



**LOCAL • 70712**  
*Union of Environment Workers*  
**SECTION LOCALE • 70712**  
*Syndicat Des Travailleurs De L'environnement*

Minutes – Executive Committee Meeting  
335 River Road, Ottawa, ON  
Date: Wednesday March 2nd, 2016  
Room: 151 Time: 11:30am to 1:00pm

1. Approvals of Agendas & Minutes  
1.1 - Agenda March 2 2016. M/S/J.Cunningham/N.Ahmad; carried. Minutes M/S/J.Cunningham/M.Lister; carried
2. 2016 Local Procedures & Layout  
2.1 - March 2 - Secretary Introduction & 2016 Process (J.Cunningham). Tentative 2016 meetings were sent out. Two weeks before meeting a call out for agenda items and reports (please don't send them sporadically) with tab options for availability. One week before meeting agenda is sent out. Cut back on the flow of emails by limiting the reply-to-all responses. President usually works closely with Secretary on setting up Local Executive meetings. Any other meetings a summary can be sent to Secretary and added as a report with the next Executive meeting. Secretary is asking that the Local run formal 2016 Executive meetings, rules of order 'wheels' handed out to Executives. [http://psacbc.com/sites/bc/files/rules\\_of\\_order.pdf](http://psacbc.com/sites/bc/files/rules_of_order.pdf)
3. Reports - President & Vice-President
4. Grievances & Complaints - Steward Reports  
4.1 - March 2 - addition to the ranks (M.Lister) Deferred
5. 2016 UEW Regional Conference  
5.1 - March 2 - Location Niagara Falls June 16 - 18 2016. Sending 2 Local delegates and 1 HR Delegate. TBD at next meeting
6. Action Items  
6.1 - March 2 - Local Website. Deferred  
6.2 - March 2 - 2016 Local By-Laws & AGM minutes. To be amended and sent to Executives for review.  
6.3 - March 2 - 2016 UEW Forms (Paperwork Package). Signed and M.Lister will drop off at Component office next week.  
6.4 - March 2 - Membership List. M.Lister to send building lists to stewards.
7. Treasure's Report & Expense Claims
8. Members Concerns  
8.1 - March 2 - Training & Courses - PSAC Invitation for new Executives, PSAC TUB course (MJ.Boudreau). Available courses on PSAC Regional Website <http://psac-ncr.com/current-courses>. MJ Boudreau will more information at next meeting. JLP Program courses <http://www.jlp-pam.ca/workshops-ateliers-eng>  
8.2 - March 2 - New Local Facebook Page & membership communications (MJ.Boudreau). Deferred, MJ Boudreau created an example Facebook page for review at next meeting  
8.3 - March 2 - Union Development Survey and Local Information gathering (MJ.Boudreau). Timeline: surveys needed by March 29. MJ needs help/volunteers; Executives will try to commit to interviewing one member of the Local.  
8.4 - March 2 - Possible UEW Meeting to discuss our Local needs (MJ.Boudreau). Possible meeting with Stewards, President, Vice President. Regional Conferences (with UEW) and hold/book caucus meetings at the Triennial UEW Convention.  
8.5 - March 2 - Performance management process at CEAA (MJ.Boudreau). MJ emailed Secretary report to be attached to the March 2 minutes.

9. Roundtable Discussion

Members Present:

M.Lister (acting President)  
N.Ahmad (Treasurer)  
J.Cunningham (Secretary)  
MJ.Boudreau (CEAA Steward) -via teleconference  
D.Buote (River Road Steward)  
A.Hussar-Lucas (CFS Steward) -via teleconference

Members Absent (with notice):

R.Kooner (President)

**\*\*\*Note\*\*\*:**

***Signed minutes stored with Local 70712 Executive.***