**2021 Annual General Meeting |Assemblée générale annuelle 2021**

**Minutes | Procès-verbal**

**Tuesday, June 1, 2021**

**10:45 A.M. – 12:00 P.M. Mountain**

**VIA ZOOM**

1. Welcome and Call to Order

The Annual General Meeting (AGM) was called to order at 11:00 A.M. Mountain with President Michelle Nilson welcoming members and guests to the meeting as well as providing a land acknowledgement for all treaty lands across the country and throughout the world, noting in particular the location of the CSSHE office on the traditional and unceded territory of the Algonquin nation, in Ottawa, Ontario.

Nilson welcomed the active participation of all members as they consider the important work of the Equity, Diversity, Inclusion and Decolonization Report.

Nilson advised that agenda items and reports will be shared via ZOOM and copies will be posted on the CSSHE website.

2. Adoption of Agenda 2021 | Approbation de l’ordre du jour 2021

*Motion/Second: Friesen / Charles to accept the 2021 CSSHE AGM agenda as presented. Carried with three abstentions*

3. Adoption of Minutes of the AGM 2021

*Motion/Second: Jeffs / Arnold to approve the minutes of the 2021 AGM as presented. Carried with eleven abstentions*

4. President’s Report

Dr. Glen Jones and Dr. Amy Metcalfe recognized the recent passing of Dr. Bryan Gopaul, dear friend and colleague to many. His love of the Society and his many contributions to graduate education including equity and diversity were remembered.

Elder Gerry Oleman was asked by the President to offer his thoughts on the need for inclusion and to wish the members a successful conference.

Michelle Nilson shared the President’s report, highlighting the following activities over the past year:

* Co-chairs of the 2020 Conference (Roopa Desai Trilokekar and Merli Tamtik) hosted three successful webinars over the last year.
* The Board of Directors examined and reduced the conference fees for equity group members.
* The CSSHE website, with the help of intern Shannon McKechnie was updated and the use of social media was expanded to better inform and connect members.
* The Partnerships and Collaborations Committee advanced relations in accordance with the Strategic Plan including those with sister organizations, those within and outside Canada and finally relations between members.
* The CJHE continued successful publications and new initiatives. Co-Editors Creso Sá and Eric Lavigne were thanked.
* Christine Arnold worked diligently to bring all of the awards under one Chair.
* Rhonda Freisen (Treasurer) and Tim Howard (Secretariat) worked on ways to save money and balance the budget. They also undertook future projections on behalf of the Board of Directors in line with the Strategic Plan.

Michelle Nilson thanked the University of Alberta for their support with this year’s conference and the co-chairs of this year’s conference, Emma Sabzalieva and Leping Mou were recognized.

Michelle Nilson acknowledged the contributions of and expressed appreciation to Kathleen Matheos, Rhonda Friesen, Roopa Desai Trilokekar, Emma Sabzalieva, Amira El Masri who are completing their terms, to Shannon McKechnie (CSSHE Intern), the 2021 Conference Planning Committee, all the Board and Tim Howard for their ongoing support.

Appreciation was also expressed to Elder Gerry Oleman, Dr. Glen Jones and Dr. Amy Metcalfe for starting off the Annual General Meeting.

4.1 Communications

Vicki Squires thanked the members of the Committee and in particular the intern for her hard work. The focus this year of the Committee was to advance the development of the website and its redesign. It was noted that accessibility has been enhanced and Squires encouraged all members to check it out.

5. Financial Reports

a. 2020 Audit and Report on Finance

Rhonda Friesen presented the 2020 Financial Report. Membership has remained consistent and strong. No revenues were received from the conference in 2020 (as a result of it not being held), the CJHE grant remained constant. In terms of expenses, certain conference expenses were incurred even though it was not held and efforts were made to contain costs including Board of Director costs and a switch in the awards (glass to paper).

*Motion/Second: Squires/King to approve the 2020 Financial Report as presented.*

b. Appointment of Auditors for 2021

The firm of McCay Duff LLP has reviewed the financial statements for the Society and reported that everything is in accordance with the standards for Canadian not-for-profit organizations. Friesen proposed that McCay Duff LLP be appointed auditors for the 2021 fiscal year.

*Motion/Second: Friesen/McGinn to appoint McCay Duff LLP auditors for 2021.*

c. 2021 Budget

Friesen presented the proposed budget for 2021 including projections for a constant level of membership, an expected gain in conference memberships and consistent revenues (SSHRC grant, royalties etc.). Expenses are projected to remain consistent for an overall slight shortfall of $1811 and a remaining surplus of $52,410.

