

National Association of Career Colleges

Annual General Meeting

May 6, 2011

Niagara Falls, Ontario

Annual Reports

Presented by

The Board of Directors

and

Head Office

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Annual General Meeting 2011 Agenda

Welcome and Introduction

Acceptance of Agenda

Motion to accept or amend agenda

Minutes of May 18, 2010 AGM

Motion to approve the Minutes of the May 18, 2010 AGM

President, Staff and Committee reports

Motion to accept President's, Staff and Committee reports

Financial Reports

Audited Statements

Motion to approve the Audited Statements for 2010

Budget for 2011

Motion to approve the 2011 Budget

Appointment of Auditor

Motion to approve auditor for 2011

Election of Board Members

Motion to close nominations

Ratification of Board Activities

Motion to Ratify Board Activities for 2010

Presentation for NACC Annual Conference 2012

Adjournment

Motion to Adjourn (no seconder needed)

Minutes of the Annual General Meeting of Members
Of the National Association of Career Colleges
May 18, 2010, Banff Park Lodge, Alberta

Present: James Loder, Academy Canada, St. John's NL
Robert Prendergast, Centre for Arts and Technology, Fredericton NB
Brenda Murray, Eastern College, Halifax NS
Ed Mooney, Alberta Massage Training, AB
Catherine Hein, MC College AB
Janice Istace, MC College Saskatoon, SK
Don Thibert, Everest College, ON
Debra Johns, Eastern College, Halifax NS
Chris Kantor, Eastern College, Saint John, NB
Bev Sillito, Eminata Group, Calgary AB
Bill Riches, Herzing College, Winnipeg MB
Wayne Baiton, Western College, Regina SK
Martine Sabatier-Miller, Campbell College Edmonton AB
Deborah Burns, Executive Director CETAC
Serge Buy, Flagship Solutions
Heather Sophocleous, MacTech Distance Education, Sydney NS
George Hood, Herzing College Toronto ON
Lorna Mills, Office Manager OACC, Brantford ON
Paul Kitchin, Executive Director OACC, Brantford ON
Michael Blackmer, Gardner College, Camrose AB
Jerry Dai, Victoria International College Toronto ON
Keith Kristalovich, Robertson College Calgary AB
Gail Millar, Eastern College, Halifax NS
Wayne Palendat, Robertson College, Winnipeg MB
Joe Cairo, MC College Group, AB
Shane Larsen, Canscribe, Lake Country BC
Ranil Herath, Devry Institute of Technology, Calgary AB
Dave Francis, Capilano Truck Training, BC
Randy Ellingson, Wellington College Winnipeg MB
Blair Chapman, Saskatoon Business College Saskatoon SK
Emidio D'Alfonso, Herzing College Toronto ON
Ginette Gervais, Collège Salette, Montreal QC
David Leonard, Trebas Institute, Montreal QC
John Fryters, Chakam School of the Bible, AB
Maria Sun, Victoria International College, Toronto ON
Sharon Halliday, Campbell College, Edmonton AB
Rich Chapman, Saskatoon Business College, Saskatoon SK
Laureen Redman, Centre for Arts and Technology, Kelowna BC
Errol Lipschitz, Academy of Learning, AB
Elmer Brattberg, Digital School, Edmonton AB
Audrey Brattberg, Academy of Learning Edmonton AB
Cheryl Harrison, MC College Group Edmonton AB
Anne Burns, Executive Director NACC
Debra McKinnon, Administrative Assistant, NACC

President Debra Johns welcomed everyone to the meeting and introduced the NACC Board. She added that the Annual Report had been sent by email to all members the previous week.

1. Acceptance of Agenda

Robert Prendergast requested a change of order to permit appointment of the auditor to be placed under financial reports. George Hood suggested the addition of having Serge Buy provide an overview of his work for NACC to date.

Motion: Moved by David Leonard, seconded by Bill Riches that the agenda be approved as amended.

Carried

2. Approval of the Minutes of the June 2, 2009 AGM

Motion: Moved by Wayne Palendat, seconded by James Loder, that the Minutes of the June 2, 2009 AGM be approved as circulated.

Carried

3. President's, Staff and Committee Reports

Debra Johns allowed time to review the reports.

Motion: Moved by Gail Millar, seconded by Randy Ellingson, that the President's, Staff and Committee Reports be accepted as presented.

Carried

4. Financial Reports

a) Audited Statements for 2009

Treasurer Robert Prendergast reviewed the audited statements. He complimented the staff on the clean audit report and thanked the Finance Committee, Don Thibert and Richard Novek for their work.

Robert also commented on the surplus of \$98,416 for 2009 – a threefold increase over the 2008 surplus.

