



## GENERAL MEETING

Tuesday, January 31, 2012  
12:30 – 2:30 pm  
Somerville House, room 2317  
(pizza and drinks will be available)

### AGENDA

1. Approval of the Agenda
2. Approval of Minutes of the Annual General Meeting, April 27, 2011 **EXHIBIT I**
3. Business Arising
4. President's Report: *B. Traister*
5. Treasurer's Report: *R. Robertson*
  - a) Audited Financial Statements 2010-2011  
Motion to receive the draft audited statements for 2010-2011 **EXHIBIT II**
  - b) Librarians & Archivists Strike (September 2011):  
Income Statement as of December 31, 2011 **EXHIBIT III**
6. Committee Reports:
  - a) Policy Governance Committee: *D. Abelson*  
Motion to approve the proposed amendments to By-Law 17,  
UWOFA Constitution **EXHIBIT IV**
  - b) Joint Committee: *A. Varpalotai*
  - c) Librarians & Archivists Negotiating Team: *A. Varpalotai*  
Reflections on the Librarians & Archivists Strike
  - d) Grievance Committee: *T. Hooks*
7. New Business:
8. Announcement:  
Dates for upcoming General Meetings  
Tuesday, March 27, 2012, from 2:30 to 4:30 pm  
Tuesday, April 12, 2012, from 12:00 noon to 2:00 pm
9. Adjournment

Annual General Meeting  
Wednesday, April 27, 2011 12:00 – 2:00 pm  
Social Science Centre, room 3026

Speaker: Jeffrey Stokes

President: James Compton

The Speaker called the meeting to order at 12:03 pm. Attendance was according to the Nominal Roll. The Speaker reminded attendees that only members of the Faculty Association were permitted to vote on motions.

**1. Approval of the Agenda:**

The Speaker requested that the Agenda be amended as follows:  
Move item 7. Joint Committee Report to after item 4. President's Report.

**MOVED:** B. Traister/G. Smith  
THAT the Agenda be approved as amended. **CARRIED**

**2. Minutes of the March 22, 2011 General Meeting:**

The minutes were declared correct as circulated.

**3. Business Arising:** None

**4. President's Report:** *J. Compton*

The President reported on the following:

**Negotiations:** It has been a very busy year for negotiations. In the fall of 2010 UWOFA successfully negotiated the faculty Collective Agreement. April 1, 2011 the librarians and archivists bargaining unit entered into negotiations. And, UWOFA will soon begin negotiating with their staff that is represented by CUPE Local 2361.2.

**Donations:** UWOFA donated \$2500 to the Vancouver Island University Faculty Association who were on a month long strike that began, March 11, 2011. UWOFA also donated \$500 to a graduate student mini-symposium on student debt entitled "The Struggle Against Debt and the Enclosure of Knowledge". The keynote speaker was George Caffentzis.

**All-Candidates debate:** UWOFA, Graduate Teaching Assistants union and the University Students Council of the University of Western Ontario will be co-sponsoring an all-candidates debate on post-secondary education. This debate will take place on Thursday, April 28, 2011 at 7:00 pm in Conron Hall. The participants will be: Brad Corbett (Green, London West), Doug Ferguson (Liberal, London West), Peter Ferguson (NDP, London West). The Conservative Party was asked to participate but declined the invitation. The debate will be moderated by Paul Nesbitt-Larking, Professor of Political Science at Huron University College.

The meeting extended a vote of thanks to James Compton for his work as UWOFA President.

**5. Treasurer's Report:** *H. Sendov*

UWOFA Proposed Budget: May 1, 2011 – April 30, 2012:

H. Sendov presented the proposed budget (Exhibit II).

A member suggested that UWOFA should look into moving the Collective Bargaining and Grievance fund reserves from a savings account to Guaranteed Investment Certificates.

**MOVED:** H. Sendov/B. Traister  
THAT the proposed budget (Exhibit II) for the 2011-2012 fiscal year be adopted. **CARRIED**

**6. Chief Negotiator's (Librarians and Archivists) Report:** *A. Varpalotai*

A. Varpalotai provided an update on the confirmed dates for negotiations and the articles the Employer proposes to bring to the table.

The first negotiating session was April 26, 2011. UWOFA presented their entire package of articles, including Compensation and Benefits. The Employer presented a list of the articles that they plan to open.

