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## Annual General Meeting 2008 Agenda

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- ❖ Welcome and introduction
- ❖ Acceptance of Agenda
- ❖ Minutes of May 7 2008 AGM
- ❖ President's, Staff and Committee reports
- ❖ Financial Reports
  - ◆ Audited Statements
  - ◆ Budget for 2008
- ❖ Election of Board Members
- ❖ Appointment of Auditor
- ❖ Ratification of Board Activities
- ❖ Adjournment

**Minutes of the Annual General Meeting of Members  
of the National Association of Career Colleges  
May 7, 2008**

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**Present:** Michael McAllister, Herzing College Ottawa ON  
Lori MacMullin, Centre for Distance Education, Sydney, NS  
George Hood, Herzing College Toronto ON  
Heather Sophocleous, MacTech Distance Education, North Sydney NS  
Isagani Castillo, Ontario Health Care Academy, Toronto ON  
Fe de Villa, Canadian International Health Institute, Toronto ON  
Mark Prendi, Osilla Institute, Toronto ON  
Aleksandra Prendi, Osilla Institute, Toronto ON  
Kevin Horsman, BayTech College, NB  
Cheryl Russell-Julien, Everest College, Ottawa ON  
Ann Robinson, ARC Advantage, Toronto ON  
Audrey Brattberg, Academy of Learning, Edmonton S., AB  
Peter Dykstra Snr. Medix School, Toronto ON  
Robert Prendergast, TEC The Education Company Inc. Vancouver BC  
James Loder, Academy Canada, St. John's NL  
Ron Clark, Everest Colleges, Ottawa ON  
Rich Chapman, Saskatoon Business College, Saskatoon SK  
David Leonard, Trebas Institute, Toronto ON  
Hong Li, Respon International College Toronto ON  
Blair Chapman, Saskatoon Business College, Saskatoon SK  
Shirley Desborough, Northumberland College, Halifax NS  
Maria Sun, Victoria College, Toronto ON  
Sherry Stayer, Kingston Learning Centre, Kingston ON  
Randy Henry, Medix/North American Trade School London ON  
Brenda Murray, CompuCollege Halifax NS  
Gail Millar, CompuCollege Halifax NS  
Don Thibert, Everest College, Toronto ON  
Chris Kantor, CompuCollege, Saint John NB  
Deborah Burns, Exec. Dir. New Brunswick Association of Career Colleges,  
Fredericton NB  
Gardiner Wilson, CEC Network, Vancouver BC  
Lois McNestry, Discovery Community College, Campbell River BC  
Hartley Nichol, RCC Institute of Technology, Toronto ON  
Peter Dykstra Jnr. Medix School, Toronto ON  
Bill Riches, Herzing College, Winnipeg MB  
Barbara Levitan, ParaMed, Ottawa ON  
Geoff Collier, Thompson Career College, Kamloops BC  
Derek Jones, DLB Consulting. Fredericton NB  
Roy Nichols, Commercial Safety College, Truro NS  
Sandy Gunning, Elmcrest College Toronto ON  
Cheryl Harrison, MC College Group, Edmonton AB  
Jacqueline Ratté-Kohut, Private Vocational Institutions, MB  
Michele Presse, Champlain Institute, North York, ON  
Paul Kitchin, Exec. Dir. Ontario Association of Career Colleges  
Joe Rodrigues, CDI College, Ottawa ON  
David Boag, The EI Group, Victoria BC  
Debra Johns, CompuCollege Dartmouth NS  
Anne Burns, Exec. Dir. National Association of Career Colleges

**Virginia Bond, Exam Services Specialist, National Association of Career Colleges  
Debra McKinnon, Administrative Assistant, National Association of Career  
Colleges**

President George Hood welcomed everyone to the Annual General Meeting of members.

**1. Approval of Agenda**

**Motion:** Moved by Lori McMullin, seconded by Heather Sophocleous that the agenda be approved as presented.

**Carried**

**2. Approval of the Minutes of the May 9, 2007 AGM**

**Motion:** Moved by Blair Chapman, seconded by Bill Riches, that the Minutes of the May 9, 2007 be approved as presented.

**Carried**

**3. President's, Staff and Committee Reports**

George Hood referred the members to the reports and provided time for review. He asked if there were any questions about any of the reports. There were none.

**4. Financial Reports**

**a) Audited Statements for 2007**

Treasurer Debra Johns, referred the members to the audited statements noting that there had been a slight decline in numbers of members, exam usage and additional expenses related to a number of projects that NACC had initiated in 2007 including the NACC Report "*Toward National Quality Assurance*", the National Career College Survey and Proposal for a Sector Study and the Quality Assurance workshop.

