



WACE Annual General Meeting Minutes

November 18, 2022

Attendees:

Anne-Marie Fannon, Atit Koonsrisuk, Axel Gerloff, Charles Mberi Kimpolo, Christine Arsenault, Fundiswa Nofemela, Ian Sladen, Jenny Fleming, Judie Kay, Joe Henhoeffler, Katherine Hoskyn, Keiko Miyakawa (Saito), Martha Namutuwa, Matthew Rempel, Nagi Naganathan, Nancy Johnston, Nonmbulelo Nxesi, Norah McRae, Prof Maurits van Rooijen, Re Elijah Litheko, Maurits Van Rooijen, Sampan Silapanad, Wichit Srisa-a

Staff:

Seamus Gearin, Calandra Muller

1. Land Acknowledgement & Opening Remarks

Norah McRae made opening remarks to thank all attendees for attending and accommodating any inconvenience with the time of the meeting due to the various time zones. She began by paying respect to the Indigenous communities in Waterloo, Canada with a land acknowledgement of where she was currently located.

2. Call to Order

The Annual General Meeting of WACE was called to order at 8:06 am (Canadian Eastern Time) on Friday, November 18 in Waterloo, Ontario by Norah McRae, head of the WACE Secretariat and Vice Chair, Strategic Operations.

3. Approval of the Agenda

Norah McRae provided an overview of Annual General Meeting agenda.

Norah McRae moved to approve the agenda; seconded by Nagi Naganathan. The agenda was unanimously approved as distributed.

4. Approval of the 2021 Annual General Meeting Minutes

Norah McRae moved to approve the 2021 Annual General Meeting Minutes; seconded by Judie Kay. The 2021 Annual General Meeting Minutes were unanimously approved as distributed.

5. Appointment of WACE Treasurer

Norah McRae introduced Joe Henhoeffler as the appointed WACE Treasurer.

Norah McRae moved to approve Joe Henhoeffler as WACE Treasurer; seconded by Nagi Naganathan. Joe Henhoeffler's appointment as WACE Treasurer was approved unanimously.

6. Treasurer's Report

a. 2021/2022 Financial Statements

Joe Henhoeffler presented the draft 2021/2022 Financial Statements that were audited by MNP LLP (Waterloo Office). He noted WACE's Cash balance of \$118,524 CAD, a 130% increase in from the previous year due to profit realized throughout the year. He noted Deferred Revenue to membership and conference revenue that was earned in the 2021-2022 fiscal year to be reported in the 2022-2023 fiscal year. In terms of Liabilities, the Loan Payable to UMass Lowell would be repaid according to the terms of agreement with UMass Lowell. Ian Sladen inquired about the UMass Lowell loan and it was revealed that the loan was due to be paid within the year. Additionally, there was clarification that the audit was completed, and the draft would be finalized per approval at the Annual General Meeting.

As for the Profit and Loss, Joe Henhoeffler noted WACE's realized Net Income of over \$60,000 CAD, primarily from membership dues over the membership year which was WACE's most significant source of revenue. It was noted that Conference revenue would be recognized once the event was completed, and that WACE continued to see increase in diverse revenue streams.

There was an inquiry regarding the Donations revenue, and it was revealed that the funds were from the residual funds from the US entity in 2021. Additionally, there was clarification that Sponsorship revenue would be recognized once the event had occurred and in this case, after June 30, 2022 from the fourth International Research Symposium.

In terms of expenses, the large portion went towards Administrative expenses for Redstone Agency and Diyar Hause's support. However, Administrative expenses had been decreasing year over year, as it was partially recorded as a loan and deferred venue. Lastly, there was a reminder that COVID affected past operations and may continue to affect operations.

Wichit Srisa-an moved to approve the audited 2021-2022 financial statements; seconded by Nagi Naganathan. The audited financial statements for 2021-2022 were unanimously approved as presented.

b. Appointment of Auditor for 2022/23 Audit

Nagi Naganathan moved to approve MNP LLP (Waterloo Office) as the auditor for 2022-2023; seconded by Norah McRae. MNP LPP (Waterloo Office) as the 2022-2023 auditors was unanimously approved.

Norah McRae thanked Joe Henhoeffler for his support on the audit.

7. Consent Agenda Items:

a. WACE Annual Report

An annual report was submitted on the WACE activities from July 2021 to June 2022.

Introduction by WACE Executive Committee Co-Chairs: Prof Maurits Van Roojen & Dr Sampan Silapanad.

