

BINDER

EXECUTIVE COMMITTEE MEETING

14 DECEMBER, 1988

MINUTES

PRESENT: Pamela Lundrigan, Chair; Susan Claybo; Diana Ellis; Pat Fornelli; Shirley Irvine; Patsi McMurchy, Guests: Glynis Tidy; Elizabeth Zook

ADOPTION OF AGENDA

MOVED Irvine SECONDED Ellis

**"To remove item #2, Adoption of Minutes of 23 November, from the Agenda."
CARRIED**

BUSINESS ARISING

a) Printer Purchase

Pamela reported that a laser printer has been purchased from the UBC Bookstore and was installed last week. This was charged against next year's budget.

b) Business Cards

Pamela circulated a proposed "generic" business card, and asked the committee to review it and make suggestions for changes. Rebecca will get quotes from our regular printers. There was discussion as to including position titles, and having cards printed with the Business Agent's name.

c) Donations Committee Report

Ten members have been recruited to form a committee to distribute packages to needy families. The Christmas Bureau is providing details of five families who will receive packages. These have been distributed among the committee, who will deliver packages on December 23. Chuck Erickson has obtained free poinsettias for each family. The committee will write a report for the next newsletter, and will be asked to make a verbal report at the January General Membership meeting.

d) Steward Dinner and Steward List

Nine people attended the stewards' dinner at P.J.'s Allstar Cafe on December 6.

Pamela distributed the updated stewards list. There are 21 stewards, including two who are contact persons only. There is no division structure at the moment. We now have stewards available to go to the hospitals if necessary.

e) Gifts for Door Prize for January Meeting

Pamela asked for suggestions, which were received from the committee. She has supplementary gifts. Pam and Diana will obtain the gifts.

f) Change in RD's Schedule

Rebecca has asked to have 2 1/2 hours off on Friday afternoon instead of the usual Wednesday morning. This was approved.

g) Office Structure Report

This has been circulated to the Executive. Please study it and be prepared to discuss at the January Executive meeting.

h) Business Agent's Contract

A letter from CUPE's legal department commenting on the new Business Agent's contract has been received and circulated.

i. Scholarship

Pamela has received notice that CUPE has granted the local a \$650 scholarship to the Harrison Winter School. The scholarship was for the Collective Bargaining Course only.

j. Next Meeting

The next Executive meeting will take place on January 11.

PRESIDENT'S REPORT

a) Policy Manual

Each committee (and the Union office) should develop and maintain a policy manual. This should be completed by the end of January, 1989.

b) Editing Minutes

Pamela raised the question of the degree to which Executive and General Membership meeting minutes should be edited in view of the frequent sensitive material discussed in these meetings. She reported that she edited minutes published in the December newsletter. Pamela suggested also that this question should be raised at a General Membership meeting.

Discussion ensued, with the resulting suggestion that publication of any minutes be tabled pending discussion at the membership level, and approval of direction, and this was agreed to.

c) Women's Conference in Calgary

Tabled to be discussed under budget.

d) Executive Dinner

The dinner for committee members took place on December 10. Approval had been granted for payment of \$15 per member, with spouses paying for their own meal, and alcohol being paid for by the members involved. Discussion took place regarding payment in full for members and spouses. It was decided to leave the arrangements for this year as set out, but to discuss alternate arrangements for future dinners in 1989.

SECRETARY-TREASURER'S REPORT

a) 1989 Budget

Diana distributed copies of the budget for 1989. She detailed items where cutbacks will occur. It was felt that it will be necessary to raise funds beyond the income from dues. Suggestions for fund raising activities were sought, and included: a raffle; sale of surplus office equipment; and casino nights. An additional \$3,500 will be required.

Shirley expressed concern about the amount budgeted for arbitrations. Diana assured Shirley that it would always be possible to finance arbitrations. Some discussion took place regarding using the 1988 surplus for arbitrations.

The amount budgeted for courses has been reduced. We will send one delegate to the Calgary Women's Conference; not two, as previously planned. We will not be sending a delegate to Naramata.

Pamela stated that she would probably not need to be booked off one day a week once Rosanne got into the swing of things, and suggested other committee members use those days to do their union work.

b) Strike Fund Assessment Funds

Diana raised the question of funds raised in the Strike Fund Assessment of August, 1988. This is on the agenda for the January 19 General Membership meeting. She requested Executive members to give this some serious thought and be prepared to address this motion at the meeting.

c) Hiring Committee Report

Khadija Halani has started work in the union office and is working out well.

COMMITTEE REPORTS

a) Grievance Committee

Shirley reported on a recently settled grievance which was poised for arbitration. In Joe's absence, CUPE hired a lawyer to represent the union.

A grievance has been filed on Telereg. A questionnaire has been distributed to all members using Telereg, and responses are being received.

A grievance will be filed on reassignment. Legal advice has been obtained.

A Step III increment grievance was won.

MOVED Irvine SECONDED Fornelli

"That the report of the Grievance Committee be accepted"

CARRIED

b) Health & Safety

Pat Fornelli reported that few responses have been received to the DABS survey. Another means must be found to obtain the information. Diana suggested that another survey be sent out under separate cover, as opposed to being included in the newsletter. Pat felt that direct telephone calls encourage response.

The committee is working on developing a policy manual. Debra Dobie is handling telephone enquiries.

Pam urged the committee to attend a joint meeting with other unions on campus.

MOVED Fornelli SECONDED Irvine
"That the report of the Health & Safety Committee be accepted."

CARRIED

c) Contract

Pamela reported that the last meeting of the committee took place because a call had been received from Personnel requesting a meeting with herself and Joe and the senior negotiators (unspecified) for the University. The committee voted to refuse this invitation, as it did not want to permit a situation to develop where a small elite was holding discussions.

Notice has been received from Personnel Services to the effect that Maureen Simons will be replacing Libby Nason during the secondment of the latter to another department.

Greg Fisher has joined the Contract Committee.

MOVED Lundrigan SECONDED McMurchy
"That the report of the Contract Committee be accepted."

CARRIED

d) Job Evaluation Committee

Susan reported that two letters have been sent to Personnel, one regarding a reclassification case; the other relating to restructuring the reclassification procedure. Further delay in response to the latter may result in a grievance being filed.

Two minor and one major situations are being investigated. Shirley will be meeting tomorrow regarding the major situation, and will report to Susan.

MOVED Claybo SECONDED McMurchy
"That the report of the Job Evaluation Committee be accepted."

CARRIED

e) Education Committee

Diana reported that a scholarship has been received for the Harrison Winter School (see President's Report above).

f) Communications Committee

The deadline for the next newsletter is January 20, 1989

OTHER BUSINESS

a) Member's Suggestion: Donation to Earthquake Relief

Pam invited discussion of this idea. There was mixed response. It was decided to advise the member to raise it at the January membership meeting.

b) Pension Advisory Committee

Richard Melanson advised that Fran Takamoto's resignation from this committee leaves a vacancy the University would like filled with another CUE member. He will draft a one page message to the membership which will go out with the Health and Safety survey. Pat Fornelli will co-ordinate this mailing.

c) Blinds for Office Window

It is felt that for security purposes we should be able to cover the front window of the office. Diana has obtained quotes on various window treatments ranging from \$200 to \$280. Such treatments would be portable, so that if we moved we would be able to have them installed at the new location. There was discussion of other alternatives and possibly used window coverings.

MOVED Ellis SECONDED Irvine

"That approval be granted to spend up to \$300 to install blinds on the front window of the union office."

CARRIED

The meeting adjourned at 6:40 p.m.

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