At the end of the April 26, 2011 negotiating session UWOFA filed a request for the appointment of a Conciliation Officer.

J. Davies, Salary Committee Chair, provided an overview of where UWO Librarians and Archivists salaries are in relation to other Ontario universities. He went on to say that the UWOFA salary proposals are being designed to decrease the 15.9% salary gap between UWO Librarians and Archivists and Librarians and Archivist at other Ontario universities.

7. **Joint Committee Report:** *M. Dawes*

M. Dawes reported that there are two main issues before the Joint Committee:

**Collective Agreement (faculty):** Faculty Relations expects to have the editing of the collective agreement done by the end of April 2011. The negotiating team has received some articles from Faculty Relations. Upon review of those articles it appears some language has changed and the changes may change the meaning of the language.

**Letter of Understanding (faculty collective agreement):** Additional Qualifications – Education:

The Letter of Understanding – Additional Qualifications states that a Joint Working Group will be formed to review the status of Additional Qualifications (AQ) offerings and the terms and conditions of employment for AQ instructors. The Joint Working Group has been established and both parties have submitted their respective recommendations. The next step is to begin negotiating the terms and conditions for AQ instruction.

8. **Annual Committee Reports:** Exhibit III was pre-circulated. Members were welcome to ask questions on any of the annual reports.

9. **New Business:**

David Heap sits as an observer on the London and District Labour Council asked that the Assembly consider the following motion:

Whereas: From May 15 to 30, Dr. Amjad Barham, president of the Palestinian Federation of Unions of University Professors and Employees (PFUUE), will be touring Canada to speak and meet with academics and other members of the labour movement.

And whereas: Officials from the Canadian Association of University Teachers will meet with Dr. Barham in Ottawa.

And whereas: CAUT already has a collegial relationship with the PFUUE: last year the two organizations signed a reciprocal membership agreement, and CAUT is assisting the PFUUE in its application for membership in Education International.

And whereas: the London and District Labour Council is sponsoring a speaking event with Dr. Barham on Wednesday May 25 (7-9 pm at the Tolpuddle meeting room).

Be It Resolved That: UWOFA support Dr. Barham's visit to London, donate \$100 towards the cost of this event on May 25, and publicize it to our membership.

The Speaker explained that normally if an issue commits the Association to a position then that issue is presented as a Notice of Motion for the next General Meeting. This is done to ensure that the Membership broadly has an opportunity to make a collective decision about taking a certain position.

The Speaker explained that because there is no General Meeting scheduled and because there is a time frame with this matter the assembly can decide if this matter will be dealt with at this meeting as presented or that this matter will be a notice of motion for the next General Meeting.

The assembly decided by general consensus that this matter will be presented as a notice of motion for the next General Meeting.

D. Heap asked that because of the time frame of this matter could this matter be referred to the UWOFA Executive or Board. The following motion was presented.

**MOVED:** V. Olds/T. Murphy

THAT the assembly refer D. Heap's proposal to the Executive. **CARRIED** (16 in favour; 15 opposed)

**10. Announcement:**

B. Traister introduced UWOFA's incoming Vice-President, Don Abelson and incoming Treasurer, Rick Robertson.

J. Compton moved a vote of thanks to Jeff Stokes for his work as UWOFA's Speaker.

The meeting adjourned at 1:50 pm

**The Faculty Association, The University of Western Ontario**  
**Financial Statements**  
**Year ended April 30, 2011**

*Draft*

**The Faculty Association, The University of Western Ontario**  
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*Draft*

## Independent Auditor's Report

To the Directors of The Faculty Association, The University of Western Ontario

We have audited the accompanying financial statements of The Faculty Association, The University of Western Ontario, which comprise the statement of financial position as at April 30, 2011, and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, 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.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation and fair presentation of the financial statements 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 Association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Faculty Association, The University of Western Ontario as at April 30, 2011, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Chartered Accountants  
Licensed Public Accountants

