

January 27

Neil called. Said Stan Stevens has been told to get a program ready to take back the money we got.

February 4, 1976

- called CUPÉ to confirm booking of "Don't Call Me Baby Anymore" - will pick up Thursday morning

next to Municipal City Hall  
(Turn right on St. J. St.)

- phoned Tony, D39 - will see him Thursday at 12:00 to set up films - he will arrange for a truck on the landing.

- phoned Jerry Anderson - he agreed to have his motions come after Provincial report.

- phoned Neil Boucher - he is not standing for Trustee - Roberta Crosby -

- phoned Robert Cayton - asked him if he would do our "unopinioned plea" sections of agenda - yes - I will do outline

February 6

- typed, copied and mailed minutes for executive meeting.

- Flora Urvil, Personnel called to say contracts had arrived.

- Showed Nancy White and asked her to pick them up at lunch. She called, said they were too heavy and too many. Phoned Wallace. He said he would pick them up and bring them in sometime this weekend.

- typed thank you letters to Chairman and Cathy Walker, CU.

- found out addresses for other unions who lost money during strike.

- Judy Todhunter was in - said she's having meeting Sunday at 3:00 at her place.

- Michelle McCaughey came in and joined the union.

- woman from Convention Centre came in to pick up draft copy of contract and job descriptions.

- took mail over, delivered letters to Clark re layoffs and Stewards, divisions presentation and Executive. Picked up few copies of contract.

- compared last year's contract and this

years - noted changes

- Linda Shelton, Continuing Education, 2181 (200) showed re Marjorie Hamilton who is in a position that she's not satisfied with - is in 3-month trial period (see Grievance file).

Monday, February 9

- called people to come at lunch to label contact and get them mailed -

Tuesday, February 10

- Mary Ebu, Applied Science called (ACE) Civil Engineering and [redacted] and [redacted] Applied Science - ACE members crossed our lines during the strike

Tuesday, February 17

EXECUTIVE MTG.

- ✓ 1. Call contract reps. for meeting.
  - ✓ 2. All committee meeting - members from other committees & Terms of Reference. (arrange - not Wednesday) -
  3. Discussion of role of Executive
    - rotating chairperson responsible for agenda - evaluation of meeting, role of chair
    - Jenny Anderson responsible for drawing up next agenda, how to chair meetings
- ★ Make copies of "How to Have Better Meetings."

- CCU convention
- pick up newsletters.

- written reports from Committees
- Nancy will make 3 minute time limit - will bring back motivation to next Executive meeting.
- ~~Labour Comm - C&F, IRC - 1:30~~
- next agenda executive meeting - Wednesday, February 25<sup>th</sup> - preparation of agenda.
- book room for membership meeting, March 11
- Executive report - to include list of all motions passed.
- Strike Report meeting - Sunday, February 22, 10:00 a.m., Union Office.
- book lunch hour showing of "Don't Call Me Baby Anymore"
- ✓ find motion re part-time help in ~~the~~ Union Office -
- write report on Union Office for next Executive meeting
- labels for tabloid - all union members, faculty, P&S. (how many?)
  - Provincial Area
  - 500 for Union Office
  - students
  - other interested organizations
- arrange work party
- ✓ - ask Louise about her position
- ✓ - report from Frances on OTELL for next agenda

✓ letter to Kirsti Shoobraid  
Daycare Co-ordinator  
CAMPUS

with names & contacts for unions  
on campus.

- Membership mtg. March 11, 5:15  
Buchanan 106

Monday, February 23

- read note from Robert Cayton re labels from Data Processing for staff on payroll. We can have them, but will have to pay .40 per label (includes cost of mailing) - talked to Nancy and Jan - both felt we shouldn't do it -
- Jackie Answorth came in and felt it would be worth it to get it out to everyone.
- phoned Jim Poole, said I would get back to him

- called Louise to tell her of all-committee meeting tomorrow night and find out where she's at re attending meetings and doing membership records.
- she said she didn't understand why it was happening but she couldn't find union meetings and didn't like being in the Union office.
- a lot of women satisfied with her work situation either
- I suggested lunch sometime this week to straighten out work on records and discuss problems.

- delivered mail, went to the library

- prepared ~~to~~ for Grievance committee meeting: copies of minutes  
leverage / app't notices

Grievance Comm. mtg.

- Rebecca Hornsteln - not knowing why she is at the meeting

- not having invited Pat Gibson

- Grievance Comm. discussion of whether or not to actually go ahead with arbitrations

< - finish contract comparison for Grievance Seminar

- get phone list for stewards

- Jeff Hopkins - not prepared - Dan suggests grievance, but doesn't show what section - disruption of meeting



Labour Comm / Grievance Comm. Mtg.  
February 24/76

2 - go over notices from University for appointments, severances, are these comprehensive enough? what else do we want from them.  
- seasonal employees  
- definite termination date.