- For quite a few years, and increasingly during the COVID years, we have seen around the world a growing appreciation for WIL and other forms of experiential learning integrated into the formal educational curricula. WACE has been at the forefront of this development, advocating tirelessly for the benefits of WIL, pointing out the value of WIL for the personal development of young people and the importance for employability in both short and long term.
- The mission of WACE is truly global, executed through collecting evidence (research), sharing best practice, creating partnerships, and overall promoting the significance of WIL. At the same time over the decades and even more so in recent years, we have been working closely with national and regional association which have the same or similar missions and through so-called WACE satellite offices around the world.
- As Co-Chairmen of WACE, we are proud of these achievements and encouraged by these positive global trends. We are particularly pleased with how WACE as an organisation has managed to transform itself in a strong membership association, supported by significant volunteering. Without the commitment of the Vice Presidents, the support of the WACE executive team, the engagement of a broad membership and the various national organisations, WACE would not have been able to transform itself so successfully. We want to express our appreciation for that. And last but not least, we want to express our gratitude to the University of Waterloo in Canada for its active support and hosting the WACE secretariat.
- It is truly encouraging to see how WIL is taking a prominent place in the world of higher education and we are happy to note how important the work of WACE is in this transformation.

Sampan Silapanad noted a great year of transition to the new way of WACE and the responsiveness of the great initiatives that WACE has enacted. He extended his thanks to all those involved. Prof Maurits van Rooijen echoed Sampan Saliapanad's notes and emphasized WACE's transition to achieve this better position and better support the CWIE community. He also welcomed members to provide feedback.

WACE Strategic Operations by Vice Chair Strategic Operations: Dr Norah McRae

- The past year has been focused on strengthening the administrative infrastructure for the WACE Secretariat at the University of Waterloo.
- This has resulted in contracting with Redstone Agency, a Canadian based administration agency to provide communications, membership and financial services support.

- This administrative support has been crucial as we expand our membership base, continue to deliver programs and communicate with our members.
- With the departure of four Executive Committee members, whose terms were completed, we introduced an e-voting system for our first executive election process.
- Furthermore, this year will be our first financial audit under Canadian regulations.

WACE Finance Report

- It is with great pleasure that we can report a year of financial success for WACE.
- Our first ever Canadian audit process has been a healthy exercise and we are very grateful for the diligence of the audit team.
- Bottom line, we have had a year of profit and are building back our financial resources for further program and service delivery for our members.
- Our finances will now be handled by Redstone Agency and we look forward to ongoing support in financial management from that team and our new incoming treasurer.

WACE Programs & Partnerships by Vice Chair Programs and Partnerships: Judie Kay

- The network of WACE member National and regional WIL Associations has continued to expand with THENSA (South Africa), ETDP (South Africa) and Dual Studieren (Austria) joining during the reporting period. Representatives from these associations continue to provide strategic advice to WACE through their representation on the Global Strategy Council and the WACE National Associations Committee. Regular updates are provided to WACE members through the quarterly newsletters.
- The process of consolidating WACE regional offices has continued with MOUs signed with SASCE for Africa and one for Thailand in development. Planning for the 2022 International Research Symposium at Kanazawa Institute of Technology, Japan continued during this period under the leadership of Keiko Miyakawa from the Japan Regional Office with Rikichi Izumiya from Kanazawa Institute of Technology. The partnership with the [International Finance Corporation](#), a member of the World Bank Group continued with involvement by WACE members on panels on two global webinars on Employability and joint promotion activities.
- [Global Challenge](#), is a WACE program in partnership with Practera, an educational technology company. In the program global student teams undertake online projects to help business, government and community organisations identify practical 'Shared Value' initiatives to create social, environmental and economic value linked to the UN Sustainable Development Goals. The program has grown substantially with 4 programs delivered to 390 students from 29 universities over this period. Several participating universities have subsequently become WACE members. Outcomes for students and client organisations remain consistently strong. Many presentations on Global Challenge were delivered to conferences over this period. Support from members of the WACE community by facilitating sessions for the program has been pivotal to its ongoing success.

- WACE is pleased to announce that we have accepted a proposal to extend our partnership with the leaders of the Global WIL modules program <https://globalwil.org/>. This program offers professional development for WIL practitioners. The extended partnership will allow for WACE certification of completion of these modules and provide support for the administration of these modules through our WACE secretariat office. In 2023, a capstone offering will be delivered rounding out the full set of modules available for completion.