London, Canada  
Click calendar box to enter date

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

Year ended April 30, 2011

	Operating Fund	Grievances and Collective Bargaining Fund	Scholarship Fund	2011	2010
<b>Revenues</b>					
Membership dues	\$ 1,534,845	\$ -	\$ 30,600	\$ 1,565,445	\$ 1,497,421
Dues for Canadian and Ontario Associations	(486,914)	-	-	(486,914)	(471,498)
Net membership dues	1,047,931	-	30,600	1,078,531	1,025,923
Interest income	7,567	14,931	-	22,498	7,468
	1,055,498	14,931	30,600	1,101,029	1,033,391
<b>Expenditures</b>					
Employee wages	241,753	-	-	241,753	266,819
Legal fees	222,332	-	-	222,332	214,531
Release time	104,730	-	-	104,730	80,319
Administration and general	47,330	-	-	47,330	39,123
Scholarships paid	-	-	30,600	30,600	30,600
Travel	9,338	-	-	9,338	19,855
Donations	13,223	-	-	13,223	11,350
Amortization	8,716	-	-	8,716	8,526
Other dues and memberships	6,968	-	-	6,968	6,968
Occupancy Costs	8,709	-	-	8,709	6,680
Negotiations	18,073	-	-	18,073	6,640
Audit fees	6,148	-	-	6,148	4,725
Reception	4,774	-	-	4,774	4,335
Strike preparation	-	22,712	-	22,712	-
	692,094	22,712	30,600	745,406	700,471
<b>Excess of revenues over expenditures</b>	<b>\$ 363,404</b>	<b>\$ (7,781)</b>	<b>\$ -</b>	<b>\$ 355,623</b>	<b>\$ 332,920</b>

See accompanying notes



**The Faculty Association, The University of Western Ontario****Statement of Changes in Fund Balances**

Year ended April 30, 2011

	Operating Fund	Grievances and Collective Bargaining Fund	Scholarship Fund	Total 2011	Total 2010
<b>Balance, beginning of year</b>	\$ 705,304	\$ 1,625,132	\$ 6,939	\$ 2,337,375	\$ 2,004,455
Excess (deficiency) of revenues over expenditures	363,404	(7,781)	-	355,623	332,920
Interfund transfers	(363,716)	363,716	-	-	-
<b>Balance, end of year</b>	<b>\$ 704,992</b>	<b>\$ 1,981,067</b>	<b>\$ 6,939</b>	<b>\$ 2,692,998</b>	<b>\$ 2,337,375</b>

See accompanying notes

Draft

**The Faculty Association, The University of Western Ontario**

(Incorporated under the laws of Ontario)

**Statement of Financial Position**

As at April 30, 2011

	Operating Fund	Grievances and Collective Bargaining Fund	Scholarship Fund	2011	2010
<b>ASSETS</b>					
<b>Current assets</b>					
Cash	\$ 785,576	\$ 2,003,779	\$ -	\$ 2,789,355	\$ 2,384,731
Membership dues receivable	377	-	-	377	758
Prepaid expenses	1,053	-	-	1,053	970
Interfund balances	15,773	(22,712)	6,939	-	-
	802,779	1,981,067	6,939	2,790,785	2,386,459
<b>Property, plant and equipment (note 4)</b>	20,775	-	-	20,775	22,642
	<u>\$ 823,554</u>	<u>\$ 1,981,067</u>	<u>\$ 6,939</u>	<u>\$ 2,811,560</u>	<u>\$ 2,409,101</u>
<b>LIABILITIES</b>					
<b>Current liability</b>					
Accounts payable	\$ 118,562	\$ -	\$ -	\$ 118,562	\$ 71,726
<b>FUND BALANCES</b>					
<b>Operating fund</b>	704,992	-	-	704,992	705,304
<b>Grievances and collective bargaining fund (note 7)</b>	-	1,981,067	-	1,981,067	1,625,132
<b>Scholarship fund (note 6)</b>	-	-	6,939	6,939	6,939
	704,992	1,981,067	6,939	2,692,998	2,337,375
	<u>\$ 823,554</u>	<u>\$ 1,981,067</u>	<u>\$ 6,939</u>	<u>\$ 2,811,560</u>	<u>\$ 2,409,101</u>

