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## CANADIAN ASSOCIATION OF FINE ARTS DEANS

### Annual General Meeting Minutes

Friday September 28, 2012

1:00 pm MST

University of Lethbridge Boardroom

#### Participants

Catherine Wild	Concordia University
Vladimir Spicanovic	OCAD University
Wes Pearce	University of Regina
Randal Rogers	University of Regina
Sean Ferguson	Schulich School of Music, McGill University
Louise Poissant	Université de Québec à Montréal (UQAM)
Desmond Rochfort	University of Lethbridge
Hans vanderLeest	Mount Allison University
Don McLean	University of Toronto
Denise Roy	Grant MacEwan University
Wisdom Tettey	University of British Columbia -Okanagan Campus
Sandra Vermeulen	Thompson Rivers University
Lesley Cormack	University of Alberta
Cezary Gajewski	University of Alberta
Torben Andersen	Red Deer College
Donna Rogers	Dalhousie University
Ellen Waterman	Memorial University
Rey Rosales	Grant MacEwan University
Meg Stainsby	Douglas College
John Kissick	University of Guelph
Elsbeth Pratt	Simon Fraser University
Susan Stewart	Emily Carr University of Art and Design
Brian Damude	Ryerson University
David Parkinson	University of Saskatchewan
Christine Holzer-Hunt	NSCAD University
Ed Jurkowski	University of Lethbridge

	Action Items
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>If any of the delegates do not want their photos posted on the members-only section of the CAFAD website are asked to please let Bob Cross know.</li> </ul>	
<p><b>1. Meeting called to order at 1:10 pm.</b></p>	
<p><b>2. Appointment of Recording Secretary</b> Katherine Wasiak was appointed the recording secretary by consensus.</p>	
<p><b>3. Approval of Agenda</b> <b>MOTION:</b> Moved by Sean Ferguson, seconded by Denise Roy, to accept the agenda as circulated.  <b>Carried</b></p>	
<p><b>4. Approval of minutes from 2011 AGM</b> <b>MOTION:</b> Moved by Desmond Rochfort, seconded by Louise Poissant, that the minutes from the 2011 AGM be accepted acknowledging these inaccuracies:  --Incorrect spelling of Valdimir Spicanovic and Don McLean  --Use of IFCAD throughout the document instead of ICFAD  <b>Carried</b></p>	
<p><b>5. Approval of Executive Committee decisions</b> <b>MOTION:</b> Moved by Louise Poissant, seconded by Don McLean, that the members accept all decisions, approvals and actions taken by the Executive Committee on behalf of CAFAD since the 2011 AGM.</p>	
<p><b>6. Chair's Report</b> Catherine Wild reported:</p> <p>6.1 CAFAD would like to thank Desmond Rochfort, Ed Jurkowski and Katherine Wasiak for their tremendous efforts and warm welcome to the University of Lethbridge. It was enjoyable to receive a welcome from U of L President Dr. Mike Mahon. CAFAD appreciated the beauty of the landscape and the generous hosting by the U of L.</p> <p>6.2 To achieve the goals set out at the 2011 AGM, the Executive has met regularly by conference call since last November and also came together for a one-day retreat in June 2012. The building blocks are in place to begin to meet the goals established at the 2011 AGM but it is a juggling act even with the increased fees. Given the limited budget progress will be step by step.</p> <p>6.3 John Kissick hosted a one-day retreat in June during Congress at the University of Guelph. All except one member attended the planning session. The EC found this a valuable opportunity to have focused discussion and hope to repeat it each year. CAFAD did not bear any costs</p>	