A commitment to the quality initiative approved at the 2007 AGM continued with a stakeholder meeting in October 2007. The Canadian Education and Training Accreditation Commission was chosen as potentially the best vehicle. DLB Consulting Inc. won the contract to implement the work plan to revitalize CETAC. NACC would take control of the operation of CETAC for 1 year. Transition team consisted of external stakeholders plus NACC members and CETAC accredited colleges (Dr. Sam Scully, Susan Golets, MTCU, Ron Koslowsky, Canadian Manufacturers and Exporters, Yves Beaudin, Canadian Information Centre for International Credentials, CMEC, Micheline Nehmé, HRSDC/CSLP. External stakeholders to have majority voting rights. Need to target industry, business, and sector councils.

**Budget 2008**

Debra Johns pointed out that the budget did not show the impact of the CETAC initiative, but that this item would show on the financial statements for 2008 as a receivable. NACC was projecting a deficit budget. Decline in membership due to school closures and amalgamations and other membership issues were contributing factors. Examinations declined in 2007 and projecting this to continue in 2008 although in Ontario funding for additional Personal Support Workers had been announced in the budget. NACC was continuing to work on new curricula – ECE and Pharmacy Assistant. Exam fees and passbook fees to increase as of July 1, 2008.

New projects expected to generate revenue included Online Instructor Development Program, Transcript Storage Service.

Paul Kitchin provided information on OACC's transcript storage service – the STEPS program which had already been approved in Ontario. There was an opportunity to provide a service and revenue sharing with provincial associations and NACC. Paul

added that STEPS could be adapted to meet the requirements in other provinces. Paul had submitted a proposal for STEPS to be an approved vendor to PCTIA in BC however the application had been turned down. Provincial associations or individual colleges interested in more information could contact Paul or Anne Burns.

NACC was also working on a curriculum brokering service. NACC would be the central trading point to bring buyer and seller together.

Looking for revenue generating opportunities was ongoing.

The costs for the CETAC project would eventually be reimbursed by CETAC in accordance with the Memorandum of Agreement. The sheet showing projected revenue and expenses for CETAC in 2008 had an error. The deficit should have shown a deficit of \$24,000 and not \$14,000. NACC was seeking funding to cover the deficit. NACC dues increase for 2009 should help for that year.

George Hood spoke about the disadvantage PCCs faced re: international student recruitment and the work permits. NACC and the Transition Team were working with provincial ministries and other organizations to obtain "buy-in" for the QA initiative. It was important that it be a transparent process independent of NACC. While not guaranteed to provide equivalency or credit transfer, a rigorous third party accreditation which included program accreditation could only help. Approximately 60% of the Transition Team would be external stakeholders. Attempts would be made to ensure that duplication would be avoided. The transition period would end in January 2009.

#### **Audited Financial Statements**

**Motion: Moved by Sherry Stayer, seconded by Geoff Collier, that the audited statements of January 1, 2007 to December 31, 2007, be approved with the addition of a note on page 6 identifying NACC's commitment to the CETAC project.**

**Carried**

#### **NACC Membership Dues**

Proxy voting forms had been sent out for those who could not attend the AGM. Response was 7 in favour of the increase to \$200 effective January 1, 2009 and 2 opposed.

**Motion: Moved by Hartley Nichol, seconded by Sherry Stayer, that the NACC membership dues be increased to \$200 effective January 1, 2009.**

**Carried**

#### **NACC Budget for 2008**

**Motion: Moved by David Leonard, seconded by Kevin Horsman, that the budget for 2008 be approved as presented.**

**Carried**

#### **Special Presentation**

George Hood awarded Peter Dykstra Snr. with honorary membership in NACC in recognition of Peter's commitment to quality and his service to the Board of NACC and the private career college sector. Peter thanked the Board for the award and emphasized the need to help each other and the need to embrace quality as a way for the industry to gain respect.

#### **5. Election of Members-at-Large**

Blair Chapman, Chair of the Nominating Committee reported that he had not received nominations and would accept nominations from the floor for up to 5 member-at-large positions in accordance with NACC bylaws.

**Bill Riches nominated Randy Henry, Medix School**

**Robert Prendergast nominated Hartley Nichol, RCC Institute of Technology for a 1 year term**  
**Blair Chapman nominated Joe Cairo, Marvel College**  
**Debra Johns nominated André Lefebvre, Inter-Dec College**  
**Blair Chapman nominated Michael McAllister, Herzing College**

There were no additional nominations.

