

# **CUPE** Canadian Union of Public Employees

**Local 3905**

**Lakehead University Student Academic Workers**

## **General Membership Meeting April 3<sup>rd</sup>, 2012 AT 1010**

### **Agenda**

1. Call to Order
2. Reading of the Equality Statement
3. Accept Agenda
4. Roll Call of Officers
5. Matters Arising
6. Treasurer's Report
7. Communications and Bills
8. Executive Committee Report
9. Reports of Committees and Delegates
  - a. Budget Committee
  - b. Bargaining Committee
  - c. Membership Services
  - d. Stewards Committee
10. Nominations, Elections, or Installations
11. Personal Development Bursaries
12. Bylaw Referendum
13. Unfinished Business
14. New Business
15. Good of the Union

### **Members Present**

1. President: Scott Miller

2. Vice-President: Serge Laforest
3. Secretary-Treasurer: Jim Riffel
4. Recording Secretary: Brent Forbes
5. Patrick Gauthier
6. Kevin Montroy
7. Jessa Bear
8. Kym Caldwell
9. Krish Homagain
10. Anjala Pyakurel
11. Dane Reynolds
12. Peter Binsted
13. Sabrina Del Ben
14. Aaron Pearson
15. Karthick Kanagalingam
16. Allen Wywrot

**1) Call to Order – 5:06 PM**

**2) Reading of the Equality Statement**

- Read by Scott Miller

**3) Accept Agenda**

- Moved by Krish Homagain
- Seconded by Serge Laforest
- Motion carried

**4) Roll Call of Officers**

- Regrets: Brendon Johnson

**5) Matters Arising**

- Fall General Membership Meeting on November 16, 2011
  - No matters arising from these minutes
- Motion to accept previous meeting's minutes
  - Moved by Aaron Pearson
  - Seconded by Jim Riffel
  - Motion carried

**6) Treasurer's Report**

- Bank balance never dropped below reserve

- Transition year: changing fiscal year from January-December to May-April
- Miscommunication with the bookkeeper caused issues, but they seem to be resolved
  
- Ratifications:
  - Motion to accept treasurer's report
    - Moved by Patrick Gauthier
    - Seconded by Sabrina Del Ben
    - Motion carried
  
  - Motion to approve Trustees' Review
    - CUPE National wants a 16-month financial statement
    - Thus, Trustees unable to do a proper review until the end of May
    - Motion to accept this financial report until a proper review can be done
    - Moved by Krish Homagain
    - Seconded by Serge Laforest
    - Motion carried
  
- Motion to pay for CUPE Local 3905 Graduate Award via allotted investment
  - Moved by Serge Laforest
  - Seconded by Kym Caldwell
  - Motion carried
  
- Motion to authorize payment of \$400 to LUSU for use of office
  - Moved by Jim Riffel
  - Seconded by Aaron Wyrot
  - Motion carried

## **7) Communications and Bills**

- Communication with CUPE National due to financial issues
  - Froze bank accounts from February and March to make sure that everything was paid appropriately
  - Change in Bylaws for extenuating circumstances
  
- Communications with Advanced Bookkeeping
  - Plan to dismiss Advanced Bookkeeping due to issues, however, they were bought out by a national corporation
  - Setting up charter of accounts
  - Everything done electronically, now much better
  
- Administrative Assistant

- No need for one this summer until August
- Prefer 5 day/week office hours, or should it be knocked back?
  - Question: what does the Administrative Assistant do?
    - Brent answers that much of the day-to-day running of the office is done by the Administrative Assistant
    - Probably unnecessary (at least full-time) for the summer
  - Maybe make joint office hours with the GSA? Suggests Scott Miller
- Motion to accept the report
  - Moved by Sabrina Del Ben
  - Seconded by Jim Riffel
  - Motion carried

## **8) Executive Committee Report**

### **a. Budget Committee**

- Jim Riffel thanks Patrick Gauthier for being part of the Budget Committee
- No income from May-October
- Bookkeepers correcting the chart of accounts
  - Will be totally revamped due to misnomers
- Predicted \$25514.41 savings by May 2012
- Do not recommend any large donations or extra PDB's for 2012/2013
- Still have a \$12254.41 surplus
- Question:
  - Budget Committee made up of Jim Riffel and Patrick Gauthier
  - Jim Riffel answers that it is his fault for being on a leave of absence and better care will be taken to ensure more members are included on the Budget committee

