



Ontario University Registrars' Association

**2016
Annual Report**

of the

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

2016 Annual Report of the Ontario University Registrars' Association

Introduction

The 2016 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 2016/2017 Executive

Position	Name	Institution	Email
President	Serge Demers	Laurentian University	sdemers@laurentian.ca
Past-President	Charmaine Hack	Ryerson University	chack@ryerson.ca
Vice-President	Tracy Al-idrissi	Trent University	tracyalidrissi@trentu.ca
Treasurer	Manuela Sheehy	University of Guelph	msheehy@uoguelph.ca
Secretary	Robyn Parr	Ryerson University	robyn.parr@ryerson.ca
Member-at-Large	Geraldine Jones	Brock University	gjones@brocku.ca
Member-at-Large	Christopher Rooney	Trent University	chrisrooney@trentu.ca
Admissions Chair	Erika Danziger	Ryerson University	edanziger@ryerson.ca
Records & Systems Chair	Neil Neebar	University of Toronto Mississauga	neil.neebar@utoronto.ca
Scholarships & Awards Chair	Valerie Sarkany	Western University	vsarkany@uwo.ca
Student Recruitment Chair	Marlin Gold	York University	marlin@yorku.ca
Graduate Studies Chair	Almey Tse Soriano	York University	almey@yorku.ca
Communications Officer	Necia Martins	Wilfrid Laurier University	nmartins@wlu.ca
Web Administrator	Andy Moonsammy	McMaster University	moonsaa@mcmaster.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 2016 and look forward to continuing this tradition in 2017.

President's Report

February, 2017

Since last February, the OURA Executive has worked to make improvements in all areas to meet the evolving needs of our membership.

Once again, the 2017 Conference program reflects Conference theme tracks that break the traditional registrarial divisions. This new approach, piloted in 2016, allows participants to gain a better understanding of a variety of divisions, and the issues that affect those areas. Given that most Registrars' offices are moving to a more integrated approach to student services, this approach seems to make the most sense.

In 2016, we also piloted 30-minute Leader Series sessions. These sessions were met with great enthusiasm and the content was geared to providing new registrarial professionals the primers essential for successful careers in higher education. Both new and veteran colleagues found the sessions provided a deeper understanding of some key issues affecting the registrarial profession today. We have continued several of these sessions this year – both 35-minutes and 60-minutes in length – and hope they will be met with equal enthusiasm.

The Executive has also been listening to the membership. Through consultation, the Executive is bringing to the Annual General Meeting a motion to change the "Scholarships and Awards" group to a "Student Finances" group. This is felt to better reflect the current work of our colleagues in this field.

The OURA website continues to evolve after a major redesign to improve the user experience. Work is ongoing to improve the OURA "member-only" section, including the planned addition of tools to access white papers, committee reports, discussion forums and more. We hope that this added functionality will encourage strong traffic to the site, and help build professional relationships and facilitate networking among our members.

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 this year.

Respectfully submitted,



Serge Demers
President, OURA
Registrar, Laurentian University



Treasurer's Report 2016-17

The annual Treasurer's Report focuses on previous year activities as the Conference occurs towards the end of the current reporting year.

Following is the Profit and Loss Report related to 2015-16 activity which includes all revenues and expenses related to the OURA 2016 Conference and OURA activities for the period of April 1st to March 31st. Some of the revenues and expenses may have been received or paid out after April 1, 2016. However, in order to match expenses to revenues, they are reported as part of 2015-16 activity.

The OURA 2016 Conference was a financial success as in previous years. The central location enabled a large number of registrants to take advantage of variability in 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 second year of my two-year commitment as the OURA treasurer and I would like to continue 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, 2016