**Motion: Moved by Robert Prendergast, seconded by Peter Dykstra Jnr., that the nominations for member-at-large positions be accepted.**

**Carried**

**6. Appointment of Auditor for 2008**

**Motion: Moved by Peter Dykstra Jnr., seconded by Robert Prendergast, that David McCarroll be appointed as auditor for 2008.**

**Carried**

**7. Ratification of Board Activities for 2007**

**Motion: Moved by Sherry Stayer, seconded by Randy Henry, that the actions of the NACC Board of Directors in 2007 be ratified by the membership.**

**Carried**

**8. Adjournment**

The Annual General Meeting of Members adjourned at 10:15a.m.

**President's Report**  
Submitted by Debra Johns  
President, NACC

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**Head Office Report**  
For the 2008 Membership Year  
Submitted by Anne Burns, Executive Director

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**NACC Board of Directors**

Debra Johns President, George Hood Immediate Past President, Blair Chapman Vice-President, James Loder Secretary, Heather Sophocleous Treasurer, Directors: Joe Cairo, Randy Henry, Michael McAllister, Hartley Nichol, Richard Novek, Wayne Palendat, Martine Sabatier-Miller.

**Head Office Staff**

Anne Burns Executive Director, Debra McKinnon Administrative Assistant, Virginia Bond Examination Services Specialist

**Board Meetings**

The election in the spring of 2008 and the potential call for another election in the fall of 2008 made it difficult for the Board to meet with politicians. The March 2008 meeting was held in Toronto and was a strategic planning session for NACC. The October 2008 meeting was one where the Board met with The Alliance of Sector Councils, Andre Parkin and Noel Baldwin of the Canada Millennium Scholarship foundation and Jean-Philippe Tachdjian of the Department of Foreign Affairs and International Trade. We were able to resume meetings with politicians and civil servants in March 2009.

**Quality Assurance**

The NACC Quality Assurance project moved ahead on target and the renewal of CETAC was completed in February 2009 with the Transition Team continuing to assist until the CETAC AGM when the new CETAC Board will be appointed. The Transition Team was comprised of Debra Johns Chair, Yves Beaudin National Coordinator, Canadian Information Centre for International Credentials, Micheline Nehmé Canada Student Loans Program, Susan Golets Ministry of Training Colleges and Universities Ontario, Dr. Sam Scully former VP Dalhousie University and former Chair of the Maritimes Higher Education Commission, Ron Koslowsky Canadian Manufacturers & Exporters (Manitoba), Herman Hansen Boeing Canada, Robert Prendergast NACC, Bill Riches CETAC, Anne Burns NACC Executive Director (ex-officio) and Deborah Burns CETAC Executive Director (ex-officio), Derek Jones DLB Consulting.

A great deal of work has gone into the revisions to the standards, bylaws and policies and procedures as well as spreading the word to key stakeholders at both the provincial and federal levels on the progress of the project.

**Other NACC Projects**



- ❖ The third phase (the graduate survey) of the first national survey of career colleges and students has now been completed. We have sent the Executive Summary to all members with the link to the full survey.
- ❖ The Innovative Practices site sponsored by HRSDC / Canada Student Loans, is hosted on the NACC website at [www.nacc.ca](http://www.nacc.ca).
- ❖ While we did commission a Feasibility Study in 2007 that we hoped would lead to a full sector study and the “value added” that career college training provides, we have been informed by HRSDC, that in the current economic climate, the funding is not available to undertake the study.
- ❖ Spring and Fall issues of the NACC Magazine were published and distributed to high schools across Canada, Members of Parliament, Canadian Education Centres Network. The magazine can also be read on the NACC website. We have requested improvements to the magazine that have been implemented in the Spring 2009 edition.
- ❖ The Directory was published in late fall with the same distribution list as the magazine.
- ❖ Transcript Storage Service: NACC and OACC have partnered to offer a transcript / records storage service to colleges outside Ontario and British Columbia. While it may not be mandatory at this time in your province, you may be required to have that in place in the near future. We will be sending out information on how you can sign up for this service. NACC and provincial associations will share the administration fee so not only will you be helping your college and your students, you will be helping your provincial association and NACC.
- ❖ Online Instructor Development Program: NACC will be able to offer assistance to instructors who do not possess teaching credentials and provide them with the knowledge and practical tools to improve classroom instruction. Having a program available online meets the needs of many who are either in smaller centres, or who do not have the ability to attend in-person classes. Please watch for details.
- ❖ We have formed a new partnership with Canada Student Loans Program to communicate information to members on the Repayment Assistance Plan calculator, Available Grants, etc. CSLP will contribute articles for our newsletter and website.
- ❖ Improving connections with Sector Councils: Anne Burns attended The Alliance of Sector Councils Forum on “Setting the Standard” in February 2008 and in October 2008 and March 2009, the Board met with The Alliance of Sector Councils, Canadian Tourism Human Resources Council, Child Care Human Resources Sector Council, Wood Manufacturing Council. The Board committed to strengthening relationships with Sector Councils. It is worthwhile to check out the TASC website at [www.councils.org](http://www.councils.org) which provides a list of sector councils and links to their sites. Many sector councils have identified competencies for the various skill levels in the sector. There are opportunities for private career colleges to partner with sector councils. Check out the website to determine if there is a “fit” for your college.
- ❖ Establishment of a Committee to review the GST status and determine a strategy to effect change.

