

AUPE Local 71 Minutes
Piper Creek Room, Red Deer Lodge – Red Deer, AB
February 20, 2010

1. CALL TO ORDER

Attendees: Kathy Cayenne, Mel Gemmell, Darcy Beattie, Dan Litke, Rod Carlson, Dan Iwaschuk, Dwayne Salloum, Brenda Arnfinson, Darla Yonkman, Donna Horpestad, Chrissie Mather, Stacey Dickinson, Ric Romick, Ellen Pollard, Jason Pilot, Wendy Chivers, Rhonda Chatman, Shirley Roy, Lisa Simpson, Robert Tomkinson, Bonnie McCauley, Karen Hayes, Reni Smith, Barry Madsen, Iba Boda, Cathy Bittmann, Rachel Maud Clarke, Wendy Webber.

2. INTRODUCTION OF LOCAL EXECUTIVE AND GUESTS

Chair: Barry Madsen
Vice-Chair: Iba Boda
Secretary: Rachel Maud Clarke
Treasurer: Reni Smith
PE Rep: Cathy Bittman
Staff Rep: Wendy Webber
Guest(s):

3. ADOPTION OF AGENDA M/S/C

4. ADOPTION OF MINUTES M/S/C

Kathy Cayenne brought to the attention of the Local that in her opinion, the democratic process of the decision to hold the Chapter Chair meeting was completely eliminated. However, she will not appeal it this time. Kathy would like the Local Executive to bring any future large expenditure from the budget to Local Council to vote on.

Dan Litke suggested adding a policy. This issue will be brought to the table for further discussion under 8.9 a) Policy and Procedures.

5. BUSINESS ARISING FROM MINUTES M/S/C

5.1 Labour School Applications

Explanation of the process of approval of labour school applications: The applications are brought to the Chapter Chairs for approval/signature; the Chapter Chairs forward them to the Local Chairs. The Local Chair brings them to Local Executive and they meet and go through a very extensive process of prioritizing the applications. The prioritizing process consists of specifics such as reviewing the applicants' prerequisite training, the Chapter Chairs recommendations, and if the application is completed in full and all adequate information is included. Local Council Executive only makes **recommendations** from the applications. The Local Secretary completes a ranked list of **all** applications submitted and then forwards them to Headquarters. **Headquarters** makes the **final** decisions to applications.

Mel suggested to the Local Secretary to send out to the Chapter Chairs the suggestions of criteria and details on the applications that we look for when reviewing labour school applications. This may assist Chapter Chairs in ensuring information is completed in full and all details are provided.

6. CORRESPONDENCE M/S/C

- 6.1 Letter from HQ re: Convention 2010, registration begins Wednesday October 13th Convention officially opens Thursday, October 14th and ends Saturday, October 16th, 2010.
- 6.2 Day of Mourning – Barry attended, good turn out.
- 6.3 Received memo regarding Labour School, attendees are reminded to wear proper footwear to labour school as pathways are uneven and could be icy.
- 6.4 Pay and Social Equity Committee – are collecting bring food bank donations at Labour school
- 6.5 Guy Smith has invited all Local Council Chairs to attend a meeting with Doug Horner, Minister of Education. Barry is really looking forward to this meeting, should be very interesting.

7. REPORTS OF THE OFFICERS

7.1 Chair M/S/C

7.2 Vice-Chair M/S/C

7.3 Secretary M/S/C

7.4 Treasurer M/S/C

Balance Sheet Presented
Profit and Loss Statement Presented
Discussion

Question: Can we give gift cards to members as member recognition/incentive to members to attend meetings?

Answer: Gift cards must be those that can **only** be redeemed for product, **not cash**. If gift cards of that nature are given, you must note in your minutes who received them, what denominations they were and to what location. If a chapter wants to purchase retirement gifts, it is strongly encouraged to buy a gift, not a gift card.

7.5 Provincial Executive Rep M/S/C

December meeting was the first PE meeting with the new executive. Cathy commented that it was a great dynamic and really enjoyed the new executive.

Main focus of AUPE President Guy Smith, at this moment, is Mobilizing. Vice-Presidents have been given regions and all but one VP has been seconded full-time for this special mobilization project. This is in response to the provincial budget and looming cuts in the public sector.

Blue shirt Thursdays, how is it going? Encourage members to participate. Blue rubber wristbands can be purchased from Cecil Cardinal from Local 3.

VPs are now permitted to apply to attend Labour School (which was not the norm in the past).

