



LOCAL • 70712

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, Oct 29, 2020
11:30 a.m.**

Local 70712 Executive Team	
President – Pierre Vallieres	Present
Vice-President – Jeannine Laing	Present
Secretary – Tammy Boyer	Present
Treasurer – Robert Armstrong	Present
Chief Steward – Samantha Basha	Absent

Chair: Pierre Vallieres

1. Roll Call

- All in attendance except Chief Steward, Samantha Basha

2. Approval of Agenda:

M/S Jeannine Laing / Robert Armstrong

Approval of Past Meeting Minutes:

M/S Tammy Boyer / Robert Armstrong

3. Chief Steward Leave

- Original leave was to start October 4, when President took over the role/Case Log and Vice-President took over general Chief Steward operations. The date was pushed back slightly when Samantha Basha attended a steward meeting October 6 to pass the role over to the President; a few emails were read by her after this date, but no other tasks were or should have been taken by Samantha.
- Recommended by President that leave be extended

4. Executive Roles and Upcoming Evaluations

- All Local Executives should look at their roles in the ByLaws
- Positions are to be reviewed November 2020

5. President and Vice President’s Report

- Action Plan reviewed: of note, 2019 Finances were reviewed and a letter went out to members on October 25 with justification of the review

Tammy Boyer
Local 70712



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- Bargaining: PA and TC have signed the collective agreement, with SV collective agreement to be signed imminently
- UHEW masks will be provided to all Executive members
- Julie Gauthier will no longer be available to translate Meeting Minutes, and is to be paid for past work asap; President to translate in the future, but if unable, Robert Armstrong knows of someone who could assist

6. Treasurer Report

- No outstanding cheques; balance has been reviewed and all reconciles
- 2019 is now closed and justification has been sent to members as to the delay
- Ready to pay out third quarter expenses; all Executive members are to send him expense claims for this period
- Before starting fourth quarter, Treasurer to have meeting with RVP regarding quarterly statements, as spreadsheets need to be revised
- It is now time to begin thinking about how to send the year's financial documents to reviewers ahead of our next AGM

7. Membership Report

- Case Log updated, with one more case to be added
- All cases reviewed; many are "Code 699" cases
- Steward meeting planned within the next two weeks

8. Local Finances 2020 Template

- Meeting to be set up with RVP regarding updating our financial spreadsheet
- Meeting to be set up with reviewers once expenses have been re-coded and entered in the spreadsheet; aim is for late November
- Possibly review the first three quarters now, so only the last quarter will need to be dealt with at year end
- Motion: Appoint new reviewer (Julie Gauthier did not participate in the past year, so a replacement will be appointed; Scott Dey will be asked if he is available to be a reviewer) Motion postponed until a new reviewer is found

9. Local AGM

- AGM will probably be held virtually
- AGM should be held and not postponed, so that ByLaws may be amended and conference attendances amended; we have the option to postpone it by one year if not feasible
- Look into Zoom Meeting as an option, as we need a tool whereby people can vote anonymously; Webex is another option



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10. RAND/Membership List

- Our ByLaws state that updating the RAND/Membership List is not just the duty of the Secretary, but also all of the Executive
- Vice President suggests creating a poster to send to RANDs with signing incentives (draw or gift cards?)
- Motion: Purchase two \$50 Amazon gift cards to be awarded by random draw from a pool of newly signed RANDs who signed their cards by December 1, 2020
M/S Jeannine Laing / Robert Armstrong: "Yes" votes Pierre Vallieres, Jeannine Laing, Robert Armstrong and Tammy Boyer; Samantha Basha absent - carried

11. Website / Newsletter

- No newsletter was issued for September 2020
- Translations have been done for the last few sets of Minutes and are to be sent to the Webmaster
- Agendas are not all on the website (must be posted); these do not need to be translated

12. McAfee Purchase

- Security software is required for the two recently purchased laptops as well as our existing laptop held by the Treasurer
- Motion: Purchase three (3) McAfee Security Licences for \$29.99
M/S Jeannine Laing / Pierre Vallieres: "Yes" votes Pierre Vallieres, Jeannine Laing, Robert Armstrong and Tammy Boyer; Samantha Basha absent - carried

13. Training

- Waiting to hear about TUB and Grievance courses for Tammy Boyer, Robert Armstrong and Kathy Mateer; it will be virtual

14. Return to Work and OHS Committee Roles

- Phase 1 has been postponed for all of MSC as well as for staff at River Road; no date has yet been suggested
- No OHS issues related to the Tilley Building
- Concerns brought up about Contractors working onsite at River Road
- Return to work app is being tested at PVM in Gatineau, CMC in Montreal, and one other location; users will log in to request building entry, whether for work, to pick up equipment, etc; it may affect when people go to work, as it will track numbers within buildings, including visitors
- Vice-President to reach out to other OHS groups for feedback



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15. Local Items at River Road

- Treasurer has access to Local items currently held at River Road
- Due to COVID concerns, all items are to remain in place until further notice

16. Swag

- As UHEW will be giving Executive Members masks, it has been suggested that we also give masks to AGM attendees (Union Proud is a company which we can explore); masks would be inexpensive to mail to attendees

17. Donations

- \$200 has already been donated to the Ottawa Food Bank on the Local's behalf
- Suggestion to donate another \$200 to the Ottawa Food Bank and \$100 to Toy Mountain
Motion: Donate \$200 to Ottawa Food Bank and \$100 to Toy Mountain
M/S Robert Armstrong / Jeannine Laing: "Yes" votes Pierre Vallieres, Jeannine Laing, Robert Armstrong and Tammy Boyer; Samantha Basha absent - carried

18. Round Table

- Secretary will work on Membership List in ULink before next meeting
- Discussion on Local Executive compensation to be held next meeting

Motion to end meeting: 1:30pm

M/S Tammy Boyer / Pierre Vallieres - carried

Next meetings: 19 November 2020 (11 am) – Local Executive
17 December 2020 (11 am) – ByLaws Committee