### **NACC Examination / Curriculum Services**

New! Over the past year NACC has expanded its curriculum service. The Pharmacy Assistant program has been approved by Dr. Zubin Austin, the approved Pharmacy Program Assessor in Ontario. This program is a national one and will be offered across

Canada. The regulation of Pharmacy Technicians and the accreditation process for institutions offering Pharmacy Technician programs began in Ontario and will continue in other provinces. The opportunity for NACC to establish a national standard for Pharmacy Assistant is one that we hope will bring recognition to our colleges and our graduates and lead to credit transfer into the new Pharmacy Technician program.

We have offered workshops for Personal Support Worker Instructors and Early Childcare Assistant Instructors in Ontario. We will be offering workshops in Atlantic Canada in the early fall and hope to offer other regional workshops in Central and Western Canada in 2010.

The curriculum and examination service has continued to perform above forecasts. We have a new online examination system which will be implemented in July for all NACC programs.

We are indebted to the volunteers on our Examination Services Committees who have donated thousands of hours to review and improve the curricula and examinations. Their commitment to quality is truly inspiring. Thank you to:

PSW Committee: Ann Robinsin Chair, Tessie Abugan, Jeffrey Miller, Myrna O'Brien, Janet Szczukocki

ECA Committee: Sue Martin, Maryann DeLuca, Carla Conway, Barbara Bird

Esthetics Committee: France Bouchard-Michaud, Leslie Lyon

Pharmacy Assistant Committee: Currently being formed. Will consist of college representatives, employers, industry experts

Virginia Bond, NACC Examination Services Specialist provides support for all Examination Services committees.

### **Representation on External Organizations**

- ❖ National Advisory Group on Student Financial Assistance – Anne Burns, Michael McAllister, Hartley Nichol
- ❖ Service Advisory Council – Anne Burns, Michael McAllister
- ❖ Advisory Committee on International Students and Immigration – Anne Burns
- ❖ National Education Marketing Roundtable – Anne Burns
- ❖ Canadian Tourism Human Resources Council Advisory Committee – to be appointed

### **Promotion of NACC Members and Students**

- ❖ National Education Marketing Roundtable in May 2008
- ❖ National Advisory Group on Student Financial Assistance in May 2008
- ❖ TASC Forum in October 2008
- ❖ Canadian Education Centres Network Conference in Montreal – panel on collaboration which included Chris Greenshields, DFAIT, Darcy Rollins, Council of Ministers of Education Canada, Joanne Uyede, President and CEO of Canadian Education Centres Network, Nejat Gorica, Association of Canadian Career Colleges, Karen McBride, Association of Universities and Colleges of Canada, Brent Poole, Canadian Association of

Public Schools International, Jennifer Humphries, Canadian Bureau for International Education, Calum McKechnie, Lang8uages Canada and Anne Burns NACC.

**NACC Advisory Committees to the NACC Board**

- ❖ Finance: Chair Heather Sophoclouds, Debra Johns, Richard Novek, Bill Riches
- ❖ Membership Services: Chair Blair Chapman, Peter Dykstra Jnr., Bill Riches
- ❖ Student Financial Assistance: Blair Chapman, Heather Sophocleous, Don Thibert, Lois McNestry
- ❖ International Studen: Deborah Burns, Monica Matheson, Richard Novek
- ❖ Quality Assurance: Debra Johns, Chair along with the NACC Board
- ❖ Conference 2009: Heather Sophocleous Chair, Deborah Burns, James Loder, Joy McLean, Monica Matheson, Gail Millar, Wayne Palendat, Michele Presse
- ❖ GST: Hartley Nichol Chair, Joe Cairo, Craig Donaldson, George Hood, Paul Kitchin, James Loder, Roy Nichols, Martine Sabatier-Miller

2008 was a busy and exciting year for NACC, the Board and Head Office Staff. Thank you to all who have supported our efforts as we move forward in the year ahead with special thanks to the NACC Board of Directors and to my colleagues Debra McKinnon and Virginia Bond.