*Motion/Second: Friesen/King to approve the 2021 Budget.*

6. New Individual Membership Fee Structure

Friesen presented for approval changes to the membership fees starting in January 2022. The changes include an increase of $10 to $120 for regular members; $5 to $55 for retired members; and, no changes for student rates at $50. Three year memberships will increase at the same rate, less the 10% discount.

The changes are required to keep pace with the aspirations of the Society and to meet the needs of the members. This is the first increase since 2009.

A friendly amendment proposal was made to include a specific rate for unwaged and underemployed members equivalent to that of students at $50.

A discussion was held on the possibility of changing the membership year to align with the fiscal year of institutions rather than the current calendar year. This would ease some members requests for reimbursements from their institutions. It was noted that this could be examined by the new Treasurer.

*Motion/Second: Friesen/Jeffs to increase the fees as presented including the amendment for unwaged and underemployed members. Carried*

7. Canadian Journal of Higher Education (CJHE)

Creso Sá and Eric Lavigne presented the annual CJHE Report and noted the work of Summer Cowley, Managing Editor in ensuring the Journal’s success.

The Editors noted an increase in submissions this year resulting in an increase in publications. Four issues were published in 2020 with a total of 26 manuscripts and 9 book reviews. Scopus accepted CJHE for inclusion providing international exposure. DOIs have been attached to all articles since the first issue in 1971 and linked online. For 2021, plans include a special issue on Higher Education Administration in Canada and a redesign of the CJHE front page/header on the website.

*Motion/Second: Sá/Nilson to accept the 2020 CJHE Report as presented. Carried*

8. Report: 2021 Conference

Co-Chairs Emma Sabzalieva and Leping Mou provided an update on the conference. This included an overview of the organization of the Conference Committee, the proposal selection process including the carry forward of 2020 papers and panels. The program will include 62 sessions over three days. Registration numbers have increased (highest in 4 years). The Co-Chairs noted several challenges and opportunities associated with the virtual format.

It was noted that CSSHE decided to remain within Congress rather than join the boycott in efforts to bring change from within and responded to the Federation’s report (Igniting Change).

Three Congress Graduate Merit Awards were awarded to Wesel Abu Qaddum, Phoebe (Lun Kyung) Kang and Estefania Toledo based on the quality of their proposals, academic standing and membership in an Indigenous and/or racialized group.

9. Nominating Committee Report 2021

Kathleen Matheos noted that the following directors as elected are recommended for positions on the Board:

* Paul Jenkins, University of Manitoba, as a 4-year term Director;
* Shannon McKechnie, Western University, as a 3-year term Director;
* Chad Nuttall, University of Toronto Mississauga, as a 3-year term Director
* Deanna Rexe, Assiniboine College, as a 2-year term Director
* Leping Mou, University of Toronto, as a 2-year term Director.

*Motion/Second: Matheos/King to approve the results of the 2021 Election as proposed.*

NOTE: Attached as information is a list of new, outgoing and continuing directors.

10. Awards

Christine Arnold thanked the Committee members and presented the prizes awarded for 2021.

* Masters Thesis/Project Award: Audrey Bujold, Université du Québec en Outaouais, *Le vécu expérientiel des étudiantes au baccalauréat en sciences infirmières lors de leur stage en milieu psychiatrique: Comprendre pour mieux former*; and, Emily Gregory, University of Alberta, *Employability skill development in higher education: Students’ and faculty members’ perspectives*
* George L. Geis Award: Dr. Diane Barbaric, OISE of the University of Toronto, *The politics behand and the value of outbound student mobility: Is Canada missing the boat?*
* Research and Scholarship: Dr. Michelle Pidgeon, Simon Fraser University
* Sheffield Award: Dr. Paul Grayson, *The Emperor’s New Clothes: Maclean’, NSSE, and the Inappropriate Ranking of Canadian Universities*

11. Discussion of Federation for the Humanities and Social Sciences EDID Report

Tabled.

12. Other business

No other items were brought forward to the meeting.

13. Adjournment

*Motion: Nilson/Freisen to adjourn the Annual General Meeting. Carried*

The Annual General Meeting adjourned at 12:10 P.M. Mountain.

**BOARD OF DIRECTORS 2021-2022**

**New Directors**

|  |  |
| --- | --- |
| Paul Jenkins | Shannon McKechnie |
| Leping Mou | Chad Nuttall |

**Continuing Directors**

|  |  |
| --- | --- |
| Michelle Nilson | President |
| Creso Sá | Editor, CJHE |
| Deanna Rexe | Director-at-Large |
| Cheryl Jeffs | Director-at-Large |
| Christine Arnold | Director-at-Large |
| Stephen Price | Director-at-Large |
| Vicki Squires | Director-at-Large |

**Outgoing Directors**

|  |  |
| --- | --- |
| Amira El Masri | Emma Sabzalieva |
| Rhonda Friesen | Roopa Desai Trilokekar |