



2018 Annual General Meeting | Assemblée générale annuelle 2018

MINUTES |

Monday, May 28, 2018

University of Regina – CL 126

11:30 AM – 1:00PM

1. Welcome and Call to Order

The Annual General Meeting (AGM) was called to order at 11:32 a.m. with Charles welcoming members and guests to the conference and the meeting, which are being held on Treaty 4 Lands.

2. Adoption of Agenda 2018

Motion/Second: Michelle Pidgeon/Brandon Sabourin to accept the agenda as presented. Carried.

3. Adoption of Minutes of the AGM 2017

Charles noted the draft minutes are posted on the website and an electronic copy of the minutes was shared during the meeting.

Motion/Second: Glen Jones/Merli Tamtik. To approve the minutes of the 2017 AGM as presented. Carried.

4. President's Report

Charles commented that this year's president's report has taken a different approach. In addition to acknowledgements, she reported on what the Board of Directors has been doing to move the Society forward in a strategic way. Paper copies were made available and Charles indicated the report has been posted on the Society's website.

Charles observed that Conference 2018 offered a mix of sessions types with a keynote address by Dr. Malinda Smith, a Provost's Panel, an Indigenous Perspectives' Panel, concurrent sessions, Award Winners' presentations, an Ignite Session, Affinity Group meetings and a Poster session. She expressed the Society's appreciation to Dr. Tamara Leary for her leadership as Conference Program Chair. She also thanked the members of the Program Committee: Laurie Hill (co-chair), Michelle McGinn, Dranna Andrews-Brown, Kathleen Matheos and Twyla Salm, Local Arrangements Coordinator from the University of Regina. In addition, she thanked those individuals who participated in the blind peer review process for papers and presentations. For assisting the Society in recognizing excellence through its Awards process, Charles acknowledged the work of the various adjudicating committees.

In terms of administration and organizational work, the Board met virtually throughout the year using ZOOM and held its face-to-face meeting on Saturday. Five priorities guided the Board's work over the past year:



- a) Policies and Procedures. A committee co-chaired by Margo Baptista and Kathleen Matheos reviewed existing policies, drafted revisions as well as new policies. Almost 80% of the policies and procedures have been updated.
- b) Value Proposition Statement. The Board had a conversation about the values and benefits of being a member of the Society. The statement is on the website and is a living document that will evolve.
- c) Membership. This has been a significant challenge as there has been a reduction of registered members over the years and some fluctuation that is directly attributed to the location of the conference. The Board created a role for a Membership Chair and a strategy has been developed. Charles reminded attendees that one has to be a member as well as registered in order to present at the conference.
- d) Communications. The role of Communications Chair has been created and a strategy has been formulated. Further work will be undertaken in the coming year with regards to communications.
- e) Financial Stability and Planning. As a small society, Charles commented that CSSHE does not have a lot of money. This becomes challenging when organizing the conference particularly when inviting keynote speakers. Charles noted that the Board will be presenting a deficit budget this year, primarily as a result of lower revenue from conference registration and membership renewal. To demonstrate the point, Charles reported that on May 7th, more than fifty percent of the names in the conference program were not registered. This is a problem for financial stability and integrity of the program. The Board requested an email be sent in mid-May to those individuals to remind them to register and pay their membership fees. Charles noted the Board understands the importance of having one's paper published in the program for tenure but to maintain the integrity of the program and the Society's reputation, decisions were made to address this situation. Charles also outlined the various operational and conference costs that the Society must pay through the revenue generated by Society's conference registration fees. At the end of the conference, Congress tallies the costs and revenue of the Society's conference in relation to the Society's registration fee and invoices or credits the Society for the balance. She further noted the Society does not receive any funds through the Congress conference fee. In addition, Charles noted the membership fees are due at the end of each calendar year.

Charles extended her appreciation to the individual directors with whom she has worked with during her involvement with the Board. She noted the Board uses a working board governance model and directors are non-paid volunteers. She reported that Dr. Kathleen Matheos will assume the role of President. Directors for the coming year include Lori Wallace, Margo Baptista, Tamara Leary, Merli Tamtik, Laurie Hill, Michelle Pidgeon, Michelle McGinn, Dranna Andrews-Brown, and Jackie



Ottman. In 2017, two directors retired, Kathleen Moore-Clark and Rita Eglizii.

Motion/Second: Michelle Pidgeon/Leesa Whelehan. To accept the President's Report for 2017-18 as presented. Carried.

5. Treasurer's Report and Nomination of Auditor

Wallace presented the financial report for 2017-18 noting hard copies of the 2018 budget are available.