See accompanying notes

On behalf of the board

\_\_\_\_\_  
Add note

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

Year ended April 30, 2011

	2011	2010
<b>Operating activities</b>		
Excess of revenues over expenditures of revenues over expenditures	\$ 355,623	\$ 332,920
Item not affecting cash		
Amortization	8,716	8,526
	364,339	341,446
Change in non-cash working capital items		
Decrease (increase) in membership dues receivable	381	(443)
(Increase) decrease in prepaid expenses	(83)	91
Increase (decrease) in accounts payable	46,837	(17,953)
Decrease in unearned revenue	-	(180)
	411,474	322,961
<b>Investing activity</b>		
Purchase of property, plant and equipment	(6,850)	(6,448)
<b>Change in cash position</b>	404,624	316,513
<b>Cash, beginning of year</b>	2,384,731	2,068,218
<b>Cash, end of year</b>	\$ 2,789,355	\$ 2,384,731

See accompanying notes

**The Faculty Association, The University of Western Ontario****Notes to the Financial Statements****April 30, 2011**

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**1. Nature of operations**

The Faculty Association, The University of Western Ontario is the certified bargaining agent for faculty teaching at least 1.0 courses per year (excluding clinical faculty) and for librarians and archivists at The University of Western Ontario. As a non-profit organization, The Faculty Association, The University of Western Ontario is not subject to income taxes on any earned income.

**2. Future changes in accounting policy**

The CICA will be issuing a new accounting framework applicable to not-for-profit organizations. Effective for fiscal years beginning on or after January 1, 2011, not-for-profit organizations will have to choose between International Financial Reporting Standards (IFRSs) and accounting standards for not-for-profit organizations, whichever suits them best. The framework to be adopted as well as the impact of the transition have not yet been determined.

**3. Significant accounting policies**

These financial statements are prepared in accordance with Canadian generally accepted accounting principles. The significant policies are detailed as follows:

**(a) Revenue recognition**

The Association follows the deferral method of accounting for contributions. 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.

**(b) Property, plant and equipment**

Property, plant and equipment are recorded at cost. The Association provides for amortization using the following methods at rates designed to amortize the cost of the property, plant and equipment over their estimated useful lives. The annual amortization rates and methods are as follows:

Furniture and fixtures	20% Declining balance
Computer equipment	30% Declining balance
Computer software	30% Declining balance
Website development costs	3 years Straight-line

**The Faculty Association, The University of Western Ontario****Notes to the Financial Statements****April 30, 2011**

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**3. Significant accounting policies, continued****(c) Use of estimates**

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and the 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 in which they become known. The account specifically affected by estimates in these financial statements is the useful life of property, plant and equipment. Actual results may differ from these estimates.

**(d) Financial instruments**

As permitted for non-profit organization, the Association is applying Section 3861 - Financial Instruments - Disclosure and Presentation, in place of Section 3862, Financial Instruments - Disclosures and Section 3863, Financial Instruments - Presentation.

Financial assets and financial liabilities are initially recognized at fair value and their subsequent measurement is dependent on their classification as described below. Their classification depends on the purpose, for which the financial instruments were acquired or issued, their characteristics and the Association's designation of such instruments. The Association's financial instruments consist of:

Cash	Held for trading financial assets
Accounts receivable	Loans and receivables
Accounts payable and accrued liabilities	Other liabilities

Held for trading financial assets are financial assets typically acquired for resale prior to maturity or that are designated as held for trading. They are measured at fair value on the balance sheet date.

Any change in fair value is recognized as revenue or expense in the period during which the change occurs.

Loans and receivables are accounted for at amortized cost using the effective interest method.

Other liabilities are recorded at amortized cost using the effective interest method and include all financial liabilities, other than derivative instruments.

**The Faculty Association, The University of Western Ontario****Notes to the Financial Statements****April 30, 2011****3. Significant accounting policies, continued****(e) 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 over the expected average remaining service life of employees.

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

**4. Property, plant and equipment**

	2011		2010	
	Cost	Accumulated amortization	Net	Net
Furniture and fixtures	\$ 21,468	\$ 11,324	\$ 10,144	\$ 8,285
Computer equipment	35,186	26,544	8,642	8,772
Computer software	3,478	3,235	243	348
Website development costs	10,474	8,728	1,746	5,237
	<u>\$ 70,606</u>	<u>\$ 49,831</u>	<u>\$ 20,775</u>	<u>\$ 22,642</u>

**5. Prior period adjustment**

The comparative figures have been retroactively restated for the post retirement benefits obligation which was not previously recorded. As a result, retained earnings as at December 31, 2009 have been decreased by \$xxx and retained earnings as at December 31, 2010 have been decreased by \$xxx.

