



## UWOFA Annual Meeting of Members Agenda

Tuesday, March 28, 2023

10:00 a.m. to 12:00 p.m.

Via Zoom

To connect to the meeting:

Use the link: <https://westernuniversity.zoom.us/j/94613125786>

OR

Dial: 1-647-558-0588

Meeting ID: **946 1312 5786**

Passcode: **987927**

**\*EXHIBIT III, IV, V, VI will be posted prior to the meeting\***

Call to order and land acknowledgement statement.

1. Approval of the Agenda
2. Approval of Minutes of the Meeting of Members of November 16, 2022 – **EXHIBIT I**
3. Business Arising
4. President's Report: *R. Heydon*
5. Audited Financial Statements: *C. Maco*  
Motion: That the membership approve the audited financial statements for the fiscal year ended October 31, 2022 as presented in **EXHIBIT II**.
6. Appointment of the Public Accountant: *C. Maco*  
Motion: That the membership approve appointing MNP LLP (London) as the Public Accountant.
7. Revisions to UWOFA Bylaws: *R. Heydon*  
Motion: That Bylaw 3 (Committees), and Bylaw 7 (Negotiations) be amended as presented in **EXHIBIT III**.
8. Nominations of Directors and Speakers – **EXHIBIT IV**: *N. Narain and R. Heydon*
9. Update on Preparations for Negotiations: *J. Weststar*
10. Presentation of the CAUT Dedicated Service Award: *R. Heydon*  
Recipients for 2023 are Beth MacDougall-Shackleton, Brian McMillan, Courtney Waugh, and Nina Zitani – biographies in **EXHIBIT V**.
11. Annual Committee and Representative Reports  
Questions are welcome on any of the annual reports presented in **EXHIBIT VI**.
12. New Business
13. Adjournment

Minutes  
UWOFA Meeting of Members  
November 16, 2022

Speaker: Kelly Olson

President: Hiran Perinpanayagam

The meeting was held remotely by conference call and was called to order at 10:00 a.m. Attendance was recorded (and quorum established) based on Members participating in Zoom video conference and emailing the Administrative Assistant to indicate their attendance. The Speaker reminded attendees that only members of the Faculty Association were permitted to vote on motions.

N. Narain read the Land Acknowledgement statement.

**1. Approval of the Agenda:**

**MOVED:** D. Heap/B. Rubin  
That the agenda be adopted.

**The motion carried unanimously.**

**2. Approval of Minutes of the Meeting of Members of April 5, 2022:**

**MOVED:** K. Hoffmann/T. Granadillo  
That the minutes from the April 5, 2022 Meeting of Members be approved.

**The motion carried unanimously.**

**3. Business Arising:**

There was no business arising from the April 5, 2022 meeting.

**4. President's Report: *H. Perinpanayagam***

**COVID Health and Safety:** Western consulted UWOFA prior to postponing the deadline for submitting proof of vaccination for a booster dose from October 2022 to January 2023. UWOFA advocated for broader masking requirements in the meantime as well as going forward.

**Western presidential review:** UWOFA provided feedback supporting Alan Shepard's renewal as president and spoke to the need for the president to be empowered to make significant financial reinvestment in the academic mission.

**Anti-racism training modules:** UWOFA reviewed these modules and requested that, if this training were made mandatory, Deans and VPs be required to complete it.

**Senate Proposal for Declared Absence without Documentation (DAWD):** Western proposed a replacement of the Self-Reported Absences (SRAs) with the DAWD process. UWOFA reminded Senate that administering these is a significant concern for faculty workloads.

**Tentative 2022-26 Collective Agreement for Faculty:** UWOFA thanked J. Tennant (Chief Negotiator) and J. Weststar (Deputy Chief Negotiator) for their efforts at the negotiations table. The contributions of those serving on the various committees and in the administration were also applauded.

**5. Treasurer's Report: *C. Maco***

C. Maco reviewed UWOFA's budget for the November 1, 2022 to October 31, 2023 fiscal year. She highlighted the following:

- Revenue from membership dues is more than the previous year, which is due to an increase in the number of members and an increase in their wages.
- Amounts required to pay Members if UWOFA goes on strike is currently kept in cash deposits and will be reallocated to GICs if it is not needed.
- Amounts allocated to Release Time have increased because of the recent faculty negotiations and upcoming librarian and archivist negotiations.

