

**CUPE LOCAL 3905
Annual General Meeting 2014
March 20, 2014
AT5035**

Agenda

1. Call to order
2. Equality Statement
3. Roll Call of Officers
4. Presentation of agenda
5. Minutes of Last Meeting
6. Matters Rising
7. Treasurer's Report
8. Communications and Bills
9. Executive Committee Report
10. Nominations and Elections & Installations
11. Personal Development Bursary
12. Unfinished Business
13. New Business
14. Good of the Union

Attendance

SN	Name	Department/Faculty
1	Bal Ram Adhikari	Biotechnology
2	Simranpreet Badesha	Sociology
3	Steven Berry	Natural Resources Management
4	Peter Binsted	Chemistry
5	Alexandra Burchill	Geography
6	Xin Chang	Chemistry
7	Lucy Fowler	Education
8	Patrick Gauthier	Natural Resources Management
9	Richard Hagdu	Natural Resources Management
10	Krishnahari Homagain	Natural Resources Management
11	Tallie MacDonald	Biology
12	Richard Major	Natural Resources Management
13	Ben Ong	Natural Resources Management
14	Yagya Paudel	Biology
15	Md. Shafique Rahman	Biotechnology
16	Stephanie Seymour	Natural Resources Management
17	Shashi Shahi	Natural Resources Management
18	Jay Stapleton	Sociology
19	Shannon Tersigni	Education
20	Kent Spiers	Sociology

Invited Guests

1. Tara Miller

CUPE Regional Representative

Order of Business and decisions:

1. **Call to order:** Meeting called to Order by President Patrick Gauthier at 05:13 PM
2. **Equality Statement:** Read out by Patrick Gauthier, 05:14PM
3. **Roll Call of Officers:** Patrick Gauthier introduced all the executives, 05:17 PM
4. **Accept agenda:** Agenda presented 05:19 PM.
Moved by: Jay Stapleton
Seconded by: Richard Major
Discussion: None
Approved. Carried: All
5. **Minutes of Last Meeting:** Posted online in CUPE 3905 Site: Highlights Read out by Patrick Gauthier. No further discussion.
Moved by: Krishnahari Homagain
Seconded by: Steven Berry
Minutes Accepted, Carried.
6. **Matters rising:** 05:20 PM. President Patrick Gauthier presented following as matters arising from last AGM minutes:
Item 6 – investment interest
Item 6 – CUPE/GSA relations
 LUSU-hosted inter-union meeting
Item 6 – CUPE support
 Tara Miller, National Staff Representative
Motion moved on

Trustee's report: 05:26, Presented and Facilitated by Peter Binsted.

- The Trustees of CUPE Local 3905 of Thunder Bay have conducted the CUPE audit as per the TRUSTEES' AUDIT PROGRAM and found that the records are being kept in good order. Although the local maintains a digital daily Ledger, as per the 2010 Trustees recommendations, a professional bookkeeping company has been contracted to maintain the financial records of the local using the CUPE Ledger format. Further, as per the 2011 Trustees recommendations, a budget committee sets the annual budget, which the bookkeeping firm monitors and reports in the quarterly financial statements.
- Due to the part time nature of Local 3905's membership, the By-Laws were amended in November 2011, defining the operational year of the local to May 1 to April 30.
- Trustees recommended that the services of the current bookkeeper should be cancelled and the executive should be searched for alternative services which can be continued with the recently developed internal bookkeeping system. One alternative way is to use an external audit. The executive should look at options and present them to the members at the next general meeting in November 2014.

Trustees also recommended the Local 3905 move digital files to a cloud type service such as drop box, google drive, or SkyDrive in order to improve backup reliability. It is also recommended that separate optical storage medium (or otherwise) be used for regular backups.

Patrick Gauthier clarified the bookkeeper's issue and mentioned that this CUPE local is following CUPE ledger.

