

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

**Meeting Local 70712**

335 River Road, Ottawa, ON  
Date: Wednesday March 14  
8:30 to 4:30pm Room: 248

<b>Position</b>	<b>Name</b>	
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>
Steward	David Buote	<i>Present</i>
Steward	Pierre Vallieres	<i>Present</i>
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Building Contact		<i>Present afternoon</i>
LaSalle	Jeannine Laing	<i>Present afternoon</i>
NWRC	Luke Periard	<i>Present afternoon</i>
NRCAN	Ann Marie	<i>Present afternoon</i>
CEAA	Andrea Lachance	<i>Present afternoon</i>

**Approvals of past Minutes and Agenda**

Feb Minutes – M/S: D,Boute / P. Vallieres

Agenda – M/S: N. Ahmad / P. Vallieres

*carried*

1. UHEW documents
  - Sent to component office on March 13 by email in PDF format. –Naveed
2. Local Procedures
  - Rubin went over the list.
  - Cell phone bills need to be sent again to Naveed.
  - E-Transfer only available as necessary upon approval of Executives.
  - If any more USB drive issued it will be under asset tracking.
  - USB needs to be returned to Local before leaving Local.
  - Rubin went over Local Procedures with Building contacts
3. Executive Member Roles
  - Rubin went over the roles.
  - Any training needs to be sent to Mike Lister for approval.
4. Vacant Executive positions
  - We have no chief steward, cases will be distributed to Executives.
  - Consultant pay will be reviewed mid and final year.

5. Building Contacts
  - Building contacts need to get approval from local for any local matters.
6. Outstanding items from last year
  - Executive went over AGM minutes 2017
  - Asset tracking sheet and label was created.
  - Will discuss buying tablet at next executive meeting.
  -
7. Accounting / Budget
  - Naveed went over 1<sup>st</sup> quarter.
8. Quarterly expense reviews and Final expense reviews
  - went over expenses and expense codes.
  - need banner receipt to submit to UHEW office for refund.
9. Expenses overview
  - a. Electronic Signatures
    - Everyone should be given electronic signature to Naveed.
  - b. Claim forms
    - Template was given to Building contacts
  - c. Expenses
    - Should be submitted to Naveed for approval
    - Before taking course needs to be approved by M. Lister
10. Action List
  - Rubin went over list.
  - Suggestion made by Luke to add twitter on the website. Discuss at next executives meeting
  - Health and safety minutes from all buildings need to be sent to Rubin Kooner
11. Website
  - Good looking website.
12. Facebook
  - All of the executives will get admin rights, so all can update the Local Facebook page
13. Grievance Procedures / Questions
  - Rubin talked about grievances and phoenix grievances
14. Member Cases
  - a. Log
    - Log sheet was provided to everyone. - Rubin
  - b. Member Case was discussed with everyone
  - c. Binder with current cases
  - d. Document control
  - e. Local Member response time limit
15. Promo Items
  - Old mugs can be distributed at meet and greet
16. Supplies
  - Pierre wife will make stock of Local cards. Local will cover for supplies.
  - If executive require supplies, let executive know.

17. Documentation control /storage
  - Asset tracking sheet is created by Naveed
  - Naveed, Rubin and mike to clean out storage and organize everything
18. Conferences / Training
  - Rubin Kooner, Justin Cooke and Robert Armstrong are going to PSAC Bargaining conference.
  - 4 days- Training compensation  $50*4*3=\$600$
  - Conference kilometers will be discussed after the conference.
19. LMCCs
  - One or both President or V. President need to attend all
    - a. CEAA
    - b. NRCan
      - i. Contact UHEW for dates
    - c. S & T
    - d. National
20. Review and Compensation of Executive (mid and annual)
  - Executives can claim monthly, quarterly or at the end of year.
21. JLPs
  - Rubin explained about JLPs.
  - Rubin suggested to have JLPs at each building.
  - Everyone to go JLP website and pick which learning program to choose from
22. Meet & Greets
  - June meet @ River road – David Buote - BBQ
  - May meet @ Carleton – Luke Periard - Pizza
  - September @ LaSalle – Jeanine Liang – Pizza
  - June @ NRCan – Ann Marie – Pizza / ??
  - April @ CEAA – Andrea – Coffee
  - Or if can find other food for same price as pizza, Executive willing to discuss
23. Member concern brought forward.
  - Executives talked about this concern and it will bring up to DG.
  - Round table how to proceed with this concern
24. National HR Rep.
  - Rubin contact UHEW office to find out who is the HR rep
25. PSAC signing bonus
  - There will be group grievance for river road -Rubin Kooner
  - Send out email to members to create a list
  - Then send to members who have replied to sign Grievance
  - Afterwards, other buildings
26. UHEW office
  - Rubin talked about some concern
27. Member concerns
  - Luke suggested to support Carleton University strike. Luke to contact PSAC regional president and ask for support.
  - \$150 will compensated to Pierre Vallieres for all day meeting trip.

28. RVP & Alt RVP

- Rubin acting as RVP until end of August
- Mike will be acting as Alt. RVP until end of Aug
- Rubin to send notice to Managers and Locals

Meeting adjourned.  
Next meeting – TBD

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