

NorQuest College Faculty Association
Executive Committee Meeting Minutes
June 20, 2016

1. **Call to Order and Welcome:** A regular meeting of the Executive Committee of the NorQuest College Faculty Association was held in Edmonton, AB on June 20, 2016. The meeting convened at 3:04 pm. Chairman Leslie Sayer presiding, Lois Henderson, VP Communications, recording.

Attendees: Leslie Sayer, Lois Henderson, Nicole Orlecki, Lisa Saxby, Carolyn Cantelo, Sheryl Boisvert, Susan Otto

Regrets: Sherry Greenbank, Brenda Mein, Krista Schwabl

2. **Additions to the Agenda** – no additions
3. **Approval of the Agenda: MOTION:** Carolyn Cantelo moved to approve the agenda as amended. **Seconded. Carried.**
4. **Corrections to Minutes:** Item 6.d. replace “PAC” with “Professional Affairs Committee”
5. **Approval of the Minutes of May 30, 2016: MOTION:** Carolyn Cantelo moved to approve the minutes as corrected. **Seconded. Carried.**
6. **AGM** – Discussion ensued about the date for the AGM and the budget. The proposed date is Thursday, October 20, 2016. Les requests that reports are emailed to him by September 30, so he can prepare them to submit to Sarah for the AGM.

ACTION: Leslie will contact Sarah James to prepare for the AGM (order tickets, get license, book catering, and anything else required last year.

ACTION: Lois will notify Sarah James to send a call for nominations for VP Finance and VP Welfare.

During the discussion of the AGM, the following issues were discussed:

- Some new faculty are not receiving emails from the NCFCA.

ACTION: Lois will ask Joan Wall to send her spreadsheet of new faculty to Sarah James, so Sarah can reconcile it with the faculty distribution list.

- The meeting room for meetings for 2016-2017 need to be booked.

ACTION: Lois will book room 628 for the 3rd Monday of every month and will contact Lorraine Sousa to book the meeting times and room with the Executive.

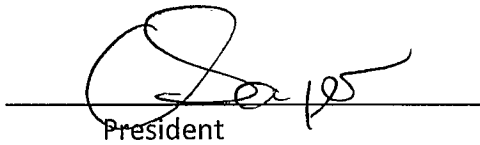
7. **New Faculty Representatives:** Doug McRae and Tammy Dunnet will be Faculty Representatives in September 2016.

ACTION: Leslie will contact Doug McRae and Tammy Dunnet to let them know.

Adjournment: Meeting adjourned at 3:56 pm.

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on September 19, 2016.


VP Communications


President