



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

Minutes – Core Executive Committee Meeting
335 River Road, Ottawa, ON
Date: Wednesday March 23rd, 2016
Room: Southwing Area Time: 12:00pm 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
- 1.2 - Agenda March 16 2016.M/S/J.Cunningham/N.Ahmad;carried. Minutes M/S/J.Cunningham/M.Lister;carried
- 1.3 - No Agenda for March 23 2016. Core Executive meeting for Local documentation, procedures, and layout.

2. 2016 Local Procedures/Layout and Documentation (R.Kooner)

- 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
March 23 - Minutes - approval of minutes will have an approx. one week turnaround time; will not be done at end of meetings.
- 2.2 - March 16 - Local Documentation (R.Kooner) - Deferred
March 23 - Local Documentation (R.Kooner) - On multipage documents header and (page counter/drafted by) footer on 1st page, every other page footer only. Note attendance on minutes with 'Absent with notice', 'Absent without notice', 'Present via teleconference'. No highlighting on documents going on website. Text fonts must be Times New Roman size 12 for By-Laws and Tahoma size 10 for everything else.
- 2.3 - March 23 - By-Laws (R.Kooner) - Approved date on cover, date/drafted by on last page.
- 2.4 - March 23 - Electronic Signatures - more efficient and looks cleaner when converting to PDFs (vs. PDF scan).
- 2.5 - March 23 - Translation - JF Trudeau on parental leave from April to August. He will check his translator email address once a week; for urgent translation can send email and leave phone message to check his email address.

3. Reports - President & Vice-President

4. Grievances & Complaints - Steward Reports

- 4.1 - March 2 - addition to the ranks (M.Lister) Deferred.
March 16 - Another possible steward available at 335 River Road will be approached.
- 4.2 - March 16 - On trial basis of a non-voting Consultant Steward (J.Coltes) is needed for job content classification M/S/M.Lister/J.Cunningham;carried
- 4.3 - March 23 - Coding for grievances, come up with a proper coding for cases

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
March 16 - Reports are expected from attendees. If sending 1 observer the approx. cost to Local is \$1900.
M/S/D.Buote/A.Hussar-Lucas/2 yes/4 no;defeated R.Kooner is HR Delegate, 2 Local delegates TBD at next meeting.

6. Action Items

- 6.1 - March 2 - Local Website. Deferred
March 16 - 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.

March 16 - package was dropped off by M.Lister. Item closed

6.4 - March 2 - Membership List. M.Lister to send building lists to stewards.

March 16 - MJ.Boudreau will update the membership list regularly and will send to Executive.

6.5 - March 16 - Action Plan 2016 (R.Kooner) - send any ideas to President; R.Kooner will send Action Plan to Executive one week before next Executive meeting.

7. Treasure's Report & Expense Claims - Expense claim reminder will be sent out before meetings

7.1 - March 23 - expense claim cheques were signed, N.Ahmad mailing to Executives not located at River Road

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>

March 16 - MJ.Boudreau sent out "New Executives" PSAC poster to Executives.

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

March 16 - MJ.Boudreau sent out invitation link to Executives; content will be controlled by moderator.

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 interview one member of the Local.

March 16 - MJ.Boudreau signed up interviews with 20 members, J.Cunningham did 4 surveys.

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.

8.6 - March 2 - Newsletter - MJ Boudreau is working on April newsletter

March 16 - promote Local Facebook page in May newsletter, H&S, send ideas to MJ.Boudreau

8.7 - March 16 - Webex Training - received information from IT March 11, will follow up with training (J.Cunningham)

March 23 - no point on Webex training since the Executive will not be approving minutes at the end of meetings

8.8 - March 16 - PR Officer - deferred

8.9 - March 16 - Supplies - business cards, pending cost M/S/M.Lister/N.Ahmad;carried

9. Roundtable Discussion

9.1 - March 16 - Phoenix Pay System (M.Lister) Deferred

9.2 - March 16 - M/S/M.Lister/MJ.Boudreau;carried - J.Cunningham to receive \$25 gift card due to being only member left out of receiving a prize at AGM. Item closed

Core Members Present:

R.Kooner (President)

M.Lister (Vice President)

N.Ahmad (Treasurer)

J.Cunningham (Secretary)

*****Note***:**

Signed minutes stored with Local 70712 Executive.