## Exam Services Report

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### **PSW**

Submitted by Ann Robinson Chair, PSW Examination Services Committee

### **PSW Committee Members**

Ann Robinson – Chair, Jeffrey Miller, Janet Szczukocki, Myrna O'Brien, Lois McNestry, Anne Burns – Executive Director, Debra McKinnon – Administrative Assistant, Virginia Bond – Examination Services Specialist

The PSW Examination Services Committee met twice in 2008 at the NACC Head Office in Brantford. It was another busy year as the committee and Head Office staff worked hard to promote and improve the PSW program.

### **Highlights of 2008**

#### **Annual PSW Instructor Professional Development Workshop**

The annual PSW Professional Development Day was held on Friday, November 7 at the Best Western Brant Park Inn in Brantford. The theme for the day was "Best Practices". The day began with an open discussion that focused on implementation and evaluation of the updated PSW curriculum followed by sessions on Best Practices in a number of areas – creative teaching, testing and evaluation, practical labs and lab testing, student qualifications and admissions, and bridging vs. part-time programs. There was also a presentation by Elsevier Canada to familiarize participants with the new Second Edition of Mosby's Canadian Textbook for Support Workers and the accompanying ancillary material.

#### **PSW Instructor Training Workshops**

Two workshops were held at the NACC Head Office for instructors new to the PSW Common Standards Group. The focus was on program standards and program delivery. Both sessions were well attended and feedback was extremely positive.

#### **Promotion of the PSW Program**

A covering letter and the NACC PSW brochure were mailed to all Community Care Assess Centre locations in Ontario to inform and promote the NACC PA+2 program and PSW program standards.

#### **New Schools**

During 2008, 12 new member colleges joined the PSW Common Standards Group. During the same period, 5 colleges were removed from the group (including those closed and those no longer NACC members) for a net increase of 7 colleges. There are currently 119 colleges in the PSW Common Standards Group of schools.

#### **PSW Examination Statistics**

Each PSW Common Standards Group school has signed an agreement with NACC verifying that the school will follow NACC standards for the program and that all of its students will write and pass the NACC PSW examination as part of the graduation requirements for their PSW program. In 2008, 4067 PSW exams were written; 3603 passed for a pass rate of 88%. There were also 146 PA+2 exams written of which 142 passed for a pass rate of 97%. All those who passed have received the NACC PSW certificate and pin (PSW only). The certificate is numerically keyed to the student's name and can be used by employers to verify the student's qualifications.

The PSW Examination Services Committee members are dedicated to supporting NACC's mandate "to establish national standards in career training" and ensuring the success of the examination process. They bring a wealth of expertise and commitment, and I would like to thank them for their support. Special thanks to Virginia Bond and Debra McKinnon, we could not have accomplished what we did without you.

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#### **ECA Committee Members**

Sue Martin, Maryann Deluca, Barbara Ford, Carla Conway, Janet Webster, Virginia Bond – Examination Services Specialist

The committee continued to develop a full Early Childhood Educator Program. Extensive time was taken to refine program learning outcomes to reflect the Occupational Profile established by the Canadian Child Care Federation (CCCF) and current trends in training. A broad spectrum of textbooks was suggested for the program with the final decisions in early 2008.

The committee is also working on revisions to the Early Childcare Assistant program and textbooks with revisions anticipated to be finalized in 2008. The practicum handbook is also being revised to reflect CCCF standard sand to provide students with guidance to develop employer expected competencies in free and directed play experiences for young children and a more reflective practice.

Next year the committee is hopeful that the College of Early Childhood Educators in Ontario will be functioning and the Association of Early Childhood Educators of Ontario will be again receiving institutional equivalency applications. The committee is hopeful to submit the NACC application as soon as possible.