WACE Global Charter for CWIE by Vice Chair WACE Global Charter, Dr Nancy Johnson

- The focus of the past year has been on ensuring financial stability and sustainable growth of existing WACE programming. To that end the Global Challenge (GC) has been the appropriate priority with respect to programs development. As the Charter initiatives were grounded in the UNSDGs, and the Global Challenge projects are as well, the GC program growth has nicely contributed to the development of new global opportunities for student engagement. Though these remote, international Challenge team opportunities are quite different from the development of the new f2f opportunities first conceptualized in the Charter, they nevertheless exemplify the pivot work WACE has done as a result of the pandemic while still aligning nicely with Charter goals.
- The launch of the Global Strategy Council earlier this year also marked the start of a new governance body that has already explored several ideas and directions for WACE which will also further some of the Charter Calls to Action. It is my sincere hope that this group, along with others, undertakes some important Charter identified work in the areas of Quality Assurance and Intercultural/Diversity/Inclusion work. Both these areas remain important for WACE and are extremely relevant for the inclusive development of CWIE models.
- It has been my pleasure to serve as the inaugural VC Charter Chair and to be leaving the Charter itself as a compass for future direction setting for current and new CWIE professional and scholars wishing to continue to contribute to the growth of this model of education worldwide.

International Research Committee

- The International Research Committee, in collaboration with the team at the Kanazawa Institute of Technology in Japan, delivered the most highly attended International Research Symposium in the history of WACE. Despite having to move the conference to a virtual event for out-of-country participants, we had strong engagement from the many presenters, speakers and delegates. Furthermore, the IRC developed a conference proceedings publication for this event. In 2023 we look forward to seeing the 3rd Edition of the International Handbook for WIL which is the culmination of a tremendous amount of work of many members of the IRC, working towards yet another first-rate publication that will benefit the global WIL community for years to come.

WACE Japan Office by WACE Japan Office: Keiko Miyakawa

Norah McRae presented a summary of the WACE Japan Office reporting on behalf of Keiko Miyakawa (Saito).

- Throughout FY2022, Japan Forum for Work Integrated Learning (NPO WIL), as WACE Japan Office, collaborated with the WACE Secretariat in planning and organizing the 4th WACE International Symposium, which was held on Aug. 31-Sept.2, 2022 in Kanazawa, Japan, hosted by Kanazawa Institute of Technology (KIT).
- The WACE IRS held for the first time in Japan provided great opportunity for universities and corporations to be exposed to the latest global research on CWIE and had a significant impact on the future growth and development of CWIE in Japan and globally.
- Starting in March 2021, IRS preparatory meetings were held monthly to prepare for an in-person event in Kanazawa, but due to restrictions on entry into Japan for the Corona expansion, the IRS2022 was conducted online for overseas participants and hybrid for Japanese.
- It attracted the highest number of participants ever at an IRS conference, a total of 286 delegates attended the conference, 178 online and 106 in-person. Delegates represented 79 institutions across a network of 15 countries. 22 companies were represented at the conference, with 40 industry delegates.
- There were 52 papers/posters presented on the Hopin platform, with simultaneous English-Japanese interpretation provided. The presentations were substantial, reflecting the diverse development status of CWIE.
- The three-day IRS program was highly commended. The WACE Global showcase, a Japan program organized by KIT that included case studies of Japanese companies' coops, and networking sessions that featured a lively global discussion.
- Despite the challenging environment to hold IRS event, the main factors that contributed to the success of IRS2022 can be summarized as follows.
 - Leadership, and the professionalism and hard work of WACE IRS organising team, WACE research group and UW team.
 - The high level of commitment, effort, and support from within KIT around the hosting of the IRS.
 - The collaborative structure of WACE and National Associations and their members for the global development of CWIE. The contribution and cooperation of members as presenters, moderators, and reviewers of papers for the three-day program was essential for the successful implementation of the IRS conference.
- We report on the results of IRS 2022 for the future development of CWIE in the Japan region, as well as some of the other activities conducted by WACE Japan and beyond 2022.
 - The hosting of the IRS has had a strong impact on KIT at the levels of the institution and has served to positively showcase KIT as the first Japanese Cooperative Education/WIL program.
 - Continue to support KIT and other universities deepen its relationship with WACE and WACE members to develop high quality CWIE programs.

- The success of IRS 2022 further demonstrated that WACE is the only global organization in both research and practice of CWIE. It also demonstrated the importance of national associations in WACE.
- WACE Japan will strengthen its relationship building with Japanese universities, companies, and CWIE-related organizations in order to increase Japanese participation in WACE events.
- Launched new Japanese-language website this summer to introduce WACE's new organization and its services to increase Japanese members.