Cash surplus was analyzed on a monthly basis and surplus invested. The surplus came mainly from examination services revenue, particularly in Ontario due to the Second Career funding.

Motion: Moved by Martine Sabatier-Miller, seconded by Bev Sillito, that the audited financial statements for 2009 be approved as presented.

Carried

b) Appointment of Auditor for 2010

Motion: Moved by Randy Ellingson, seconded by Joe Cairo, that David McCarroll be appointed as auditor for NACC.

Carried

c) Budget for 2010

Treasurer Robert Prendergast reviewed the corrected 2010 budget (the 2009 budget had been sent out in error). He pointed out that NACC tried to be conservative in revenue projections. There was a projected loss of over \$60,000. However first quarter statements for 2010 showed a \$20,000 surplus over budget. He cautioned that the 2010 conference would lose approximately \$9,000. The Board had moved forward on hiring a lobbyist/communications company – a project which accounted for expenditure of \$60,000. NACC had shown surpluses in the previous two years and the Board had felt that NACC was in a good position to move on hiring Flagship Solutions.

Motion: Moved by James Loder, seconded by Martine Sabatier-Miller that the 2010 budget be approved as presented.

Carried

5. Serge Buy, Flagship Solutions

Serge spoke about the goals for NACC i.e. the off campus and post graduation work permits, GST input tax credits, access to the Imagine Education au/in Canada Brand and his mandates of improved communications, building good relationships with journalists and MPs, responding quickly to negative press, and better explaining the benefits of membership in NACC. He spoke about the need to increase membership, the need for research and the need to forge better relationships.

Debra Johns thanked Serge for his work on behalf of NACC and the PCC sector.

6. Election of Board Members

George Hood, Chair of the Nominating Committee, announced that the Board was comprised of provincial appointees and up to 5 Members at Large. There were 2 Members at Large positions open for nominations - Joe Cairo and Michael McAllister had completed a two-year term. George asked for nominations from the floor for the 2 Member at Large positions

Wayne Palendat nominated Joe Cairo, seconded by Cheryl Harrison.

Bill Riches nominated Michael McAllister, seconded by Heather Sophocleous.

There were no further nominations.

Motion: Moved by Janice Istace, seconded by David Leonard, that nominations be closed.

Carried

Motion: Moved by David Leonard, seconded by James Loder, that Joe Cairo and Michael McAllister be appointed as Members at Large for a two-year term.

Carried

7. Ratification of Board Activities

Motion: Moved by Gail Millar, seconded by Randy Ellingson that the actions of the Board of Directors be ratified by the members.

Carried

Debra Johns stated that the strategic plan conducted in the fall of 2009 had been a key part of the move forward for NACC. It had resulted in two key focus areas – advocacy and communications. The hiring of Flagship Solutions to advance the cause of the sector was the key to the growth of NACC and the “growing up” of NACC.

James Loder thanked the Board for all of its efforts on behalf of the members.

8. Adjournment

Heather Sophocleous moved that the Annual General Meeting of Members be adjourned at 10:15a.m.

President/Government Relations Report

Submitted by Michael McAllister

President, NACC

The past year has been extremely busy for NACC. We've made progress on several fronts and are pleased to report that career colleges should be able to see clear and tangible signs of NACC's efforts. Our efforts should have a positive impact on your bottom line and on the lives of your students.

Government Relations

Over the past year, the NACC board and staff have continued the targeted lobbying efforts that began early in 2010. The board has been able to focus on key issues and meet with the appropriate individuals that could best bring about the changes we have been requesting, be they bureaucrats, government officials, or MPs.

NACC's renewed federal government relations efforts focus on four main priorities:

- Stopping the discrimination that had students attending private career colleges unable to attain the work permits students at public post-secondary institutions could
- Working with the government to change the Canada Student Grants Program in order better to support students attending private career colleges
- Changing the policy that sees career colleges unable to be included on the Imagine Education in Canada brand
- Looking at the how GST applies to private post-secondary institutions in comparison to public institutions

Our immediate priority was to look at the work visa issue. We are pleased to have success on this front, as the federal government, through Citizenship and Immigration Canada (CIC), changed its long-standing policy and opened up its list of eligible institutions for work visas to public and private post-secondary institutions, as long as they are part of a list provided by provincial and territorial governments. The focus on this issue has now turned to discussions at the provincial level, where our provincial members are taking the lead.

We were also pleased to have meetings at high levels (the Prime Minister's office, the office of the Minister responsible for HRSDC) to promote our proposed changes to the Canada Student Grants Program, particularly the 60 week criteria. We received a good response and saw in Budget 2011 some changes that would benefit our students and our colleges.

