



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

Action Plan 2020

(updated: January 2021)

Executive Position	
President	Pierre Vallieres
Vice-President	Jeannine Laing
Treasurer	Robert Armstrong
Secretary	Tammy Boyer
Chief Steward	Samantha Basha
Shop Stewards	
Steward	Luke Periard
Steward	Kathy Mateer
Building Contacts	
River Road – Natalie Jones	IAAC – Andrea Lachance
	NRCan – Ann Marie Hussar-Lucas

The following tables are Actioned Items for the Local 70712 Executive to be worked on for 2020 as part of the President and Vice President Monthly Report.

***Note: Table will be posted on the Local website for the membership.*

Item #	Scheduled Completion Date	Action Item	Responsible	Completion Date	Monthly Report / Notes
Local Communications					
1	Monthly	Quarterly Newsletters	Vice President	ON GOING	2020 Newsletters sent to membership: - March - May - July - November
2	Monthly	Facebook Officer	Vice President	ON GOING	- Working with RVP -
3	ASAP	Website needs to be fixed up (links outdated; other content updates)	Vice President President help from RVP	COMPLETED AUGUST 30	- Aug = Updated all areas on website - Finalized & Posted missing 2019 minutes - Item 9 to be posted once completed. -
4	Monthly	Website updates	President Secretary	ON GOING	- Posting of monthly Agendas, Minutes, Newsletters, etc -
5	Monthly	PR Officer	N/A	N/A	- Not to be implemented this year
6	AS NEEDED	Membership emails	Vice President	ON GOING	Emails sent: - Aug = Ratification - Oct = CA signed

7	N/A	Business Cards (everyone)	President	POSTPONED	<ul style="list-style-type: none"> - Waiting for Template from RVP - Sept = determined to wait until face to face Conferences and meetings are reinstated
8	N/A	Communication Posters/Cards etc. for Events	President Vice President	POSTPONED	<ul style="list-style-type: none"> - Eg / SWAG, \$5 Tim Gift cards, Thank-you cards - Sept = wait until face to face Conferences and meetings are reinstated for purchase of any other items
9	Oct 20	Updating and completing <ul style="list-style-type: none"> - 2020 Local Conference call Minutes - 2020 Agendas - 2020 Monthly Executive Minutes - Translations 	Secretary		<ul style="list-style-type: none"> - Some past minutes missing information - conference call meetings are to be separate minutes from Executive Meetings
Local Finances					
1	Feb 20	Expenses Training Course	President & VP	COMPLETED FEB 20	All Exec and Building Contacts
2	Feb 20	Electronic Signature Training for Expenses	President & VP	COMPLETED FEB 20	All Exec and Building Contacts
3	Feb 20	Expense Claim template update	President & VP	COMPLETED FEB 20	
4	March 30	Nomination and selection of 2 Reviewers	Executive		-Julie Gauthier -Scott Dey
5	April 10	Q1 Review - 2 Reviewers	Treasurer Vice President		- Delayed because of Covid-19 restrictions and unbalanced 2019 finances
6	July 10	Q2 Review - 2 Reviewers	Treasurer Vice President		- Delayed because of Covid-19 restrictions and unbalanced 2019 finances
7	Sept 30	2019 Local Finances Review, amendment and justification to National UHEW Office	Treasurer	Completed October 22	<ul style="list-style-type: none"> - Treasurer held meeting with past Treasurer and President on Aug 13 - VP fwd justification to members Oct 25
8	Oct 10 Oct 30	Q3 Review - 2 Reviewers	Treasurer Vice President		- Not completed
9	10 days after closing of books	Q4 Review & Final Review - 2 Reviewers	Treasurer Vice President		<ul style="list-style-type: none"> - Books were closed December 31st 2020 - Not completed by deadline - Treasurer Resigned January 12, 2021

10	Oct 10	Revised Local Financial Spreadsheets	RVP	Completed October 21	-RVP emailed Treasurer 2 nd time to set up meeting to pass off ledger Oct 21 - Training meeting with RVP Nov 12 -Revisions requested by Treasurer Nov 22 -Revised November 24 to accommodate requests from Treasurer
11	Monthly	Treasurer Report	Treasurer		- Send monthly report to Secretary (for minutes) before each Executive Meeting Meetings submitted: -

Training Development

1	Feb 20	Full Day for Union Development	All	COMPLETED FEB 20	All Exec, Stewards and Building Contacts
2	Feb 20	Grievance Tracking Table / Steward Log	All	COMPLETED FEB 20	Send updates monthly to Chief Steward
3	March 10-13	Advanced Health and Safety	Steward – L. Periard	COMPLETED	
4	Dec 3	TUB and Grievance Handling (condensed)	Steward – L. Periard Steward – K. Mateer Secretary - Tammy Treasurer – Robert Vice president - Jeannine	Completed Dec 3	- Scheduled by PSAC March 20-21; postponed due to COVID-19 restrictions - Sept = waiting for new schedule from PSAC - UHEW planning their own virtual training
5	TBD	RVP Resolutions day	All	N/A	- Rescheduled due to COVID-19 restrictions - and postponed UHEW National Conference
6	TBD	Grievance Handling Course - Rubin	TBD		- Postponed due to Covid-19 restrictions
7	TBD	Rules of order Training for Executive	President Vice President RVP		- Postponed due to Covid-19 restrictions
9	November 30	PSAC webinar How to organize a virtual meeting in your local - English	Vice President – Jeannine	Completed November 30	

