



Simon Fraser University Administrative & Professional Staff Association

**Minutes of the
Simon Fraser University
Administrative and Professional Staff Association (APSA)
2010 Annual General Meeting
Thursday, November 18, 2010 - 12:00 p.m.
Irmacs Center - Burnaby Campus
HC 2235 - Vancouver Campus
14-400 - Surrey Campus**

Jeff Bryer, President, welcomed members to the 2010 Annual General Meeting and reminded those attending that the minutes of the last annual general meeting, the financial statements for 2010-2011 and Committee reports are posted on the APSA website for review.

The Annual General Meeting for 2010 was then called to order at 12:07 pm.

It was confirmed that with a total of 49 members on the three campuses, quorum [30] was achieved.

1. Approval of the Agenda

It was moved (Al Wiseman, Burnaby) [APSA by-law IV 6 “No resolution proposed at a meeting need be seconded”]

That the agenda be approved as presented.

Carried.

2. Approval of the Minutes of the 2009 AGM

It was moved (Dennis Smith, Burnaby)

That the minutes of the last meeting be approved as circulated.

Carried.

3. President’s Report

Jeff noted that the Association undertook two major projects this past year, the revision of the Constitution and Bylaws and the revamping of the APSA website. The APSA Executive made the decision in 2009 to revise the Constitution and Bylaws, which have remained unchanged since the 1980s, and they hired Anders Ourom, a lawyer who specializes in providing legal advice to non-for-profit organizations, to assist with the task. The purpose was to “modernize” the bylaws and to improve it to better suit our needs. Some of the highlights include the increase in the number of area directors to 10, the election of Members-at-Large positions, the inclusion of electronic ballots for elections and the addition of the Advocacy Committee as a Standing Committee, bringing the total number of Standing Committees from

2 to 3.

The development of a Knowledge Base (Website) was the other major project undertaken this past year. The new website is a more member-focused repository for all information appropriate for member engagement and will be known as 'APSA Central'. A new Communications Coordinator, Kelsey Newsham has been hired on a temporary basis to provide communications support, and to work with the team on the new Knowledge Base. In addition to engaging the membership, Jeff noted that the new website will assist committee members find and share relevant information, quickly and is an all inclusive site for storing historical information. The Executive will be evaluating the Communications Coordinator position and will be looking to see how they can fund the position on a continuing basis.

The APSA Memorandum of Agreement expired in June this year and a new agreement was reached for the period of July 1, 2010 to June 30, 2012 with a zero-zero increase and no changes to the salaries and economic benefits. Moving forward, our committees will continue to work on policies such as the Probation Policy and Parental Leave Policy.

Jeff invited members to contact Anne Mason at the APSA Office if they are interested in taking on a leadership role with APSA.

4. Treasurer's Report

Maureen Templeton and Anne Mason presented the financial statements, prepared by Lindsay Hendy, of Meyers Norris Penny and reminded members that the financial statements are not legally audited but are "reviewed" in accordance with Canadian generally accepted standards for review engagements. The proposed budget for 2010/2011, the Statement of Operations that shows expenditures for the year, and the Statement of Financial position were reviewed and the following was noted:

- Membership meetings (Statement of Operations) reflect the expenses related to sponsoring Professional Development and social events for the APSA Membership.
- The \$61,315 in Strategic Initiatives, (Statement of Operations) is roughly \$30,000 more than the previous year and this is mainly attributed to additional strategic planning and needs assessment sessions, legal costs for bylaw revisions and on-going knowledge base development.
- The Salary and Benefits Committee had anticipated contracting work out in preparation for negotiations but since the APSA MOA was rolled over to June 2012, the \$5000 budgeted amount (2010-2011 Budget) remained unused.

Any Questions?

Question from Member: On the Statement of Financial Position why is there a \$30,000 difference in the internally restricted fund this year?

Answer: The Internally restricted fund is the legal fund and legal expenses were much lower this past year hence the accumulation of funds in the fund (\$101,976)

Question from Member: How much does the Association have in the bank at this point?

Answer: \$459, 573 (Statement of Financial Position)

Question from Member: On the Statement of Operations, why is the amount for salaries and benefits lower this year although a third employee has been hired for Communications?

Answer: That is because the amount for salaries last year included the cost to second Ken Thornton as President, for one year.

Question from Member: To date, what has the new website/Knowledge Base cost APSA?

Answer: Roughly \$60,000

Question from Member: Why is the amount for Subscriptions/Publications on the Budget so high?

Answer: Because this includes a \$580 Canadian Society of Association Executives membership for the Association Director, Anne Mason.

Question from Member: Why is the Communications Coordinator salary not reflected in salaries and benefits?

Answer: Because it is currently a 1 year contract position and the funds are taken from the reserve fund.

There were no further questions related to the financial statements and it was moved (Jovica Miodragovic) to accept the Treasurers report.

Carried

5. Special Resolutions

Anders Ourom made a presentation to the Membership outlining the revisions to

the Bylaws and Constitution and noted that the new Bylaws will take effect once it is filed with the Registrars office in Victoria.

Question from Member: How long did it take to review and revise the Bylaws?

Answer: We started reviewing them in August 2009.

Question from Member: Do we need to have a special resolution to pass the Bylaws?

Answer: Yes.

There being no further questions,

It was moved (Jen Chang, Burnaby) as a special resolution that clause 2 of the Constitution be rescinded and replaced by the text included in the meeting package.

Carried.

It was moved (Greg Burnham) as a special resolution that the bylaws be rescinded and replaced with the bylaws included in the meeting package.

Carried.

6) Committee Reports

Joe Van Snellenberg, Chair of the Advocacy Committee presented a report which is available for review on the APSA website and thanked Committee members for their hard work and dedication and Anne Mason for her invaluable assistance with advocacy work.

Reports from the Nominating Committee and the Salary and Benefits Committee are also available for review. Members were reminded they must log in with their computing ids at <http://apsa.sfu.ca/2010-agm-material> to view the information.

7. Introduction of 2010-2011 Executive Board

Jeff thanked outgoing Executive Board members Justine Bizzochi and Al Wiseman for their hard work and commitment these past two years and introduced the Executive Board members for 2010-2011:

President: Jeff Bryer

Vice President: Vacant

Area Directors

Cathy Mutis (Vancouver)
Matthew Grant (Surrey)
Michael Pede
Maureen Templeton
Mike Peragine
Keith Fong
Neal Baldwin

8. Launching of APSA Central (new website) by Kelsey Newsham, APSA Communications Coordinator

- Kelsey unveiled the new website – ‘APSA Central’ and noted that the new website address is apsa.sfu.ca
- APSA Central is one stop shopping for APSA information and provides links to other resources. It is member friendly and member focused site and provides collaboration and information sharing and has a discussion forum where members can share their views on current issues and hot topics.
- Thanks to the design team at 7th Floor Media who provided their technical expertise and experience to create the site.
- The site is currently being hosted by a company based off campus in order to keep it separate from SFU.
- Most members can access and view almost everything. Permission is required to view certain documents such as Committee reports and meeting minutes.
- Kelsey reminded Members that they would need to log in to the new website with their SFU computing id's.
- While the launch of the site marks the final phase of the project, it does not mark the end of it. The plan is to continue to develop the site with input from committees, members and staff. Kelsey noted that participation and feedback from the membership is crucial and encouraged everyone to provide her with feedback.

There being no further business, the meeting ended at 1:06 pm.