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Ontario University Registrars' Association

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**2015  
Annual Report**

**of the**

**Ontario University  
Registrars' Association  
(OURA)**

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# 2015 Annual Report of the Ontario University Registrars' Association

## Introduction

The 2015 OURA Annual Report is intended to be a vehicle for sharing relevant yearly highlights with the OURA community, other registrarial colleagues, staff within the Council of Ontario Universities (COU), COU Executive Heads, the Ontario Council of Academic Vice Presidents (OCAV), and others as needed. A year-end summary report from each Standing Committee Chair is enclosed in this OURA Annual Report.

## The 2015/2016 Executive

<b>Position</b>	<b>Name</b>	<b>Institution</b>	<b>Email</b>
President	Charmaine Hack	Ryerson University	chack@ryerson.ca
Past-President	Lucy Bellissimo	York University	lucybell@yorku.ca
Vice-President	Serge Demers	Laurentian University	sdemers@laurentian.ca
Treasurer	Manuela Sheehy	University of Guelph	msheehy@uoguelph.ca
Secretary	Beth Natale	Brock University	bnatale@brocku.ca
Member-at-Large	Christopher Rooney	Trent University	chrisrooney@trentu.ca
Member-at-Large	Jen Sugar	Carleton University	jen.sugar@carleton.ca
Communications Officer	Samantha Read	Ryerson University	s2read@ryerson.ca
Admissions Chair	Parisa Memari	University of Toronto	p.memari@utoronto.ca
Records & Systems Chair	David Marasco	Algoma University	david.marasco@algomau.ca
Scholarships & Awards Chair	Valerie Sarkany	Western University	vsarkany@uwo.ca
Liaison Chair	Paula Johnson	McMaster University	pjohnson@mcmaster.ca
Graduate Studies Chair	Matt Dumouchel	Western University	mdumouc2@uwo.ca



## **The OURA Mandate**

In accordance with the OURA constitution, the Association is guided by the following four-pronged purpose:

- a. OURA shall concern itself with academic administration including, but not limited to, admissions, registration, examinations, scheduling, transcripts, systems, records, calendars, scholarships and awards, secondary school liaison, and other activities or undertakings that may be deemed appropriate to OURA.
- b. It shall encourage and conduct studies on matters related to items indicated in (a).
- c. OURA, as an affiliate of the Council of Ontario Universities (COU) maintains a professional relationships with COU. With respect to OURA's interests and functions which fall within the scope of the activities of COU, OURA may request the appropriate level of funding and administer those funds in a proper, responsible manner. OURA shall advise COU on any item deemed appropriate.
- d. It shall conduct workshops for the exchange of information, professional development, and for the development of new procedures.

**The OURA Executive and the OURA Standing Committees delivered on the above mandate in 2015 and look forward to continuing this tradition in 2016.**



## **President's Report**

February, 2016

This past year, the OURA Executive embarked on an ambitious series of goals aimed at renewing vitality and relevance within the Association to meet the evolving needs of our membership. It is my pleasure to share some of these initiatives.

First, the OURA website was redesigned to improve the user experience. To date we have received very positive feedback about the creative design and intuitive navigation.

Second, the OURA Conference has been reinvigorated to facilitate learning across longstanding registrarial divisions and emerging areas of practice and infuse flexibility and choice into the session lineup.

Third, we're piloting the new 30-Minute Leader Series at this year's Conference to foster broader mentorship within the organization and give new registrarial professionals the primers essential for successful careers in higher education.

Fourth, and perhaps most importantly, we have engaged widely with the OURA membership to consider future directions for our Association. We look forward to sharing what we've learned and inviting your input on our next steps at the annual meeting.

In addition, each Standing Committee has worked diligently on our collective behalf to further best practices across our registrarial portfolios – their reports are impressive and I encourage you to take a moment to read each of them.

Finally, I would like to express my heartfelt gratitude and appreciation to a terrific Executive – it has been a pleasure getting to know you and working alongside you.

Respectfully submitted,

Charmaine K. Hack  
President, OURA  
Registrar, Ryerson University



## **Treasurer's Report 2014-15**

The annual Treasurer's Report focuses on previous year activities as the Conference occurs part way through the current reporting year.

