

CUE EXECUTIVE MEETING

October 7, 1986

Present: Kitty Byrne, Ted Byrne, Edmund Kam, Mary Vorvis, and Suzan Zagar.

1. Approval of Agenda

Moved by Suzan Zagar. Seconded by Edmund Kam.
THAT THE AGENDA BE APPROVED AS CIRCULATED.
Motion carried.

3. Approval of Minutes
and

4. Business Arising from the Minutes

These items were tabled.

The minutes of meeting of September 23, 1986 and special meeting of October 2, 1986 were circulated.

5. Cindy Jensen

Ted Byrne informed the Executive that this member was within several weeks of completing her probationary period when she left due to health reasons and that it is anticipated that a transfer will be arranged with the University if the probationary period is extended.

Moved by Edmund Kam. Seconded by Suzan Zagar.
THAT THE EXECUTIVE AGREES TO EXTEND CINDY JENSEN'S PROBATIONARY PERIOD BY ONE MONTH.
Motion carried.

6. Auditor's Report

The management letter and draft copy of the audited financial statements for the year ended 31 December 1985 from Dunwoody & Company were circulated. The draft copy of the audited financial statements for the eight months ended 31 August 1986 is to be circulated also upon receipt from Dunwoody & Company October 8th.

Moved by Ted Byrne. Seconded by Edmund Kam.
THAT WE SEND LETTER AS DRAFTED RE AUDIT REPORT TO PATRICIA HOUSE.
Motion carried.

Ted Byrne made the suggestion that a manual be done containing a brief summary as well as a list of duties for all executive positions.

Proposed language for bylaw change, Section G.6. In regards to the Union Representatives positions (two), it was considered that we should take the wording back to the membership; also, make it clear that a member would be running for one position or other (i.e., Grievance area or Contract area).

Moved by Ted Byrne. Seconded by Suzan Zagar.
THAT WE TAKE THIS BYLAW AMENDMENT TO OCTOBER 1986 MEMBERSHIP MEETING.
Motion carried.

In regards to the salary structure for the Union Representatives, a Special Executive Meeting is to be held Tuesday, October 21st.

Executive Committee. The following recommendations were made: (1) That each executive member have a binder containing a record of minutes of meetings including the minutes of meetings held by the Grievance and Contract Committees, as well as other relevant information; (2) That one week before meetings, the executive receive the minutes of the past meeting and the financial statements; (3) That at the meeting, the executive have the agenda, list of correspondence received, and cheque registry; (4) That there should be a standard agenda with a report from all committees/officers; (5) That a time limit should be set for each item on the agenda; (6) That a special meeting should be called when special items are to be dealt with.

Administrative Secretary Position. This position is to be discussed and a description of duties defined, with Helen Glavina in attendance.

Discussion was tabled as to committee structures and as to expectations of committee members.

Next Executive Meeting: October 14, 1986

Moved by Suzan Zagar. Seconded by Edmund Kam.
THAT THE NEXT MEMBERSHIP MEETING BE A TWO-HOUR MEETING TO BE HELD OCTOBER 30, 1986.
Motion carried.

Meeting adjourned, 6:55 p.m.