While this is a step in the right direction, we still need to apply some pressure in order to have the government recognize the importance of our role in the training of our labour force and our impact on the economic recovery. To begin this process, a meeting with Minister of Finance Jim Flaherty is to be set up after the May election.

Also discussed during these meetings was the subject of in-class study income. NACC was pleased to see changes in Budget 2011 that allowed students to earn more while studying, without being penalized. These changes would help students studying part-time and result in more individuals being able to attend post-secondary school.

We are also involved in an effort to obtain more information on the issues related to the Imagine Education in Canada brand. Our effort will be to open up that brand to as many career colleges as possible – while making sure that the quality and recognition of the brand are not affected by its decision to include career colleges.

The GST issue is a complicated one and has become a long-term objective. Constitutional and jurisdictional matters are at play, and it is unlikely that NACC alone will solve it. Our hope is to form a coalition of organizations affected by the same issue (consisting mostly of private groups in the health and education sectors). Once that coalition is set, we will have greater opportunity to make an impact.

We are more active and have a higher profile on the federal scene. Our discussions with politicians and bureaucrats are more substantial, and we see an increased willingness to accommodate our needs. We will continue to progress in the next year and focus especially on the Canada Student Grants Program.

Finally, at a reception held on Parliament Hill, the first annual National Student Awards were presented by the Speaker of the House, the Honourable Peter Milliken, to two students from the Ottawa area. The reception was well attended by members of parliament from all parties. These NACC Awards will become annual national competitions and will promote good news stories in our sector.

Membership growth and retention

NACC has also worked on membership, recognizing that the national organization represents less than half the registered private colleges in Canada. Actively growing the membership remains one of NACC's primary goals. Nine out of ten provinces are now members, and we hope to have all ten provinces by the end of 2011.

NACC was also able to secure funding for the translation of its website into French. Now the Association's portal to the rest of the world, is available in both official languages.

We also communicate more often with our members through regular emails providing updates on our activities.

Our goal is to get you more engaged as your involvement matters.

Public relations

The public relations "game" is an interesting topic, where the bad news is always given more play than the good news. The hockey player missing the puck is what makes the news the day after a hockey game; rarely does the media focus on the fact that the rest of the game he/she did a great job.

Well, the string of negative news on specific career colleges has had a negative impact on public relations. Media relishes "hyped up" the failure of a specific college, and they fail to report the successes of the many other career colleges in our country.

So, we will have to do our own publicity – something we have started doing. Regional newspapers are more likely to print positive news, and this is what we have started in Ottawa and will continue throughout the country. The intent is to promote career colleges and the positive impact they have locally. Once we change the local perception and have more positive articles published, the national media will be unable to ignore the positives of our industry.

We will also work with provincial members to define strategies to deal with local issues.

NACC's intention is to define our sector by its numerous positive impacts on education and training in Canada.

Our success is your success – help us spread the word!

Head Office Report

Submitted by Anne Burns

Executive Director

2010 was a roller coaster of a year for us at Head Office. We lost Virginia Bond to cancer in June and that was a blow to us and to our exam using members. We were very fortunate to find Aidan Harper to take over as Examination Services Specialist in July 2010. She is a valuable addition to our staff.

With the increase in examination services and the number of visits to NACC Common Standards Group Colleges, NACC hired a part time clerical assistant, Debbie Stephens and we have appreciated her help in what has been a very busy year.

As always the steady support of Debra McKinnon has enabled us to move forward and complete a number of projects in addition to the day to day work of running an association. The NACC Board has recognized the valuable work that Debra does and has appointed her as Office Manager.

The NACC Board has been active in promoting NACC members and in working with and supporting our Lobbyist/Communications consultant, Serge Buy, Flagship Solutions. Active engagement by the Board in communicating provincial concerns to NACC and vice versa, at the provincial and national levels is vital in connecting us across Canada, and the Board has worked hard to improve the provincial/national relationship.

2010 – 2011 Board of Directors

President: Michael McAllister, Vice-President: James Loder, Treasurer: Robert Prendergast, Immediate Past President: Debra Johns

Directors: Joe Cairo, Blair Chapman, Ginette Gervais, George Hood, Chris Kantor, David Leonard, Lois McNestry, Gail Millar, Wayne Palendat, Martine Sabatier.

The following is a synopsis of what has happened over the past year.