- 6. Update on Faculty Negotiations:** *J. Tennant & J. Weststar*  
J. Tennant thanked the Board and Members for their support throughout negotiations and recommended ratification of the tentative agreement. The agreement will be made available to Members and explained to Members at two bargaining unit meetings: one in-person and one online.
- 7. Update on Preparations for Librarians and Archivists Negotiations:** *K. Hoffmann and J. Weststar*  
The current collective agreement for the Librarians and Archivists expires on June 30, 2023. Negotiation preparations are underway.
- 8. Discussion: UWOFAs continued involvement in the Scholars at Risk program:**  
*N. Narain*  
In 2019, UWOFAs committed \$10,000 each year for three years to Western Scholars at Risk Program. The Board of Directors supports renewing the donation and the importance of the program. The contribution UWOFAs makes goes directly to funding the salaries of the Scholars at Risk who come to Western University. In accordance with UWOFAs Donations and Gifts Policy, this donation must be approved by the membership through an online vote.
- 9. New Business:** There was no new business.
- 10. Adjournment:**  
**MOVED:** L. Cayen/J. Neyers  
That the meeting adjourn. In the absence of any objection, motion carried (11:05 a.m.).

**The motion carried unanimously.**

**The University of Western Ontario  
Faculty Association  
Financial Statements**  
*Year ended October 31, 2022*

Draft - For Management Only

**The University of Western Ontario Faculty Association**

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*For the year ended October 31, 2022*

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## Independent Auditor's Report

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To the Members of The University of Western Ontario Faculty Association:

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the financial statements of The University of Western Ontario Faculty Association (the "Association"), which comprise the statement of financial position as at October 31, 2022, and the statement of operations, changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at October 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **Report on Other Legal and Regulatory Requirements**

As required by the Corporations Act of Canada, we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding period.

London, Ontario  
Date of Completion

Chartered Professional Accountants  
Licensed Public Accountants

The University of Western Ontario Faculty Association  
Statement of Financial Position

As at October 31, 2022

	Operating Fund	Grievances & Collective Bargaining Fund	Reserve Fund	Total 2022	Total 2021
<b>Assets</b>					
<b>Current</b>					
Cash	\$ 938,525	\$ 4,120,511	\$ 301,458	\$ 5,360,494	\$ 1,863,763
Internally restricted funds (Note 3)	101,317	-	-	101,317	100,555
GIC investments (Note 5)	-	1,533,141	-	1,533,141	3,566,279
Interest receivable	-	23,661	-	23,661	76,000
Prepaid expenses	84,545	-	-	84,545	21,057
	1,124,387	5,677,313	301,458	7,103,158	5,627,654
<b>Long term assets</b>					
GIC investments (Note 5)	-	-	-	-	1,336,000
Capital assets (Note 4)	37,318	-	-	37,318	52,735
	\$ 1,161,705	\$ 5,677,313	\$ 301,458	\$ 7,140,476	\$ 7,016,389
<b>Liabilities</b>					
<b>Current</b>					
Accounts payable and accrued liabilities	\$ 155,612	\$ -	\$ -	\$ 155,612	\$ 218,796
<b>Long-term liabilities</b>					
Post retirement benefit obligation (Note 6)	-	-	245,600	245,600	290,400
	155,612	-	245,600	401,212	509,196
<b>Fund balances</b>					
Operating Fund	1,006,093	-	-	1,006,093	893,662
Grievances & Collective Bargaining Fund	-	5,677,313	-	5,677,313	5,613,531
Reserve Fund	-	-	55,858	55,858	-
	1,006,093	5,677,313	55,858	6,739,264	6,507,193
	\$ 1,161,705	\$ 5,677,313	\$ 301,458	\$ 7,140,476	\$ 7,016,389