The major sources of revenue are memberships and conference fees. The travel grant has been fully expended. The SSHRC grant covers the expenses of the Journal. Major expenses are the conference, production of the Journal, various administrative expenses (Secretariat, bank charges, the annual audit), board meetings, membership in Congress and the various prizes. The Board is projecting a slight deficit for 2018-19. The unrestricted surplus is \$20,118, while the restricted surplus related to the Geis Award endowment is \$7,668.

The Society's membership revenue has been variable. The Board did a long-term analysis, which showed that membership varies in relation to the conference location. High population density or desirable location increase conference registrations. Between 20-50% of memberships are not renewed from year to year, e.g. 40% of conference registrations at Ryerson brought in membership revenue but only for that year. Projections have been prepared for the next several years. Some future considerations being looked at by the Board are membership revenue and value, institutional support, a sponsor for the Masters' Award and funding to support the GEIS endowment. Regarding the Geis Award endowment, Howard explained that the original intention was to rely on the interest revenue that is generated on the endowment; however, that revenue is insufficient to cover the expenses of the awardee requiring an annual drawdown on the principle of the endowment.

Responding to a question regarding the impact of the email reminder, Wallace and Leary indicated it was very effective in increasing the number of registrations. Wallace also advised that the Board is hoping these additional registrations will aid in reducing the projected deficit. This analysis will be done once the conference revenues and expenses are finalized.

With regards to listing co-authors in the program, Charles indicated the policy is set by Congress and states that presenters and attendees must register for the conference (<https://www.congress2018.ca/register/info-for-presenters>). She noted there is a difference between a presentation and a paper; the conference program is a list of presenters while co-authors should be recognized on the papers. She has asked Congress to examine its policy and also to provide direction on allowing virtual presentations and associated conference registration fees. On a related note, Charles advised CSSHE does not have a paper repository or conference proceedings.



Noting she received the email reminder even though she had registered and paid her membership fee, Marti Cleveland-Innes inquired regarding the system/process used for monitoring registrations. Charles responded that historically the Board has worked on an honor system expecting that presenters and attendees will register. Unfortunately, the long-term analysis as mentioned earlier in the Treasurer's Report showed that this system does not work. Leary reported that three separate databases and spreadsheets had to be reviewed. While a couple of people received the email in error (and an apology was sent), of 162 individuals listed in the program, 81 had not registered prior to receiving the reminder. Going forward, new mechanisms will be in place to ensure this situation is not repeated. Regarding the membership fee requirement, CSSHE has an MOU with a couple of other societies allowing those members who register for their society's conference to attend CSSHE's Conference and vice versa. Charles reported Congress is discussing how to streamline the registration process. She also noted that the President's Report includes a link to the Congress website where the policy is cited (<https://www.congress2018.ca/register#Fees>).

Responding to a suggestion to advertise the Conference with Alex Usher, Charles indicated the Society does not have the funds to do this. Wallace further noted the Board is examining other potential strategic alliances, such as STHLE.

Motion/Second: Lori Wallace/Michelle Pidgeon. To approve the 2018 budget as presented. Carried.

Motion/Second: Lori Wallace/Victoria Drover. To accept the CSSHE Board's approval of the 2017 Auditor's Report from MacKay Duff, which reviewed all of the financial statements and determined there are no inconsistencies or abnormalities in the financial process or the dollars as noted in the report. Carried.

Motion/Second: Lori Wallace/Michelle McGinn. To appoint MacKay Duff as the auditor for 2018. Carried.

6. Canadian Journal of Higher Education (CJHE)

Pidgeon indicated she is happy to report that the Journal received an increased number of submissions between January 1, 2017 and December 31, 2017 totaling 101 including 5 French submission. Among those submitted, 50 (including 3 French papers) were deemed ready for peer review and 17 were accepted with 2 undergoing revision after peer-review. Three issues were published with a total of 38 manuscripts and 10 book reviews. She commented that the back-log that began in 2015 has been fully addressed. Pidgeon expressed appreciation to the peer-reviewers and editorial board members who worked to ensure the quality and rigour of the Journal.

In addition, she reported the Journal was successful in securing a publication grant from Simon Fraser University for one year; an application will be submitted in September for further funding. This funding helped the Society offset the costs that cannot be covered through the SSHRC grant. An application for three-year support through SSHRC will be submitted by October.



Pidgeon observed that the cost of copy editing varies a lot and is expensive; to this end, authors are being encouraged to copy edit before submitting. With the approval of the CSSHE Board, the Journal Editor moved forward with establishing an Editorial Advisory Board to assist in the desk review of manuscripts, peer-review of manuscripts and general support of the Editor. Pidgeon noted the Journal's excellent reputation and its open-access approach resulted in an invitation from Cengage Learning, Inc. to join the GALE database. The Editorial team and the Editorial Advisory Board have developed a set of guidelines for special issues of the Journal, as these cannot be funded through the SSHRC grant. In concluding her report, Pidgeon expressed appreciation to the Editorial Advisory Board, the Editorial team, the production team, reviewers authors and readers for the accomplishments for the 2017 year.