Any new hired excluded AUPE staff members' contracts will now be available for public viewing.

VPs cannot hold an elected position in their Local/Chapter. There is presently a VP that is holding a Chief Steward position, must step down from this position.

Harassment discipline policy was passed.

Join Together Alberta is up and running and in action to stop cuts.

April 8-10, 2010 PIA (Public Interest Alberta) Conference in Edmonton.

Steward Recognition – Jason Heistad is on the committee and they are working on planning something. Any ideas for gifts/celebrations are to be forwarded to Jason.

8. COMMITTEE REPORTS

- 8.1 Anti-Privatization Committee – Nothing to report, no committee member present
- 8.2 Education Sector Committee
Ed Sector Conference - June 3, 4, 5, 2010 at Radisson Canmore – Steve is diligently planning and rounding up speakers for the conference. Keynote focus will be Bill Moore-Kilganan from PIA.
- 8.3 Women's Committee – No rep on committee. Remove this report from standing agenda
- 8.4 Young Activists Committee
Annual Slo-pitch tourney June 5-6, 2010 in Vegreville, AB. Info can be found on www.aupe.org
- 8.5 Pay & Social Equity Committee
It was suggested that at any AUPE sponsored events, this committee will be collecting food bank donations. Don't forget to bring food items to donate at labour school!
- 8.6 OH & S Committee
AUPE is coming out with 2 new OH & S education courses. Please check them out.
- 8.7 COPA Committee
Report as written and attached.

Dan spoke to the suggestion of bringing in a speaker from GEA [Great Edmonton Alliance]. He suggested that the Executive look at scheduling the speaker for a Friday evening of a local meeting so that it would be at a minimal expense to the local and minimal impact on our meeting time on Saturday.

- 8.8 Environmental Committee
Committee is working on a field trip to go to a recycling plant. They are encouraging members to do their part in working towards a cleaner environment. There are now bottle recycling bins located around HQ.

Guest: Vice-President, Jason Heistad

Buttons from HQ "Some Cuts Never Heal" email Jason if you would like some buttons to distribute at your workplace.

Main focus for VPs is Mobilization. Big concern to Jason is the Education Sector. We need to challenge those people that are elected. Jason encourages every member to become involved at a political level. Membership Services Committee is trying to compile and publish a booklet of all the AUPE member discounts available. If members have ideas on places to get discounts from, they can email Jason with suggestions.

Steward Recognition – submit gift ideas to Jason. Suggested that Locals/Chapters have their own separate recognition dinners/lunches. April is Steward Recognition month.

- 8.9 Finance Committee
Audit of books completed on December 21, 2009. We did well, only 4 entries were questioned. We only had one journal entry. We were reminded that honorariums and gift cards are not permitted.
Committee reviewed Local 071 Policies and Procedures Manual as directed by Local Council.
Recommendations:
 - a. 3) Operating Funds: a) Operating funds for each Chapter will where practicable equal that amount of the Chapter budget approved by the Local Council. The total of expenditures on behalf of the Chapters shall not exceed **25%** of the Local revenue received. M/S/C
 - b. 3) Operating Funds: b) Chapter financial records must be reviewed on an annual basis and before funding is disbursed to the chapter the Local Treasurer must receive the Chapter's bank statements, cancelled cheques, revenue and expense documents, minutes, deposit book(s), term deposit documents and all supporting documents. Please use the Chapter ____ Financing

form. These funds shall not exceed the Chapter budget as approved by Local Council. Any surplus monies as of June 30 shall become the property of the Local. M/S/C

c. 3) Operating Funds: c) Funds in excess to these amounts shall be remitted to and maintained by the Locals. Expenses exceeding these amounts shall be reimbursed by the Local. All expenses must be properly receipted. These original receipts must be turned in with the Chapter ___ Financing form to the Local Treasurer. M/S/C

d. 3) Operating Funds: j) For those who desire to let their name stand for a position on the Union Executive the Local will set an amount in the Proposed Budget at the Annual General Meeting to be divided equally among all candidates of Local 71. To receive funding from this policy the candidate(s) need to declare by or at the Local Annual General Meeting.