2010 Highlights

- 11 NACC Board meetings – 3 face to face and 8 by teleconference
- Hiring of Serge Buy, Flagship Solutions as Director Government Relations/Communications for NACC (see Serge's Report).
- Recognition by Ministry of Health and Long-Term Care of the NACC PSW program in Ontario
- Appointment of NACC to the National Steering Committee for Unregulated Health Care Worker
- Alberta Health and Wellness recognition of the NACC PSW graduates who completed the NACC program from 2005 onwards. Those graduates will be able to work in Alberta.
- NACC began work on competency mapping for NACC programs across Canada to facilitate mobility and credit transfer.
- Successful conference in Banff, Alberta 2010
- NACC accepted as a partner of The Alliance of Sector Councils
- Meetings with provincial associations – PCANS, BCCCA, AACC, MACC - others scheduled for 2011.

- Translation into French of the student information on the NACC website and subsequent translation of the entire website to be completed in 2011
- Continued success of the NACC Online Instructor Development Program
- MP Reception and National Student Awards presentation on Parliament Hill March 1, 2011. Janet Igisetsa and Cory Pagé were the 2 recipients for the Awards.

Membership Status

In 2010 there were 430(locations) Active Members and 12 Associate Members

A goal for 2011 is to increase the number of Associate Members.

Membership Services

- Website listing of member colleges along with links to the college website and more!
- Promotion of NACC members and students via NACC Magazine, Career Connections and NACC Membership Directory, Career Connections. Good news stories feature students and graduates, unique programs, community service.
- Advocacy/Communications
Under leadership of Serge Buy, Flagship Solutions (see Serge's report).
Bi-weekly email communications from NACC.
Partnership with Great Exposure to re-design the NACC website.
- Group Health Benefits – Dan Lawrie Insurance
- Home and Auto Insurance – TD Meloche Monnex

NACC Representation at the National Level

- National Advisory Group on Student Financial Assistance (NAGSFA)– Michael McAllister, Anne Burns, Blair Chapman (Alternate). Meetings held in June and November 2010. New Director General, Marc Lebrun. Issues: Canada Student Grants, implementation of the Repayment Assistance Plan across Canada.
- Advisory Committee on International Students and Immigration (ACISI)
Meeting was held on November 30. Anne Burns, Serge Buy represented NACC while Martine Sabatier, NACC Board member representing Alberta Association of Career Colleges, was invited to attend on behalf of Alberta Advanced Education & Technology
- Citizenship and Immigration Canada reviewed the changes to the study permit.
- National Education Marketing Roundtable met on December 1, 2010

NACC Curriculum and Examination Services

NACC offers 4 standardized programs i.e. Personal Support Worker, Early Childcare Assistant, Esthetics and Pharmacy Assistant. Each program has a final theory examination conducted by NACC online.

- Exams written in 2010 – 5,868

NACC exams now have a report feature which identifies the modules that the student is having difficulty with. This feature assists the student and the college to help prepare for a re-write.

Quality Assurance

In addition to the NACC examination,

- NACC conducts college visits to determine adherence to NACC program standards. In 2010 NACC conducted 84 visits. We expect to conduct 80 visits in 2011. Visit teams will be expanded to cover the Atlantic provinces and Western Canada by 2012.

- NACC and Ministry of Training Colleges and Universities, Private Career Colleges Branch in Ontario have signed a Letter of Understanding to share information relevant to the NACC programs.
- NACC has worked on the setting of program standards for esthetics and hairstyling in Ontario. In 2011 NACC will again participate in the setting of PSW program standards for all private career colleges in Ontario.

NACC Program Advisory Committees

Without the help and support of our volunteer advisory committees we would not have had the success the NACC programs have achieved. The commitment of the committees has been invaluable and we thank them.

PSW Advisory Committee: Chris Kantor, Tessie Abugan, Jeff Miller, Kath Murray, Myrna O'Brien, Ann Robinson, Janet Szczukocki, Linda von Tettenborn

ECA Advisory Committee: Wayne Palendat, Sue Martin, Maryann Deluca, (Others to be confirmed)

Esthetics Advisory Committee: France Bouchard Michaud, Lesley Lyon, Sherry Docherty (vacant seats available for this committee)

Pharmacy Assistant Advisory Committee: Michael McAllister, Cheryl Russell-Julien, Ann Robinson (others to be confirmed).

NACC Mandate

- **NACC Vision – “to be the recognized and respected voice of private training in post-secondary education, through leadership, integrity, and standards” and**
- **One of the NACC Objectives states that NACC will “offer and promote national standards for entry level positions normally requiring post-secondary education.”**

With a staff of 3.5 people and the support of Board and committee members, we have done our best to support the vision and objectives of the NACC and promote the interests of our member colleges and their students across Canada and beyond. We look forward to continuing to serve NACC members and their students, in the year ahead.

Anne Burns, Executive Director

Debra McKinnon, Office Manager

Aidan Harper, Examination Services Specialist

Debbie Stephens, Administrative Assistant.

