Minutes of the 1993 APSA Annual General Meeting  
November 25, 1993 - 12 noon  
C9002 (Burnaby Campus) & Room 1600 (Harbour Centre)

There were 83 members present at the Burnaby Campus and 8 at Harbour Centre. Minutes recorded by Penny Spagnolo, APSA Coordinator.

Meeting was called to order by Gary Houghton, APSA President, at 12:10 p.m.

1. Moved by Janet Blanchet, seconded by Ken Thornton that the Agenda be adopted as circulated. Motion carried.

2. The Minutes of the 1992 Annual General Meeting had been circulated to the members in the APSA Newsletter. Moved by John Reed, seconded by Janet Blanchet that the Minutes be approved as circulated. Motion carried.

3. **Report from the President:** Gary Houghton thanked all the members of the Executive and Penny Spagnolo for their help and participation throughout the year. He noted the usefulness of the Area Directors in bringing matters of concern to the members in their areas to the Executive.

   Reviewing his term of office, Gary Houghton first noted with pleasure Dr. Stubbs' interest in APSA's concerns and his intention that APSA should have participation in University affairs. The semesterly meetings between the Executive and the senior administrators to discuss long-term issues and plans have been resumed. The APSA President and Vice-President have been having informal monthly meetings with the Director of Human Resources and the Vice-President Administrative Services to discuss day-to-day concerns.

   With respect to improving communications with APSA members, Gary thanked both the Professional Development Committee and the APSA Information Network group. All important general and information meetings of APSA will, in future, be held simultaneously at both the Burnaby campus and Harbour Centre sites with an audio/visual link between the two to enable full member participation. Gary announced that the University had agreed to pay half of the expenses for this link.

   During the year there has been increased interest on the part of the members in getting involved with APSA committees, in particular, the Salary & Benefits Committee. APSA has elected members to the University Child Care Committee, the Employee Family Assistance Plan Advisory Committee and the Personal Safety and Security Committee.

   The APSA Executive, in whole or in part, has had useful meetings with the staff associations at both the University of Victoria and UBC. It is hoped that these contacts will continue in the future as they provide valuable information on the situation at other universities.

   Gary concluded by reporting that there will be only one new member of the Executive during the coming term, Lois Reid, who was elected Vice-President by acclamation. Gary thanked Maggie Fankboner for her perseverance in implementing the release time proposal for the APSA President and Vice-President. This has now been established for a three-year trial period and APSA hopes that it will become a
permanency. Finally, Gary thanked John Reed, the Staff representative on the Board of Governors for his help in bringing matters of concern to the attention of the Board.

4. **Treasurer's Report:** In the absence of the Treasurer, Gail McKechnie, Gary Houghton respectfully submitted the Treasurer's Report for adoption. The Balance Sheet as at June 30, 1993 shows an overall operating surplus for the fiscal year 1992/93 of $3,371.18., a reduction of $2,000 from the previous year. It was noted that the Executive will be reviewing the financial situation and may suggest an increase in dues. The APSA Legal Fund shows a balance of $27,862.84. The "Wellness Account" which APSA had been administering for the Wellness Program has been closed. The accounts were audited by Ms. Janet van den Brink, CMA, of Chevron (Canada) Ltd. Ken Stuart moved adoption of the Treasurer's Report, seconded by John Reed. Motion carried unanimously.

5. **Motion to destroy Ballots:**
   The Executive proposed the following motion:
   
   MOTION:
   "that the following ballots be destroyed:
   Ratification of Memoranda of Agreement
   Election to the Dining Services Committee
   Election to the Personal Safety Committee
   EFAP Contribution"

   Motion carried unanimously.

6. **Report on Salary & Benefits Negotiations:** Ken Thornton reported on the status of the Salary & Benefits negotiations. He noted that Ed Lavalle has been retained as a professional negotiator. Ken thanked members for their participation in the APSA survey. An explanation was given of the binding arbitration process.

7. **Report on Admin/Union Pension Plan:** Ken Thornton thanked Howard Gabert for his work as an Admin/Union Pension Plan Trustee. Changes have been made to the Pension Plan Text to conform with legislation and the regulations of Revenue Canada. The revised text has been conditionally passed by the Board of Governors pending approval by the employee groups. The revised text is available in the APSA office. Ken referred members to Howard Gabert's report in the latest APSA Newsletter for information on surplus distribution. He thanked all members of the APSA Pension Advisory Committee and noted the need for more members to serve on this committee.

8. **Closing Remarks and Introduction of Executive for 1993/94:** Gary Houghton welcomed Ken Thornton as the new President. Ken thanked Gary for all his work during the past year and introduced the new Executive:

   **APSA Executive 1993/94:**
   
   President: Ken Thornton (Finance)
   Vice-President: Lois Reid (Health Services)
   Past President: Gary Houghton (Engineering Science)
   Area Directors:
   Area 1 Ian Reddy (Academic Computing)
   Area 2 Janet Blanchet (Faculty of Applied Sciences)
   Area 3 Chris Breedyk (Centre for International Students)
   Area 4 Darleen Bemister (Recreation)
   Area 5 Gail McKechnie (Development Office, Harbour Centre)

Meeting adjourned at 1:10 p.m.