In addition, the company has increased previously reported accounts payable and accrued liabilities by \$xxx as December 31, 2010 and by \$xxx as at December 31, 2011.

**The Faculty Association, The University of Western Ontario****Notes to the Financial Statements****April 30, 2011****6. Pension and other retirement benefit plans**

The Association has a defined contribution pension plan for the administrative staff. During the year the Association contributions to the pension plan were \$XXXX (2010 - \$XXXX).

The accrued benefit liability relating to the post retirement benefits is \$XXXX (2010 - \$XXXX). This liability has been recorded in the financial statements.

	2011	2010
Expense	\$ 1	\$ 1
Benefits paid	1	1

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

	2011	2010
Discount rate	5.25%	5.25%
Medical cost increases:		
Hospital	5%	5%
Drug	8%	8.5%
Other Medical	5%	5%
Dental cost	4.5%	4.5%

**7. Scholarship fund**

This amount is restricted by the Membership of The Faculty Association, The University of Western Ontario for the payment of scholarships. These internally restricted amounts are not available for other purposes without approval of the Membership.

**8. Grievances and collective bargaining fund**

This amount is internally restricted by the Membership of The Faculty Association, The University of Western Ontario 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.

**The Faculty Association, The University of Western Ontario**

Notes to the Financial Statements

April 30, 2011

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**9. Capital disclosure**

The Association's capital consists of its net assets. The Association's primary objective when managing capital is to safeguard its ability to continue as a going concern so that it can continue to act as the certified bargaining agent for faculty teaching and for the librarians and archivists at The University of Western Ontario.

In order to manage the capital, the Association regularly monitors its income and expenditure and considers its cash flow projections. The Association is not subject to any externally imposed capital requirements.

**10. Risk management**

Unless otherwise noted, it is management's opinion that the Association is not exposed to significant currency, interest rate or credit risks arising from their financial instruments.

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**UWOFA Income Statement - LA Strike (September 2011)**

	<b>Actual to December 31, 2011</b>
<b>REVENUE</b>	
CAUT DF	54,880
Donations from other Faculty Associations	38,500
<b>TOTAL REVENUE</b>	<b><u>93,380</u></b>
 <b>EXPENDITURES</b>	
Benefit charge from UWO	7,163
Food for HQ	2,116
Food for support rallies	4,131
Insurance for support rallies	259
Office Equipment	1,238
Office Supplies	1,581
Printing	10,671
Rental of HQ	9,040
Rental of PC for support rallies	2,335
Rental tables and chairs	3,097
Restaurant for NT and Flying Pickets & LA celebration	3,739
Strike Pay	71,775
Van Gas	298
Van Rental (3 vans)	4,335
Wireless & Internet at HQ (includes purchasing 8 cell phones)	2,876
<b>TOTAL OPERATING EXPENSES</b>	<b><u>124,653</u></b>
<b>SURPLUS/DEFICIT</b>	<b><u>-31,273</u></b>

Motion: THAT the Membership approve the following amendments to By-Law 17 from the UWOFA Constitution. (Added words are underlined deleted words are shown with strikethrough.)

UWOFA Constitution

By-Law 17:

- a) The Board of Directors shall establish a Negotiating Team, when it is required. The Negotiating Team will consist of at least five Members, one of whom, shall be designated the Chief Negotiator, and at least one of whom, for bargaining with respect to Certificate 4482-97 must be a Part-Time Member. The President or his or her Designate selected from the Executive Committee shall have observer status on the Negotiating Team.
- b) The Negotiating Team and the Chief Negotiator shall be appointed by the Board of Directors, subject to ratification by a simple majority of Members in a mail ballot.
- c) The Negotiating Team ~~is responsible~~ shall be accountable to the Board of Directors and takes its instruction from the Board of Directors as to general strategy and responses in principle to proposals from the employer. Its mandate comes from the Board of Directors acting on behalf of the Association. The Negotiating Team shall provide a written and oral report to the Board of Directors. The Negotiating Team shall also provide an oral report to the Membership at General Meetings.
- d) ~~The Negotiating Team shall report both to the Board of Directors and to the Membership at General Meetings.~~

Full text of the [UWOFA Constitution](#) can be found on the UWOFA web site.