		2016	2015
Revenues			
Conference	Exhibitor Revenue	\$18,170.40	\$11,750.87
	Advertising	\$565.00	
	Registrations	\$164,584.48	\$171,201.20
	Sponsor revenue	\$6,200.00	\$8,672.50
	Vendor Session	\$1,200.00	\$1,735.50
Conference Total		\$190,719.88	\$193,360.07
OURA	Advertising	\$169.50	\$0.00
	Membership fees	\$31,313.68	\$30,284.00
	UIP/SCSSL		\$41,945.29
OURA Total		\$31,483.18	\$72,229.29
Total Revenues		\$222,203.06	\$265,589.36
Expenses			
Conference	Attendee Gifts	\$5,460.62	\$3,334.48
	Food, Facilities, Other	\$107,710.55	\$102,803.93
	Conference Planner	\$36,116.53	\$35,562.13
	Innovation Award	\$0.00	\$5,000.00
	Registration Services	\$16,039.73	\$16,423.20
	Speakers	\$17,536.35	\$17,246.75
	Survey	\$1,084.80	\$994.40
	Webmaster	\$1,090.00	\$1,120.00
Conference Total		\$185,038.58	\$182,484.89
OURA	Bank Service Charges	\$0.00	\$32.00
	Exec Meeting Expenses	\$1,066.72	\$488.28
	GST/HST	\$5,140.93	\$1,785.04
	Postage		\$11.86
	Regional Dialogue		\$42,206.76
	UIP/SCSSL		\$2,834.19
	Webmaster	\$13,367.00	\$1,160.00
	Wordpress		\$1,432.49
OURA Total		\$19,574.65	\$49,950.62
Total Expenditures		\$204,613.23	\$232,435.51
Profit/(Loss)		\$17,589.83	\$33,153.85

Conference Revenue	\$190,719.88
Conference Expenses	<u>\$185,038.58</u>
Profit/(Loss)	<u>\$5,681.30</u>
OURA Membership	\$31,483.18
OURA Expenditures	<u>\$19,574.65</u>
Profit/(Loss)	<u>\$11,908.53</u>
Total Profit/Loss	<u><u>\$17,589.83</u></u>

Change in Cash Position

	\$
Bank Balance at April 1, 2014	77,774.93
	\$
Bank Balance at March 31, 2016	<u>128,518.61</u>
	\$
Net Cash Inflow/(Outflow)	<u><u>50,743.68</u></u>

Inflows from
Revenue

2015 Revenues	\$265,589.36
2016 Revenues	\$222,203.06

Outflows from
Expenses

2015 Expenses	\$232,435.51
2016 Expenses	<u>\$204,613.23</u>
	<u><u>\$50,743.68</u></u>



Report of the Nominating Committee 2016-2017

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

President:	Tracy Al-idrissi (Trent)
Past-President:	Serge Demers (Laurentian)
Secretary:	Robyn Parr (Ryerson) - 2 nd year of 2-year term
Communications Officer:	Necia Martins (Wilfrid Laurier) -2 nd year of 2-year term
Web Administrator (new):	Andy Moonsammy (McMaster) – 2 nd year of 2-year term

Nominations have been received for the following positions:

Vice-President:	1. Joe Stokes (UOIT)
Member-at-Large (2 positions):	1. Christopher Rooney (Trent) 2. Julie Zahab (Ryerson)
Treasurer (2 Year Term)	1. Manuela Sheehy (Guelph)
Chair, Standing Committee on Scholarships & Awards	To be appointed by the Standing Committee

Respectfully submitted by the Nominating Committee,

Charmaine Hack (Past President), Chair
Marlin Gold (Chair, Student Recruitment Standing Committee)
Traci Al-idrissi (Vice-President)



Report of the Communications Officer

February, 2017

Working with the Web Administrator, this year has focused on exploring potential opportunities with the new OURA website. Review of web functionality has focused on providing more value to OURA members through exclusive “member-only” content. This would include access through a login protected site to:

- Conference presentations, white papers, and other shared content from standing committees; and
- Discussion boards to use a tool to share and network with peers.

Further review of launching an OURA newsletter is underway. Content and frequency will be determined early this year.

Thank you to the OURA Executive members for their patience in my first year in the role. I look forward to the coming year and the opportunities to further improve web content, as well as improve the value to the OURA membership.

Respectfully submitted,

Necia Martins
Communications Officer, OURA



Report of the Web Administrator

February, 2017

This is the inaugural year of OURA's Website Administrator role. This two-year role was created to provide technical support for the organization's website (www.oura.ca) and to work alongside the Communications Officer.

Following a successful onboarding into the role – and subsequent discussions with the Communications Officer – it was agreed that the preliminary scope of the role should be technical maintenance of the website, versus content-strategy support (to avoid overlap).

