



AMICCUS-C Executive Report

2022 - 2023

**Annual General Meeting
National Professional Conference
Westin Resort & Spa, Whistler BC
4090 Whistler Way
Thursday, June 1, 2023
1:00 pm PST**

AMICCUS-C Executive Report

Introduction and Highlights

The Board is pleased to present its Executive Report for the period of July 1, 2022 to date, to the Membership, noting there may be some fluidity in membership count and financial impacts based on the writing of the report in late May, 2023 and the 2023 AGM.

In 2022 the National Professional Conference (NPC), which was also the 45th Anniversary of AMICCUS-C, saw the NPC return to pre-pandemic processes, with St. FX University Students' Union hosting NPC in Antigonish NS from May 30 – June 2, 2022. Equally, the three Regional Professional Conferences (RPC) were planned to take place in person. The Western RPC was hosted by University of Alberta Students' Union with Craig Turner as host lead, and took place November 7 – 10, 2022. The Central RPC was hosted by St. Clair College Student Representative Council with Ryan Peebles (Windsor) as host lead, and took place November 8 – 11, 2022. The Eastern RPC host was St. Mary's University Students' Association with support from Cathie Ross and Graeme MacKenzie as lead. Unfortunately, the Eastern RPC was unable to take place as planned due to the Maritime hurricane event, noting that St. Mary's is looking forward to the opportunity to host in 2023.

The financial impact of the pandemic was less significant in 2022 with sponsorship revenue actually exceeding the budget target. Membership revenue, however, was down slightly due to member organizations themselves experiencing financial uncertainty related to COVID-19 and the residual impact of closed domestic and international borders affecting student enrollment. Interest revenue was higher than budgeted due to increases in the interest rate for our savings accounts. The 2022 budget was a conservative one with focus on non-discretionary operational expenses and, at the time of approval, uncertainty as to whether the 2022 NPC would take place in person. As it did proceed as a face-to-face event, there were additional NPC expenses incurred that weren't originally budgeted. Even with incredibly tight fiscal management, the overall impact for 2022 resulted in a \$3,170 deficit. However, AMICCUS-C remained in a healthy overall financial position with a \$69,082 operating reserve as at December 31, 2022.

Despite the challenges during this reporting period, the Board focused on a number of commitments made to the membership:

- With increased capacity of a Communications Coordinator, AMICCUS-C has been able to respond to growing communication requirements of the organization and is now positioned to respond to expanding and changing needs of members. In late 2022, the website revamp project started and when completed in 2023 resulted in providing members with faster and more user-friendly features within the community engagement platform *Social*, and more enhanced functionality. This next step for this project will include mobile apps;

- The Board committed to revamping the current awards and recognitions program. The hard work of the ad hoc Awards Committee resulted one new award, the Builders Category, being launched in 2022;
- As committed to the Membership, following the Membership approval of AMICCUS-C's new code of professional ethics and conduct; the ad hoc Ethics Committee has continued to work on developing a standards of membership certification and accreditation program which will result in further learning and professional development opportunities for members.

Executive Membership

The Executive Board for 2022 - 2023 consisted of:

- Jeannette Mandrusiak, President
- Leeanne Mills, Western Region Director
- Carol Balzer, Central Region Director
- Erin Mallory, Eastern Region Director

This was a notable Executive as for the first time in AMICCUS-C history the Executive was comprised of all female members.

The Management Personnel for AMICCUS-C are:

- Shari Hildred, Executive Director
- Jordan Hallawell, Communications Coordinator

Summary of Meeting Dates

The AMICCUS-C Executive met on the following dates in 2022, with the Executive Director acting as Chairperson: September 15, October 15 & 16 (in-person and site visit for 2023 NPC), November 28; and, in 2023 on January 12, April 6 and May 27 & 28 (in-person).

Priorities

In alignment with the Board-established Strategic Plan, a number of priority areas were focused on over the past year:

- Planning and adjustment of the 2022 NPC to move back to in-person and planning for the 2023 NPC along with preliminary 2024 NPC planning considerations;
- Board of Director approved a Land Acknowledgement for inclusion on the website and other communication: *AMICCUS-C acknowledges the homelands of the Indigenous Peoples of Turtle Island, this place we now call Canada, and honours the many territorial keepers of the Lands on which we work.;*

- Further to the 2022 AGM and question on hybrid voting at the AGM, after thorough discussion on the opportunity vs. challenges, the Board has determined it will not pursue this option at this time;
- Review and revamp of existing Member awards and recognitions;
- Review of ongoing standard and accreditation work as presented by the ad Hoc Ethics Committee;
- Launch of new Builders Category Award;
- Enhancements of the website and *Social* Community Platform in preparation for launch of new model in 2023;
- Financial accountability including review to the Financial Policy Manual;
- Board approved a new Conflict of Interest and Confidentiality Agreement for all existing Board members and will also be used as part of orientation procedures for new Board members;
- Board completed bi-annual review of RPC Hosting policy with commitment to continue discussion regarding possibly future changes;
- Ongoing Strategic Plan development/implementation.

Detail of Activities

National Professional Conference (NPC) Planning

2022 NPC Planning - The Board previously concluded a national call of interest to host the 2021 NPC which was awarded to St. Francis Xavier University Students' Union. Due to Covid-19, St. FX confirmed they would host in 2022. The Board would like to extend sincere thanks to the host committee chair, Sean Ryan, General Manager, for his collaboration in adjusting NPC planning to accommodate hosting in 2022; with the conference dates being May 30 – June 2, 2022. The theme for the 2022 NPC was updated to 'AMICCUS-C National 2022: Game On!' and the Board was excited to bring members together for an in-person NPC after a two-year hiatus! Thank you Sean and the entire St. FX host team for making the 45th anniversary a notable one!

