

LOCAL • 70712
Union of Health and Environment Workers
SECTION LOCALE • 70712
Syndicat des travailleurs de la santé et de l'environnement

February Minutes - Executive Committee Meeting
Local 70712

335 River Road, Ottawa, ON
Date: Wednesday February 23, 2017
River Road Time: 8:30 to 4:00pm

Position	Name	
President	Rubin Kooner	<i>Present</i>
Vice-President	Mike Lister	<i>Present</i>
Treasurer	Naveed Ahmad	<i>Present</i>
Secretary	Naveed Ahmad	<i>Acting</i>
Chief Steward	David Buote	<i>absent</i>
Steward 1	Pierre Vallieres	<i>Present</i>
Steward 2	Justin Cooke	<i>Present</i>

1. Approvals of Agenda

M/S: Mike Lister/Pierre Vallieres - carried

Agenda items:

2. New Stewards
 - Welcome aboard.
3. Outstanding items from last year
 - Rubin brought last year's claim where she was to be given \$500 for her work website
 - Was motioned and carried last year
 - Discussion round table
 - Executive decided to fulfill the decision from last year and pay Rubin \$500 for website work
4. Vacant Executive positions
 - Naveed will be acting secretary.
 - Ask Luke and Ann Marie for help in Public Relation
 - Call out for position to see if someone wants to do positions of PR, Steward, LaSalle OHS and CEAA Contact
 - Everyone to keep track of work they have done for the year to discuss at year end
5. UEW documents
 - Confirming all information is correct.
 - If you are not using the local email you will not be paid for data \$20 or cell phone you will not be paid for half your bill for cell phone either
6. Local Procedures
 - Rubin created easy to follow procedures

7. Ratification
 - Rubin provided the information about the voting
 - Rubin will send out email to members
8. Accounting Software
 - Naveed to look into Microsoft accounting software
 - Need to get answer by next week.
9. Donations
 - \$200 donation to John Coltess and buy sandwiches try for his family.
10. Resolution Committee
 - All people going to Convention will have to be part of resolutions committee
 - Worked on resolutions, see #19
11. Expenses overview
 - Rubin went over Expenses
 - Electronic Signatures
 - Claim forms
 - Expenses
12. Action List
 - Rubin went over Action and list and divided duties
 - Justin and Pierre let Mike know when register for TUB course
 - NCR New Local officer conference Dave, Justin and Pierre.
 - It could cost up to \$450 to local.
 - \$230 for PSAC equity conference
 - Monthly newsletter Rubin And Luke will create; Executive will send inclusions and updates for newsletter
 - Rubin and Luke will time spent on PR items at the end of the year to the executive.
 - Pierre needs email from local 70712
 - Naveed to set up email for him
 - Rubin to order business cards for Justin, David and Pierre.
13. Website
 - Naveed will send minutes and agenda updates to Website admin
 - Rubin will send all other updates to Website admin
14. Facebook
 - Rubin will continue with Facebook
15. Grievance Course
 - Rubin provided a quick overview of Grievance course to the new Stewards
16. Member Concerns
 - Rubin created a Steward Log and presented how to organize cases with the following
 - Member Concern form
 - Binder with current cases
 - Document control
 - Local Member response time limit
 - Steward Log are to be sent to President at year end
17. Promo Items
 - Mike suggested to get Golf shirt for UEW convention for all of the executives
18. Supplies
19. UEW Convention
 - Attending
 - Agenda items
 - Resolutions

Leave to care – Mike will look in CA for wording.
 Additional Service officer – Resolution was changed to hire 2 service officers.
 Email communications – non- concurrence
 Rubin is to create a resolution to support members that are not in same city
 Term Employee - needs to be change to reflect collective agreement. Mike will look into this.
 Rubin will make resolution about contracting out

- Call out to members for resolution
 - Reports
 - Everybody needs to have report after the convention.
 - Name change of Union
 - component should be responsible to reimburse to local up to \$500
 - Mike will look into this
20. Documentation control /storage
21. Conferences / Training
22. Quarterly expense reviews and Final expense reviews
23. LMCCs
- CEAA – March 28th
 - NRCAN
 - S & T
24. Review and Compensation of Executive (mid and annual)
- Rubin talked about how we claim.
 - Keep track of what each executive member has done.
 - if the executives is not performing it need to be brought right away
25. JLPs
26. Expense from past Executive
- Wait until claim is submitted; then local can decide what is claimable.
27. Round table.

Meeting adjourned.
Next meeting – TBD

*****Note***:** *Signed minutes stored with Local 70712 Executive*