Moved by: Richard Major
Seconded by: Shannon Tersigni
Motion Carried

7. Treasurer's Report: Financial Report Presented by Patrick Gauthier on behalf of Jason Dampier
(Treasurer) 05:34PM

Financial Statement 2013 / 2014

Account Description	Updated Forecast	Actual	Surplus / Deficit
Retained Earnings - Previous Year	\$28,305.99	\$28,305.99	\$0.00
Dues from Lakehead University	\$77,308.43	\$80,227.51	\$2,919.08
Interest Income	\$3,000.00	\$3,000.00	\$0.00
Total Income	\$108,614.42	\$111,533.50	\$2,919.08
Contingency	\$10,000.00	\$10,000.00	\$0.00
CUPE National Dues	\$26,142.24	\$27,533.26	-\$1,391.02
Bond Premiums	\$200.00	\$200.00	\$0.00
Honoraria – Executive	\$23,600.00	\$23,600.00	\$0.00
Honoraria – Stewards	\$1,000.00	\$1,000.00	\$0.00
Honoraria - Other - Committees	\$5,400.00	\$5,300.00	\$100.00
Employee	\$3,500.00	\$3,500.00	\$0.00
Training/Professional Development	\$2,500.00	\$1,477.68	\$1,022.32
Appreciation	\$200.00	\$200.00	\$0.00
Office Supplies	\$200.00	\$118.84	\$81.16
Office Equipment	\$200	\$92.04	\$103.96
Office Printing	\$0	\$48.65	-\$48.65
Bookkeeping Fees	\$835.43	\$1,160.03	-\$324.60
Bank Charges	\$230.00	\$245.00	-\$15.00
Office Space (rent)	\$400.00	\$400.00	\$0.00
Professional Development	\$11,000.00	\$9,000.00	\$2,000.00
LU Financial Award	\$3,000.00	\$3,000.00	\$0.00
Food	\$1,364.00	\$475.32	\$888.68
Orientation	\$1,321.59	\$1,321.59	\$0.00
Executive/General Meetings	\$1,100.00	\$320.00	\$780.00
Sponsorships/Donations	\$500	\$0.00	\$500.00
Total Expenses	\$92,693.26	\$88,992.41	\$3,700.82
Surplus / Deficit	\$15,921.16	\$22,541.09	\$6,619.90

Carry Forward \$33,000.00

No discussion on this report
Moved by: Jay Stapleton
Seconded by: Alexandra Burchill

8. Communications and Bills

Budget Committee: 05:37PM

- Budget committee provided \$2,000 for a summer employee – recommended using employee for organizing orientation, CUPE reporting, support for other committee work, etc. in addition to administrative duties for bargaining team.
Trustees recommended investigating options to address current issues with bookkeeper.
- Budget committee provided an additional \$4,000 for employee and \$0.00 for bookkeeping services – recommend using the economy of scale provided by employee – CUPE Reporting, support to committee work, etc.
Only 1 PDB issued during winter term, the \$2,000 surplus added to the \$2,500 summer budget for 9 PDB or \$4,500.
- Budget committee recommends withdrawing \$3,000 earned interest to pay for LU financial award.

Account Description	Budget 2013 / 2014
Retained Earnings - Previous Year	\$28,305.99
Dues from Lakehead University	\$80,227.51
Interest Income	\$3,000.00
Total Income	\$111,533.50
Contingency	\$10,000.00
CUPE National Dues	\$27,533.26
Bond Premiums	\$200.00
Honoraria – Executive	\$23,600.00
Honoraria – Stewards	\$1,000.00
Honoraria - Other - Committees	\$5,300.00
Employee	\$3,500.00
Training/Professional Development	\$1,477.68
Appreciation	\$200.00
Office Supplies	\$118.84
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Bookkeeping Fees	\$1,160.03
Bank Charges	\$245.00
Office Space (rent)	\$400.00
Professional Development	\$9,000.00
LU Financial Award	\$3,000.00
Food	\$475.32
Orientation	\$1,321.59

Executive/General Meetings	\$320.00
Sponsorships/Donations	\$0.00
Total Expenses	\$88,992.41
Surplus / Deficit	\$22,541.09
Carry Forward	\$32,500.00

Patrick Gauthier clarified each items especially for training.

Motion to pass Budget Committee report
Moved by: Richard Major
Seconded by: Peter Binsted

Cupe Regional representative Tara Miller: 05:43

Tara Miller focussed on the importance of CUPE national to CUPE locals which helps in making valuable networks. She also mentioned about the meeting of CUPE Ontario President Fred Hann.

Motion about the meeting with president of CUPE Ontario
Moved by: Patrick Gauthier
Seconded by: Jay Stapleton

Executive Committee Report: 05:52

Patrick Gauthier: Every executive member has done a great job. We're now a total of 318 general members as of March, 2014. All executive positions are vacant from now. No any outstanding issues for GAs.

