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| **Members present:**  | Rick Helman, Loyalist |
| Chris Fliesser, Fanshawe | Sheryl Furlonger, Confederation |
| Jim Whiteway, Loyalist | **Resource:**  |
| Mary Lou Rainville, Canadore | Diane Posterski, Executive  |

Minutes

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| Agenda item | Notes /Action |
| 1. Welcome: Chris Fliesser welcomed everyone to the meeting.
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| 1. Approval of the Agenda

MOTION TO APPROVE THE AGENDA: Moved: Rick HelmanSeconded: Sheryl FurlongerCarried |
| 1. Approval January 17, 2011 Meeting Minutes

MOTION TO APPROVE THE MEETING MINUTES OF January 17, 2011: Moved: Sheryl FurlongerSeconded: Rick HelmanCarried |
| 1. Items for Discussion/Decision:
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| * 1. Issues of the day:
 | The recent grant allocation announcement was referenced but committee members had received little feedback. The recent issue of harassment allegations was held off for discussion later in the agenda. No further discussion took place.  |
| * 1. Board of Directors:
	+ Nominations/recruitment to board
	+ Next meeting (should there be one before June 20?)
	+ Agenda items
 | Succession planning for the Board and roles of officers was discussed at some length. It was agreed that the following strategies should be followed: 1. Those ending their term should suggest a few names from their region for recruitment/nomination. 2. This executive committee will follow up with specific names mentioned to ask for permission to nominate. It was agreed that a Board meeting would be called only if needed prior to June 20.  |
| * 1. Advocacy:
	+ Harassment
	+ Paybands 5-8
	+ Compensation: compression coming out of wage restraint
 | Diane reviewed recent issues identified by Legal counsel, Ella Forbes-Chilibeck. Emerging trends were identified relating to harassment allegations being directed towards managers under Bill 168.It was agreed that a communiqué should be developed for members, but only in very general terms as approved by Ella. The aim would be to communicate that further information and education would be provided to members in the near future, and to request general information about the experience at local colleges (information, training, etc.). It was also suggested that Ella be invited to attend the conference again this year to provide further training and education. Diane noted that conversation had also begun with Ella about developing a webinar for members.ACTION: Diane will finalize a communiqué in consultation with the executive and Ella by email. Diane briefly noted that since the survey was completed, work was now underway to develop specific programming for admin assistance at the conference.  |
| * 1. Financial Update/ Business Development:

Financial mattersConference sponsors | Rich Helman briefly noted that, though it was too early in the year to have meaningful information, the expense line for legal services was already more than half of the year’s budget. It was agreed that strategies for managing this cost, and amendments would be discussed in view of a revised budget for June 20.  |
| 1. Executive Director’s updatesa) Professional Development:
	* Certification
	* Conference

b) Membership c) Communications: * + Web/LinkedIn
	+ PR (External/Loyalist students)
	+ College Administrator
 | Given that time was tight, Diane briefly highlighted numbers registered for the certification program and the conference. Reports were attached relating to recent web activity.  |
| 1. New Business
 | No new business.  |
| 1. Administration
 | No meeting scheduled, will be called if needed.  |
| 1. Adjournment:

MOTION TO ADJOURN: Moved: Jim WhitewaySeconded: Sheryl Furlonger |  |