### **b. Bargaining Committee/Vice Presidents Report**

- Serge Laforest part of the IRC and Grad Student Committee
- Internal Relations Committee:
  - Not much that affects grad students, more related to full time staff
  - Board of Governors being restructured
  - Drummond report should not affect grads as they have a minimum number of positions that need to be met
- Graduate Students Committee
  - Defunct LUSU Committee
  - Interest in further involvement in Graduate Student Association
- Bargaining Committee

- Bargaining Committee created a report to make notes, discuss future direction and list future strategies
- Contract will end in 2014, with one extra year to renew

**c. Membership Services**

- Winter newsletter talking about the last Membership Meeting, Collective agreement, Opportunities, Personal Development Bursaries, the Grad award, and the Social Networking Contest
- Brent reports that the Administrative Assistant organized a Social Networking Contest
  - Increased opportunities for communication/information dissemination
- Future work:
  - Regular updates to the website and social media
  - The Graduate Assistant/Research Assistant Orientation Event

**d. Stewards Committee**

- Minor bylaw amendments related to the Stewards Committee
- Minor grievance: according to the CA, it depends on mutually agreed work plan, so no work outside of the plan can be forced upon the employee
- Allocation of hours: maximum of 270 hours/week, no more than an average of 10 hours/week
- Attends joint health and safety meetings
- Requested a budget for stewards' committee meetings
  
- Motion to accept committee reports
  - Moved by Aaron Wyrot
  - Seconded by Peter Binsted
  - Motion carried

**9) Nominations, elections, or installations**

- Serge Laforest requested nominations for each executive position
  
- Nominations for President:
  - Jim Riffel nominates Scott Miller
  - Seconded by Patrick Gauthier
  - Scott Miller accepts the nomination
  
- Nominations for Vice President
  - Scott Miller nominates Patrick Gauthier
  - Seconded by Krish Homagain

- Patrick Gauthier accepts his nomination
- Nominations for Chief Steward
  - Krish Homagain nominates Brendon Johnson via Proxy
  - Seconded by Scott Miller
  - Krish Homagain accepts on behalf of Brendon Johnson
- Nominations for Treasurer/Financial Officer
  - Kym Caldwell nominates Li Yu
  - Seconded by Jessa Bear
  - Kym Caldwell accepts on behalf of Li Yu
- Nominations for Recording Secretary
  - Jim Riffel nominates Krish Homagain
  - Seconded by Scott Miller
  - Krish Homagain accepts her nomination
- The 2012/2013 Local 3905 executive is
  - President: Scott Miller
  - VP: Patrick Gauthier
  - Chief Steward: Brendon Johnson
  - Treasurer: Li Yu
  - Recording Secretary: Krish Homagain

#### **10) Personal Development Bursaries**

- Three applicants applied and received Personal Development Bursaries
  - Katherine Kortes-Miller
  - Peter Binsted
  - Kevin Montroy

#### **11) Bylaw Referendum**

- Changed all of “department” to faculty in Section 11
- Motion to accept new bylaws
  - Moved by Sabrina Del Ben
  - Seconded by Patrick Gauthier Gauthier
  - Motion carried

#### **12) Unfinished Business**

- None

**13) New Business**

- None

**14) Good of the Union**

- Motion to adjourn
  - Moved by Jim Riffel
  - seconded by Serge Laforest
  - Motion carried

**KEY DECISIONS**

- The local to pay for the CUPE Local 3905 Graduate Award
- The local to continue paying rent to LUSU
- Trustees Review to be done in May
- Scott Miller accepts nomination for President
- Patrick Gauthier accepts nomination for Vice President
- Brendon accepts nomination for Chief Steward via Krish Homagain
- Li Yu accepts nomination for Secretary-Treasurer via Kym Caldwell
- Krish Homagain accepts nomination for Recording Secretary
- New bylaws changes accepted

**ACTION ITEMS**

<b>Follow-up Item</b>	<b>Responsible Party</b>	<b>Completion Date</b>
Payment for CUPE Local 3905 Graduate Award	Jim Riffel/Li Yu	Next Meeting
Payment of LUSU rent	Jim Riffel/Li Yu	Next Meeting
Trustees Review	Trustees/Budget Committee	End of May/beginning of June

**DATE OF NEXT MEETING: November 2012**

**MINUTES RECORDED BY:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**Date:** \_\_\_\_\_