Conferences / Conventions

1	April	NCR Convention 1 Delegate 1 Observer	T. Boyer (delegate) L. Periard	POSTPONED Aug 2021	- Depending on AGM, delegates and observers may change
2	August	UHEW National Convention 2020 2 Delegates	P. Vallieres (delegate) J. Laing (delegate)	POSTPONED Aug 2021	- Depending on AGM, delegates and observers may change

		3 Observers	T. Boyer L. Periard N. Ahmad		
Committees (HR, Occupational Health and Safety, etc.)					
1	Monthly	OHS Meeting – River Road	Treasurer – R. Armstrong	ON GOING	Attended: - August -
2	Monthly	OHS Meeting – Carleton	Steward – L. Periard	ON GOING	Attended: - Luke is co-chair
3	Monthly	OHS Meeting – Tilley	Vice President – J. Laing Secretary – T. Boyer Steward – K. Mateer	ON GOING	Attended: - T. Boyer is OHS secretary -
4	Monthly	OHS Meeting – NRCAN	Building Contact – AM. Hussar-Lucas	ON GOING	Attended: -
5	Monthly	OHS Meeting – CEAA	Steward – A. Lachance Chief Steward – S. Basha	ON GOING	Attended: - -
11	TBD	Joint Learning Program sessions:	N/A	N/A	- On hold due to Covid-19 restrictions
16	Dec 11	Local Resolutions Committee - UHEW National Convention	President (Chair) All Executive	Postponed	- Work with RVP for resolution writing
17	Dec 17	Bylaws Committee - Local 70712 AGM 2021	Vice President (Chair) President Secretary Chief Steward	Completed	- Work with RVP to update bylaws to meet UHEW standards - RVP to help with Resolution Writing
18	Quarterly	Finance Committee	Treasurer (Chair) Vice President Financial Reviewers		Reviewers: - Suggestion from RVP to have different reviewers due to 2019 Finances - -
19	Quarterly	Steward Committee	Chief Steward (Chair) President Stewards		Meetings held: - Date? -
	Quarterly	Steward Committee	Chief Steward (Chair) President (Chair) Stewards		Meetings held: -October 7, 2020 (Oct5 to Nov Chief Steward position handled by President)
20	Quarterly	IACC Mental Health Committee			Attended:
21	Quarterly	Local OHS and Membership Committee	President Vice President		- Reach out to BC for any issues - Talk with OHS reps for any issues or concerns Discussions held:

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Membership (List, Cases, Engagement, Public Relations and Recognition)					
1	March	Meet & Greet / Member Appreciation – NRCAN Pizza	AM. Hussar-Lucas	N/A	- On hold due to Covid-19 restrictions
2	April 1	Meet & Greet / Member Appreciation – IAAC Pizza	Andrea Lachance	N/A	- On hold due to Covid-19 restrictions
3	July	Meet & Greet / Member Appreciation – Tilley, River Road and Carleton BBQ	J. Laing	N/A	- On hold due to Covid-19 restrictions - Joint BBQ for River Rd, NWRC, and Tilley (location TBD)
6	N/A	Building boards – River Road	Building Contact – N. Jones	ON HOLD	- On hold due to Covid-19 restrictions
7	N/A	Building boards – Carleton	Steward – L. Periard	ON HOLD	- On hold due to Covid-19 restrictions
8	N/A	Building boards – Tilley	Secretary – T. Boyer	ON HOLD	- On hold due to Covid-19 restrictions
9	N/A	Building boards – NRCAN	Building Contact – AM. Hussar-Lucas	ON HOLD	- On hold due to Covid-19 restrictions
10	N/A	Building boards – CEAA	Building Contact – A. Lachance	ON HOLD	- On hold due to Covid-19 restrictions
11	Nov 15	Membership Lists	Secretary Vice President		- Sept = Access to Union Ware given to Secretary, VP & President - Oct/Nov = Secretary to work with VP to update list and sign up RANDES
12	November 6	RAND Members	Secretary Vice President		- Sign up of RAND Members - Can do electronically - November 6 email sent out to RANDES to sign up electronically and enter a draw for \$50 – Deadline December 4
13	Monthly	Member Case Log	Chief Steward President taking over membership		- To be shared and discussed with Executive at each Executive meeting Meetings Case Log Reviewed: - First Sent October 5, 2020 by Chief Steward
14	Monthly	Chief Steward Report	Chief Steward		- Send monthly report and Case log to Secretary (for minutes) before each Executive Meeting with

					trends in cases, issues, etc. Meetings submitted: - None
Local Information Management					
1	Nov 20	Updating Storage of files	Vice President Secretary	ON GOING	- Moving of files from River Road to Tilley - Depending on COVID-19 restriction and access to Buildings
2	Nov 20	Control of supplies and files	President Vice President Secretary		
3	January TBD	Local 70712 - Annual General Meeting 2021 Notice (AGM2021)	President Secretary	Motion to delay AGM until Spring 2022	- Agenda, Financial Report, Gifts, etc. - GM scheduled end of March 2021
4	N/A	Determination of LMCC Dates by locations	President		- To work with RVP to establish Local UMCCs
7	N/A	Purchase Supplies	Treasurer Secretary		
8	N/A	Update all 2020 documentation to files to hard drive	President Secretary	ON GOING	- Sept = purchase hard drive?
9	February TBD	Local 70712 - Annual General Meeting 2021 (AGM2021) Venue	President Secretary	Motion to delay AGM until Spring 2022	- Virtual Meeting
10	March 25	Local 70712 – General Meeting 2021	President Vice President Secretary		- General Meeting to share 2020 financial report and make changes to bylaws
*Note:					
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