Motion/Second: Michelle Pidgeon/Erika Smith. To accept the report of the Canadian Journal of Higher Education for the CSSHE AGM 2018. Carried.

- 7. Nominating Committee Report 2018
Introduction of Incoming President Dr. Kathleen Matheos
New Directors; Continuing Directors

Charles reported there are two outgoing members from 2017, her and Lori Wallace. Six directors were acclaimed and renewed for two-year terms and there were two new directors elected for three-year terms, as noted below:

Retiring Directors May 2018

Anne Charles	President
Lori Wallace	Treasurer

New Directors May 2018

Rhonda Friesen	new
Roopa Sesai Trilokekar	new

Continuing Directors

Kathleen Matheos	President
(VACANT, 4 year term)	Vice President
Rhonda Friesen	Treasurer
Margo Baptista	Secretary
Michelle Pidgeon	Editor, CJHE
Roopa Desa Trilokekar	Director-at-Large (Program Co-Chair)
Laurie Hill	Director-at-Large (Program Chair)
Tamara Leary	Director-at-Large
Michelle McGinn	Director-at-Large
Jacqueline Ottmann	Director-at-Large
Merli Tamtik	Director-at-Large
Dranna Andrews Brown	Director-at-Large (Grad Student)



Motion/Second: Marti Cleveland-Ennis/Steve Price. To accept the slate of directors for 2018 as presented. Carried.

Charles introduced Kathleen Matheos as the incoming president. Matheos assumed the role of chairing the remainder of the Annual General Meeting.

On behalf of the Society, Matheos expressed appreciation to Charles and Wallace for their service and leadership.

8. Awards | Prix

- Geis Award. Awarded to Jennifer Brant for her thesis, *Journeying Toward a Praxis of Indigenous Maternal Pedagogy: Lessons From Our Sweetgrass Baskets*.
- Masters Thesis/Project Award. Awarded to two winners:
 - Colleen Webb for her thesis, *After the Adult Learning Centre: Rural Women: Decisions and Transitions to Post-secondary Education*, and
 - Julie Mooney for her thesis, *Emergent professional learning communities in Canadian postsecondary education: Experiences of faculty, educational developers, support staff, and administrators*.
- Sheffield Award. Awarded to Rochelle Wijesingha and Howard Ramos for their paper, *Human Capital or Cultural Taxation: What Accounts for Differences in Tenure and Promotion of Racialized and Female Faculty?*
- Research and Scholarship. Awarded to Amy Scott Metcalfe.

Matheos reported that following the AGM, Brant, Webb and Mooney will each provide a presentation on their works. Metcalfe's presentation will take place just prior to the Ignite Session scheduled for Tuesday.

9. Conference 2018

Leary thanked everyone for attending as well as those who submitted and reviewed proposals (104 received; 40 reviewers). The reminder email sent regarding registrations garnered over 50% bringing the total registrations to 127 for the conference. She expressed appreciation to the Program Committee as well as the Local Arrangements Coordinator from the University of Regina, Twyla Salm. She extended an invitation to other members of the Society to step forward and participate on the Committee for the 2019 Conference. In terms of issues going forward, Leary indicated the Board will be looking at the option of virtual presentations including associated conference and membership fees as well as strategies to enhance engagement of members. Leary also indicated a survey will be sent out in the coming months seeking input from members regarding the value proposition of membership.



10. Conference 2019 – University of British Columbia
June 1-7:
- Program Chair and Program Co-Chair
 - Local Arrangements Coordinator from Vancouver

Matheos reminded members of Congress 2019 to be held at the University of British Columbia in Vancouver from June 1-7. The dates for the CSSHE Conference will be determined and communicated shortly.

11. Election of the 2019 Nominating Committee (3) members

Noting that the members of the Nominating Committee must be members of the Society, Matheos called for nominations.

Motion/Second: Michelle McGinn/Erica Smith. To appoint Deanna Rexe, Marti Cleveland-Innes, and Neivin Shalabi to the 2019 Nominating Committee. Carried

12. Other business | Autres affaires

No additional business was brought forward.

Charles noted COHERE is being held at Laval in October 2018.

13. Adjournment | Ajournement

Motion: Cheryl Jeffs. To adjourn the 2018 Annual General Meeting. Carried

The AGM adjourned at 12:48 p.m.