



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, March 11, 2021
10:00 a.m.**

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

Chair: Pierre Vallieres

- 1. Approval of Agenda:** M/S Pierre Vallieres / Jeannine Laing
All in favour, carried
- Approval of Past Meeting Minutes:** Deferred until next meeting
(Minutes from 18 Feb 2021) M/S Jeannine Laing / Samantha Basha
All in favour, carried

2. A) President and Vice President Report

- Action Plan reviewed
- Have heard nothing yet about return to work (all buildings)
- Need a new building and OHS contact at the NR Can building (due to retirement of past rep)
- Bargaining Convention: awaiting approval from PSAC and Component for change to Delegate/Observer (Justin Cooke to replace Pierre Vallieres as Delegate, and Pierre Vallieres to become Observer) – this is due to experience level

B) Treasurer Report

- Expense Claims are due before end of March 2021
- All Expense Claims are to be placed on the Google Drive for review and approval by the whole Executive (to be done last week of March 2021)
- Petty cash to be dissolved; remainder to be deposited in the Local's bank account
- RVP to hold financial training session with the entire Executive next week



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C) Chief Steward Report

- Case Log not yet updated to reflect 2021 content only; reviewed all cases to date
- Anyone with Phoenix issues should be referred to the Pay Centre as their first initial step, and their HR Reps as the second step; the Local should only become involved as a last recourse, as they would automatically become third level grievances
- We have a template for Phoenix grievances if required
- Steward meeting was held recently where a case log entry was requested to be deleted, but we cannot do so as we cannot delete our records, but can only amend them
- There will be another Steward meeting soon to introduce the new Steward, Justin Cooke, to the Steward team; RVP will attend this meeting

3. Moving forward after past Treasurer's Resignation

- As of the date of this meeting, we have not yet heard back from UHEW about our Financial Review; our Ledger has been returned but the investigation is not yet complete – we can only move forward with our Reviewers once this has been fully completed
- Vice President to pass financial documents over to new Secretary-Treasurer; they are now on our Google Drive

4. Training for Code 699

- Course was held 24 Feb 2021

MOTION: Pay for PSAC evening training on Code 699; \$30 training allowance to be paid to Jeannine Laing and Luke Periard

M/S: Samantha Basha / Tammy Boyer

All in favour: Pierre Vallieres – aye; Jeannine Laing – aye; Tammy Boyer – aye;
Samantha Basha – aye. Carried.

5. General Meeting 2021

- Members to be notified of upcoming General Meeting no later than March 22 (at least 30 days prior to meeting), which is to be held April 22 @ 6pm
- Financial report does not need to be presented 30 days prior; we will provide to members once all has been received and reviewed from UHEW
- Gift cards to be purchased as swag for upcoming General Meeting



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MOTION: Tammy Boyer to purchase \$600 worth of gift cards, to be distributed as door prizes for those attending our upcoming General Meeting (2 x \$100; 2 x \$50; 12 x \$25); Stamps to also be purchased in order to mail prizes to meeting attendees, as this meeting will be virtual

M/S: Jeannine Laing / Samantha Basha

All in favour: Pierre Vallieres – aye; Jeannine Laing – aye; Tammy Boyer – aye;
Samantha Basha – aye. Carried.

- Gift to be presented to RVP for all her assistance and guidance with all Local Executive matters, but especially with respect to our 2020 Financial issues

MOTION: Jeannine Laing to purchase \$300 gift card to be presented to Rubin Kooner for all her assistance and guidance with all Local Executive matters

M/S: Samantha Basha / Tammy Boyer

In favour: Pierre Vallieres – aye; Jeannine Laing – aye; Tammy Boyer – aye;
Samantha Basha – nay. Carried.

6. Financial Reviewer

- John Coltess has been confirmed as one of the Local's Financial Reviewers; all Executive has been notified of his contact information

7. Newsletter

- Created by Vice President and translated by President
- Will include call-out for a new NR Can building representative

8. NR Can Building Contact

- The position of NR Can building contact is vacant due to the past representative's retirement
- Call-out for a new NR Can building rep will be included in next Newsletter; NR Can members will also be solicited via emailed

9. Resignation of Steward

- Kathy Mateer has resigned from her position as Steward

10. Appointment of New Steward

- Justin Cooke has been appointed as the Local's newest Steward. He comes with much appreciated Executive/Steward experience

Tammy Boyer
Local 70712



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11. Bargaining Convention

- As noted above, awaiting confirmation of a switch in Delegation representation

12. Admin Google Drive Overview

- Created and managed by Vice President
- All documentation such as Minutes and Expense Claims are to be added to the Google Drive, so that the whole Executive may review, discuss and approve all submissions; all approved relevant materials will then be posted on the Local's website

13. First Quarter Expense Claims

- Expense Claims from all Executive Members, as well as Stewards, are to be submitted by end of March 2021

14. Round Table

- Finance meeting to be held next week
- By-Laws meeting is also to be held before the General Meeting

Motion to end meeting: 11:30 pm

M/S Pierre Vallieres / Jeannine Laing - carried

Next meeting: 18 March 2021 (1:00 pm) – Finance meeting
15 April 2021 (10:00 am) – Local Executive