WACE Europe Office by WACE Europe Office: Gunnar Peterson, University West

In addition to the Europe and Japan Offices, Judie Kay mentioned there was a MOU in development with a Thailand Office. On behalf of Gunnar Peterson, Judie Kay presented a summary on the beginning of the activities at the WACE Europe. She also shared the report from the African Office would be circulated with the Annual General Meeting minutes.

- Center for Activity Theory- University West
 - Activity theory - with its focus on social dynamics within and across scenes of collective labor - has often been applied in studies of WIL. This work has taken place globally, and WIL researchers who use activity theory across the globe need a way to network with each other so they can continue developing activity theory to best address scenes of work.
 - With the grand opening of the Center for Activity Theory at the University West this need for global hub will be fulfilled. The center will host events and disseminate publications applying activity theory to WIL, strengthening the global research community. The launch of the Center was online on the 13th of August 2021. The webpage is to be found here: <https://www.hv.se/en/research/research-environments/learning-in-and-for-the-new-working-life/centre-for-activity-theory/>
- VILAR Conference 2021
 - The annual conference was a success, the conference participants were researchers, practitioners, politicians etc. The conference was only online and key-notes were Norah McRae and Henri Jacobs.
- LEARNING IN AND FOR THE NEW WORKING LIFE (LINA), UNIVERSITY WEST
 - The research environment has during the year invited the global WIL community to webinars, during this the 21 webinars was given with very different themes, such as “Work-integrated education: Contributions to workplace innovation”, Running formative interventions online: sharing experiences from an international research community of activity theorists”, “AR, VR and AI - something for the future education?”.

8. Approval of Executive Council and Directors Election Results

Norah McRae thanked the four outgoing Executive Council members for their varied contributions over the years. She noted Jim Stellar’s phenomenal support with the transition from the US to Canadian and supporting WACE with its financial health; Dr. Zorica Pantic’s

support over the years with her experience and perspective; Axel Gerloff and his integral support alongside DHBW in the CWIE space; and Nancy Johnston as past President and for her significant work on the Charter. Sampan Silapanad also expressed his gratitude to the retiring Executive Council members for their work, highlighting Nancy Johnston and her transition and knowledge as past President.

There were four vacancies on the Executive Council and ten nominations were received. Anne-Marie Fannon, Brigitte Ilg, Dr. Jenny Fleming, and Ian Sladen were elected to the Executive Council by voting members.

The 2022-2023 Executive Council members are: Anne Fannon, Brigitte Ilg, Dr. Jenny Fleming, Ian Sladen, Prof Maurits van Rooijen, Sampan Silapanad, Judie Kay, Norah McRae, Keiko Miyakawa (Saito), Wichit Srisa-an, Nagi Naganathan, Shakeel Ori.

Norah McRae moved to approve the 2022-2023 Executive Council; seconded by Katherine Hoskyn. The 2022-2023 Executive Council was approved unanimously.

Norah McRae shared the WACE World Conference would be held in June 28-30, 2023 in Waterloo, Canada and invited members to save the date.

9. Adjournment

Norah McRae welcomed any questions prior to adjourning the meeting. Judie added her thanks to those who put their nominations forward to the Executive Council. She asked that any candidates reach out if they would like to further support and be involved in WACE.

Norah McRae thanked the meeting's attendees for their participation. Norah McRae moved to adjourn the meeting; seconded by Judie Kay. The Annual General Meeting was adjourned at 8:45 am (Eastern Standard Time) by Norah McRae.

Minutes submitted by Calandra Muller (Redstone Agency).



Southern African Society for Cooperative Education (SASCE)

WACE African Region report

Collaborations in the African region

Much of the work in the African region concentrated on advocacy and enhancing collaborations with WACE member institutions in the region. Considering this, we tried to establish links with members in the region. As such:

1. Collaboration with Namibia University of Science and Technology (NUST)
 - a. NUST is an active member of SASCE.
 - b. NUST participated in the SASCE WIL Africa Conference
2. Collaborations with Botho University
 - a. Botho University serves on the SASCE Board.
 - b. Participated in the SASCE WIL Africa Conference
 - c. SASCE attended the BOTHO University 25th Anniversary Celebrations

Promotion of WACE

1. WACE activities have been promoted in the region through circulation to all SASCE members.
2. The WACE Global Challenge promotional material has been circulated to members

Activity in WACE Governance: General Secretary attended the October WACE Global Strategy Council

WACE events: Although the WACE Global Conversation could not be held, African expertise in research and WIL Best practice was showcased at the WIL Africa Conference. WACE also participated in the conference

Compiled by

Dr Fundiswa Nofemela
General Secretary
SASCE

WACE African Regional Liaison