



## Atlantic Association of College & University Student Services

Association des services aux étudiants  
des collèges et universités de l'Atlantique

### **Minutes - Annual General Meeting of the Atlantic Association of College and University Student Services (AACUSS)**

**10:00 a.m. (ADT) / 10:30 a.m. (NDT) | Thursday, May 20, 2021  
Online using Zoom Platform**

#### **Executive Officers in attendance**

Cindy Crossman	President
Travis Myers	Past-President
Sarah Ready	President-Elect
Marisha Caswell	Treasurer
Nicole Wadden Garland	Communications Officer
Adam Daniels	Secretary

#### **Divisional Representatives in attendance**

Jaclyn Borden	Academic Support & Advising
Matthew Maston	Accessibility
Trish Murray-Zelmer	Career/Employment
Wendy Matthews	Counselling
Shelley Clayton	Financial Aid & Awards
Terry-Lynne King	Health & Wellness Services
Lynn Cashen Basso	Housing
Raymond Sewell	Indigenous Student Services
Hillary Nguyen	International Student Services
Tom Brophy	Senior Student Affairs Officers

#### **1. Welcome and introduction of current Executive Committee**

#### **2. Call to Order**

Cindy called the meeting to order at 10:03 a.m. (ADT) / 10:33 a.m. (NDT)

#### **3. Approval of the Agenda**

Moved: Lynn Cashen Basso

Seconded: James Reddin

Motion carried.

#### **4. Approval of the Minutes of the 2020 AGM held on Tuesday, June 23, 2020**

Moved: LoriLynn Rowsell

Seconded: Taralee Hammond

Motion carried

## 5. President's Report

Cindy Crossman thanked the AACUSS Executive for their support during her time as President and highlighted several of the Executive's accomplishments over the last year. These included:

- Ongoing work by the newly created Anti-Racism Committee that included several sessions for members on confronting implicit bias and how to be affective allies.
- Additional virtual professional development opportunities for members.
- Increased digital presence using a redesigned [www.aacuss.ca](http://www.aacuss.ca)
- Maintaining new operational standards during the COVID-19 pandemic.

The President's full report is available in the 2021 Annual Report.

Approval for President's Report:

Moved: Jaclyn Borden

Seconded: LoriLynn Rowsell

Motion Carried

## 6. Treasurer's Report

Marisha Caswell presented the AACUSS Income Statement and Balance Sheet as of March 31, 2021. A few highlights of the past year include:

- Discussions of new approaches to division professional developing funding through a proposed policy.
- Maintaining financial security throughout the COVID-19 pandemic.
- Small gift mailed to each member in Fall 2020.

The Treasurer's full report, including Balance Sheet and Income Statement is available in the 2021 Annual Report.

Approval for Treasurer's Report:

Moved: Bruce Belbin

Seconded: Taralee Hammond

Motion Carried

## 7. Appointment of Auditors for 2021-2022

Marisha called for volunteers to serve as AACUSS auditors for the upcoming term. Sara Rothman and Travis Myers graciously agreed to this task.

## 8. Amendments to the Constitution & By-Laws

Travis Myers thanked members of the Constitution & By-Laws Committee and reviewed the Committee's report. The Committee recommended the following changes:

### CONSTITUTION

#### ARTICLE IV – EXECUTIVE OFFICERS

##### CHANGE:

Executive Officers of the Association shall be a Past-President, President, President-Elect, Secretary, Treasurer and Communications Officer.

##### **TO**

Executive Officers of the Association shall be a Past-President, President, President- Elect, Secretary, Treasurer, and Communications Officer.

**Clarifying notes to membership:** Added a comma between “Treasurer” and “and Communications Officer.”

2. The **President-Elect** shall assist the President in carrying out the duties of that office for a term of 1 (one) year and shall:

**CHANGE:**

d. Facilitate regular professional development opportunities and events for the membership (not including the annual conference)

**TO**

d. Facilitate regular professional development opportunities and events for the membership (not including the annual conference), including act as Chair, Professional Development Committee

**Clarifying notes to membership:** Formalizing Chair, Professional Development Committee as a duty of the President-Elect.

3. The **Past-President** shall provide continuity and experience for a term of 1 (one) year and shall act as:

**REMOVE:**

d. Facilitator of Professional Development Grant requests

**CHANGE:**

c. Chair, Awards Committee

**TO**

c. Chair, Awards and Grants Committee

**Clarifying notes to membership:** To reflect that professional development grants are reviewed and awarded by the Awards and Grants Committee.