To date, major milestones include: familiarization of the website's assets (i.e. multimedia files, WordPress CMS configuration, plug-in functionality, etc.); contact with the website's designer; and an introductory discussion with COU's server administrator (the website's hosting contact). Summer, fall and early winter months also included testing and deployment of functionality expansion previously identified by the Executive. Specific achievements include:

- Addition of member-only content areas / protection of "value-added" content
- Configuration of a previously-installed discussion board (to facilitate online interaction among OURA Members throughout the year)
- Resolution of technical glitches identified by the Communications Officer

At this time, the website appears to be functioning normally. To ensure uninterrupted operation and data-security, the site has several industry standard back-up processes, server security measures and redundancy protocols in place.

During the upcoming months, the discussion board's functionality and promotion strategy will be finalized in collaboration with the Communications Officer. The website's performance analytics will also be examined to identify usage benchmarks, trends and any associated follow-up actions.

As the role moves from its inaugural year to recruitment of an eventual replacement in early 2018, it is becoming evident that members from OURA's Records and Systems community may be ideal candidates to fill and further develop the role into the future.

While there is still one year remaining in my two-year term, working with the OURA Executive in my current capacity has been a pleasurable experience and an invaluable learning opportunity.

Respectfully submitted,

Andy Moonsammy
Website Administrator, OURA



Ontario University Registrars' Association

Standing Committee on Scholarships and Awards Chair's Report

Committee Membership

Chair: Valerie Sarkany, Western University

Vice-Chair: vacant

Members: Brenda Denomme, University of Waterloo

Cheryl Clarke, Brock University

Lisa Junkin, Trent University

Stephanie Morrison, St. Jerome's University at the University of Waterloo

The activities of the Standing Committee on Scholarships and Awards over the past year have been focused on Conference planning, and we are pleased to present our program for the 2017 OURA conference. We hope that the program will address some of the challenges faced by our colleagues, as well as provide insight into new developments

We are proposing a constitutional amendment to the committee's terms of reference, expanding its scope to include any instrument that has a financial impact on students. This broadens the committee's focus to include activities conducted in the Office of the Registrar related to (a) the billing and collection of fees; (b) scholarships and awards; (c) government student loan programs and their interaction with institutional bursary programs; and (d) financial literacy. In addition, the Net Tuition initiative will involve all Ontario universities and will factor prominently in this committee's portfolio.

The election for membership on the Standing Committee will take place during our Annual General Meeting on Wednesday, February 15. 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: Matt Dumouchel, Western University
Chair: Almey Tse Soriano, York University
Vice Chair: Alice Brummell, University of Toronto
Members: Zarine Ahmed, University of Toronto
Whitney Barrett, Western University
Erin Davidson, Trent University
Victoria Hurlihay, University of Toronto
Cherie Mongeon, Wilfred Laurier University
Andrew Wilson, York University

The Standing Committee on Graduate Studies met over the past year by teleconference, and email discussion. The bulk of our activity related to discussing the importance of the graduate international admission placement guide, and determining a different process for OVGS forms. The committee tried to meet bi-monthly, but there were scheduling conflicts. As such, email discussions took place in lieu of teleconference meetings.

At one of the first meetings, the standing committee discussed certain priorities for the coming year.

1. Updating the International Admission Placement Guide

The International Admission Placement Guide was reviewed as a priority in 2015, and also in 2016. The intent was to create a web-based guide so that updates could be managed more easily. A mock-up was created by the Past Chair, and feedback was provided by the standing committee. To update the guide in this manner will be an ongoing process for a few years. However, each Ontario graduate school would be able to share their most recent information on international educational credentials. International GPA calculations remains a top priority.

2. Ontario Visiting Graduate Student Application and Process

Questions arose at a round table discussion at the last OURA Conference regarding minimizing emails and/or keeping an ongoing list of staff who handle OVGS at each institution.

A possible solution to minimizing emails would be to provide a web-based solution to house student forms; however, there were concerns regarding student information and possible breaches, if the platform was not secured properly. As well, this would only work if the staff list was maintained regularly.

The OURA web administrator has created a discussion forum for each standing group (currently in development). A suggestion was brought forward to keep standing items at the top of the discussion, such as an OVGS staff list.

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 15, 2017 during the Conference.

