



## General Meeting Minutes

**Room LB 322 11:450 a.m. – 12:50 p.m., Tues, March 1, 2011**

Chair: Sandra Seekins, First Vice President

### A. Agenda Approval

Moved by Towser Jones, seconded by Betsy Smith  
That the agenda be approved as circulated by email.  
Carried.

### B. Introduction and Welcome of New Members

Several new members introduced themselves.

### C. Approval of General Meeting Minutes, Feb 15, 2011

Tabled.

### D. Announcements

#### 1. CFA Award – partial tuition reimbursement for dependents and retirees

An application is available on the faculty website (<http://capilanofaculty.ca>) and must be submitted by March 4, 2011.

#### 2. CFA Sun Run Team

Members were encouraged to join the team by registering before the deadline, March 18, 2011. (Follow the [sign-up info link](#).)

#### 3. Executive Elections

Executive elections will be held at the next general meeting, Mar 15, 2011. Members were encouraged to run. Nomination forms and position descriptions are available on the [faculty website](#).

#### 4. Committee Elections

Members were reminded of the committee elections that will take place at the AGM, May 3, 2011.

#### 5. FPSE Day of Action Mar 9, 2011

The CFA's chief negotiator, Nanci Lucas, will send an email stating the time and place of the forum. She and other executive members will be on hand to inform members about local and common table bargaining issues.

#### 6. Meetings March 8, 2011, 11:40 a.m. – 12:50 p.m.

Both stewards and coordinators will meet next Tuesday for separate meetings in separate rooms. An email will be sent this week confirming locations.

### E. Manager of Children's Services Search Committee

Several nominations were received prior to today's meeting. During the meeting two nominees withdrew their names to support another faculty member in their area. Kathleen Kummen and

Sally Livingston were nominated and each gave a brief speech stating their reasons for wanting to serve on the committee. Following a vote by secret ballot, Kathleen Kummen was chosen.

All nominees were thanked for putting their names forward.

Moved by Nanci Lucas, seconded by Towser Jones

That the ballots be destroyed.

Carried.

#### **F. Physical Space Allocation**

During the last meeting, members discussed the process for allocating physical spaces. Today, members were asked to vote on two motions that were approved by the executive, namely:

That the Guiding Principles for Physical Space Allocation include the following statement about faculty offices.

"Adequate and suitable faculty offices and informal meeting areas will be included to ensure healthy, safe and functional work and learning areas."

That the CFA supports a space allocation and planning process that:

- is overseen by the Physical Environment Committee, a University committee advising the president that represents the University community
- is transparent and consultative
- shares information with the wider University community before decisions are made
- allows time to consider the information and provide feedback.

The motions were further discussed, then carried.

#### **G. CFA Release Proposal**

Members were asked to consider an executive motion to approve section release for 2011-2014. CFA treasurer Gordon Rudolph reviewed the [financial table](#) that he prepared and forwarded to members with the agenda.

Several people made comments and asked questions.

The chief steward explained section release for the president, chief steward and 1st vice president.

The chief steward and others addressed the need for having an annotated collective agreement.

A member suggested that the burden of documenting the agreement should be the responsibility of management so that there is a shared understanding; he further suggested that the union devise a method for keeping it current in future.

The executive proposed that John Wilson, CFA's out-going president and long-time member, be hired to annotate the document over a two-year period. There was discussion about whether someone else could do it and whether the task and the person doing the task were two separate issues.

The motion will be voted on at the next general meeting, Mar 15, 2011.

#### **H. Adjournment**

Moved by Nanci Lucas, seconded by Towser Jones

That the meeting be adjourned at 12:24 a.m.

Carried.