6. The **Communications Officer** for a term of 2 (two) years will be responsible for:

**CHANGE:**

a. The publication and distribution of the association newsletter within a schedule proposed by the AACUSS Executive Committee (minimum of two newsletters per year)

b. Ongoing communication with membership (social media, email, etc.)

**TO**

a. The publication and distribution of the association newsletter within a schedule proposed by the AACUSS Executive Committee (minimum of two newsletters per semester)

b. Collaborate with Secretary to maintain ongoing communication with membership (social media, email, website, etc.)

**ADD:**

c. Maintaining AACUSS social media accounts.

**Clarifying notes to membership:** Ensure clear roles, differentiate between Communications Officer and Secretary (whose role was

redefined as part of last constitution), and to reflect the fact that Communications Officer is not a stipend position.

## BY-LAWS

### ARTICLE I - MEMBERSHIP AND FEES

**CHANGE:**

2. Change in fees must be approved by two-thirds vote of the membership in attendance at the annual general meeting. An Institutional Membership may be purchased by an institution who meets the requirements of a Level 1(a minimum of 12 member) or Level 2 (a minimum of 25 members).

TO

2. Institutional Membership may be purchased by an institution who meets the requirements of a Level 1(a minimum of 12 member) or Level 2 (a minimum of 25 members).

**ADD:**

2.1. In order to maintain the institutional membership, each institution must assign a Bundle Administrator who is responsible for managing membership for their institution.

**ADD:**

4. Change in fees must be approved by two-thirds vote of the membership in attendance at the annual general meeting.

**CHANGE:**

4. Full members in good standing shall be entitled to vote, to attend meetings, and to hold office in the Association.

5. Life Members shall be exempt from payment of dues to the Association but shall retain all rights and privileges of dues-paying members, except for holding office or voting.

TO

5. Full members in good standing shall be entitled to vote, to attend meetings, and to hold office in the Association.

6. Life Members shall be exempt from payment of dues to the Association but shall retain all rights and privileges of dues-paying members, except for holding office or voting.

***Clarifying notes to membership:*** Changes to help provide clarity around institutional membership, including adding point on bundle administrator. Also separating two clauses into two separate points and renumbering the remaining clauses as a result.

### ARTICLE III - NOMINATIONS AND ELECTIONS OF THE EXECUTIVE COMMITTEE (OFFICERS AND DIVISIONAL REPRESENTATIVES)

2. Responsibilities of Divisional Representatives

**ADD:**

g. Executive Officers will review a Divisional Representative's tenure in the event that a Divisional Representative misses more than two consecutive executive meetings without just cause.

**Clarifying notes to membership:** Change is to ensure accountability and establishing clear responsibilities.

Approval for Constitution & By-Law Amendments:

Moved: Travis Myers  
Seconded: Lori MacEwen  
Motion Carried

## **9. Report of the Nominating Committee**

Travis Myers thanked members of the Nominating Committee and reviewed the Committee's report.

Travis called for any additional nominations for all positions three times from the floor. There were no further nominations and nominations were closed.

Approval of 2021-22 Executive:

Moved: Travis Myers  
Seconded: Jacqueline De Leebeeck  
Motion Carried

The AACUSS Executive for 2021-22 was presented as follows:

### **Executive Officers**

Sarah Ready	President
Cindy Crossman	Past-President
Nicole Wadden Garland	President-Elect
Marisha Caswell	Treasurer
Holly MacDonald	Communications Officer
Adam Daniels	Secretary

### **Divisional Representatives**

Jaclyn Borden	Academic Support & Advising
Matthew Maston	Accessibility
Trish Murray-Zelmer	Career/Employment
Wendy Matthews	Counselling
Shelley Clayton	Financial Aid & Awards
Terry-Lynne King	Health & Wellness Services
Lynn Cashen Basso	Housing
Meaghan McIntyre	Indigenous Student Services
Hillary Nguyen	International Student Services
Tom Brophy	Senior Student Affairs Officers
Emily Dayboll	Generalist

## **10. Presentation of Awards**

Travis Myers presented the following:

Carol's Creed  
Kathleen Hyndman (STU)

Dr. Richard Papenhausen Award for New Professionals  
Angela Bosse (STU)

AACUSS Award for Excellence in Student Services  
Dr. Donna Hardy-Cox (MUN)

Award of Merit  
James Reddin (UPEI)

### **11. Presentation of Grants**

Travis Myers presented the following:

Research Grant:  
Jennifer Browne (MUN)

### **12. New Business:**

None

### **13. Adjournment**

James Reddin moved adjournment of the meeting at 10:56 a.m. (ADT) / 11:26 a.m. (NDT)