2023 NPC Planning – In the spring of 2020, the Board concluded a national call of interest to host the 2022 NPC. Capilano Students' Union expressed interest in hosting (location would be outside of Vancouver in Whistler, BC). Further to serious consideration the Board was pleased to confirm acceptance of Capilano's application. Again, due to COVID-19, Capilano confirmed they would now host in 2023. The Board would like to extend sincere thanks to the host committee chair, Christopher Girodat, Executive Director, for his collaboration in adjusting NPC planning to accommodate hosting in 2023; with the conference dates being May 29 – June 1, 2023.

2024 NPC Planning – University Student Council of Western University confirmed they would like to pick up on their missed opportunity due to COVID-19 and will be hosting in 2024! The dates have been set for May 27 – 30, 2024 in London! Thank you to Western and their team!

2025 NPC – Call of Interest

The Board has opened a national call of interest to host the 2025 NPC. The Board is targeting interest from the Eastern Region for this future conference and has received one proposal. Any further expressions of interest should be submitted no later than June 30, 2023.

2026 NPC – Call of Interest

The Board has opened a national call of interest to host the 2026 NPC. The Board is targeting interest from the Western Region for this future conference but will accept interest from all member organizations. Expressions of interest should be submitted no later than June 30, 2024.

2027 NPC – Call of Interest

The Board has opened a national call of interest to host the 2027 NPC. The Board is targeting interest from the Central Region for this future conference and has received one expression of interest. Expressions of interest should be submitted no later than June 30, 2025.

Awards Committee

Further to the Board's commitment to revamp the current awards and recognitions program an adhoc Awards Committee was stuck. This Committee is comprised of: Carrie Boerrichter, Co-Chair (Lakeland); Mario DiCarlo, Co-Chair (Seneca); Marie Evangelista (Red Deer); Karen Marasco (Niagara); Melissa Morrow (UPEI); Cathie Ross (Saint Mary's) with two advisors and former members Ian Morrison and Craig Kennedy, and with support from the Executive Director and Communications Coordinator. This Committee met quarterly through 2022 and continues to meet on an as required basis.

The Board extends sincere thanks to this incredible group of volunteers and gratefully acknowledges all of their contributions in revamping and refreshing AMICCUS-C's approach in recognizing its Members in a relevant, meaningful and contemporary way!

Ethics Committee

The Board committed to undertaking a major initiative which would result in development of a code of professional ethics and conduct as well as a standards of membership certification and accreditation program. The ad hoc Ethics Committee is comprised of: Graeme MacKenzie, Co-Chair (St. Mary's); Kate Jarman, Co-Chair (Capilano); Caroline Cottrell (UofSK and remains as advisor to Committee post-retirement); Matthew May (Assiniboine and subject matter advisor resource to Committee); Leeanne Mills (NAIT who steps down after being elected to the Western Region Director position); Rachel Paris (SAIT); Cherie Sawaryn (NorQuest); Carol Tetreault (SaskPolyTech) and the Committee welcomed its newest members in 2022; Kayleigh Rossetto (Brock); Tania Smart (University of Fraser Valley); Cindy Roose (Augustana); and

Joel Willett (Fleming), and with support from the Executive Director and Communications Coordinator.

The Board would like to extend thanks to this group of policy-minded volunteers for taking on a large body of work that requires ‘heavy-lifting’ when grappling with topics such as values, ethics framework and membership standards. The Board is extremely thankful for the contributions of so many great minds in the development of this critically important work – the huge achievement of a Member approved Code of Ethics and Professional Conduct and the more recent work related to standards and accreditation!

Selection Committee

The Board placed a call for nominations and formed a Selection Committee to choose recipient(s) to be awarded at the NPC closing banquet in 2023 as well as to adjudicate the 2023 NPC Travel Bursary applications (maximum of five and two were awarded) and Research and Innovation Bursary (no applications for 2023, thus no award).

Membership Administration

The AMICCUS-C Membership as of May 17, 2023 totalled 81 organizations. Renewal of memberships commenced in January with renewal information compiled using QuickBooks Online and dues being collected. Members are responsible for advising the Executive Director of changes in FTE student members to ensure any fee adjustments can be made prior to the next billing cycle as membership fees relate directly to student counts.

Service Partners

AMICCUS-C continued its Service Partner program by identifying and working with prospective partners who could augment the organization’s professional development program. This included continued working relationships with: PayScale and Salopek & Associates Ltd.

Appointment and Thanks

The Board would like to thank Christopher Girodat for accepting the Board’s appointment as Chief Returning Officer (CRO) for both the 2022 and 2023 elections process. The CRO role is a critically important one and the Board is appreciative of Chris for contributing his time, talent, and expertise in carrying out the CRO duties.

Conclusion

As we wrap up this year and reflect on the challenges faced and opportunities leveraged, the Board continues to be excited about new strategic initiatives to provide value for members through services and opportunities to learn from each other, connect with friends and colleagues and share ideas.

Thank you to our home institutions for their support and for recognizing the personal and professional value in allowing their staff to serve colleagues across the country.

Thank you to Shari and Jordan. Your professionalism and commitment are appreciated, with much gratitude for your dedication to your work and ensuring the success of AMICCUS-C .

And finally, to our families and friends, we thank you for your support and letting us devote a little bit of our personal lives to AMICCUS-C.

Sincerely,

2022-23 AMICCUS-C Executive Board

Jeannette Mandrusiak, President

Leeanne Mills, Western Director

Carol Balzer, Central Director

Erin Mallory, Eastern Director