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,

Almey Tse Soriano
Chair, Standing Committee on Graduate Studies



Standing Committee on Student Recruitment Chair's Report

Committee Membership

Chair:	Marlin Gold, York University
Past Chair:	Paula Johnson, McMaster University
Vice Chair:	Lionel Walsh, University of Windsor
PSIE Calendar & Statistics:	Meagan Vande Vooren, Western University
Regional Dialogue Coordinator:	Jo Krisko, Lakehead University**
UIP-WG Coordinator:	Jen Duggan, University of Toronto
Workshop Coordinator:	Soeun Outh, Ryerson University
Secretary:	Laura Gordon, University of Waterloo
Chair of IEB (ex-officio):	Effie Gatsinos, University of Guelph
OUF-SC Chair (ex-officio):	Jess Damery, University of Ottawa**
Website Administrator (ex-officio):	Steffen Reinhart, University of Toronto
OUAC Representative (ex-officio):	Deanna Underwood, Manager, Communications
OUAC Representative (ex-officio):	Alison Holman, Communications Support Specialist

***membership ended prior to end of term*

The Standing Committee on Student Recruitment worked exceptionally hard this year to ensure that the collective activities we undertake together were successful while demonstrating the value of studying at an Ontario University. What a pleasure it has been for me personally and professionally to work with this dedicated team, anxious to push forward the directives of the General Committee on Student Recruitment related to our core events and activities. I would like to take a moment to thank all of the committee members for their efforts and enthusiasm over the past year, which of course go above and beyond the existing demands of their everyday jobs. The activities outlined below would not have happened without their remarkable commitment to our collective and volunteering. Below is a summary of our activities and accomplishments for the 2016 recruitment cycle.

Ontario Universities' Fair (OUF)

The 20th annual OUF was held from September 23 – 25, 2016 at the Metro Toronto Convention Centre and welcomed over 130,000 people from the Greater Toronto Area. After years of discussion, the Centralized Digital Data Collection (CDDC) pilot project was introduced at the fair that saw guests register in advance or upon arrival to obtain their OUF Passport barcode. Scanners were used at all university booths and allowed guests to opt in to receive communications from respective institutions. The pilot year witnessed above expectation registration numbers and as a result we will be launching forward with another test year. This will allow institutions one full recruitment cycle to properly evaluate the effectiveness of the program before voting to make it a permanent component to the OUF.

Preparation has already begun on the planning for the 2017 OUF, which will take place from September 22 – 24, 2017. As part of the planning, a full debrief afternoon was held in December where we specifically discussed issues relating to the floor plan and the data collection project.

University Information Program (UIP)

We had eight terrific volunteers who took on the leadership role of planning and executing the very demanding UIP weeks. This year we partnered with our colleagues at OSAP who attended one of our evening events in Thunder Bay and provided English and French pamphlets that were distributed throughout the remaining UIPs. We look forward to furthering this partnership into 2017 as it provides a value added initiative to our prospective students attending the UIPs.

Dates have been voted on for the 2017 program and we will be tweaking our traditional schedule. As the local demands for high school visits expand, we are responding by having two weeks in October that will see only one UIP run as opposed to two simultaneously. To accommodate this plan, we will see two UIPs in the week immediately following the OUF rather than expanding into the middle of November. Based on feedback from universities and the guidance community, there will continue to be no UIPs the week of Thanksgiving or Halloween.

Workshop

The 2016 Workshop training conference was held at Ryerson from August 17 – 19, 2016 with 150 recruiters attending. The training and networking opportunities continue to foster positive development in new and returning recruiters who were exposed to transformative sessions focusing on personal and professional development. Discussions have commenced relating to the overall value of the conference, notably in an environment of budget reductions.

Post-Secondary Information Events (PSIE) Calendar

Our centrally managed online calendar showcasing well over 100 GTA high school events was widely used again this year. The calendar continues to be an excellent tool for both the guidance community and all Ontario universities.

Regional Dialogues

The 2016 Regional Dialogues were hosted at Laurentian, Waterloo, UofT Scarborough, Carleton, RMCC and UofT Mississauga from April 26th to May 6th. After much discussion internally and with the guidance community, we successfully introduced a new format for the events that included a common plenary speaker across all events and a fair component that fostered direct interactions with university reps and counsellors. Our partnership with OSCA has streamlined the registration process in an attempt to better serve our guidance counsellors.

eINFO

The eINFO website, www.electronicinfo.ca, continues to be the sole source of accurate information for prospective students as it is directly updated by respective institutions. No major changes were implemented this year.

