

APACUE Minutes
January 17, 2008

Attending:

President:	Harvey Goldie, St. Francis Xavier University
Past-President:	Marilyn Carkner, University of New Brunswick
Vice-President:	Carol Sparkes, Mount Saint Vincent University
Treasurer:	Cindy Etheridge, University of New Brunswick
Member-at-Large:	Patsy MacDonald, St Francis Xavier University
Member-at-large:	Julia Lindsay, Nova Scotia Agricultural College
Member-at-large & Web Master	Stefani Woods, St. Mary's University

Regrets:

Member-at-large:	Ian Allen, University of New Brunswick
	Isabel Christian, University of Prince Edward Island
CAUCE Liaison:	Jaci Clements, NSCAD University

Minutes taken today by Harvey Goldie

Approval of Agenda (Patsy/ Carol)

Approval of Minutes – from November 22, 2007. (Stefani / Marilyn).

Business Arising:

We are still looking at adding members to our executive committee.

Joyce Kennedy Awards

Elaine Healey of Memorial University (Chair of the Joyce Kennedy Award selection committee) confirmed that this year's winners are Carla Marshall of Mount St. Vincent University and Terry Cormier of the University of New Brunswick. A notification letter and a cheque for \$500 were sent to each recipient.

Treasurers Report

Financial Statement to the end of January 2008 is attached. These statements were approved (Marilyn / Julia). The only recent entry was for the Joyce Kennedy award allocation. An e-mail was also sent to Betty MacDonald at St. Mary's University requesting an official count of attendees to last year's Spring Forum so that we can send an invoice for our portion of the revenue.

Spring Forum

Based on input from our last conference call, Harvey contacted potential speakers for the forum. Now the two most likely candidates are Paul Zakos and Tracy Taylor-O'Reilley. Much will depend on whether we are able to obtain financial support from the Adult Learning Knowledge Centre. Kathleen Flanagan sent information on how to apply. The host committee is meeting on January 23. We hope that much of these questions will be resolved at that time. Stefani mentioned the following speakers and topics:

CAUCE Report

Jaci was unable to attend but noted that she will keep CAUCE up to date on our preparations for the Spring Forum as well as our updating of our Constitution and Bi-Laws. Jaci also urged APACUE members to consider applying for one of the CAUCE recognition awards (for marketing and programs). Marilyn supported Jaci's suggestion saying that UNB has been a past recipient of a CAUCE award and they found the recognition valuable.

Constitutional Changes

Thanks to the guidance of Marilyn Carkner the executive discussed the following suggested changes to the APACUE constitution:

- Article II, section d) change the word "of" to the word "for"
- 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". With regard to the section on executive responsibilities part b) should be changed to: "Hold at least 6 meetings per year (September to June) and at least one face-to-face meeting per year – which could be held in conjunction with a forum." An item d) should be added stating: "encourage the recruitment 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) facilitated executive meetings per year.
- In Item IX the word "Chair" should be replaced by the word "President"

The executive decided to await the advice of Cindy before making changes to the end date for our financial year (Item IV). We would also wait for Stefani's suggestion for a statement of responsibilities for a web-master position (Item IX)

Next Call

February 7th, 2008 at 2:30 pm Atlantic time.