1. Executive Transfer Program: Four members came forward showing their interest for the upcoming executive committee.
2. Internal Relations Committee: Now onwards, Aramark is no longer exclusive at Lakehead University. So, while ordering food related items for CUPE meetings, no need to go through Aramark.

The Joint Health and Safety Committee recognized the safety instructions for TAs. During emergency of gas and lightening during work, the employee should inform to the security immediately. Also, all the GAs working in lab are required to take WHIMIS and Biosafety training.

Moved by: Stephanie Seymour
Seconded by: Ben Ong

Vice President's Report: 05:57PM

Presented by Richard Major

- Chaired the bargaining initiative 2013 / 2014
 - Potential alternative representation
 - Loose autonomy as a local union
 - Creation of bargaining committee
 - Market intelligence
 - Create a bargaining team
 - Create membership survey

- Appointment of chief negotiator for bargaining

Moved by: Steven Berry

Seconded by: Alexandra Burchill

Bargaining Committee: 05:59

Presented by Jay Stapleton

The Bargaining committee, following the direction of an online survey, shall develop and present bargaining proposals to the membership for approval.

- Survey questions were developed using past surveys and materials provided by CUPE Ontario.
- In addition to the questionnaire responses participants' comments were also reviewed.
- The following will be presented:
 1. Summary of survey results,
 2. Bargaining priorities,
 3. Labour relations issues.

Issue	Priority	
	No Enrollment	Yes Enrol
If wages don't cover tuition		
Response	56%	24%
Wages	2%	5%
Response	84.5%	48.5%
Tuition Freeze	One or the other	Both
Response	25%	51%
Family health benefits	Important	Very Important
Response	56%	36%
Additional opportunity to be GA	Important	Very Important
Response	86%	64%
Increase Gas	Important	Very Important
Response	87%	31%
Work Assingment appropriate	Yes	No

Response	81%	19%
Assignment within discipline	Important	Very Important
Response	99%	63%

Bargaining Priorities

1. Establishing a balance between wages and tuition is a priority for the membership,

Demand: Negotiate a combination of tuition freeze with a wage increase of 5%

Bottom line: 2% wage increase with a tuition freeze.

2. Amend Article 24.01 (c) so that the employer contribution to the cost of the Spouse and Dependent benefits coverage is equal to that of the monthly single premium as outlined in 24.01 (b).

Demand: The employer's contribution to family benefits should be the same as single benefits.

Bottom line: Maintain the current level of benefits.

3. Increase the maximum eligibility for GA appointment as outlined in Article 16.01 (a) to the entire period of study of the graduate student.

Demand: Graduate students appointments are equal to graduate students full time registration.

Bottom line: Graduate Assistant III (PhD students) increased to four (4) full time equivalent appointments.

Motion required to set Bargaining Team proposal guidelines

Moved by: Steven Berry

Seconded by: Stephanie Seymour

Faculty of Graduate Studies Council: 06:11

Patrick Gauthier clarified about International student GA's.

Program regulation changes: Several changes made relating to course calendar and regulations. No changes related to GA positions.

We have so far no working relation with GSA other than informal banter. Recommended a formal agreement preparation with the GSA reps.

Labour Relation issues

- **Work assignments**
 - Required to complete work not qualified to do,
 - Required to self-learn how to perform duties, and
 - Work plans are task oriented rather than hourly (working more hours than paid for).
- **Work load**
 - Multiple classes within a term,
 - Greater than 10 hours per week,
 - Verbal abuse when concerns brought to supervisors, and
 - Required to complete work outside University academics, examples include require to work with volunteer organization (including yard work), baby sit supervisors children, and work on consultancies.
- **Health & Safety Review**

- Working alone,
- Office space cramped and not appropriate (old hallway),
- Labs not equipped with appropriate safety equipment (old fume hoods), and
- Lack of training.