Respectfully submitted,

Marlin Gold
Chair, Standing Committee on Student Recruitment (SCSR)



Standing Committee on Undergraduate Admissions Chair's Report

Committee Membership

Former Chair:	Samantha Murray, University of Waterloo
Interim – Chair:	Erika Danziger, Ryerson University
Past-Chair:	Parisa Memari, University of Toronto
Vice-Chair:	Vacant
Member-at-Large:	Tatum Bizony, University of Waterloo
Member-at-Large:	Glennice Burns, Wilfrid Laurier University
Member-at-Large:	Alison Yokom (Tapak), Queen's University
Member-at-Large:	Rosemary Guido, University of Toronto

Samantha Murray took on a new role at the University of Waterloo and stepped down as Chair in November. Erika Danziger took on the interim role as Chair.

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

- Amendments to the Activities section of the OUAC applications
- Private secondary schools in Ontario
- The potential for an Admissions Staff Professional Development Day

The committee is gaging provincial interest in delivering a one day PD event for Admissions staff. As an extension to OURA, the event will compliment topics previously covered and enable staff to continue to foster inter-University working relationships.

Our recent focus has been on planning the OURA Conference sessions to reflect the changes that are occurring in admissions. Our goal is 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. We are hopeful that the sessions will prove helpful for both new Admissions staff and those with more experience in the field.

Arrangements have been made for Julia Colyar from COU to attend the Admissions Roundtable and AGM to discuss the PIFF pilot project on verification of international documents by WES. Julia will give us a brief snapshot of the pilot and provide feedback from the participating universities.

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

Respectfully submitted,

Erika Danziger
Chair, Standing Committee on Undergraduate Admissions



Standing Committee on Records and Systems Chair's Report

Committee Membership

Chair: Neil Neebar, University of Toronto Mississauga
Past Chair: David Marasco, Algoma University
Vice Chair: Margaret Bura, University of Toronto
Members: Karen Chung, OCAD University
Stella Holley, University of Guelph
Josie Lalonde, University of Toronto
Mwinchande Chande, Brock University
Carolyn Posa, Ryerson University

The Records and System Standing Committee met in Toronto in September 2016 and also connected electronically on a number of occasions throughout the year. In preparation for the upcoming 2017 Ontario University Registrars' Association annual Conference (Toronto, 2017), the committee was mandated to provide suggested topics/speakers that would support the broad theme of "change and collaboration" as well as recognize innovation, co-operation and partnership.

We focused our attention on current issues and challenges of systems-related activities of post-secondary education. Our discussion included topics such as the importance of Big Data and data analytics, IT solutions that improve administrative processes which also align with FIPPA requirements, early alert initiatives and legal status reporting requirements (IIRC).

I would like to thank the current participants of the committee for their work, dedication and collaboration over the past year. I look forward to the work of the Records and Systems Standing Committee in addressing the challenges of systems development and the creation of electronics solutions to support academic and administrative activities 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,

Neil Neebar
Chair, Records and Systems Standing Committee



**ONTARIO UNIVERSITY REGISTRARS' ASSOCIATION
2017 ANNUAL GENERAL MEETING**

Thursday, February 16, 2017 at 7:50 am – Salon A
Toronto Marriott Downtown Eaton Centre Hotel – Toronto, ON

- 1.0 Call to Order
- 2.0 Approval of Agenda
- 3.0 Approval of Minutes from February 11, 2016 Annual General Meeting
- 4.0 Motions
- 5.0 OURA Standing Committee Reports
 - 5.1 Admissions
 - 5.2 Graduate Studies
 - 5.3 Records & Systems
 - 5.4. Scholarships and Awards
 - 5.5 Student Recruitment
- 6.0 Executive Reports:
 - 6.1 Past-President
 - 6.2 President
 - 6.3 Vice-President
 - 6.4 Secretary
 - 6.5 Treasurer
 - 6.6 Communications Officer
 - 6.7 Website Administrator
 - 6.8 Members-at-Large
- 7.0 Report of the Nominating Committee & Election of Officers:
 - 7.1 Vice President
 - 7.2 Members-at-Large
 - 7.3 Secretary
 - 7.4. Communications Officer
 - 7.5 Website Administrator
- 8.0 New President's Comments
- 9.0 Adjournment



MINUTES OF THE 2016 ANNUAL GENERAL MEETING

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

Executive Members Present: Charmaine Hack (President), Serge Demers (Vice-President), Beth Natale (Secretary), Samantha Read (Communications Officer), Matt Dumouchel (Chair, Grad Studies), Valerie Sarkany (Chair, Scholarships and Awards), Christopher Rooney (Member-at-Large), Lucy Bellissimo (Past-President), Manuela Sheehy (Treasurer), Paula Johnson (Chair, Recruitment), Parisa Memari (Chair, Admissions) Dave Marasco (Chair, Records & Systems), Jen Sugar (Member-at-Large).