Following is the Profit and Loss Report related to 2014-15 activity which includes all revenues and expenses related to the OURA 2015 Conference and OURA activities for the period of April 1<sup>st</sup> to March 31<sup>st</sup>. Some of the revenues and expenses may have been received or paid out after April 1, 2015. However, in order to match expenses to revenues, they are reported as part of 2014-15 activity.

The OURA 2015 Conference was once again a financial success. The central location enabled a large number of registrants to take advantage of one-day and two-day registration options. Local universities and colleges utilized the central location to send many attendees. The central location also enabled the association to control costs as many of the speakers and presenters did not require accommodations or incur significant travel costs. The success of the previous and current Conferences has enabled the association to fund a reasonable cash reserve for contingency purposes.

This is my first year as the OURA treasurer and with a commitment of two years I hope to be able to help ensure that OURA is financially viable for many years.

Respectfully submitted,

Manuela Sheehy  
Treasurer, OURA

**OURA - Statement of Operations For the Fiscal Year Ended March 31, 2015**

		<b>2015</b>
<b>Revenues</b>		
Conference	Exhibitor Revenue	\$11,750.87
	Registrations	\$171,201.20
	Sponsor revenue	\$8,672.50
	Vendor Session	\$1,735.50
<b>Conference Total</b>		<b>\$193,360.07</b>
OURA	<b>Bank Interest</b>	<b>\$ -</b>
	GST/HST refund	\$ -
	Membership fees	\$30,284.00
	UIP/SCSSL	\$41,945.29
<b>OURA Total</b>		<b>\$72,229.29</b>
		<b>Total Revenues</b>
		<b>\$265,589.36</b>
<b>Expenses</b>		
Conference	Attendee Gifts	\$3,334.48
	Facilities, Food, Other	\$102,803.93
	Conference Planner	\$35,562.13
	Innovation Award	\$5,000.00
	Registration Services	\$16,423.20
	Speakers	\$17,246.75
	Survey	\$994.40
	Webmaster	\$1,120.00
<b>Conference Total</b>		<b>\$182,484.89</b>
	Exec Meeting Expenses	\$488.28
	GST/HST	\$1,785.04
	Miscellaneous	\$43.86
	Regional Dialogue	\$45,040.95
	Webmaster	\$1,160.00
	Wordpress	\$1,432.49
<b>OURA Total</b>		<b>\$49,950.62</b>
		<b>Total Expenditures</b>
		<b>\$232,435.51</b>
		<b>Profit/(Loss)</b>
		<b>\$33,153.85</b>
Change in Cash Position		
Bank Balance at April 1, 2014		\$74,276.08
Bank Balance at March 31, 2015		\$110,928.78
Net Cash Inflow/(Outflow)		\$36,652.70
Inflows from Revenue		
2014 Revenues		\$265,075.19
2015 Revenues		\$265,589.36
Outflows from Expenses		
2014 Expenses		\$261,576.34
2015 Expenses		\$232,435.51
Net Cash Inflow/(Outflow)		\$36,652.70



Ontario University Registrars' Association

## **Report of the Nominating Committee 2016-2017**

### **The following positions are automatically filled according to the OURA Constitution:**

President:	Serge Demers (Laurentian)
Past-President:	Charmaine Hack (Ryerson)
Treasurer:	Manuela Sheehy (Guelph) – 2 <sup>nd</sup> year

### **Nominations have been received for the following positions:**

Vice-President:	Tracy Al-idrissi (Trent)
Secretary:	Robyn Parr (Ryerson)
Communications Officer:	Necia Martins (Wilfrid Laurier)
Member-at-Large (2 positions):	Geraldine Jones (Brock) Christopher Rooney (Trent)
Web Administrator (new):	Nominations Pending

Respectfully submitted by the Nominating Committee,

Lucy Bellissimo (Past President), Chair  
Serge Demers (Vice-President)  
Charmaine Hack (President)



## **Report of the Communications Officer**

February, 2016

This year, the primary tasks of the Communications Officer have consisted of the migration and launch of the new OURA website.

The new OURA.ca was redesigned based on membership and Executive feedback, placing greater emphasis on member-only content and enhancing the opportunities for information sharing. Features such as the discussion board will ensure that the great networking and conversations that occur during the annual Conference can continue throughout the year.