Exam Services Report

Submitted by Aidan Harper

Examination Services Specialist

The NACC Exam Services Committees continued to promote quality program standards and donated their time and expertise to ensure that all of the NACC Programs remain relevant to students entering the workforce in Canada.

This year both the Personal Support Worker and the Esthetics Committees met to complete revisions to their respective programs. These meetings involved discussing trends in the industry, new technologies, changes in the “scopes of practice, tests, assignments and the NACC Online Final Theory Exams. NACC has confirmed with Amperea Software, that we are able to make the addition of diagrams which can be labeled and pictures into our online exams, adding to our current “Multiple Choice only format”. The committees feel that this addition is a positive step towards assisting our “visual learning” students.

The Revised ECA Program was implemented in 2009 and interest in the program grew in 2010. NACC had originally designed the ECA Program to be an exit point within the NACC Early Childhood Educator Program. NACC will be meeting with the Ontario College of ECE in the spring/summer of 2011 to discuss a process by which the Ontario College of ECE will assess the NACC ECE Program for equivalency to the Public College programs. NACC is confident that the Ontario College of ECE will confirm that our program is 100% equivalent.

In 2010, the ECA Final Theory Exam saw a 67% pass rate. (261 exams written with 175 exams passed)

The Pharmacy Assistant Program saw its first pilot of the Pharmacy Assistant Final Theory and Calculations Exams, conducted in November of 2010. The feedback from the students and the college regarding the exams was quite positive in regards to content and level of difficulty. With the announcement in Ontario December 2010, regarding the legislation stating that Pharmacy Technicians would now be regulated and recognized as registered health professionals – NACC believes that interest in the Pharmacy Assistant Program will continue to grow in 2011.

The Esthetics Committee continued the process of reviewing the NACC program through discussion on trends in the industry and on the Esthetics Program Standards as released in August 2010 by the Ministry of Training Colleges and Universities (Ontario). In April 2011, the committee finalized the Revised Esthetics Program using the MTCU standards, and submitted the program to the MTCU for approval. Once the approval is received, the Revised Esthetics Program will be available to the NACC member colleges and to be implemented no later than

January 30th, 2012. Throughout 2011, the committee will continue to monitor trends in the industry and the success of the program.

In 2010, the Esthetics Final Theory Exam saw a 52% pass rate. (83 exams written with 43 exams passed)

The Personal Support Worker Committee continued the process of addressing issues related to the program and seeking additional resources that could be incorporated into the program. The NACC PSW Program will be fully revised in the late spring/early summer of 2011. In the summer of 2010, the committee welcomed a new member, Katherine Murray of Life and Death Matters. Ms. Murray is a Registered Nurse, Thanatologist, author, national speaker and owner of Life and Death Matters. Since she has joined the committee, she has worked to revise the NACC PSW Program Module 14: Death and Dying, to ensure the module has the most current information and to provide the students with an enriching experience. Ms. Murray will be presenting the launch of Life and Death Matters in the NACC Program at the May 2011 OACC/NACC Conference.

In 2010, the PSW Final Theory Exam saw an 89% pass rate. (5401 exams written with 4791 exams passed)

The Instructor PD Day originally schedule for the fall/winter of 2010/2011, unfortunately had to be postponed due to unforeseen issues with the location. NACC has since been organizing the PD Day to be scheduled in the fall of 2011. NACC plans to have plenary sessions that will be relevant to instructors of all programs and to have separate sessions for each of the NACC Programs.

The NACC Visit Team members continued to assist in helping our member colleges meet the NACC Program Standards. By conducting a two person visit to each college, speaking with administrators, directors, owners, instructors and students – the team is able to provide NACC with a thorough survey of how the college is meeting the NACC Program Standards. During the visits the team reviews the standards with the college and provides direction on how to maintain these standards. In 2010, Peter Annable and Ray Marks joined the visit team, bringing our visit team to ten individuals.

The NACC Exam Services Committee members are:

ECA: Maryann Deluca, Everest College; Sue Martin, Education Specialist; Wayne Palendat, NACC Board Representative

Esthetics: France Bouchard-Michaud, Medes College; Leslie Lyon, Spas2B; Sherry Docherty, National Institute of Esthetics; Pauline Maxwell, Academy Canada; James Loder, NACC Board Representative

Pharmacy Assistant: Cheryl Russell-Julien, Consultant; Ann Robinson, Curriculum Consultant; Mike McAllister, NACC Board Representative

Personal Support Worker: Ann Robinson, Curriculum Consultant; Jeff Miller, Medix School; Janet Szczukocki, Canadian Red Cross; Myrna O'Brien, triOS College; Tessie Abugan, Central Health Institute; Linda von Tettenborn, consultant; Katherine Murray, Life and Death Matters; Chris Kantor, NACC Board Representative

