

CUPE 3905  
AGENDA  
A.G.M.  
April 19<sup>th</sup>, 2007  
4:00 PM

1. Equality Statement
2. Roll Call of the Officers
3. Approval of the Agenda
4. Approval of the Minutes from the previous meeting
5. Trustee Report
6. Financial Report
7. Executive Reports
8. Nominations and Elections
  - a. President
  - b. Vice-President
  - c. Chief Steward
  - d. Financial Officer
  - e. Recording Secretary
9. Other Business
10. Adjournment

Meeting Commences: 4:13pm

-Josh reads solidarity statement

-16 members in attendance

Rob Rombouts	History
James Anderson	FOBA
Zhongiun Zhang	Math
Katherine Onyshkewych	Geography
Jessica Bird	Psych
Ken Owen	FOBA
Ade Sekudo	Business
Jeff Moore	Forestry/Outdoor Rec
Tom Peotto	History
Ryan Hanna	English
Hesam Kooshesh	Public Health
Brendon Johnson	Business
Laura Siegwart	Biology
Josh Armstrong	Psych
Joey Young	Outdoor Rec
Rosanna Maunder	Outdoor Rec

-role call of officers by recording secretary:

President: Josh Armstrong✓

VP: Joey Young✓

Financial Officer: Rosanna Maunder✓

Chief Steward: Ryan Hanna✓

Recording Secretary: Laura Siegwart✓

Trustees:

- Jeff Moore✓
- Stuart Madon×
- James Brazeaux×

-approval of the agenda

-Joey moves to include matters arising from previous minutes

-approval of minutes from previous meeting:

- Spelling mistake
- Remove student numbers
- All in favour

-matter arising from previous minutes (discussed by Joey Young)

-changes to bylaws

-Joey motion to table to GM in September, 2<sup>nd</sup> by Laura Siegwart

-15 in favour, 0 opposed, 1 abstained

-suggestion that there be 2 people from executive and 2 on membership to generate bylaws committee (created in September)

-elect committee in September

### **Trustee Report (Jeff Moore)**

-not completely finished

-need confirmation of bylaw approval and other trustees to return

-numbers matched up well

Recommendations:

- Couldn't find last years minutes
- Local needs to establish better system
- Monthly backups
- Hard copy and electronic
- Difficulty in tracking dispersal of funds (receipts for expenditures)
- Accurate records
- Proper documentation before hand (travel grants, checks numbers, honoraria, clear in ledger what the honoraria is for)
- Honoraria (revenue Canada regulations, counts as income tax, recommendation)
- Timing of the audit (Sept 2006-Aug 2006) therefore audit previous year, makes difficult to contact those who are accountable
- Audit in March in previous calendar year
- Recommend 16 month audit to get to changed time period
- Ken raises concern that this 16 month time period may not be sufficient
- Alternative may be to elect in December and audit in January

### **Financial Report**

- intent is to have a follow through for the next executive
- organized by January
- income was \$41, 000
- expenses \$35, 000
- mainly goes to provincial and federal dues
- we were in arrears
- are now up to par
- investments gained \$858.89
- did open an additional bank account under possibility of strike
- separate account with \$2000, may want to use as a petty cash account for every day purchases
- finance training workshop held in May (Fort Frances), beneficial to new financial officer to attend
- Recommendations:
  - Appropriately tax the honoraria
  - No record of this over 3 years
  - Need to attend workshop
  - Computer issues making it very difficult to do finances
  - Finances must be put towards this
  - Discussion should be made regarding additional funds to certain executive positions

- Take position more seriously
- Must be accountable for our actions (executive, particularly trustees and financial officers)
- Transfer of knowledge must be put in place
- Rose states that she has addressed many of the issues Jeff highlighted (i.e. proper marking on cheques)
- Ken addresses the issue of investment activity and how we lost money on bonds
- Do we have a balance sheet? No
- Ken thinks we should have a income statement, balance sheet
- Evidence that this is an issue of **transfer of knowledge**
- May need to begin talking to undergraduate students
- Simply advocate, and give knowledge to upcoming students that they have the opportunity to hold these positions
- Knowledge forward
- Make it the local's property and make mandatory report to be submitted
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-Rose moves to accept financial report, 2<sup>nd</sup> by Ken, all in favour, 0 opposed, 0 abstained

-Jeff move to accept trustees report, 2<sup>nd</sup> by Ken, all in favour, 0 opposed, 0 abstained

-propose a motion to purchase a new computer and office equipment up to \$3000.00 to make the union run smoothly and keep proper financial/records of the minutes, 2<sup>nd</sup> Joey, all in favour, 0 opposed, 0 abstained

-Rose motion to change audit time from sept-06-may07 to sept 06-dec-07, 2<sup>nd</sup> by James, all in favour, 0 opposed, 0 abstained

## **Executive Reports**

### **Presidents Report**

-went ahead with ratifying the CBA

-will forward changes

-back-pay, Helen suggest end of May, or mid-May

-question of benefits, covered up to June

-new benefits go into affect May1st,

### **VP Report**

-changes to benefits (May 1<sup>st</sup> are enacted)

-direct links on website

-make sure use new forms

internal relations committee meeting:

- What are emergency plans?
- In wake of Virginia Tech tragedy
- Recommend that in orientation we include emergency information for GA's and TA's (workplace health and safety?)

- Upgrade pool? Or change space into something else? Perhaps graduate assistant offices
- Joey forwarding contact info, whoever is on executive needs to attend these internal relations committee meetings
- Recommend more comprehensive training paid through the local early in the year (training sessions)
- Training re: effective stewardship (May 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>)
- Opens floor to questions

-Joey motion to accept VP report, 2<sup>nd</sup> by Ryan Hanna

### **Stewards report:**

12 issues

-2 resolved

-issued grievance regarding list of our memberships

-outstanding policy grievance

-1 individual grievance

-recommends that stewards training goes to more of the departmental stewards

-only school that is guaranteed is annual schooling in May

-recommend to take action immediately

-be more militant and willing to grieve

-thanks to stewards

### **Nominations and Elections**

-must be a member in good standing

-positions available

-can nominate everyone

### **President:**

-Joey nominates Josh Armstrong

-nominations, stands appointed

### **VP:**

-Ryan Hannah nominated

-stands, declared VP

### **Chief Steward:**

-nominate Brendan Johnson

-stand, declared in position

### **Financial Officer:**

-nominate Gloria

-declared in position, pending seeing the letter

**Recording Secretary;**

- nominate Laura Siegwart
- stand

**closed elections!!!!**

- positions effective May 1<sup>st</sup>

**Other Business:**

- travel grants, 4 applied, 4 awarded
- recommend to inform students of travel bursary (students disadvantaged by that)
- keep this open so that more students can apply
- suggest that if the # of applications does not exceed 10, they need not be voted on, open the door to those that meet the criteria

- Ken motions to extend the time period of application for travel bursary money to end of the month (4 cases are still awarded), 2<sup>nd</sup> that motion
- all in favour, 0 opposed, 0 abstained

Jeff: addresses honoraria

- Jeff makes a motion to pay up to 2 executive members over the summer, 2<sup>nd</sup> Rose
- all in favour (15-1 student left)

Mike: thanks executive

- all those interested in training must
- motion to adjourn
- 2<sup>nd</sup> Rose
- all in favour

Meeting adjourned 5:27pm