<p>for the meeting, so future retreats will take place when opportunities present themselves. Vladimir Spicanovic has offered to host the 2012 retreat at OCAD at no cost to CAFAD.</p> <p>6.4 After its initial year, Megram Consulting services were reviewed and deemed very satisfactory and their contract has been renewed.</p> <p>6.5 Website improvements are a high priority and several projects are underway</p> <ul style="list-style-type: none"> <li>--Members-only section has been created with a discussion board to enhance community building.</li> <li>--member search utility was implemented and member bios are in development.</li> <li>--Resource section has been developed. The development of a comprehensive list of website resources has been completed and that material in a searchable format is being uploaded to the website. The first list, Arts Organizations, is up and others will follow soon.</li> <li>--Online photo album is planned with photos from the 2012 conference being the first to be uploaded.</li> </ul> <p>6.6 A special thanks to the Executive Committee members and the Megram Consulting team for their collegiality, patience and hard work over the past year. EC: John Kissick, University of Guelph, Denise Roy, Grant MacEwan University; Vladimir Spicanovic, OCADU; Hans vanderLeest, Mount Allison University; Ellen Waterman, Memorial University; and Bob Cross, Executive Director.</p>	
<p><b>Website Discussion</b></p> <ul style="list-style-type: none"> <li>• Ellen Waterman suggests there needs to be a more regular flow of newsworthy information from across the country.</li> <li>• Members need to make sure that staff responsible for information at the institutional level are aware of the need to send it to CAFAD for the website.</li> <li>• John Kissick indicates there needs to be more reasons to visit the website regularly. Perhaps members need to host a discussion on a topic of their choice. Unless the information is updated regularly the site becomes stale.</li> <li>• Delegates reviewed the list of arts organizations in the resources section of the CAFAD website. Catherine Wild asked members to advise Megram if key resources are missing. Efforts were made to develop comprehensive lists and we depend on members to help by suggesting new sites and keeping existing resources up-to-date.</li> <li>• There was discussion about what should be included where. Where do universities fit? Can organizations be regional and/or local? (Want to start with the widest scope – ie. Provincial and national so it is useful for the largest number of members. Having said that – unusual profiles might also be useful).</li> </ul>	

<ul style="list-style-type: none"> <li>• It was suggested a two-line definition for each heading would help people search more efficiently.</li> <li>• Sent all website comments, correction, additions or changes to Megram.</li> <li>• It may take a year to see how useful the resources section is to members.</li> </ul>	
<p><b>7. Treasurer’s Report</b></p> <p>7.1 Hans vanderLeest reported that are no ‘red flags’ or issues with regard to income and expenses.</p> <p>7.2 The fiscal year is now the calendar year, therefore, the budget is estimated to December 31.</p> <p>7.3 To the end of August 2012, membership fees are almost exactly where they were at the same time in 2011.</p> <p>7.4 Approx. \$1,000 has been spent on the web redesign (under special projects).</p> <p>7.5 Megram has recommended CAFAD start a reserve fund. \</p> <p>7.6 There will be an increase in the 2012 annual conference income because it was estimated 15 people would attend and 26 actually attended.</p> <p>7.7 Hans vanderLeest noted Megram has done a good job of working with CAFAD on the finances and he feels confident that things are well in hand.</p> <p><b>MOTION:</b> Vladimir Spicanovic moved, seconded by Lesley Cormack, that the current financial statement be accepted as presented.</p> <p><b>Carried.</b></p> <p>7.8 The 2013 budget was presented with no significant change in the budget from 2012.</p> <p>7.9 It is estimated that 30 people attend the 2013 conference.</p> <p><b>MOTION:</b> Denise Roy moved, Ed Jurkowski seconded, that the 2013 CAFAD budget be accepted as presented.</p> <p><b>Carried.</b></p>	
<p><b>8. Appointment of Officers</b></p> <p>8.1 Ellen Waterman took over the chair for the appointment of officers for 2013. She said a special thanks to Catherine Wild, John Kissick, and Hans vanderLeesk for their hard work and dedication to CAFAD. She also explained that an effort is made to get representation from across disciplines and the country as well as from a diversity of skill sets.</p> <p>8.2 Nominations from the floor were called and Catherine Wild was nominated for president; Hans vanderLeest was nominated for treasurer; and John Kissick as Central Canada representative.</p>	

**MOTION:** Ed Jurkowski moved, seconded by Wisdom Tettey that Catherine Wild be appointed Chair, Hans vanderLeest Treasurer and John Kissick Central Canada representative.

**Unanimously Carried**

8.3 Ellen thanked Catherine, Hans and John their willingness to continue on the Executive Council.

8.4 Catherine Wild talked about the need to have balance of experience and new ideas on the Executive Committee and urged other members to seriously think about service. She called it a rewarding and not onerous experience that does tremendous good for the organization. It's a team and takes everyone's energies to get things done.

8.5 Catherine invited members to consider joining the EC next year.

**9. 2013 CAFAD Conference**

Concordia (Catherine Wild), McGill (Sean Ferguson) and UQAM (Louise Poissant) are jointly hosting the 2013 CAFAD conference. UQAM is hosting a conference on research-creation methodologies on Oct. 1, 2, and 3, which would overlap with the start of the CAFAD conference on Oct. 3. This offers a unique opportunity for the three universities to collaborate and build a strong program for 2013. Note: The UQAM sessions will offer simultaneous translation for all attendees.

Members to provide Executive Committee with session topic ideas for the conference.

**10. Motion for adjournment: 2:15 pm.**