NACC Annual Budget January 1 – December 31, 2011

REVENUE	CONSOLIDATED	ADMINISTRATION	EXAMS
Membership - Active	\$66,000	\$66,000	
Membership - Associate	2,000	2,000	
Curriculum Purchase/Program Verification Fees	62,500		\$62,500
Exam Fees	275,000		275,000
Passbook/Brochures	28,000		28,000
Annual Conference	64,165	64,165	
Instructor Workshops	5,000		5,000
Affinity Revenue	4,700	4,700	
Instructor Development Program	14,250		14,250
Interest	3,500	3,500	
TOTAL REVENUE	\$525,115	\$140,365	\$384,750
EXPENSES			
Salaries/Benefits	\$184,120	\$68,124	\$115,996
WSIB	1,000	370	630
Accounting Service	1,000	500	500
Rent	23,356	11,678	11,678
Amortization	3,200	3,200	
Insurance	4,000	2,000	2,000
Office Supplies	2,800	1,120	1,680
Photocopying	2,100	336	1,764
Computer Support	4,000	2,000	2,000
Shipping Supplies	1,000	500	500
Postage/Courier	12,000	1,320	10,680
Equipment Lease	5,700	912	4,788
Bank Service Charge/Payroll Administration	1,300	325	975
Merchant Visa/MC	17,000	4,250	12,750
Legal/Audit	1,800	900	900
Telephone/Fax/Internet	6,000	3,500	2,500
Board Meetings	35,000	31,500	3,500
Staff Travel	20,000	18,000	2,000
Staff Training	1,000	500	500
Promotional Material	1,000	500	500
Translation	5,000	2,500	2,500
Exam Supplies	4,500		4,500
Exam Services Committees	45,000		45,000
Certificates	600	300	300
Pins	8,000		8,000
Curriculum Development	10,000		10,000
Online Exam Expense	12,000		12,000
Annual Conference	64,165	64,165	
Instructor Workshops	5,000		5,000
New Projects/Advocacy	74,580	67,122	7,458
Membership/Subscriptions	750	750	
TOTAL EXPENSES	\$556,971	\$286,372	\$270,599
SURPLUS/DEFICIT	-\$31,856	-\$146,007	\$114,151

Board of Directors for 2011-2012

In accordance with the bylaws of the National Association of Career Colleges, you are hereby notified that the **Annual General meeting of Members of NACC** will be held on **Friday May 6, 2011 at 9:00a.m. in the Great Falls Ballroom of the Hilton Fallsview Hotel, Niagara Falls, ON.**

The purpose of the Annual General Meeting of Members is:

- a) to receive the annual report of the Directors
- b) to approve financial statements
- c) to elect Directors
- d) to appoint an auditor
- e) to transact such business as may be necessary

NACC Board

The Board is comprised of provincial appointees (one from each affiliated province) and currently has up to 5 members-at-large. The member-at-large provision permits those members who have expertise and a willingness to contribute to the work of the Board, to be able to serve. **Board members must be Active Members of NACC in good standing.**

Composition of the NACC Board of Directors at this date

Provincial Appointees (1 per province)

BC	Lois McNestry
AB	Martine Sabatier
SK	Blair Chapman
MB	Wayne Palendat
ON	George Hood
QC	Ginette Gervais
NB	Chris Kantor
NS	Gail Millar
NL	James Loder

Member-at-Large Positions

There are **3 member-at-large positions** (those marked with * below) to be filled at the Annual General Meeting in May. **Please see the proposed bylaw changes that will affect the number of members at large as well as the terms of office.**

Current Members-at-Large

Debra Johns has completed year 2 of 2-year term*
Robert Prendergast has completed year 2 of 2-year term*
Michael McAllister has completed year 1 of 2-year term
Joe Cairo has completed year 1 of 2-year term
David Leonard has completed year 2 of 2-year term*

The terms of office for members-at large may be renewed.

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 the 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. **Nominations for Member-at-Large positions prior to the AGM, should be submitted to Robert Prendergast, Chair of the Nominating Committee by April 29, 2011. Robert's email address is rprendergast@tecglobal.net** Nominations may also be made from the floor 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). As NACC membership is on a per location basis, each location in good standing is entitled to a vote at the AGM or in Referendum Vote.

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

NOTE: NACC covers the cost of travel, up to a maximum of \$750 per Board meeting and accommodation, for 2 Board meetings per year. In addition monthly teleconference calls are held. Board travel costs to the NACC Conference are not covered by NACC.