3. Notice of layoff - job reduction - do we want notice of both?

February 26

- called Jackie - she agreed to work Thursday and Friday - Jan should call her tonight at [redacted]

- phoned Betty Gorch to arrange stuffing dues tax receipts and possibility of mailing agenda next week (Monday).

Tuesday, March 2.

- [REDACTED] TAKE, 224-2731, [REDACTED]
- Moved Jan 1st as full-time hourly SECT
  - on Grant - will be terminated end of March
  - asked her to write details to Grievance Committee - wants another job and maternity leave.

Wed, March 3

- [REDACTED] Forestry, #776
- SECT II
- Sept. 15/75
- [REDACTED] admin. assistant
- given notice Feb. 25 - verbal
  - went to Committee for Democratic University at 12:30 in Buch 100 about 30 people attended
  - two women who've been fired from BCIT Board of Governors spoke
  - Dan gave brief report on NDU
  - Research read piece from Northwest College in Terrace on political feelings
  - discussion focus on repressive measures towards progressive elements in post-secondary education.
  - Barbara Jefferson called to say she hasn't been goofing off from Executive meetings, but has been sick





Pat Gibson  
Maureen Gitta

Thursday, 4 Mar 76

- Nancy called to talk about meeting last night with B.C. Organization of Library Technicians - said their main concern was the fact that they couldn't get on at UBC - said people may be calling here about advice in applying to Personnel
- also talked about unconstitutionality of Provincial ballot for Secretary - Treasurer - has asked Pat Gibson and Jerry Andersen to draw up proper procedure for ballots, referendum
- suggested articles in newsletters, local, asking for reconsideration at convention.
- Mary Ann Moore, shop steward in Forestry, 5724 - re [redacted] case - feels she can't support her case - will come to the Grievance Comm. mtg Monday with [redacted] to discuss it
- I clarified for her that probationary period could not be extended past three months and then used as reason for firing
- Nora Schweitzer, Continuing Educ. called to suggest adding "innocent until proven guilty" to discipline clause - suggested she send a memo to the Executive
- Nancy phoned - nominated Pat Gibson and Maureen Gitta as delegates to Provincial candidates - Kevin Grace - Emerald Mayhew
- Heather, Finance called and asked me to send extra contracts over.

-mailed newsletter to Catherine Clements at SU - she wants to publicize Stewards Seminar in their next newsletter

-Joan phoned as next Executive Chairperson - she's asked everyone to send submissions for next agenda to Union Office - feels activity should be centralized to eliminate running around - I said I would make box for "chairperson of executive meetings"

-Heather called re Stewards Seminar asked me to phone Division Stewards I said I would do a poster to advertise - mail with before seminar - also send to Cap. College, SU, Notre Dame.

-Betty Storch returned dastics, window envelopes, left-over labels from Health Sciences work party to mail out agendas.

-phoned Penny to find out about extra newsletters - there are none

-Judy was supposed to ask someone from Main Library to pick up their copies - they're still here.

-delivered mail

Tuesday, March 9, 1976

[REDACTED]

- Frances called - asked me to get IRB ruling on certification - re Personnel Sec II (excluded).

Thursday, Mar 11

- for Exec mtg: keep Provincial line for office

[REDACTED] - Jim Toogood.

Friday, March 12

[REDACTED]

Monday, May 15

- made arrangements to have film, "Don't Call Me Baby", returned
- phoned Nancy, confirmed that Union Office would be free Thursday after work for meeting of delegates to Provincial Convention
- mailed out some dues receipts for income tax.
- tallied petty cash, put in request for more money
- requested reimbursement for books purchased for Union library

opened mail - suggested to Frances that we subscribe to Fortune

Susan Cook phoned, a student. is doing paper on organizing unions without professional organizers and lots of money - using ACE as an example - wanted to talk about to people involved in initial organizing - put her in touch with Dick Martin, Ray Colbraith, Emerald Murphy, Suzanne Gester, Jean Rands, myself.

- Joan <sup>came</sup> dropped in to see if there was any new correspondence for Executive Meeting tomorrow night

- woman came in for corrections to her dues receipt for income tax.

- contemplated filing

- typed minutes of Mar. 9 Grievance Labour Committee meeting

- xeroxed copies of this and last week's Grievance Comm. meeting minutes for tonight's meeting.

- put Grievance correspondence binder in order.

- Norma Paton returned my call. Said she is very busy, but would get together & list of possible arbitrators for us.

- looked for Alan Sprague's phone number but couldn't find it.

Mar. 16/76

Hestie Cummings, <sup>STENO</sup> ~~Sec II~~  
- external hiring - Education  
Typing pool.  
(Nancy called) - D

Thurs, Mar. 18/76.