In addition, my role has supported the creation of new initiatives such as a revamped Conference program with seven different track themes, and the opportunity to provide presenter feedback during the Conference. I am excited to see how Conference delegates and members respond to these new options.

I would like to express my thanks to the members of the Executive for their ongoing support and dedication this past year. It has been a pleasure serving on the OURA Executive in this position.

Respectfully submitted,

Samantha Read  
Communications Officer, OURA





## Standing Committee on Scholarships and Awards Chair's Report

### Committee Membership

**Chair:** Valerie Sarkany, Western University  
**Vice-Chair:** Kelly Faller, OCAD University  
**Past Chair:** John Arnou, St. Jerome's University/ University of Waterloo  
**Members:** Brenda Denomme, University of Waterloo  
Angela Wilson, Western University  
Cheryl Clarke, Brock University  
Lisa Junkin, Trent University  
Stephanie Morrison, St. Jerome's University/University of Waterloo

The activities of the Standing Committee on Scholarships and Awards over the past year have focused on Conference planning, and we are pleased to present informative and exciting sessions for the 2016 OURA Conference. We hope that the sessions will address some of the challenges faced by our colleagues as well as provide insight into new developments. Some highlights of the 2016 Conference include:

- Martin Hicks of HEQCO discusses the ROI on a university education, taking into account the cost of tuition, student loan debt, employment prospects and earning potential. See session J5.
- Alice Pelkman provides insight into the direction of the OSAP program in session B3, "Understanding OSAP – What is it? Where is it going?"
- Award Application Management in a Digital World" (C6) will explore the University of Toronto's digital award process, eliminating a paper-based process for students and administrators alike.
- Aaron House of Pathways to Education Canada will discuss Pathway's program of academic, financial and social supports for "Building a Graduation Nation." Scholarships offices are seeing an increase in privately funded awards targeting students who successfully transitioned to University from this program.
- Many schools still invest in a work-study bursary program. Session G2, "Create a Batman, not a Robin: Making the most of your student staff" looks at the opportunity we have to create meaningful work experiences for students that build skills for future employability.

The committee also discussed topics such as: best practices in award administration for students with disabilities and reduced course loads; organizational structure and where scholarship/award units fit in; what IT resources schools are using to manage awards; and the use of awards to target under-represented groups in STEM faculties. We hope to continue the discussion at our roundtable session.

The election for membership on the Standing Committee will take place during our Annual General Meeting on Wednesday, February 10. We invite our colleagues to consider contributing their time and knowledge to this committee. The committee meets via conference call periodically over the year. This is a great professional development and networking opportunity.

Finally, I would like to express my thanks to the members of the Standing Committee for their dedication this past year.

Respectfully submitted,

Valerie Sarkany  
Chair, Standing Committee on Scholarships and Awards

## Standing Committee on Graduate Studies Chair's Report

### Committee Membership

**Past Chair:** Deborah Russell, Wilfrid Laurier University  
**Chair:** Matt Dumouchel, Western University  
**Vice Chair:** Almey Tse Soriano, University of Ontario Institute of Technology  
**Members:** Alice Brummell, OCAD University  
David Handsor, University of Guelph (left late 2015)  
Victoria Hurlihay, University of Toronto  
Heather Moore, York University  
Andrew Wilson, York University

The Standing Committee on Graduate Studies met over the past year by teleconference, web meeting and email discussion. The bulk of our activity related to planning the Graduate Studies sessions for the 2016 Conference.

The Standing Committee provided two surveys to the community over the course of the year. The first was to determine some general goals for the committee. Three ideas surfaced that the community strived to oblige:

1. **Updating the OURAGrad email listserv**

A newly delivered Google Group replaces the Western-maintained listserv as a method to connect the now 84-member strong listing. The Group allows for the archiving of all communications, is more portable than the simple listserv and will provide additional support to future endeavours within the group.

2. **Updating the International Admission Placement Guide**

The International Admission Placement Guide is a resource provided by OURA and used widely by the OURA graduate membership. The survey asked the community to provide the countries that required the most urgent updating. Almey, Victoria and Alice from the standing committee reviewed these requests and provided updates to the web team.