Approved on behalf of the Board

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

The accompanying notes are an integral part of these financial statements



**The University of Western Ontario Faculty Association**  
**Statement of Operations**

For the year ended October 31, 2022

	Operating Fund	Grievances & Collective Bargaining Fund	Reserve Fund	Total 2022	Total 2021
<b>Revenue</b>					
Membership dues	\$ 2,067,109	\$ -	\$ -	\$ 2,067,109	\$ 1,987,258
Dues for Canadian and Ontario Associations	(627,285)	-	-	(627,285)	(594,714)
Net membership dues	1,439,824	-	-	1,439,824	1,392,544
Interest income	7,772	63,781	458	72,011	99,286
Post retirement benefit gain (Note 6)	-	-	44,800	44,800	-
<b>Total Revenue</b>	<b>1,447,596</b>	<b>63,781</b>	<b>45,258</b>	<b>1,556,635</b>	<b>1,491,830</b>
<b>Expenses</b>					
Employee wages	749,308	-	-	749,308	497,760
Professional fees	190,473	-	-	190,473	288,524
Release time	129,268	25,562	-	154,830	21,421
Scholarships paid	45,000	-	-	45,000	45,000
Administration and general	42,982	-	-	42,982	34,405
Donations	27,900	-	-	27,900	8,022
Negotiations and strike preparations	-	27,311	-	27,311	-
Amortization	21,169	-	-	21,169	13,682
Grad club membership dues	20,760	-	-	20,760	20,155
Travel	19,506	-	-	19,506	-
Occupancy costs	14,525	-	-	14,525	13,946
SAR Program Donation	10,000	-	-	10,000	10,000
Research and professional fund	800	-	-	800	4,888
COVID relief fund	-	-	-	-	51,658
Post retirement benefit expense (Note 6)	-	-	-	-	3,800
<b>Total Expenses</b>	<b>1,271,691</b>	<b>52,873</b>	<b>-</b>	<b>1,324,564</b>	<b>1,013,261</b>
<b>Excess of revenue over expenses for the year</b>	<b>\$ 175,905</b>	<b>\$ 10,908</b>	<b>\$ 45,258</b>	<b>\$ 232,071</b>	<b>\$ 478,569</b>

The accompanying notes are an integral part of these financial statements

**The University of Western Ontario Faculty Association**  
**Statement of Changes in Net Assets**

*Year ended October 31, 2022*

	<i>Operating Fund</i>	<i>Grievances &amp; Collective Bargaining Fund</i>	<i>Reserve Fund</i>	<b>2022</b>	<b>2021</b>
<b>Fund Balances, beginning of year</b>	\$ 893,662	\$ 5,613,531	\$ -	\$ 6,507,193	\$ 6,028,624
Excess of revenues over expenses	175,905	10,908	45,258	232,071	478,569
Interfund transfers (Note 7)	(63,474)	52,874	10,600	-	-
<b>Fund Balances, end of year</b>	\$ 1,006,093	\$ 5,677,313	\$ 55,858	\$ 6,739,264	\$ 6,507,193

*Draft - For Management Only*

*The accompanying notes are an integral part of these financial statements*

**The University of Western Ontario Faculty Association**  
**Statement of Cash Flows**

For the year ended October 31, 2022

	2022	2021
<b>Cash provided by the following activities</b>		
<b>Operating</b>		
Excess of revenues over expenses for the year	\$ 232,071	\$ 478,569
Adjustments for		
Amortization	21,169	13,682
	<b>253,240</b>	<b>492,251</b>
Changes in working capital accounts		
Prepaid expenses	(63,488)	(3,100)
Interest receivable	52,339	37,230
Accounts payable and accrued liabilities	(63,183)	33,616
Post retirement benefit obligation	(44,800)	3,800
	<b>134,108</b>	<b>563,797</b>
<b>Investing</b>		
Purchase of capital assets	(5,753)	(48,436)
Change in GIC investments	3,369,138	322,076
	<b>3,363,385</b>	<b>273,640</b>
<b>Increase in cash resources</b>	<b>3,497,493</b>	<b>837,437</b>
<b>Cash resources, beginning of year</b>	<b>1,964,318</b>	<b>1,126,881</b>
<b>Cash resources, end of year</b>	<b>\$ 5,461,811</b>	<b>\$ 1,964,318</b>
<b>Cash resources are comprised of:</b>		
Cash - operating fund	\$ 938,525	\$ 1,228,511
Cash - internally restricted funds	101,317	100,555
Cash - grievances and collective bargaining fund	4,120,511	635,252
Cash - reserve fund	301,458	-
	<b>\$ 5,461,811</b>	<b>\$ 1,964,318</b>

