



Mount Royal Faculty Association
Executive Board Meeting - Minutes
April 9, 2020 3:00pm – 5:00pm (Via Zoom)

Members Present:

Anupam Das
Brenda Lang (Arrived at 3:30 pm)
Carlton Osakwe
Heather McLellan

Megan Lalonde
Melanie Peacock
Richard Erlendson
Rafik Kurji

Approval of Agenda – Approved (Moved: Melanie Peacock and Seconded: Frank Cotae)

Approval of Minutes March 25, 2020 Executive Board Meeting – Approved (Moved: Melanie Peacock and Seconded: Frank Cotae). April 1, 2020 Executive Board Meeting – Approved (Moved: Melanie Peacock and Seconded: Heather McLellan).

Business Arising:

1. COVID-19: Responses and Updates
 - a. Conversations with Management
 - i) The Executive was informed of continued efforts to maintain communications with the Employer, and that the MRFA had received confirmation from the Employer that they are working on issues identified by the MRFA. The Executive agreed to continue having conversations with the Employer, highlighting issues as needed. Members will be encouraged to attend next week's online budget town hall and the Melanie will craft questions to be sent in advance.
 - ii) The Executive Board was informed that MRU's Spring 2020 schedule has been released with online classes.
 - iii) The Executive Board was informed that the Employer had made one-time adjustments to the allocation of the Faculty Development Funds to allow all funds to be administered during the pandemic. The Executive Board expressed thanks towards the Employer in this regard.
 - b. Conversations with Members:

The Executive Board was reminded of the email received from Chairs' Assembly and the Executive Board's response and invitation to continue discussions. The Executive Board was informed that to date there have been no further correspondence from Chairs' Assembly. Melanie continues to respond to members' emails and phone queries in a timely manner. Melanie will continue to send out weekly email and video updates to members.
 - c. MRFA Events
 - i) The Executive Board was informed that the online attitude adjustments had taken place and were well received. The Executive Board agreed that attitude adjustments should continue online when possible.
 - ii) The Executive Board received updated from the SEC & PDC.

Motion THAT the Executive Board postpone all in-person MRFA social events, for the remainder of the academic year (April 9, 2020 to June 13, 2020).

Moved: Melanie Peacock and Seconded: Megan Lalonde
Discussion
Vote –Carried.

2. Committee Primer
Further minor revisions were noted and this document is now finalized.
3. Updated Executive Board Goals Tracking Document
The Executive Board received an updated tracking document. Discussion of the item will be brought forward to a future meeting.

In Camera Session

1. Negotiations Report
The Executive Board received a report from the Vice-President, Negotiations.

The Executive Board went out of camera.

Motion THAT the Executive Board support the postponement of collective bargaining until mid-May.

Moved: Anupam Das and Seconded: Richard Erlandson.

Discussion took place in camera.

Vote – Unanimously Carried.

The Executive Board re-entered in camera.

2. Grievance Report
The Executive Board received a report from the Vice-President, Policy and Senior Grievance Officer.
3. President's Report
The Executive Board received a report from the President.

Officer's Reports

1. President's Report
 - a. Faculty Annual Reporting System
The Executive Board was informed that the MRFA's representatives on the joint taskforce to guide testing of the system had been contacted and were examining if the Fall 2020 implementation date was still advisable during a pandemic.
 - b. CAFA Updates
The Executive Board was informed that the CAFA Retreat had been canceled and that a virtual business meeting would be scheduled during May 2020.
 - c. JDEC: Melanie has had ongoing meetings with faculty representatives on this committee. Work continues and it is anticipated that a report to the MRU community will be available by the conclusion of this academic year.
2. Treasurer's Report
 - a. Audit Update
The Executive Board was informed that information is being sent to the auditor and we hope that the audit would be completed 4-5 days before the annual general meeting.
 - b. Proposed 2020-2021 Budget for Recommendation to the Membership
Motion THAT the Executive Board approve the budget for presentation at the annual general meeting.
Moved: Rafik Kurji and Seconded: Brenda Lang.
Discussion
Vote – Carried.

- c. Proposed Auditor for 2020-2021
Motion THAT the Executive Board motion at the annual general meeting that the current auditor be retained for the current academic year.
Moved: Rafik Kurji and Seconded: Brenda Lang.
Discussion.
Vote – Carried.
Special thanks were noted for Chantelle Anderson regarding her ongoing thorough and diligent work regarding budgets and audit.
 - d. Temporary Wage Subsidy for Employees
The Executive Board was informed that Rafik and Chantelle would continue to explore this topic.
3. ALC Report
The Executive Board was informed that the GFC package had been released for the next meeting. Melanie will schedule a pre-GFC meeting.

New Business

1. Debrief of April 2nd Special Meeting
 - a. The Executive Board was informed that members had expressed appreciation for the meeting and discussed what lessons learned and retrained for the annual general meeting.
 - b. Motion THAT the Executive Board approve the special regular meeting minutes be posted online as presented.
Moved: Melanie Peacock and Seconded: Frank Cotae.
Discussion.
Vote – Carried (1 abstention).
2. Annual General Meeting Preparations
 - a. Approval of Agenda
The Executive Board reviewed the draft agenda, noting changes.
Motion THAT the Executive Board move the three presented motions at the annual general meeting.
Moved: Melanie Peacock and Seconded: Megan Lalonde.
Discussion.
Vote – Carried.
 - b. Reports – April 17 Deadline
The Executive Board was reminded of the April 17, 2020 deadline for committee and officer reports.
 - c. Elections
The Executive Board was informed of the nomination forms and the campaign statement guidelines.
 - d. 2020 Distinguished Service Award Selection
Discussion to be brought forward to a future meeting.
3. 2019-2020 Compassionate Fund Report
The Executive Board received the report.
Motion THAT the Executive Board accept the report as presented.
Moved: Melanie Peacock and Seconded: Rafik Kurji.
Discussion.

Vote – Carried.

Note: Review of guidelines for use of compassionate fund, given the extenuating circumstances relating to the pandemic, is to be brought forward to another meeting.

4. Internal Facebook Page
The Executive Board was informed that the Communication Committee had initiated a survey regarding the Facebook page and that a recommendation would be forthcoming.
5. Approval of Social Media Policy
Discussion to be brought forward to a future meeting.
6. Retired Members Committee Charter
Discussion to be brought forward to a future meeting.
7. OAI Submission
Discussion to be brought forward to a future meeting.
8. Communications with Members
The Executive Board agreed that CAUT's online information sessions did not need to be directly communicated to the membership. The Executive Board agreed to review the communication received from FEC on April 6, 2020. This will be brought forward to a future meeting for discussion.

Motion that the Executive Board extend its meeting by 10 minutes.

Moved: Melanie Peacock and Seconded: Richard Erlendsen.

Discussion.

Vote – Carried.

In Camera

Note: Staff recused (5:00 p.m.)

Faculty Centre operations and support for MRFA staff were discussed.

The two proposals received in response to the RFP were reviewed. Further time is needed to carefully review and discuss. As such, this will be brought forward to the next meeting.

Adjournment: the meeting was adjourned at 5:10pm

Communications Officer, MRFA

Date