



Local 3905

Lakehead University Student Academic Workers

**General Membership Meeting
November 16, 2011
RB 1044**

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. Collective Agreement Ratification
14. Unfinished Business
15. New Business
16. Good of the Union

Members Present

- | | |
|----------------------------|-----------------|
| 1. President: | Scott Miller |
| 2. Vice-President: | Serge Laforest |
| 3. Chief Steward: | Brendon Johnson |
| 4. Secretary Treasurer: | Jim Riffel |
| 5. Recording Secretary: | Brent Forbes |
| 6. Taslim Alani | |
| 7. Samuel Bartels | |
| 8. Jessa Bear | |
| 9. Kimberly Caldwell | |
| 10. John Coleman | |
| 11. Alexander D'Angelo | |
| 12. Victoria Danco | |
| 13. Sabrina Del Ben | |
| 14. Amir Ghanbari Bavarsad | |
| 15. Rhiannon Kamstra | |
| 16. Daniel Kremer | |
| 17. Brenda Magajna | |
| 18. Laura Montgomery | |
| 19. Aaron Pearson | |
| 20. Anjala Pyakurel | |
| 21. Allen Wywrot | |

1) Call to Order – 4:35 pm

2) Reading of the Equality Statement

- Brendon reads the Equality Statement

3) Accept Agenda

- Scott moves to accept the agenda of the day's meeting
 - Anjala seconds
 - Carried

4) Roll Call of Officers

- Scott completes the roll call of officers
 - All present

5) Matters Arising

- No matters arising from March 2011 minutes
 - Jim moves to accept the March 2011 minutes
 - Seconded by Brenda
 - Carried

6) Treasurer's Report

- Jim completes the Treasurer's Report; see attached
 - Jim reported on the current balance of the Local's accounts
 - Jim reported on the new bursary, and suggests that the deadline be moved forward to February to accommodate current students
 - Jim reported that the request for donations by two groups be voted upon: Dean Hicks and LU Ultimate Frisbee
 - Jim updated on the balance of the contingency fund
- Sabrina moves to accept the Treasurer's Report
 - Daniel seconds
 - Carried
- Brenda moves to accept the treasurer's recommendations on the donation amounts
 - Serge seconds
 - Carried
- Motion by Serge to vote on the donations for each group
 - Seconded by Laura
 - Carried

7) Communications and Bills

- Scott updated on the Memo of Understanding between LUSU and CUPE for office space
- Scott reported on the new contract with Advanced Bookkeeping
- Scott recommended that we withdraw from CUPE Ontario
- Scott reported that we missed dues with CUPE National and that the error was adjusted
 - Also reported that the bylaws were accepted by CUPE National
- Scott updated on the GSA money donated by CUPE
- Scott updated that Jim is on a leave of absence and will return in December

- Jim moves to accept the communications and bills
 - Taslim seconds
 - Carried, with one abstention

8) Executive Committee Report

a. Budget Committee

- Jim reported on the activities of the Budget Committee
 - There was no income until October
 - Alternating negotiation years
 - \$20 000 in savings predicted by May 2012
 - Jim is looking for new Budget Committee members
- Motion by Scott to accept the report of the Budget Committee
 - Seconded by Brent
 - Carried

b. Bargaining Committee

- Serge reported on the activities of the Bargaining Committee
 - Serge, Brendon, Scott, and Brent made up the Bargaining Team
 - Ray Raslack and Sherry Herchak were present from Human Resources
- Agreed upon improvements to language and protocol
 - Improved sick leave: up to 5 days, 6 hours/day
 - More GA appointments: 240 in 2012/2013, 250 in 2013/2014, and 260 in 2014/2015
 - Better training: 6 hours of paid training during Orientation
 - Employee Assistance Program: increased to \$10 000
 - Improved definitions and clearer grievance procedure
- Agreed upon contract details
 - Three year term
 - Year 1: wages increase by 2%
 - Year 2: wages increase by 2%
 - Year 3: wages increase by 1.75%
 - Existing benefit term maintained; with improvements to coverage

- Lakehead University tabled the following items for discussion
 - Reduction in health benefits to include working term only
 - The Bargaining Team ensured this was not accepted as it would constitute a reduction in benefit coverage
 - Requested “maximum of” employee hours removed from Section 16
 - The Bargaining Team felt this would shift the shift onus of responsibility to employee instead of the supervisor
 - Language was set to “total of” in place of “maximum”
 - Five year term
 - Removal of the GA/RA II classification
 - Removing this classification would have allowed Lakehead to hire temporary workers that weren’t protected by the union