3. **Collect general diagnostic information from the community**

Our discussions across the listserv often focus on timely portions of larger business. It has been suggested that the community would benefit from some general information packages that detail and share perspectives on how our various schools coordinate core business such as admissions and recruitment. The committee continues to work to develop these surveys.

The second general survey focused on planning for the Conference. We strived to respond to feedback from our membership, such as maintaining two sections of the popular roundtable discussion session and including timely topics such as mentorship of graduate students, communicating with prospective students and wellness initiatives.

As usual, an election for membership on the Standing Committee (Vice-Chair and Member-at-Large) will take place during our Annual General Meeting, which will be held on Wednesday, February 10, 2016 during the Conference. Nominations received as of January 21, 2015 are:

Vice Chair: Alice Brummell, OCAD University

We will be taking nominations from the floor and encourage those who are interested in getting involved to put their names forward.

Finally, I would like to thank all members of the Standing Committee for their service this past year.

Respectfully submitted,

Matt Dumouchel  
Chair, Standing Committee on Graduate Studies



## **Standing Committee on Secondary School Liaison Chair's Report**

### **Committee Membership**

<b>Chair:</b>	Paula Johnson, McMaster University
<b>Past Chair:</b>	Trevor Lewis, Carleton University
<b>Vice Chair:</b>	Marlin Gold, York University
<b>Members:</b>	Soeun Outh, Ryerson University Hilton Lieu, Guelph-Humber Lionel Walsh, University of Windsor Sasha Trivett, Trent University Brent Krmopotich, Algoma University

### **Ex-Officio**

<b>Chair of IEB:</b>	Effie Gatsinos, University of Guelph
<b>OUF-SC Chair:</b>	Natasha Bijelich, University of Toronto
<b>Website Administrator:</b>	Matt Melnyk, Brock University
<b>OUAC Representative:</b>	Deanna Underwood, Manager, Communications

The Standing Committee on Student Recruitment has worked hard to enrich our events and activities while collaboratively promoting the opportunities that exist for students at Ontario's Universities. It has been a pleasure to work alongside the rest of the SCSR and with the GCSR to implement new ideas and continue to refine our core events and activities. What follows is a summary of the activities of the GCSR for the 2014-2015 recruitment cycle.

I want to thank the entire committee for their efforts on behalf of the collective. The demands on our community to support all that we do is high and yet year over year we are able to draw on our members to take on these roles over and above the demands of their regular jobs. We could not do what we do without these volunteers.

### **Regional Dialogues**

The hosts for the 2015 Regional Dialogues were McMaster University, UOIT, Algoma University, University of Western Ontario, and Trent University taking place from May 5 - 14.

The 2015 Regional Dialogues were well attended and well received by the Guidance Community. Some changes were made to the agendas, which included:

- a standard plenary speaker at all events
- piloting a fair-style roam session
- offering a slate of professional development sessions for counselors

Some of these activities will be implemented across all host sites for 2016 in an effort to better serve our Guidance Community. We are also pleased to be partnering with OSCA to help us with the online registration process.

## **Workshop**

Workshop 2015 was hosted by UOIT from August 19-21, 2015. The event was a huge success both in terms of the sessions offered and the great hospitality that was shown to all attending. Revisions to our Terms of Reference have created a new structure for the Workshop Committee, along with a working document that will help to ensure consistency in the content and deliverables for Workshop Conferences moving forward.

## **Ontario Universities' Fair**

The Ontario Universities' Fair was attended by over 130,000 people from September 25-27.

The OUF-SC has already begun its preparation for the 2016 installment of OUF, the weekend of September 23-25, 2016. Demands for space are an ongoing issue. The committee has reviewed institutional requests for floor space above the current maximum of 3,000 sq. ft. A process has been put in place to allow these requests on an annual basis. Decisions will be made by the OUF-SC on a case-by-case basis. Considerations for expanding the show floor into Hall F are being considered for future events. A process is also underway to implement (if approved) a Centralized Digital Data plan to make the gathering of prospect data easier for our guests as well as more efficient for our member institutions.

## **University Information Program**

The UIP-Working Group (UIP-WG) was charged with the organization and implementation of all eight UIP weeks. This new structure was highly effective not just in the organization of the weeks but in handling any and all issues or concerns that arose. The UIP-WG has now become a formalized part of the GCSR organizational structure.

