

**CURAC/ARUCC ANNOUNCEMENT  
ANNUAL CONFERENCE AND AGM 2017  
VOTING DELEGATES**

**To: CURAC/ARUCC Member Associations**

The 2017 CURAC Annual Conference and AGM will be held May 24-26 at Carleton University. In accordance with CURAC/ARUCC By-laws, this is to advise further that the Annual General Meeting of CURAC/ARUCC will be held on Thursday, May 25, 3:00 – 4:30 PM, Second Floor, Richcraft Building, Carleton University. The AGM will consider various reports including a report from the Nominating Committee and the election of Directors for 2017-19. For registration and accommodation information, please go to:  
<http://carleton.ca/cura/curac/2017-curac-conference/>

**Voting Delegates:**

Each member association in good standing is entitled to appoint a voting delegate who shall be the association's voting delegate at the AGM. National Directors who are not appointed as an association voting delegates are also entitled to vote.

Each member association is requested to submit by April 15 to the Secretary at [edgarwilliams@nl.rogers.com](mailto:edgarwilliams@nl.rogers.com), the name and email address of their voting delegate. This is important in order to comply with the Federal Not-for-Profit legislation governing CURAC/ARUCC. For further information on conference registration, please consult the CURAC/ARUCC website.

**AGM Travel Subsidy Policy:**

CURAC/ARUCC has adopted a **Travel Subsidy Policy** for voting delegates. A copy of this policy and the 2017 Travel Subsidy Application Form is attached. Pursuant to the Travel Subsidy Policy, CURAC/ARUCC has approved the following travel subsidy amounts for the 2017 AGM in Ottawa.

A voting delegate, not in receipt from their local association of full travel support to attend the AGM, may apply for a travel subsidy. The following travel subsidy amounts have been approved for 2017: (a) NL and the Maritimes, at most **\$100.00**; (b) Quebec and Ontario, at most **\$50.00**; (c) Manitoba, Alberta and BC at most **\$125.00**. The total available delegate travel subsidy in 2017 shall not exceed **\$1,000.00**.

Each application for a 2017 Travel subsidy will be referred to the Treasurer who shall, in consultation with the President, notify the applicant of any available subsidy.

Ed Williams

Secretary

February 4, 2017

[edgarwilliams@nl.rogers.com](mailto:edgarwilliams@nl.rogers.com)

## **CURAC/ARUCC CONFERENCE TRAVEL SUBSIDY POLICY 2017**

### **Background**

The following travel subsidy policy has been adopted to assist members who plan to attend an Annual Conference/AGM and who are without adequate support from their local association. Given that CURAC/ARUCC financial resources are limited, member associations are encouraged to provide support to the extent possible for an association **delegate** to attend a CURAC/ARUCC Annual Conferences/AGM. When a member of a local association is also a member of the national Board of Directors, the local association is encouraged to appoint the National Director as the local association delegate to CURAC/ARUCC and/or provide travel support to the National Director. Many associations already provide this type of support to minimize costs to the national organization.

The approved travel subsidy policy is as follows:

#### **1. Association Delegates**

A Member Association of CURAC/ARUCC may provide full or partial reimbursement for out of pocket travel expenses incurred by its delegate to attend an Annual Conference/AGM. If a local association is unable to provide the requested support, then CURAC may provide a modest travel subsidy, subject to the following conditions:

- 1.1 A delegate must make application on the approved form to the Treasurer for a travel subsidy;
- 1.2 The maximum amount of subsidy available for a delegate shall be determined annually by the Board based on the distance travelled and the total amount of funds available. This subsidy may cover only a small percentage of the total travel costs.

#### **2. Committee Chairs**

A travel subsidy may be available to a Committee Chair provided:

- 2.1 travel assistance is not available from a local association/institution;
- 2.2 the Committee Chair presents a written Committee Report for consideration at Board meetings and/or makes a Conference Presentation;
- 2.3 a travel subsidy application is made to the Treasurer on the approved form;

#### **3. Board Members**

A travel subsidy shall normally be available to a Board member whenever travel to an Annual Conference/AGM or other travel approved by the Treasurer and President results in receipted out of pocket expenses, provided:

- 3.1 a travel subsidy application on the approved form is made to the Treasurer;
- 3.2 any request is approved by the President and the Treasurer.