schedule will be available on our website. The following are the membership categories available:

Participating members: a fee for up to four members with an additional fee for each extra person

Associate members

Individual members

Student members

At the 2008 AGM, it was agreed that the membership fee schedule should be posted to the APACUE website, and to remove the fees from the bylaws (as above) so that the laws do not have to consistently be updated as the fees change. It was suggested that along with the fee schedule, the website should have a clear description of what constitutes a participating membership and an associate membership.

Bylaws should always use Associate membership and not Association membership.

Motion to accept changes to the Notice of Motion document as modified by our discussion today. Heather Patterson made the motion and James Cameron seconded.

b. APACUE survey and Executive roles

Carol Sparkes discussed the APACUE survey on the website and sent it out to the list serve requesting ideas around professional development as a way to maintain contact between members during the months outside of the spring forum. Stefani and Carol worked together on the survey and facilitated the use of elluminate live as a forum to learn about a professional development topic that will be helpful to members in their every day work. Carol requested suggestions from the group. Responses from the survey are posted on the APACUE website.

Carol and Stefani plan on doing a session after the spring forum and Carol welcomes participation and feedback from the group.

Marilyn Carkner reported on the Executive roles and has accumulated information from past members about how the roles are evolving. She has created an Executive Guide that will be distributed to all members of the Executive to assist with their roles. Harvey also noted that this will be posted to APACUE's website.

c. Election of New Executive:

Nomination Report for the Election of the Executive, 2008-2009

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 2008-2009 Executive.

Marilyn O'Neill accepted a new position at CBU and resigned as Secretary in December 2007. Various Executive members fulfilled the role of Secretary for the balance of 2008. Arthur Walsh accepted a new position at UNB and resigned as Treasurer in December 2007. The Executive approved Cindy Etheridge (UNB) as acting Treasurer.

I would like to thank Arthur and Marilyn, on behalf of all us, for their outstanding commitment and dedication to this organization. I would also like to thank Ian Allen for his dedication, guidance and contributions over the years.

Carol Sparkes has been our Vice President for the past two years. We are excited to learn that Carol has just been accepted to Concordia University next year to begin her PhD in Educational Technology.

List of Candidates for Election 2008-2009

Past-President:	Harvey Goldie, St. Francis Xavier University
President:	Stefani Woods, St. Mary's University
Vice-President:	Julia Lindsay, Nova Scotia Agricultural College
Secretary:	Isabel Christian, University of Prince Edward Island
Treasurer:	Cynthia Etheridge, University of New Brunswick

Members-at-large:

Patsy MacDonald, St. Francis Xavier University
Philip Longmire, Acadia University
Elaine Healey, Memorial University
Heather Patterson, Mount Allison University
James Cameron, St. Francis Xavier University (webmaster)

CAUCE Liaison: TBA (CAUCE AGM in May)

Respectfully submitted,
Marilyn Carkner, Past President

Motion to approve candidates by Marilyn Carkner. Seconded by Jeanette MacAulay. Approved by the committee.

d. Formation of Committees for 2009

Harvey gave a report and description on the various committees that are available for APACUE members and encouraged members to approach him after the forum to volunteer.

- i. **Awards:** Elaine Healy gave an overview on being involved with the Joyce Kennedy awards.
- ii. **Memberships and nominations**
- iii. **Communications:** Utilizing the list serve and the website more effectively. James Cameron will take over as webmaster from Stefani Woods.

Harvey wanted to recognize Marilyn Carkner and Jaci Clements as members of the APACUE executive who are leaving, and to thank them for their contributions during the past year. Judith Potter was not in attendance but it should be noted that she is to be recognized as well.

e. Forum 2009

NSAC will be hosting the 2009 spring forum in Truro, N.S. on April 23-24. There will be a committee to work with the host institution to assist with planning.

f. Other business

Marilyn Carkner discussed how much she has enjoyed being on the executive. She began in 2002 and would like to thank everyone for the opportunity.

5. Adjournment

Motion for adjournment by Carol Sparkes