Dates for 2016 have been set, covering the 8 Ontario regions to visit between the first week of October and the first week of November. No UIP's will be held the week of Thanksgiving or Halloween this year based on feedback received by both the universities and the Guidance Community.

## **PSIE Calendar**

In addition to the UIP, and institutions' individual school visits, Post-Secondary Information Events (PSIE's) organized by individual high schools, especially in the GTA, were widely attended by our members. Our centrally-managed PSIE calendar saw a new record of over 100 Guidance Counselor-organized events posted this year, and growth of these events is a trend that is expected to continue.

## **eINFO**

The eINFO website continues to be a primary source of information for those interested in learning more about undergraduate programs at Ontario universities. eINFO underwent a full redesign that was launched in 2014. It has been received with very positive reviews from the community it serves.

Respectfully submitted,

Paula Johnson  
Chair, SCSSL



## Standing Committee on Undergraduate Admissions Chair's Report

### Committee Membership

**Chair:** Parisa Memari, University of Toronto  
**Past Chair:** Parisa Memari, University of Toronto  
**Vice Chair:** Samantha Murray, University of Waterloo  
**Members:** Tatum Bizony, University of Waterloo  
Glennice Burns, Wilfrid Laurier University  
Cindy Cripps, Western University  
Erika Danziger, Ryerson University  
Kevin Whitmore, Trent University

The Standing Committee on Undergraduate Admissions has again had a busy and productive year. We discussed a broad range of topics including:

- Multiple Credit courses in Ontario Technological Education
- PIF (Feasibility Study on International Documents)
- Common Canadian Response deadline
- Activities section of the OUAC applications
- Electronic reporting of non-Ontario Secondary school grades by OUAC

We received unanimous support from the Admissions Directors for our proposal to make the activities field on the OUAC application mandatory for applicants who have a gap in their education. This is to ensure that applicants provide their complete academic and non-academic information. We have submitted our request to add edits and revise the existing text to OUAC for implementation.

All universities expressed interest in the electronic reporting of non-Ontario Secondary school grades by OUAC and would like the OUAC to build this request into their strategic plan.

Our recent focus was on planning the OURA Conference sessions to reflect the changes that are occurring in admissions. Our goal was to provide our members with a program that is interesting and informative. We are excited that some of the more complicated issues around admissions will be well explored through the many sessions organized for the Conference.

I would like to thank the members of the Standing Committee on Undergraduate Admissions for their efforts throughout the past year.

Respectfully submitted,

Parisa Memari  
Chair, Standing Committee on Undergraduate Admissions



## Standing Committee on Records and Systems Chair's Report

### Committee Membership

**Chair:** David Marasco, Algoma University  
**Past Chair:** Margaret Bura, University of Toronto  
**Vice Chair:** Neil Neebar, University of Toronto Mississauga  
**Members:** Tracy Al-idrissi, Trent University  
Karen Chung, OCAD University  
Stella Holley, University of Guelph  
Josie Lalonde, University of Toronto

The Records and System Standing Committee of OURA met in Toronto in September 2015 and had a number of electronic discussions throughout the year. During our discussions, the committee was mandated to establish potential workshops on connectivity and collaboration in an effort to propel innovation of registrarial professional practice to be hosted at the Ontario University Registrars' Association annual Conference (Toronto, 2016). We focused our attention on current issues and challenges of systems-related activities of post-secondary education. Working closely with the OURA executive affords the committee an opportunity to advise and recommend to the association effective changes to process within Registrars' Offices.

The input forwarded by OURA delegates who attended the Conference last year provided the committee with valuable suggestions in an effort to finalizing the Conference workshop recommendations. The completed surveys suggested a variety of possible professional development and training sessions. Of the many suggestions, we finalized the Conference workshops to first-year orientations, online advising opportunities, academic calendars, timetabling practices, efficiencies in the office, and student web services.

I would like to thank the current participants of the committee for their work and dedication over the past year. I look forward to the work of the Records and Systems Standing Committee in addressing the challenges of systems development in the university sector. The standing committee is dedicated to aligning its goals and initiatives with the invaluable feedback received from our colleagues. We received positive comments from our members last year on the variety of sessions and opportunities for members to exchange ideas, and we will continue our future Conference planning with this in mind.

