



**Mount Royal Faculty Association
Executive Board Meeting
April 25, 2019
Minutes**

Call to Order: An Executive Board meeting of the MRFA was held in the Mount Royal University, Calgary, Alberta on April 25, 2019. The meeting convened at 10:00 a.m., in The Knuckle (EA3001 & EA3003). President, Melanie Peacock, presiding.

Attendees:

Allison MacKenzie

Brady Killough

Brenda Lang

Derrick Antson (MRFA Staff)

Guy Obrecht

Megan Lalonde

Melanie Peacock

Michael Truscello

Rafik Kurji

Absent with regrets:

David Clemis

Lee Easton

Approval of Agenda

Moved: Melanie Peacock and Seconded: Guy Obrecht

Approval of Minutes

Motion THAT the minutes from the April 12, 2019 MRFA Executive meeting be approved as presented.

Moved: Melanie Peacock and Seconded: Allison MacKenzie

Invited Guest:

Sinc MacRae presented to the group to provide an overview of ethical considerations when making decisions (at the Executive Board level) regarding what the Association should (or should not) be advocating for, communicating about, etc. Need enhanced clarity about using various MRFA communication channels with an objective to ensuring fair and transparent use of these resources.

Sinc noted that a process-product distinction must be made. As elected representatives of our members, we are professionals who have to exercise our judgement on members' behalf/ to represent members' interests. Board needs to continue to discuss issues and collaborate.

Need to focus on the interests, and to use our judgement, based upon our expertise. Keep the content and process discussions separate.

The Executive Board thanked Sinc for sharing his insight and expertise. Discussion regarding communication/use of MRFA channels then ensued.

Weekly MRFA on-line e-mails:

Should only focus on MRFA sponsored events. Questions regarding content should be directed to the Communications Officer. MRFA Communications Committee is working on this issue and updates will be shared with the MRFA Executive Board.

Social Media: Need to ensure that we have a clearly determined mandate/objective for the MRFA Twitter account.

Advocacy Committee is working on a social media policy for MRFA. Will present this to MRFA

Executive Board at next meeting.

Unfinished Business:

1. Draft amendments to the MRFA Bylaws were reviewed.

Motion THAT the proposed Bylaw changes be presented to the membership for final approval at the Annual General Meeting on May 10, 2019.

Moved: Guy Obrecht and Seconded: Megan Lalonde.

Vote: Carried Unanimously

2. Invitation to the MRFA BBQ will specifically be sent to MRU Exec and the BOG.

ACTION: Melanie to ensure that PEC and direct reports, BOG, MRSA are invited to the annual MRFA BBQ.

3. Annual MRFA Board and Staff Dinner on May 27th? Poll to choose location closes today at 5:00 p.m.

Business Arising:

1. The agenda for the AGM was confirmed.

Processes for voting at AGM and for advance voting (May 2nd and May 3rd) are in place. Melanie to e-mail members late on May 1st regarding pre-voting, via paper ballot, in the FC Offices from 9:00 a.m. – 5:00 p.m. on May 2nd and May 3rd.

2. Review of committee nominations to date:

Reminder e-mail will be sent to members to encourage attendance at A Committee Affair and to encourage members to submit their names for Executive Board positions.

Going forward: A strategic approach for the nominations committee should occur. Work should continue all year, not just before the AGM. Involves an educative component.

Melanie plans to meet with all MRFA committees at the start of the new academic year to discuss strategies, objectives, committee charters, etc.

3. Results from the 2019 member census were reviewed. Melanie will provide an overview/highlights as part of the president's report at the AGM.
4. Feedback from department visits.

This will be presented to members at first regular meeting in the 2019/2020 academic year.

5. MRFA Card similar to union membership:

Melanie will remind management about CA article: 4.3.11 The Provost and Vice-President, Academic shall prepare a letter of appointment. The letter of appointment shall outline the nature and scope of the Employee's duties and responsibilities, and shall specify the category of appointment, rank, confirmation of the required academic credential, where applicable, work pattern, and placement on the salary schedule, in accordance with the provisions of Article 13. Copies of the Agreement between the Mount Royal Faculty Association and the Board of



Governors and of the Tenure and Promotion Guidelines in effect on the date of commencement of appointment shall be included. re including hard copy of CA along with employment offer.

Discussion regarding the value of a membership card which would be given to all new faculty upon commencement of employment. Important reminder of where to access information (i.e. MRFA website) and reminder that we are all regular members, entitled to key benefits, etc.

Derrick to work on a membership welcome package that would include this type of membership card. This will be presented to the MRFA Executive Board at the first meeting in the new academic year.

In Camera Session:

Grievance and Policy Report (Vice-President, Policy and Senior Grievance Officer)

Two policies in consultation: Death of a Student and Animal Care.

President's Report: Melanie provided an update regarding meetings with management.

New Business

President's Report:

- David Docherty's farewell event went well. MRFA flowers for Kris Docherty were greatly appreciated.
- Melanie has a meeting booked with Tim Rahilly on May 9th.
- A gift was purchased from the MRFA Exec Board, for both Irene and J.J. in honour of Administrative Assistant's Day (April 24th). \$24 was spent.
- Funds have not yet been received by members for their HSA accounts and personal PD accounts. Derrick will follow-up with Lee to discuss drafting a letter to MRU's HR Pension and Benefits as follow-up.
- Melanie has sent a letter to the CAUT Defence Fund requesting reimbursement for mediation costs incurred in September, 2018 and November, 2018 (Approx \$16,000 – first \$5000 is not covered). Update will be provided once response from CAUT Defence Fund is received.

For Information

The Executive Board was provided with copies of the Minutes from the Faculty Evaluation Committee (April 4, 2019) and the Professional Development Committee (April 10, 2019).

Motion THAT the meeting be adjourned: Allison Mackenzie and Seconded: Megan Lalonde

Meeting Adjourned at 11:30 a.m.

Communications Officer, MRFA

Date of Approval