- The Bargaining Team tabled the following proposals for discussion
 - Tuition adjustment
 - Match wage increases to increases in tuition costs
 - Lakehead did not want this due to the uncertainty of the economy, and management cannot make these decisions

- Recommendation on contract proposal by the Bargaining Committee
 - Considering the current economic situation, upcoming government expenditure cuts, and in comparison to other locals, the CUPE 3905 Executive Committee recommends that members vote yes on these terms
 - Serge states that Local 3905’s benefits are identical to other Lakehead Unions
 - Average wage increase in the university sector is lower (1.5%)

 - A member asks about the GA II classification and why it exists
 - Scott answers that it can be used, and just is rare; it often happens when a GA has used up regular working hours, but wants to take a work term during the spring/summer
 - If GA II had been eliminated, short-term (less than full-term) positions would all have been eliminated

 - A member asks for clarification of the supervisor definition
 - Scott answers that the supervisor is the person who manages hours and is worked for, not a higher member of faculty; thus, a supervisor is directing the employee’s work. See collective agreement definition

- A member asks about lack of tuition adjustment
 - Serge clarifies that the people who manage the employees cannot tell the university to change tuition prices
- Jim moves to accept the report of the Bargaining Committee
 - Seconded by Samuel
 - Carried

c. Membership Services

- Brent reports on the activities of the Membership Services committee
- GA/RA Orientation event
 - The Executive Committee worked throughout the summer with Graduate Studies, Finance, and Human Resources to bring about Orientation, which had an attendance of about 200 members
 - Local 3905 created four different sheets for an information package
 - Checklist
 - Information Sheet (includes a flow chart and information on training)
 - Tuition Payment and Financial Planning Sheet
 - Fall Newsletter (about CUPE, events, GMM)
 - Put on a luncheon/meet and greet the Executive after Orientation
- Information and Resources
 - Newsletter
 - Posters and advertising
 - Health Benefits chart
 - Personal Development Bursary Deadline/Checklist
 - Billboard by the main café, one will be put up in the tunnels
- The Local has also been getting into social networking for the convenience of its members:
 - Website, Facebook, Twitter
- Future work
 - Collective Agreement Cheat Sheet poster; CUPE Information poster
 - Winter newsletter
- Brent mentions that the Local is always looking for new members, ideas, and feedback

- Kim brings up concerns that advertising does not reach the Bora Laskin building ; mentions that there is a poster board in the Education graduate lounge
- Sabrina moves to accept the report of the Membership Services Committee
 - Seconded by Kim
 - Carried

d. Stewards Committee

- Brendon reported on the activities of the Stewards Committee
- Brendon developed a new e-mail address for use just by Chief Stewards:
 - cupe_chief_steward@lakeheadu.ca
- One stewards council meeting attended by two stewards
 - Still looking for stewards, ideally two/faculty instead of two/department
- Brendon explain that Stewards are the first line of contact between a member and the union
 - They can advise members on rights, and perhaps answer questions, etc.
 - Can be union representation during negotiations
 - Maintain confidentiality
 - The Chief Steward deals with higher levels of authority
 - Generally, issues are solved in earlier stages of negotiation
- Daniel moves to accept Stewards Committee report
 - Seconded by Aaron
 - Carried

9) Nominations, elections, or installations

- An elections officer is required for the vote on the new collective agreement
- Brent nominates Allen Wywrot
 - Jim Riffel Seconds
 - Carried
- Two Trustees are nominated for the year
 - Brendon nominates Daniel Kremer
 - Serge seconds
 - carried

- Brent nominates Kim Caldwell
 - Anjala seconds
 - Carried

10) Personal Development Bursaries

- Jim announced that the following members received Personal Development Bursaries:
 - Taslim Alani in Clinical Psychology attended the “Pan-Canadian Feminist Gathering (ReBELLEs)”
 - Radcliffe Siddo in Education attended the conference “The Mathematics Education into the 21st Century Project”
 - Brenda Magajna in Biotechnology attended the conference “Campylobacter Heliobacter and Related Organisms”
 - Victoria Danco in Biology attended the “International Conference on Mercury as a Global Pollutant”
 - Hossein Tavakoli Dinani in Physics attended the “Conference on Quantum Information and Quantum Control”