NATIONAL ASSOCIATION OF CAREER COLLEGES
FINANCIAL STATEMENTS
DECEMBER 31, 2010

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AUDITOR'S REPORT

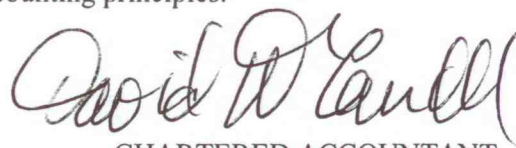
To the Members of National Association of Career Colleges

I have audited the balance sheet of National Association of Career Colleges as at December 31, 2010 and the statements of operations and net assets and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2010 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Toronto, Ontario
March 11, 2011


CHARTERED ACCOUNTANT
LICENCED PUBLIC ACCOUNTANT

NATIONAL ASSOCIATION OF CAREER COLLEGES

BALANCE SHEET

AS AT DECEMBER 31, 2010

	2010	2009
ASSETS		
CURRENT		
Cash in bank	\$ 48,764	\$ 135,725
Short-term investments, at cost	213,712	152,392
Accounts receivable	7,720	2,661
Prepaid expenses	<u>8,979</u>	<u>9,117</u>
	279,175	299,895
CETAC TRANSITION COSTS (Note 4)	52,887	42,887
PROPERTY AND EQUIPMENT (Note 5)	<u>15,300</u>	<u>17,987</u>
	<u>\$ 347,362</u>	<u>\$ 360,769</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 12,356	\$ 12,720
Sales taxes payable	<u>24,260</u>	<u>8,124</u>
	36,616	20,844
NET ASSETS		
UNRESTRICTED NET ASSETS	<u>310,746</u>	<u>339,925</u>
	<u>\$ 347,362</u>	<u>\$ 360,769</u>

APPROVED ON BEHALF OF THE BOARD:

Director

Director

The accompanying notes are an integral part of these financial statements.

NATIONAL ASSOCIATION OF CAREER COLLEGES
STATEMENT OF OPERATIONS AND NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2010

	2010	2009
REVENUE (see Schedule on Page 7)		
Examinations and other services	\$ <u>506,019</u>	\$ <u>495,143</u>
EXPENSES (see Schedules on Page 7)		
Examination services	216,046	175,015
Member services	194,395	104,967
Office and administration	<u>124,757</u>	<u>116,745</u>
	<u>535,198</u>	<u>396,727</u>
EXCESS OF REVENUE OVER EXPENSES (EXPENSES OVER REVENUES)	(29,179)	98,416
NET ASSETS , beginning of year	<u>339,925</u>	<u>241,509</u>
NET ASSETS , end of year	<u>\$ 310,746</u>	<u>\$ 339,925</u>

The accompanying notes are an integral part of these financial statements.

NATIONAL ASSOCIATION OF CAREER COLLEGES

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2010

	2010	2009
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Cash received from members	\$ 65,498	\$ 65,484
Cash received from provision of services	451,598	437,468
Cash paid for salaries and benefits	(176,500)	(144,428)
Cash paid to suppliers	<u>(355,563)</u>	<u>(238,940)</u>
	<u>(14,967)</u>	<u>119,584</u>
CASH USED IN FINANCING ACTIVITIES		
Decrease (increase) in short-term investments	(61,320)	(27,110)
Net funding provided on behalf of CETAC transition costs	<u>(10,000)</u>	<u>2,077</u>
	<u>(71,320)</u>	<u>(25,033)</u>
CASH USED IN INVESTING ACTIVITIES		
Purchases of property and equipment	<u>(674)</u>	<u>(4,540)</u>
INCREASE (DECREASE) IN CASH DURING THE YEAR	(86,961)	90,011
CASH IN BANK, beginning of year	<u>135,725</u>	<u>45,714</u>
CASH IN BANK, end of year	\$ <u>48,764</u>	\$ <u>135,725</u>

The accompanying notes are an integral part of these financial statements.

NATIONAL ASSOCIATION OF CAREER COLLEGES

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2010

1. STATUS AND NATURE OF ACTIVITIES

The Association is incorporated without share capital under the laws of the Dominion of Canada and provides curriculum and examination services as well as other services to the member provincial associations and private career colleges (vocational schools).

The Association qualifies as a Not-For-Profit organization under the terms of the Income Tax Act (Canada) and, as such, is exempt from income taxes.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with generally accepted accounting principles in Canada. Outlined below are those policies considered significant for the Association.

(a) Property and equipment

Property and equipment consisting of office furniture, equipment and leasehold improvements are stated at cost. Amortization of office furniture and equipment has been provided over the estimated useful life of the assets on a 10%-20% diminishing balance basis. Amortization of leaseholds has been provided over a period of ten years on a straight-line balance basis.