Respectfully submitted,

David Marasco  
Chair, Records and Systems Standing Committee



**ONTARIO UNIVERSITY REGISTRARS' ASSOCIATION  
2016 ANNUAL GENERAL MEETING**

Thursday, February 11, 2016 at 8:00 am – Salon A  
Toronto Marriott Downtown Eaton Centre Hotel – Toronto, ON

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- 1.0 Call to Order**
- 2.0 Approval of Agenda**
- 3.0 Approval of Minutes of the February 12, 2015 Annual General Meeting**
- 4.0 Motion (see handout, previously circulated)**
- 5.0 Standing Committee Reports**
  - 5.1 Admissions
  - 5.2 Graduate Studies
  - 5.3 Records & Systems
  - 5.4 Scholarships & Awards
  - 5.5 Secondary School Liaison
- 6.0 Treasurer's Report**
- 7.0 President's Report**
- 8.0 Communications Officer's Report**
- 9.0 Report of the Nominating Committee & Election of Officers**
  - 9.1 Vice President
  - 9.2 Members-at-Large
  - 9.3 Secretary
  - 9.4 Communications Officer
  - 9.5 Website Administrator (pending approval of above motion)
- 10.0 New President's Comments**
- 11.0 New Business**
- 12.0 Adjournment**



## MINUTES OF THE 2015 ANNUAL GENERAL MEETING

Thursday February 12, 2015 at 8:15 am  
Toronto Marriott Downtown Eaton Centre Hotel - Toronto, ON

**Executive Members Present:** Effie Gatsinos (Past President & Interim Treasurer), Lucy Bellissimo (President), Charmaine Hack (Vice President), Samantha Read (Communications Officer), Beth Natale (Secretary), Valerie Sarkany (Scholarships and Awards), Paula Johnson (Secondary School Liaison), Parisa Memari (Admissions), Margaret Bura (Records), Deborah Russell (Graduate Studies), Yvette Ali (Member at Large).

**Each of the following institutions has a delegate present for voting:**

Algoma (David Marasco), Brock (Beth Natale), Carleton (Janice O-Farrell), University of Guelph (Deanna McQuarrie), McMaster University (Paula Johnson), Nipissing University (Heather Brown), University of Ontario Institute of Technology (Leslie Becksei), University of Ottawa (Isabelle Mayrand), Queen's University (John Metcalfe), Ryerson University (Charmaine Hack), University of Toronto (Ken Withers), Trent University (Tracy Al-idrissi), Western University (Glen Tigert), Wilfrid Laurier University (Craig Chipps), University of Windsor (Alice Miller), York University (Andrew Wilson).

Regrets: Lakehead University, Laurentian University, OCAD University, Royal Military College of Canada, University of Waterloo.

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**13.0 Call to Order:**

8:05 am

**14.0 Approval of Agenda:**

Treasurer election added as Item 9.3.

**Motion** to approve as amended (Western). Seconded (Carleton). Carried.

**15.0 Approval of Minutes of the February 13, 2014 Annual General Meeting:**

Amendments to Minutes: none.

**Motion** to approve as presented (Algoma). Seconded (WLU). Carried.

**16.0 Motions:**

**Context:** Changes to the Terms of Reference for the Standing Committee on Secondary School Liaison, and resulting impact on the OURA Constitution.

There were 25 motions passed by the General Committee on Secondary School Liaison and approved by the OURA Executive at the December 2014 meeting. As a result, Constitutional amendments (reflecting the Standing Committee name change) need to be voted upon at the 2015 OURA AGM (in an Omnibus Motion).

**Motion:** Where the name *Standing Committee on Secondary School Liaison* (SCSSL) and *General Committee on Secondary School Liaison* (GCSSL) are referenced in the OURA Constitution, replace with *Standing Committee on Student Recruitment* (SCSR) and *General Committee on Student Recruitment* (GCSR).

**Moved** (McMaster). Seconded (Nipissing). No questions. Vote – all in favour. Motion Carried.

**17.0 Standing Committee Reports**

17.1 **Admissions:** Page 38 in Conference Program.

