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Union of Health and Environment Workers

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Syndicat des travailleurs de la santé et de l'environnement

**Local 70712 – Executive Committee Meeting
Thursday, January 30, 2020
11:00 a.m.**

Local 70712 Executive Team	
President	Pierre Vallieres
Vice-President	Jeannine Laing
Secretary	Tammy Boyer
Treasurer	Robert Armstrong
Chief Steward	Samantha Basha
Guest: RVP	Rubin Kooner

Approval of Agenda and Past Meeting Minutes.

Motion: Rubin Kooner; Second: Tammy Boyer

1. Procedures Review

- Defer/revisit at next meeting
- Executive to return with suggestions and/or changes

2. Action Plan

- Cancelled

3. Appointed Positions

- Chief Steward to recruit Stewards, in consultation with President and Vice-President
- Luke Periard appointed to Steward; Kathy Mateer interested in becoming a Steward
- Building contacts to remain the same; NR Can contact is retiring this year so a replacement should be found asap
- Financial reviewer nominations: Julie Gauthier and Scott Dey (M/S Robert Armstrong/Pierre Vallieres – motion carried)

4. Conference Alternates

- Vancouver: Samantha Basha/Robert Armstrong
- NCR: Samantha Basha/Luke Periard

Tammy Boyer
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- M/S Robert Armstrong/Samantha Basha to send an Observer to the NCR Conference – motion carried; Robert Armstrong to attend as Observer

5. Steward Relationships

- To be discussed at full day meeting, 20 February 2020

6. Expense Claims

- Robert Armstrong to review and send approved claims to claimants for signature
- Motion to accept lunch meeting expense of \$17 incurred by Executive during Executive Meetings (no receipts required) - M/S Robert Armstrong/Samantha Basha – motion carried
- Motion to accept past Executive members' claim for \$30 AGM meeting expense; M/S Pierre Vallieres/Samantha Basha, Robert Armstrong against (Out of Order re: By-Laws, but will be amended in By-Laws for clarity next year) – motion carried
- Cheque signing authorities to be changed over on Thursday, 6 February 2020 (from Mike Lister and Naveed Ahmad to Robert Armstrong and Jeannine Laing – RVP to remain as third signing authority) – M/S Robert Armstrong/Pierre Vallieres – motion carried
- Motion for Expense Claims to be submitted quarterly – M/S Robert Armstrong/Jeannine Laing – motion carried

7. By-Laws

- All Executive Members should read and know by-laws

8. Training

- President has asked the Executive to hold off on training expenses, as PSAC will be focusing on strike training; any new training requests must go through Vice-President
- New Executive members require basic TUB and Grievance Handling training

9. Parting Gifts

- Motion to award parting gifts of \$500 each to Naveed Ahmad and Mike Lister (limit set for service of 5-10 years) – M/S Pierre Vallieres/Samantha Basha – motion carried



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10. AGM Documents

- To be completed by Pierre Vallieres and Tammy Boyer

11. Website

- Website needs to be updated; RVP has offered to assist with this task
- Cheques to be cut for all future website invoicing, rather than an Executive Member claiming the expenses as a personal expense and reimbursed

12. Strike

- Possible summer timeline

13. OHS Representatives

- Carleton University: Luke Periard
- Tilley Building: Tammy Boyer and Jeannine Laing
- River Road: Robert Armstrong
- NR Can: unknown
- IAAC: Samantha Basha
- Let RVP know who Managers and Directors are re: Executive Members, so that she can send them introduction letters

14. Round Table

- Motion for Treasurer to pay past Executive Expense Claims, as well as past outstanding Website invoices – M/S Robert Armstrong/Tammy Boyer – motion carried
- Registration fees required for NCR Conference (\$150 for Tammy Boyer and \$150 for Robert Armstrong) – due 12 February 2020
- Public Relations position to be discussed at the next meeting

Motion to adjourn meeting: M/S Pierre Vallieres/Robert Armstrong (1:15pm)

Next meeting: 20 February 2020 (all day)



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J. Walliers

J. [Signature]