(b) Revenue Recognition

The Association recognizes revenues from examination, curriculum and other services when the exams and curriculums are shipped to the customer. Payment is based on agreed prices and credit terms contained on sales invoices.

The Association recognizes membership revenues from provincial associations and affiliates on a calendar basis which represents the annual term of membership. Payment is based on agreed prices and terms contained on membership renewal notices.

(c) Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the recognition, measurement and disclosure of amounts reported in the financial statements and accompanying notes. The reported amounts and note disclosures are determined using management's best estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action. Actual results may differ from such estimates as additional information becomes available in the future.

(d) Short-term Investments

Short-term investments are represented by term deposits or guaranteed investment certificates of a Canadian Chartered Bank having maturity dates of less than one year.

(e) Non-monetary Transactions

Management of the Association estimates that voluntary members provide approximately 1,500 hours of time without compensation.

(e) Adoption of Proposed Accounting Standards

The Accounting Standards Board has approved the incorporation of the standards set out in Part III of the CICA Handbook as the accounting standards applicable to all Canadian not-for-profit organizations. Implementation of the new standards is required for fiscal years beginning January 1, 2012. As early adoption of the standards is permissible, the Association intends to adopt the accounting standards as of January 1, 2011. Adoption of the new standards is not expected to result in a retroactive restatement of earlier years.

NATIONAL ASSOCIATION OF CAREER COLLEGES

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2010

3. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash and short-term investments, accounts receivable, accounts payable and accrued liabilities and deposits on account of future services. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments. Management is of the opinion that the carrying value of these financial instruments approximates fair market value.

4. CETAC TRANSITION COSTS

To assist with the funding of the renewal costs of the Canadian Education and Training Accreditation Commission (CETAC), the Association agreed to provide funding for the renewal process which is repayable by CETAC at such time as CETAC is in a financial position to do so.

5. PROPERTY AND EQUIPMENT

			2010	2009
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Office furniture and equipment	\$ 72,254	\$ 61,079	\$ 11,175	\$ 13,211
Leasehold improvements	<u>6,513</u>	<u>2,388</u>	<u>4,125</u>	<u>4,776</u>
	<u>\$ 78,767</u>	<u>\$ 63,467</u>	<u>\$ 15,300</u>	<u>\$ 17,987</u>

6. COMMITMENTS

The Association has entered into various office equipment operating lease agreements which expire on various dates through to September 5, 2014. The leases require annual payments totalling approximately \$6,621.

7. RELATED PARTY TRANSACTIONS

Office premises and certain administrative services are provided by the Ontario Association of Career Colleges at rates and conditions prevailing in the general marketplace.

NATIONAL ASSOCIATION OF CAREER COLLEGES
SCHEDULES TO THE STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2010

	2010	2009
REVENUE		
Affinity program	\$ 4,699	\$ 3,562
Annual conference	49,364	42,103
Examination services workshops	-	11,286
Curriculum fees	48,151	51,112
Examination service fees	334,342	314,164
Fee for service (OACC)	1,644	5,309
Membership fees	65,498	65,484
Interest and sundry income	<u>2,321</u>	<u>2,123</u>
	<u>\$ 506,019</u>	<u>\$ 495,143</u>
EXAMINATION SERVICES EXPENSES		
Committee meetings	\$ 43,526	\$ 9,974
Courier and shipping	9,183	9,776
Curriculum development	7,027	10,983
Equipment rental and maintenance	2,642	4,717
Examination services workshops	3,922	8,895
On-line examination fees	11,778	-
Professional fees	1,393	1,089
Rent	11,264	10,484
Salaries and benefits	111,195	91,331
Supplies and pins	<u>14,116</u>	<u>27,766</u>
	<u>\$ 216,046</u>	<u>\$ 175,015</u>
MEMBER SERVICES EXPENSES		
Advocacy and consulting services	\$ 76,454	\$ 168
Annual conference	59,143	51,800
Board and committee meetings	54,397	48,899
Printing and reproduction costs	<u>4,401</u>	<u>4,100</u>
	<u>\$ 194,395</u>	<u>\$ 104,967</u>
OFFICE AND ADMINISTRATION EXPENSES		
Amortization	\$ 3,361	\$ 3,386
Bank charges	18,480	8,791
Computer support services	4,014	2,919
Courier and shipping	4,523	4,683
Equipment rental and maintenance	3,575	6,384
Insurance	1,737	1,087
Office supplies	2,714	2,206
Professional fees	1,393	1,120
Salaries and benefits	65,305	53,097
Rent	11,265	10,484
Subscriptions and promotions	2,346	1,253
Telephone, internet and fax	5,878	21,335
Training and development	<u>166</u>	<u>-</u>
	<u>\$ 124,757</u>	<u>\$ 116,745</u>