Moved by: Steven Berry
Seconded by: Stephanie Seymour
Motion Carried

Report of the Stewardship Committee: Shannon Tersigni (Chief Steward) 06:11PM

- No issues/grievances brought to the Executive
- RE-CAP: “Stand Up for Fairness” Campaign
- *Campaign Goals:*
- *Build member identification with their union through one-on-one member conversations;*
- *Inform members about the benefits of their union and the threats currently arising; and,*
- *Use pledge cards to assist in building capacity to communicate, engage, and mobilize.*
- UPDATE on CUPE 3905’s position:
- *Stewards distributed and collected pledge cards which were sent to CUPE’s head office in Thunder Bay.*
- *The Stewards Council continue in their roles as “Communicators” and in their current work as faculty stewards*

Moved by: Ben Ong
Seconded by: Krishnahari Homagain
Carried

Report of the Membership Services Committee: Krishnahari Homagain, Recording Secretary 06:20 PM
Krishnahari covered several membership services including:

- General Meetings (at least twice a year)
- Orientation (Usually in the Fall with coordination with Grad Studies Department)
- Collective Agreement (Current and coming)
- Personal Development Bursary (amount, eligibilities, deadlines, and selection process)
- Graduate Award (administered by Grad Studies)

Krishnahari stressed that Local is always looking for creative members and new ideas! He encouraged members to use these membership services and visit CUPE Website www.cupe3905.lakeheadu.ca, Like CUPE 3905 on Facebook and follow CUPE3905 on Twitter.

Krishnahari clarified the concerns raised by members about PDB eligibility.

Moved by: Shannon Tersigni
Seconded by: Patrick Gauthier
Carried

10. Nominations and Elections & Installations

06: 28 PM Patrick Gauthier facilitated the session. Patrick is eligible to run for next year also. All other positions were open. Anyone who is getting TA/GA next year (2014-15) can run for the office.

Nomination for President: Patrick Gauthier
Proposed by: Rick Seconded by: Jay Stapleton
(Acclaimed) Elected Carried

Nomination for Vice-President: Jay Stapleton
Proposed by: Patrick Gauthier Seconded by: Rick
(Acclaimed) Elected Carried

Nomination for Recording Secretary: Yagya Paudel
Proposed by: Patrick Gauthier Seconded by: Steven Berry
(Acclaimed) Elected Carried

Nomination for Secretary Treasurer:
1. Steven Berry
Proposed by: Patrick Gauthier Seconded by: Yagya Paudel

2. Shashi Shahi
Proposed by: Ben Ong Seconded by: Staphanie Seymour
Steven Berry (Acclaimed) Elected Carried

Nomination for Chief Steward: Lucy
Proposed by: Shannon Tersigni Seconded by: Patrick Gauthier
(Acclaimed) Elected Carried

a. Bargain Committee

1. Jay Stapleton (VP)
2. Staphanie Seymour (Already working same committee members)
3. Kent Spiers, Proposed by Jay Stapleton, Seconded by Shannon Tersigni; Accepted
4. Ben Ong, Proposed by Staphanie Seymour, Seconded by Steven Berry; Accepted
5. Stephanie Seymour, Proposed by Ricky, Seconded by Krishnahari Homagain; Accepted

b. Trustees

1. Shashi Shahi, Proposed by Patrick Gauthier, Seconded by Richard Major; Accepted
2. Staphanie Seymour, Proposed by Rick H., Seconded by Krishnahari Homagain; Did not accept
3. Ben Ong, Proposed by Patrick Gauthier, Seconded by Jay Stapleton; Accepted

c. Budget Committee

1. Shashi Shahi

d. Stewardship Committee

1. Xin Chen (Chemistry)
2. Tallie Macdonald

11. Personal Development Bursary

Facilitated by Patrick Gauthier and Krishnahari Homagain

All results posted in the website.

Fall 2013

1. Alexandra Burchill
2. Rimaz Abakar

3. Samuel Bartels
 4. Kurtis Barker
 5. Shannon Tersigni
- Winter 2014

1. Richard Hagdu
(4 Surplus)

12. Unfinished Business

17:55PM

Donation 2013-14. No donation applications

13. New Business

No new Business

14. Good of the Union

06:40PM

On behalf of new executive committee, Patrick Gauthier congratulated all the outgoing executives for their successful tenure and thanked them for the support they have made towards the betterment of Local. New committee wishes a great future and successful career for Richard, Jason, Krishnahari and Shannon.

Good of the Union and the AGM adjournment motion;

Moved by Peter Binsted,
Seconded by: Patrick Gauthier
Motion Carried.

Adjourned: 06:50

NOTES RECORDED BY: Krishnahari Homagain
MINUTES COMPILED BY: Yagya Paudel (Recording Secretary)

Date: March 20, 2014