*University*  
Joana Joas (Commerce) (Sec II)  
Debbie Osadnik (Clerk II)  
Pat Sparks, Clerk IV, TRIUMF.

Ruby Town, Slavonic Studies  
- part-time - how does overtime  
work for part-timers?

- phoned Judy Knight - arranged  
lunch on Friday to talk about  
union organizer

Fri. 19 Mar 76.

[redacted], Sec III in Geophysics  
- her department applied for reclass.  
of Clerk II to Clerk III (Lillian  
Beames) - was denied - Personnel  
took a look at [redacted]'s job and  
suggested it be downgraded to  
Sec II.

- she will be attending Monday  
night's Grievance Comm. mtg and  
will try to convince Lillian Beames  
to attend as well.

- Sharon DeBreed dropped off brief  
for university village housing  
Co-operative - I told her I would

put in on the agenda of Wednesday night's Exec meeting - she will be available to speak to us later if we need clarification.

- Maureen called to answer my query re seniority in TRUMF

- tried to call Debbie at home, but she wasn't in

- took labels and newsletters to Health Sciences Hospital work party - this is for other unions on campus

- phoned Kristie Shoobraid, coordinator of University Daycare Council (224-1921) to ask a speaker to attend next Exec meeting to explain more fully Pentacare Childcare Society - she will send someone.

- phoned Neil to check on agenda for Exec mtg - said he put it in campus mail

- phoned Bonnie to ask about minutes of last Exec mtg - said she will drop them off on her way to work Monday morning.

- phoned Judy to ask for clarification on newsletter articles on history of trade unionism - said I would look into it, perhaps initially do some sort of bibliography

- Norman Joseph } effects of unionization  
Cognitlaw } on clerical workers  
at university

- student at SFU, working on thesis  
- wanted written information  
- I told him I would get package together and send it off. - did this

- Janet Homenek phoned inquiring if her dues receipt had been mailed - assured her that it would go in today's mail

- phoned LRB to ask for copies of variance or certification - are mailing out a copy.

- Avron Hoffman, Faculty Club phoned to enquire about dues receipt - said there is a problem there with people not receiving mail - told her to phone Data Processing, check and make sure department is correct - and also phone Janice Doyle and let her know that she is there for hand delivered items

~~dropped mail off~~

- Jan came in to do some research for arbitration hearings next week. Talked to him about Union Organizer debate - he suggested it was a good idea for people to clarify their positions in writing



- picked up mail, went to library
- met Judy Knight for lunch - discussed Union Organizer - listened to her experience in the job - explained "intrigues" here -
- returned to office, Maureen was here doing research for arbitration - opened mail, filing

phoned Janice Rutherford, AUCE Local 2 Organizer to ask for list of arbitrators:

\* Richard Bird (change of shift times - won the case).

Diane Bagent, CUSSO rep.

(reclassification - won the case).

Nancy Morrison

(payment of stewards for arbitration - lost the case).

Prof. Rogow, Economics prof at SFU (retroactive pay in reclassification grievance - still in progress).

Bryan Killigins (haven't used him yet).

\* was taken to appeal under Section 108 of Labour Code - by University administration - AUCE won

Mary Southern (same law office as Bryan Killigins - not pro feminist, but "fair").

- under their contract, time limit was set - had to go to Dept of Labour - 5 women

Mrs Smith, McTaggart & Co.

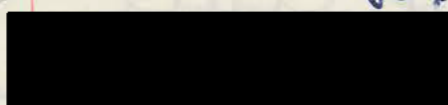
Beverly McLaughlin, Fac of Law, UBC.

Prof. J. Smith, Law, UBC

W. Stauber, Commerce, UBC.

See McTaggart

0



- typed up notes for grievance committee meeting Monday.
- carried on running conversation with Laureen re Sect B arbitration - again realizing importance of documentation - files on this case are abysmal - no information passed on

Monday, 22 Mar 76

- library technician called to find out about job opportunities - from meeting with Melody Rudd and Nancy Riggs of B.C. Organization of Library Technicians.
- called Debbie Osaduk ~~Pat Sparks~~ to confirm their attendance at tonight's Grievance Comm. mtg.
- ~~called~~ returned Janice Doyle's call re Aaron Hoffman - talked about Union Organizer discussion at last Exec mtg.
- called Rosanne Humley to confirm her attendance at tonight's Grievance Comm. mtg.
- called Laureen to tell her who would be at Grievance Comm. mtg.
- asked about Saturday's meeting on Union Organizer - ~~she~~ didn't have time
- ~~told her~~ checked tasks for arbitration hearing - [REDACTED] Ann Rosevear

- called [redacted] - asked her to bring job description to today's lunch hour meeting.
- called Joan in Medical Genetics for job description - didn't have it so called Ann Roseman (2133) who called Joan to tell her where file was - called Joan and arranged to pick it up.
- re calling [redacted], head of Medical Genetics as witness - he will be in at 1:30.
- called [redacted], head of Anthropology & Sociology to ask if he'd be willing to act as witness - he would like to see copies of job descriptions, & to know more specifically what we want from him.
- said I would drop off copies of job descriptions at his office this afternoon.
- called Pat Sparks re coming to tonight's Grievance Comm mtg - said she would be speaking to Marcel this afternoon and would know better if it was worth her while to attend.
- called Carol Vaughan-Birch to ask about her notice to quit (see letter of Mar 17)
- she couldn't talk on phone, so I took her home # and said I would call this evening.
- opened mail - filed correspondence
- ~~called Jan re Eric~~ rode bike to Medical Genetics department to pick up job description for arbitration SECTB.