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

Algoma (Richard Belton), Brock (Barb Davis), Carleton (Janice O-Farrell), University of Guelph (Deanna McQuarrie), McMaster University (Rebecca Hamilton), Nipissing University (Heather Brown), University of Ontario Institute of Technology (Brad MacIsaac), University of Ottawa (Isabelle Mayrand), Queen's University (Monica Corbett), Ryerson University (Robyn Parr), University of Toronto (Parisa Memari), Trent University (Tracy Al-idrissi), Western University (Valerie Sarkany), Wilfrid Laurier University (Jennifer Casey), University of Windsor (Alice Miller), York University (Lucy Bellissimo), University of Waterloo (Ray Darling), OCAD University (Elisabeth Paradis), Royal Military College of Canada (Karl Michaud), Laurentian University (Serge Demers)

Regrets: Lakehead University.

1.0 Call to Order:

8:08 am

2.0 Approval of Agenda:

Motion to approve as amended (5.5 – Student Recruitment). (Waterloo, Carleton). Carried.

3.0 Approval of Minutes of the February 12, 2015 Annual General Meeting:

Amendments to Minutes: none.

Motion to approve as presented. (Brock, Nipissing). Carried.

4.0 Motions: (McMaster, Guelph)

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.

Discussion: Led by Samantha Read, Ryerson

Moved: (McMaster, Queens). Carried.

5.0 Standing Committee Reports (Appendix A, OURA Annual Report)

- 5.1 **Admissions:** Appendix A, page 13
- 5.2 **Graduate Studies:** Appendix A, page 10
- 5.3 **Records & Systems:** Appendix A, page 14
- 5.4 **Scholarships & Awards:** Appendix A, page 9
- 5.5 **Student Recruitment:** Appendix A, page 11

6.0 Treasurer’s Report: Appendix A, page 5, 6

7.0 President’s Report: Appendix A, page 4

Survey results have been shared with members and the observations and feedback gathered will be focus of new Executive Committee. As members indicated that Toronto is a favourable location for conference, a post-conference survey will be conducted to determine a location rotation enabling consideration of multi-year contracts, etc. Members of the Executive Committee and Standing Committees were thanked for their contribution to the work of OURA.

8.0 Communications Officer’s Report: Appendix A, page 8

Focus of work conducted this cycle has been the migration of OURA.CA to increase value to members and enable stronger communication tools and engagement.

8.0 Report of the Nominating Committee & Election of Officers:

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

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

Nominations have been received for the following positions (at January, 2016):

- Vice-President: Tracy Al-idrissi (Trent) Acclaimed
- Secretary: Robyn Parr (Ryerson) Acclaimed
- Communications Officer: Necia Martins (Wilfrid Laurier) Acclaimed
- Website Administrator: Nomination from the floor (P. Johnson, McMaster): Andy Moonsammy, (McMaster) Acclaimed
- Member-at-Large (2 positions): Geraldine Jones (Brock); Christopher Rooney (Trent) Acclaimed

Respectfully submitted by the Nominating Committee: Chair: Lucy Bellissimo (Past-President), Charmaine Hack (President), Serge Demers (Vice-President)

9.0 New President’s Comments

Thanks to C. Hack and Executive Committee for leadership, and looking forward to learning more from the OURA membership on how best to shape the future of this organization.

10.0 New Business:

None

11.0 Adjournment: The meeting was adjourned at 8:55 am. (Brock, Ryerson). Carried.

2017 OURA AGM Notice of Motion – January 31, 2017

Context: At the OURA Executive meeting of November 28, 2016, the OURA Executive approved a motion to recommend amending the Constitution to change the "Scholarship and Awards" group to the "Student Finances" group. There was also some adjustment made as to the role of this group within OURA.

This Motion will be shared with the OURA membership in advance of the 2016 AGM, as a part of the OURA Executive Nomination process.

MOTION 1: To amend the OURA Constitution to change "Scholarship and Awards" group to "Student Finances" group. The purpose of this group is also amended so as to better reflect the work currently done in institutions. A mechanism for replacing vacancies - similar to that of the Graduate Studies group - has also been added. Relevant amendments to the OURA Constitution will be made if the motion is approved.