**Motion** to accept the report as presented (Carleton). Seconded (U of T). Carried.

17.2 **Graduate Studies:** Page 35 in Conference Program.

**Motion** to accept report as presented (York). Seconded (OCAD). Carried.



- 17.3 **Records & Systems:** Page 40 in Conference Program.  
**Motion** to accept report as presented (UOIT). Seconded (OCAD). Carried.
- 17.4 **Scholarships & Awards:** Page 33 in Conference Program.  
**Motion** to accept report as presented (Western). Seconded (Carleton). Carried.
- 17.5 **Secondary School Liaison:** Page 36 in Conference Program.  
**Motion** to accept report as presented (Nipissing). Seconded (UWaterloo). Carried.

18.0 **Treasurer's Report**  
See report presented on page 29 of Conference Program.  
**Motion** to accept report as presented (Windsor). Seconded (U of T). Carried.

19.0 **President's Report:**  
See report presented on page 27 of Conference Program.  
**Motion** to accept report as presented (Carleton). Seconded (York). Carried.

20.0 **Communications Officer's Report:**  
See report presented on page 32 of Conference Program.  
**Motion** to approve as presented (Windsor). Seconded (Carleton). Carried.

21.0 **Report of the Nominating Committee & Election of Officers:**  
The following positions are automatically filled according to the OURA Constitution:

President:	Charmaine Hack (Ryerson)
Past-President:	Lucy Bellissimo (York)
Secretary:	Beth Natale (Brock) – 2 <sup>nd</sup> year
Communications Officer:	Samantha Read (Ryerson) – 2 <sup>nd</sup> year

Nominations have been received for the following positions (at January 13, 2015):

Vice-President:	Serge Demers (Laurentian)
Treasurer:	
Member-at-Large (2 positions):	

Respectfully submitted by the Nominating Committee: Effie Gatsinos (Past-President), Chair  
Charmaine Hack (Vice-President), Yvette Ali (Member-at-Large)

**AMENDMENT:**

Nominated Candidates for elected positions: Vice President (Serge Demers, Laurentian); Treasurer (Manuela Sheehy, Guelph); Member at Large (Christopher Rooney, Trent; Jen Sugar, Carleton).

**Motion** to accept report as amended (Carleton). Seconded (Nipissing). Carried.

21.1 **Vice President:**  
Nominations from the floor opened for Vice President. No further nominations.  
**Moved** (Carleton). Seconded (Laurier) to accept and close the nominations.  
**Acclaimed:** Serge Demers, Laurentian.

21.2 **Members-at-Large:**  
Nominations from the floor opened for Members at Large. Emily Serasua, York, nominated.  
**Moved** (York). Seconded (Carleton) to accept and close the nominations.  
**Elected:** Christopher Rooney, Trent; Jen Sugar, Carleton.  
**Motion** to destroy ballots (Carleton). Seconded (U of T). Carried.

**21.3 Treasurer:**

Nominations from the floor opened for Treasurer. No further nominations.

**Moved** (Ryerson). Seconded (Western) to accept and close the nominations.

**Acclaimed:** Manuela Sheehey, Guelph.

**22.0 New President's Comments:**

- Thank you to Executive for various supports and extended terms.
- Looking forward to contributing this cycle, and initiating some rethinking and recalibrating.

**23.0 New Business:**

None

**24.0 Adjournment:** The meeting was adjourned at 8:35 am. Moved (York). Seconded (Carleton). Carried.

## **2016 OURA AGM Notice of Motion – January 4, 2016**

### **Context:**

At the OURA Executive meeting of December 7, 2015, the OURA Executive approved a motion to recommend amending the Executive membership to include a Web Administrator role, (a two-year term), to provide technical support for the organization's website, and work alongside the Communications Officer.

This Motion will be shared with the OURA membership in advance of the 2016 AGM, as a part of the OURA Executive Nomination process. If the motion is approved at the 2016 AGM, it is hoped that a Web Administrator will be elected at that time, for a two-year position.

**MOTION 1:** To amend the OURA Constitution to include a Web Administrator role within the OURA Executive. The term of this new position would be two years. Candidates for this new role should have the technical skills necessary to support the organization's online communications needs. Relevant amendments to the OURA Constitution will be made if the position is approved.