The accompanying notes are an integral part of these financial statements

**The University of Western Ontario Faculty Association**  
**Notes to the Financial Statements**  
*For the year ended October 31, 2022*

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**1. Purpose of the organization**

The University of Western Ontario Faculty Association ("the Association") is the certified bargaining agent for faculty teaching at least a half University degree credit course in each of two of the last three fiscal years and for librarians and archivists at The University of Western Ontario ("the University"). As a non-profit organization, the Association is not subject to income taxes on any earned income.

**2. Significant accounting policies**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

***Fund accounting***

The Association has the following funds:

(i) Operating Fund - Unrestricted

The operating fund accounts for the day to day operating activities of the Association.

(ii) Grievance & Collective Bargaining Fund - Internally Restricted

This amount is internally restricted by the Membership of the Association for contingencies, for the payment of expenses associated with legal advice and arbitration arising from grievances and rights cases and/or expenses associated with collective bargaining in excess of budget and as a means of providing funds in the event of a strike.

(iii) Reserve Fund – Internally Restricted

The reserve fund accounts for funding for specific purposes such as the post-retirement benefits for employees of the Association, as approved by the Board of Directors.

***Capital assets***

Capital assets are recorded at cost. The company provides for amortization using the following methods at rates designed to amortize the cost of the capital assets over their useful lives. The annual amortization rates and methods are as follows:

Furniture and fixtures	Declining balance	20%
Computer equipment	Straight-line	3 years
Computer software	Straight-line	3 years
Website development costs	Straight-line	3 years

Capital assets are amortized using the half-year rule in the year of addition.

***Revenue recognition***

The Association follows the deferral method of accounting for contributions and operating revenues. All membership fee revenue is recorded as revenue in the period to which it relates. Where a portion of revenue is related to a future period, it is deferred and recognized in the subsequent period.

Interest income is recognized as revenue when earned.

***Use of estimates***

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires directors and management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. By their nature, these estimates are subject to measurement uncertainty. These estimates are reviewed periodically, and adjustments are made to income in the year which they become known. The accounts specifically affected by estimates in these financial statements are the useful life of capital assets and employee future benefits. Actual results may vary from these estimates.

**The University of Western Ontario Faculty Association**  
**Notes to the Financial Statements**  
*For the year ended October 31, 2022*

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**2. Significant accounting policies (continued from previous page)**

***Employee future benefits***

The Association provides medical, dental and life insurance benefits to eligible employees. This plan is managed by The University of Western Ontario. The Association accrues post retirement benefits for the eligible administrative staff, with the cost of these benefits being actuarially determined using the projected benefit method. Differences arising from plan amendments, changes in assumptions and actuarial gains and losses are recognized in income as they are incurred.

The Association sponsors pension plans for its administrative staff. The benefits provided under the plans are defined contribution.

***Cash and cash equivalents***

Included in cash is savings account investments earning interest at 1% - 4.45%, as well as the Associations credit union share.

***Financial instruments***

**Measurement of financial instruments**

The Association initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Association subsequently measures its financial assets and financial liabilities at amortized cost, except for equity securities quoted in an active market, which are subsequently measured at fair value.

Financial assets measured at amortized cost include cash, internally restricted funds, GIC investments and interest receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

**Impairment**

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in the statement of operations. The write down reflects the difference between the carrying amount and the higher of:

- a. the present value of the cash flows expected to be generated by the asset or group of assets;
- b. the amount that could be realized by selling the assets or group of assets;
- c. the net realizable value of any collateral held to secure repayment of the assets or group of assets.

When the event occurring after the impairment confirms that a reversal is necessary, the reversal is recognized in the statement of operations up to the amount of the previously recognized impairment.

**The University of Western Ontario Faculty Association**  
**Notes to the Financial Statements**  
*For the year ended October 31, 2022*

**3. Internally restricted funds**

The Association has set aside \$101,317 (2021 - \$100,555) as an internally restricted fund. These funds are in a cash savings account and were set aside to assist Members. No criteria has been set and no decision has been made as to how the funds will be dispersed.

