

NorQuest College Faculty Association
Executive Committee Meeting Minutes
August 30, 2017

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 August 30, 2017. The meeting convened at 4:05 pm. Chairman Leslie Sayer presiding, Lisa Saxby, VP Negotiations, recording.

Attendees: Leslie Sayer, Lisa Saxby, Carolyn Cantelo, Sheryl Boisvert, Alex Caldararu, Joan Wall, Upinder Singh, Kim Chaba-Armstrong, Linda Black

Regrets: Lois Henderson, Tracy Topolnitsky

2. **Additions to the Agenda** – The following items were added to the agenda:
 - Welcome to the new Faculty Representative Linda Black
 - 11a. Director's and Officer's Insurance
 - 11b. Bank Loan/Line of Credit
 - 12a. AGM Planning
 - 12b. Future Meeting Dates
3. **Approval of the Agenda: MOTION:** Joan Wall moved to approve the agenda as amended. **Seconded. Carried.**
4. **Corrections to Minutes of June 12, 2017:** No corrections were noted.
5. **Approval of the Minutes of June 12, 2017: MOTION:** Alex Caldararu moved to approve the minutes. **Seconded. Carried.**
6. **Officer's Reports** – Full reports are posted on the J drive.
 - a. **President:** Leslie Sayer reported the following:
 - See full report on J: drive.
 - b. **VP Negotiations:** Lisa Saxby reported the following:
 - There has been discussions with LINC re: vacation leave, LWOP and sick leave.
 - Oct. 21, 2017 there will be a meeting in Calgary for ACIFA NAC members to work on their bylaws and constitutions with the ACIFA Acting LRO – Al Brown. Each FA will have to register their associations with the Labour Board.
 - c. **VP Welfare:** Alex Caldararu reported the following:
 - See full report on J: drive.
 - d. **VP Professional Affairs:** no report
 - e. **VP Finance:** Sheryl Bosivert reported the following:
 - \$193,772.31 in chequing, \$106,812.41 in savings, and \$230,00.00 in GIC.
 - Audit has been completed, we are waiting for the Auditor's Report.

ACTION: Lisa Saxby will discuss at the Oct NAC meeting whether it is necessary to purchase Director's and Officer's Insurance if the bylaws are written well enough.

7. Other Reports:

a. **Representative to the Board of Governors:** - No report

b. **Faculty Representatives:** - no report

c. **Committee Reports:**

i. **Negotiation Committee** – No report

ii. **Grievance Committee** – committee will be meeting next week to discuss a current issue.

iii. **Faculty Orientation Committee** – Leslie Sayer met with two new faculty over the summer.

iv. **Faculty Development Committee** – no report

v. **Social committee** – no report

ACTION: Alex Caldararu will draft a short information piece about the Faculty Association to take to department meetings and orientations.

8. Website

- There are still broken links to the documents. Leslie Sayer will fix links.
- The updating of the website will be passed to the FA Admin – Sarah James.
- An "interest video" will be incorporated into the website weekly.

9. **Review of By-laws** – Leslie Sayer distributed a list of the currently proposed changes to the bylaws. Everyone is to review these for the next meeting so that the final changes are agreed upon so that this information can be prepared for the AGM in October. If anyone sees any additional changes needed, please email Leslie Sayer prior to the next meeting.

10. **Discussion point for Executive Office meeting** – no discussion points were suggested.

11. Unfinished Business:

Ongoing ACTION items from June 12, 2017

- Susan Otto will follow up on Director's and Officer's Insurance.
- Sheryl Boisvert will follow up on the possibility of a Bank Loan/Line of Credit if needed.
- Alex Caldararu will develop a grievance form to be presented at the next meeting in September for approval.
- Lisa Saxby will develop a summary of ACIFA's role and benefit to the NCFAC and will create an information sheet stating how we will be affected by the move the changes to the PSLA and the LRC to be presented at our next meeting.
- Alex Caldararu will create a document of policy and procedure for NCFAGC.

12. New Business

- a. **AGM Planning:** Preferred date is Thursday, October 26 in the large meeting room (across from the food service area) in Singhmar Centre.
- Meet and greet planned for 4:00 pm with appetizers, 5:00 pm will be the AGM meeting, 6:30 pm will be dinner.
 - Social Committee will take the lead for organizing
 - All executive member AGM reports are to be in to Leslie Sayer by September's meeting.
 - Linda Black has volunteered to be Parliamentarian at the AGM
 - Sheryl presented the proposed budget

ACTION: Sarah James to book the room, order catering, purchase alcoholic/non-alcoholic beverages, get liquor licence.

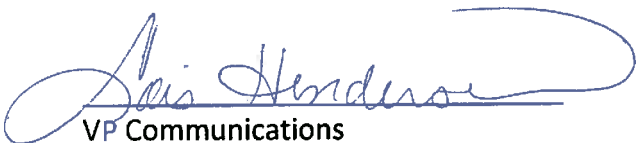
ACTION: Leslie Sayer to invite Anna Beukes and Al Brown/New LRO from ACIFA

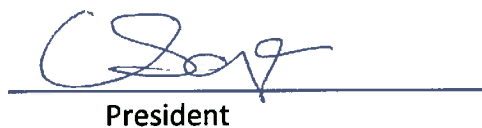
- b. **Future Faculty Executive meetings and Meetings with the President:** Meetings will continue to be booked on the 3rd Monday of the month. The meetings with the President/Executive will remain at 3:00 – 4:00 pm, the FA meetings will remain at 4:00 – 6:00 pm.

13. **Round table** – Nothing was discussed.

14. **Adjournment** – Meeting adjourned at 6:05 p.m.

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on September 25, 2017.


VP Communications


President