11) Bylaw Referendum

- Scott discussed the following amendments to the Locals bylaws which have been available to view on the Locals website since September
 - Section 3 – Interpretations and definitions: amended to have only ONE financial year, all combined
 - Section 4 – The Membership: originally, members were still members for a year for one year after paying dues, but CUPE National wanted it changed to a max of six months of membership after dues payments
 - Section 6 – Funds: used to say minimum of \$500 for donations, there is now a cap
 - Donate maximum of \$4000/year
 - Can donate up to \$1000 to any organization, but only once/year
 - Strike fund will be invested
 - Section 13: may need to check the slides for this
 - Section 20 – Personal Development Bursaries: PDBs changed so that bursaries are available for three terms, mirroring student terms
 - Proper proof of travel is required
 - Members can only receive one bursary per year
 - This did not take effect until May 1st
- Scott moves to accept to proposed amendments
 - Brenda seconds

- Carried

12) Collective Agreement Ratification

- Vote results:
 - Yes: 17
 - Unanimous
- Serge moves to destroy ballots
 - Seconded by Sabrina
 - Carried

13) Unfinished Business

- Discussion on merits of CUPE Ontario
 - Scott explains we are a legal member of CUPE National, but have no need to be part of CUPE Ontario
 - Members were updated that we don't actively participate in CUPE Ontario, but still pay dues
- Scott moves that the Local absolve itself from CUPE Ontario
 - Jim seconds
 - Carried
 - 9 abstentions

14) New Business

- Scott reports on a complaint that was made to the Local
 - An individual felt that advertising for Personal Development Bursaries was inadequate, and that the Executive was not telling anyone so that they could personally receive them
 - Scott explains that officially, the primary modes of communication are the website and bulletin boards. There was an e-mail regarding the GMM, however, not everyone received it because Lakehead University has poor records
 - Brent explains that deadlines are static for this reason
 - Brenda asks what happens if there are more than five PDB applications
 - Jim answers that they are decided by random number generation
- Scott asks if any action should be taken on this complaint, floor is open to suggestion
- The members unanimously feel that no action should be taken

15) Good of the Union

- Serge moves to adjourn, 6:04ppm
- Jim seconds
- Carried

KEY DECISIONS

- Local 3905 to donate to both Dean Hicks and the LU Ultimate Frisbee team
- Trustees nominated:
 - Daniel Kremer, 2-year term
 - Kimberly Caldwell, 1-year term
- New bylaw amendments accepted
- Collective agreement ratified unanimously

ACTION ITEMS

Follow-up Item	Responsible Party	Completion Date
Award Winter Personal Development Bursaries	Jim	Next General Membership Meeting
Enlist two stewards per faculty	Brendon	Ongoing
Make Trustees Report	Secretary-Treasurer and Trustees	March 2012

DATE OF NEXT MEETING: March 2012

MINUTES RECORDED BY: _____

APPROVED BY: _____

Date: _____

Canadian Union of Public Employees

Income Statement 04/01/2011 to 06/30/2011

REVENUE

Revenue	
Dues fom Lakehead University	18,422.56
Miscellaneous Revenue	0.00
Interest Income	0.00
Net Sales	18,422.56

TOTAL REVENUE 18,422.56

EXPENSE

General & Administrative Expe...	
CUPE National Dues	3,333.51
CUPE Ontario - per Capita Dues	0.00
Total CUPE Dues	3,333.51
Bond Premiums	0.00
Honoraria - Executive	8,600.00
Honoraria - Other - Committees	0.00
OUWCC Committes/Conference	0.00
Employee	3,564.48
Training/Professional Developm...	0.00
Appreciation	0.00
Total Personnel	12,164.48
Office Supplies	1.35
Office Equipment	0.00
Printing	0.00
Postage	0.00
Bookkeeping Fees	0.00
Phone/Fax	0.00
Bank Charges	15.36
Office Space (rent)	0.00
Total Office	16.71
Professional Development	0.00
Travel/Bursaries	0.00
Travel Grants	0.00
Total Travel	0.00
Food	0.00
Prizes/Gifts	0.00
Conference Fees	0.00
Orientation	0.00
Executive/General Meetings	481.14
Other Events	0.00
Sponsorships/Donations	700.00
Total Events	1,181.14
Total General & Admin. Expen...	16,695.84

TOTAL EXPENSE 16,695.84

NET INCOME 1,726.72