**4. Capital assets**

	<i>Cost</i>	<i>Accumulated amortization</i>	<i>2022</i>	<i>2021</i>
Furniture and fixtures	50,765	42,394	8,371	9,256
Computer equipment	55,040	49,725	5,315	3,328
Computer software	28,148	27,926	223	668
Website development costs	70,127	46,717	23,410	39,483
	<b>204,081</b>	<b>166,762</b>	<b>37,318</b>	<b>52,735</b>

The amortization for 2022 was \$21,169 (2021 - \$13,682).

**5. GIC investments**

The grievance and collective bargaining fund held the following investment portfolios at year end:

	<i>2022</i>	<i>2021</i>
BMO Nesbitt Burns - GICs of multiple institutions	1,336,000	3,043,455
Libro GICs	197,141	522,824
Total short term investments	<b>1,533,141</b>	<b>3,566,279</b>
BMO Nesbitt Burns - GICs of multiple institutions	-	1,336,000
Total short and long term investments	<b>1,533,141</b>	<b>4,902,279</b>

Short-term GIC investments represent amounts with maturity dates due within a year of the year-end date. Interest rates on the short-term GICs range from 1.15% to 2.35% with maturity dates between December 12, 2022 and December 15, 2022. Long-term GIC investments represent amounts with maturity dates beyond one year of the year-end date.

**6. Employee future benefits**

The Association has a defined contribution pension plan for the administrative staff. During the year the Association's contributions to the pension plan were \$41,961 (2021 - \$34,456). The fair value of plan assets for the year was \$Nil (2021 - \$Nil).

The accrued benefit liability relating to the post-retirement benefits is \$245,600 (2021 - \$290,400). This liability has been recorded in the financial statements.

The most recent actuarial valuation was completed as of April 30, 2022.

**The University of Western Ontario Faculty Association**  
**Notes to the Financial Statements**  
*For the year ended October 31, 2022*

**6. Employee future benefits (continued from previous page)**

	2022	2021
Current service costs	8,000	8,500
Interest costs	10,100	9,400
Actuarial gain	(62,900)	(14,100)
Net benefit plan expense/loss	(44,800)	3,800

The significant actuarial assumptions adopted in measuring the Association's accrued benefit obligation expense are as follows:

	2022	2021
Discount rate - post-retirement	4.60%	3.40%
Medical trend rate	5.12%	5.12%
Dental trend rate	2.75%	2.75%

**7. Interfund transfers**

During the period, \$52,874 was transferred from the Operating Fund to the Grievances & Collective Bargaining Fund. No amount was transferred from the Grievances & Collective Bargaining Fund to the Operating fund (2021 - \$Nil). \$10,600 was transferred from the operating fund to the reserve fund. No amount was transferred from the reserve fund to the operating fund (2021 - \$Nil).

**8. Financial instruments**

Unless otherwise noted it is management's opinion that the Association is not exposed to significant risks from financial instruments. There have been no changes in the Association's risk exposures from the prior year.

**Credit risk**

The financial instruments that potentially subject the Association to a significant concentration of credit risk consist primarily of cash. The Association mitigates its exposure to credit loss by placing its cash with major financial institutions.

**Market risk**

The Association is exposed to market rate risk through possible future changes in market rates for current marketable securities. The Association does not use financial instruments to reduce its risk exposure.

**Liquidity risk**

Liquidity risk is the risk that the Association will not be able to meet its obligations as they become due. The Association manages this risk by establishing budgets and funding plans and by levying sufficient membership dues to fund its expenses. Cash is held in an interest bearing account which provides a rate of return as well as liquidity.

**9. Commitments**

During the year the Association made an expendable pledged to the University of Western Ontario (Western) in the amount of \$162,000 to be paid in three instalments in fiscal 2022 through 2024 of \$54,000. The Association may terminate funding for the scholarships, provided they inform Western prior to June 1 for the upcoming academic year. The donation will be administered as a scholarship provided by Western based on the award criteria stipulated within the agreement.

**The University of Western Ontario Faculty Association**  
**Notes to the Financial Statements**

*For the year ended October 31, 2022*

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**10. Comparative figures**

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

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