Submitted by Virginia Bond – Examination Services Specialist

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**Esthetics Committee Members**

France Bouchard-Michaud, Chair, Janice Best, Sherry Docherty, Leslie Lyon, Virginia Bond – Examination Services Specialist

The Esthetics committee discussed industry standards for the program and trends in training. Industry trends promote the “greening” of spas and salons and the need to teach the practice of added value items throughout the program. The committee is looking at ways to enhance the current program to support these trends.

The committee is also looking at additional materials which address the trends in spa and salon.

Submitted by Virginia Bond – Examination Services Specialist

**Audited Statements as at December 31, 2007**

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## NACC Annual Budget January 1 – December 31, 2008

	Consol	Admin	Exams
<b>REVENUE</b>			
Membership Active	56,000	56,000	
Membership Associate	1,200	1,200	
Curriculum Purchase	20,000		20,000
Exam Fees	166,250		166,250
Passbooks / Brochures	11,377		11,377
Conference (net)	5,000	5,000	
Interest	4,000	2,000	2,000
New Projects	10,000	10,000	
Affinity	<u>3,500</u>	<u>3,500</u>	
<b>TOTAL REVENUE</b>	<b><u>277,327</u></b>	<b><u>77,700</u></b>	<b><u>199,627</u></b>
<b>EXPENSES</b>			
Salaries / Benefits	149,000	55,130	93,870
WSIB	600	222	378
Accounting Service	500	250	250
Rent	19,500	9,750	9,750
Amortization	3,500	1,750	1,750
Insurance	1,600	800	800
Office Supplies	3,800	1,900	1,900
Photocopying	5,000	1,250	3,750
Computer Support	2,500	1,250	1,250
Shipping Supplies	1,200	840	360
Postage / Courier	10,000	2,500	7,500
Equipment Lease	13,700	6,100	7,600
Bank Service / Pay Administration	1,200	300	900
Merchant Visa	2,600	260	2,340
Legal / Audit	6,000	3,000	3,000
Telephone / Fax / Internet	9,000	5,850	3,150
Board Meetings	17,000	15,300	1,700
Staff Travel	18,000	16,200	1,800
Staff Training	500	500	
Promotional Material	500		500
Translation	500	500	
Exam Supplies	7,400		7,400
Exam Services Committee	3,000		3,000
Certificates	700		700
Pins	5,000		5,000
Curriculum Development	<u>10,000</u>		<u>10,000</u>
<b>TOTAL EXPENSES</b>	<b><u>292,300</u></b>	<b><u>123,652</u></b>	<b><u>168,648</u></b>
<b>SURPLUS (DEFICIT)</b>	<b><u>(14,973)</u></b>	<b><u>(45,952)</u></b>	<b><u>30,979</u></b>



## Board of Directors for 2008 - 2009

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The Board of Directors is comprised of provincial appointees (one from each affiliated province) and up to 5 members-at-large. The Member-at-Large provision permits those members who have the expertise and a willingness to contribute to the work of the Board, to be able to serve.

### **Composition of the NACC Board of Directors**

#### **Provincial Appointees (1 per affiliated province)**

BC Joy McLean  
AB Audrey Brattberg  
SK Blair Chapman  
MB Randy Ellingson  
ON George Hood  
NB Debra Johns  
NS Heather Sophocleous  
NL James Loder

Note: Quebec and Prince Edward Island are not currently affiliated with NACC and therefore do not have an appointee to the Board.

#### **Member-at-Large Positions** (provision for up to 5)

There are up to 5 member-at-large positions to be filled at the Annual General Meeting in May. The terms of office for members-at-large are 2-years. All current members-at-large are completing 2 year terms in May 2008.

#### **Current Members-at-Large**

André Lefebvre  
Bill Riches  
France Bouchard-Michaud  
Hartley Nichol  
Michael McAllister  
Robert Prendergast

In accordance with NACC Bylaws, nominations for any vacancy on the Board required to be filled by election of the Active Members i.e. Members-at-Large, may be submitted to Blair Chapman, Chair of the Nominating Committee prior to the AGM by an Active Member or made from the floor by an Active Member at the AGM.

*An Active Member is a member college in good standing (i.e. with dues paid for the year) – an owner, director, officer, manager or employee designated in writing by the Active Member and is allowed one vote at the Annual General Meeting (Article 12.05)*

**All candidates for Member-at-large positions must be nominated by an Active Member and the candidate must be prepared to outline what he/he can contribute to the NACC Board of Directors.**

**NOTE:** NACC will cover the cost of travel, up to a maximum of \$750 per Board meeting for 2 NACC Board Meetings per year. Travel costs to the NACC conference are not covered by NACC.