

## **MINUTES of the Mount Royal Faculty Association**

**Meeting date: August 31, 2011**

**Call to order:** An Executive Board meeting of the MRFA, was held in Mount Royal University, Calgary, Alberta on August 31, 2011. The meeting convened at 9:00am, President Gerry Cross presiding and Kit Dobson, Secretary.

### **Members in attendance:**

Gerard Lucyshyn  
Elaine Mullen  
Qasim Syed  
Kit Dobson  
Pat Kostouros

Gerry Cross  
Cliff Werier  
Rafik Kurji

### **Members not in attendance:**

David Sabiston

**Approval of minutes:** Deferred

### **Agenda**

Added Market Supplements for 2010-2011 to President's Report  
Move items 4 and 6 to the Closed Section of the minutes  
PAC Report added under New Business

### **Officers' reports:**

President

#### 1. Day Care update

Brian Flemming thought this was the responsibility of the day care board so he wanted to talk with them first: after that he would consider establishing a task force. They met last night and we are waiting for a report.

#### 2. Market Supplements

These are reported to the Association. The numbers for the current year are the same as last year so they seem to be perpetual supplements. Gerry is going to bring this up with Robin and discuss the procedures that he has in place and how long these supplements will last

### **New business:**

#### 1. Draft Grievance Committee Charter (att.)

Moved THAT this Charter be adopted as a charter for a permanent Grievance Committee.  
Moved: Gerry Cross  
Seconded: Kit Dobson  
Vote  
Carried

#### 2. Elections

The Joint Committee on Part-time Titling is only until January 31. This will be noted on the form

There are no other vacancies at the moment. If there are any after this we will appoint  
Election dates approved by consensus.

3. MRFA Representative on VP Administrative Services Selection Committee  
Kit Dobson Nominates Gerry Cross to sit on the VP Administrative Services Selection Committee  
Seconded: Qasim Syed  
Discussion  
Rafik and Gerry will meet to draft some qualifications to bring to the Executive  
Agreed by Consensus
4. (Closed)
5. Review of Process for Expense Disbursements  
It is important that we look at the cheques we sign we look at who it is made out to and cross check it to the invoice document. This is our role in ensuring that we are maintaining internal controls.
6. (Closed)
7. Meeting with David Docherty  
Cliff, Gerry, Elaine and Kit will meet on Friday September 2, 2:00 – 3:00, to prepare for the Executive Meeting with David Docherty.
8. Draft Retreat Agenda  
If you have any suggested additions please send it to Gerry.  
Add point under 6. Follow-up on Committee AGM Reports
9. Review of Academic Scheduling Interim Report  
Deferred to Friday
10. PAC Report  
Plans are proceeding well. Members of the Executive are invited to attend the upcoming workshop.

**Adjournment:** The meeting was adjourned at 10:25pm.

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Secretary  
Mount Royal Faculty Association

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Date of approval