

EXECUTIVE MEETING  
February 18, 1986

MINUTES

Chair: Kitty Byrne

Secretary: Patricia House

Present: Edmund Kam, Karen Shaw, Suzan Zagar, Mary McKenna-Forkin, Kitty Byrne,  
Patricia House, Ted Byrne,

Apologies: Adrien Kiernan, Shirley Irvine, Shannon Loughrey

1. Adoption of the Agenda

Moved by Mary McKenna-Forkin  
THAT THE AGENDA BE ADOPTED AS CIRCULATED.  
The motion was CARRIED.

Seconded by Edmund Kam

2. Adoption of the Minutes (Nov.-Dec. 85)

Moved by Mary McKenna-Forkin  
THAT THE MINUTES OF NOV. AND DEC. BE ADOPTED.  
The motion was CARRIED.

Seconded by Edmund Kam

3. Business arising from the Minutes

None

4. Office Report

a) Overtime

Moved by Mary McKenna-Forkin  
THAT THE OVERTIME BE APPROVED AS PRESENTED.  
The motion was CARRIED.

Seconded by Edmund Kam

b) Senior secretarial position

A list of duties for this position was drawn up for discussion. The consensus was that the job description was fine and no one had additional duties to add.

Moved by Ted Byrne  
THAT WE REQUEST A 3 MONTH INITIAL LEAVE AND THEREAFTER ANNUAL LEAVES REQUESTED.  
The motion was CARRIED.

Seconded by Edmund Kam

Moved by Suzan Zagar  
THAT THE EXECUTIVE RECOMMENDS THE SECRETARIAL POSITION BE PAID AT A LEVEL COMPARABLE TO THE SECRETARY 5 UNLESS THE HIRED INCUMBENT IS CURRENTLY PAID ABOVE THE BASE RATE. THEN THE HIGHER LEVEL OF THE PAYGRADE WOULD APPLY.  
The motion was CARRIED.

Seconded by Ted Byrne

c) Hiring process

It was decided that the hiring committee for the position should consist of executive members. Names suggested were Ted, Pat, Kitty, Shannon and Adrien



4. c) The posting will be announced at the Feb. 27th general meeting, the job will open March 3 and will close March 17th. Interviews should be completed by March 25 and a recommendation can be made then. The university will be given a month's notice so that makes the starting date the beginning of May.

d) Workload in the interim

As it is necessary to have secretarial support in the interim, it was decided to book off executive members for one week at a time. People available to do this - Mary, Kitty, perhaps Shannon.

e) Cleaning Contract

There was discussion about whether or not to extend the cleaning contract to Rosemary or to have someone else do it. Various ideas were suggested in terms of giving the contract to someone else.

Moved by Susan Zagar

Seconded by Mary McKenna-Forkin

THAT THE EXECUTIVE TRY TO ARRANGE FOR A MEMBER TO TAKE OVER THE CLEANING CONTRACT AND CANCEL THE CONTRACT WITH ROSEMARY.

The motion was CARRIED.

Ted will write to her and cancel the contract and ask for the key back.

f) Progress report on computer implementation

Pat reported that work still continuing.

5. Contract Committee Report

Ted reported that we have counterproposed a package to the university. He explained what was in it - our counter to relief employees - continuing employees on temp assignments and our money proposal. Some discussion followed.

6. Health & Safety Report

Karen reported on the health and safety course she took at Harrison (occupational health and safety). She reported that the course was very useful and interesting.

7. Courses, conventions coming up

A number of course brochures were distributed. Ted expressed an interest in going to Naramata.

Moved by Ted Byrne

Seconded by Mary McKenna-Forkin

THAT WE CO-SPONSOR A SPEAKER, JESSE DUARTE - OXAM

The motion was CARRIED.

Moved by Ted Byrne

Seconded by Karen Shaw

THAT WE GIVE \$75 TO HEADLINES PERFORMANCE

The motion was carried



Ted went over highlights of incoming correspondence. It was decided to try to send 2 delegates to the CLC Conference.

8. Grievance Committee Report

No report was given.

9. Next membership meeting

The next membership meeting will be on February 27, 1986.

10. Next executive meeting

The next executive meeting will be on Tuesday, March 11, 1986.

The meeting was adjourned.