Amended Motion: For those who desire to let their name stand for a position on the Union Executive the Local will set an amount in the Proposed Budget at the Annual General Meeting to be divided equally among all candidates of Local 71. To receive funding from this policy the candidate(s) need to declare to the Local Executive 45 days prior to Convention. No candidate shall receive more than \$1,000.00 M/S/C

e. 3) Operating Funds: k) Members running for political office outside of AUPE will not be financially supported by Local 71. Members are encouraged to seek financial support from the larger Union (COPA, etc.) M/S/C

f. 4A) Financial Expense Responsibilities: f) i) Time-offs required for Local or Chapter business, where the Local will be required to pay the time-off, must be requested through the Local Treasurer, who will then contact HQ for authorization. Local Treasurer will then provide further instruction to the members. M/S/C

g. 4A) Financial Expense Responsibilities: g) For the Education Sector Conference each Chapter may send up to two [2] members. M/S/C

h. 4A) Financial Expense Responsibilities: k) ~~Personal Development fund with prior approval of Local. Deleted~~ M/S/C

i. 4A) Financial Expense Responsibilities: n) An expenditure in excess of \$1,499.00 must receive prior approval from Local Executive and the invoice must be forwarded to the Local Treasurer for direct payment; **except for AGM.** M/S/C

j. 4B) Chapter Responsibility: g) ~~Honorariums as per Chapter policies~~ omit [directive of Headquarters] M/S/C

k. 7) Laptop Computer Policy; Financing; Responsibility; Usage; Computer Inventory Record – **delete** M/S/C

l. **Add** under 4A) after Child Care 5-34 Elder Care Policy: Elder Care / Special Needs provisions will be made if you are the primary care giver of the dependant. This dependant must reside in the claimant's home. Where the claimant incurs expenses, i.e. to attend a meeting for official AUPE business, prior authorization must be received from the Local Chair or Local Treasurer. Rates will be reimbursed for actual expenses for care, accompanied by an original invoice / receipt from the service provider. For example, if home care services are required, an original invoice / receipt will be required and must contain the following:

- Name of claimant
- Name of dependant
- Date and time – hours of required care
- Name of provider / agency
- Hourly rate

M/S/C

m. housekeeping, space added between bullets 5) Local 71 Life Membership Policy

n. **Add** the following form for chapters to use [Chapter Treasurers may customize for individual chapter use] M/S/C

AUPE LOCAL 71-____

Information taken from:

Name: _____

Phone Number: _____

Illness/Bereavement/Adoption/Birth Girl/Boy/
Retirement/Other: _____

Special Instructions: Flowers or Donation or Gift

AUPE Member Information:

Name: _____

Address: _____

Phone Number: _____

Donation Information:

Organization: _____

Address: _____

Paid	Date	Cheque #
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- o. Miscellaneous expense code 7255 changed to 7259
- p. Update Chapter Proposed Budget form to reflect correct amount of \$30 received for Annual General Meetings

Numbering and letters will be changed in the Policies and Procedures to reflect correct format.

- q. Motion to Amend Child Care policy...at the rate of up to \$10.00 per hour to a maximum of \$120.00 per day for 1st child and up to \$2.00 per hour for each additional child to a maximum of \$24.00 per day, per child. Motion withdrawn.

Cathy Bittman will bring up the concern of childcare policy to the Provincial Executive.

- r. Motion to change policy 3) Operating Funds: e) The Chair and Treasurer shall have the power to approve non-budgeted expenses as requested. Add: Any non-budgeted expenses over \$5000 be brought to the Local Council for prior approval. Any non-budgeted expenses shall be reported to the Local Council at the next meeting. M/S/Defeated

9. OLD BUSINESS

- 9.1 Convention 2010 Update: Convention will be held at the Shaw Convention Centre in Edmonton, October 13-16, 2010. Local 71 has a booking within the AUPE block at the Chateau Lacombe. Chapter Treasurers should be prepared to accept claims for in town transportation during Convention.

10. NEW BUSINESS

10.1 Elections

- a) Anti-Privatization Committee
Nominated: Rhonda – Accepted – Acclamation
Alternate: Shirley Roy – Nominated – Accepted - Acclamation
- b) Finance Committee
Nominees:
Dan Litke - Elected
Shirley Roy
- c) Education Sector Coordinating Committee Alternate
Nominees:
Kathy Cayenne - Declined
Shirley Roy - Acclaimed

10.2 Report of Chapter Chairs Meeting

The Executive received a lot of positive feedback, even from the President! The Chairs mentioned it was very informative and they hope that the Local will host this again.

11. ROUND TABLE DISCUSSIONS

Round table discussions were suspended for this meeting.

12. DATE OF NEXT MEETING

Canmore Inn and Suites May 28-30, 2010

13. ADJOURNMENT – 5:00 PM