- ran off copies of minutes of last  
Exec. mtg. - mailed agenda, minutes  
to Exec/committee members

- Dr Richards, 3453/73

- Dr Barman, 4044

ENGLISH

- Dr. Fredman, 5301 (4:00)

- Dr. Whitman, 5106

- Dr. Miller

- meeting with Laureen, Sec II B  
for arbitration hearing Wednesday  
check witnesses - material they  
should have: Sec II & III job  
description, individual list of job  
duties, brief.

- meet Wednesday 12:30 in Cecil  
Green.

- check other Sec III's - who do not  
supervise other employees.

(4192)

- Mohinder Gupta called to ask if  
seniority was affected by leave of  
absence - told her that seniority  
would remain same until she  
returned - also wanted to know  
if medical benefits would be  
paid - I said we paid  
employee's share, but would  
have to check on this.

- Jan called - I asked him to work  
out an arrangement with Neil  
Boucher for chairing Ted's Exec mtg  
& make sure correspondence was  
checked before mtg cause there  
was quite a bit

- [redacted] Medical Genetics <sup>will</sup> can act as a witness, but is available Thurs, 1-2 only - said I would send job descriptions, dept job duties and brief he said he'd be willing to help out in any way he could.

- called Pat Gibson to remind him that strike report is on Wed. night's Exec mtg agenda - he said Roberta Crosby would be attending

- member phoned wanting card - put her on to Louise

- called Ann Rosevear - told her we could arrange time off if she wanted to attend arbitration hearing - she said she would like to go

- called [redacted] - asked her to arrange time off for Rosevear - told her [redacted] would act as witness - she asked about [redacted] - I hadn't been able to reach her - she will try before tonight's mtg.

- Shirley Chan called - asked for motions presented to membership by Strike Comm on financing - she will be coming by at 4:30 to check through minutes

- Marcel phoned to ask when Exec mtg is being held.

- went to Campus mailroom to drop off and pick up mail.

- made copy of 16 mar Labour Comm. minutes for Jan - filed

- typed up phone list for Strike Committee

- phoned Richards, Barman, Whitman  
- left messages to have them call me.

- Richards called - available  
Thursday after 3, ~~Monday~~  
~~before 11:30~~ & after 3 - (Wed - 3453).

- is going to call Personnel to see if it's "cricket"

- Barman - 1:30 - 2:30 (class - Wed).

- but is willing and enthusiastic for any other time - said I would call at lunch on Wednesday or after 2:30.

Thurs  
- phoned Judy Knight - told her of recommendations I was going to draw up on Union Organizer for Fred's meeting - said I would phone back & read to her in case she thought anything should be added - said she would attend meeting - talked some of discussion of priorities meeting at Nancy's on Saturday that she'd heard from Jan & Emerald.

- Marge Williams, TRUMF called to ask if she should send copy of request for reclassification - told her to send copy to Union Office via campus mail.

Mar. 22/76:

- cleaned up bathroom, tea table
- Heather MacNeill called to ask if I knew anyone driving to Commercial area to pick up copies of leaflets advertising wage control demonstration this Sunday - I suggested she call Robert Bayton.
- typed an rough form letter for reclassification
- need to make shelving or buy cupboard for area next to desk.

Tuesday, 23 Mar 76

- Mohinder Gupta called again re benefit payments while on leave of absence had talked to Marcel & he thought we did pay it - phoned Frances & confirmed decision made at membership meeting
- phoned Mohinder & told her.
- [redacted] called, asked if it would be good idea to include names of witnesses on brief -
- I phoned [redacted] to ask him to be a witness - said he was available Thurs. morning - passed info on to [redacted]
- said she would call this afternoon to tie up loose ends.
- called Neil Boucher to tell him to check correspondence for Exec. mtg, that there wouldn't be anyone in office because of arbitration hearings.

phoned Nancy to make arrangements  
to leave her phone number on tape  
while I'm at arbitration hearings.  
- said she may be at home, so can  
leave her home # - will call back  
today about 4:00 to confirm.

- addressed and mailed  
reclassification form letters

- typed and ran off form letters  
for mailing contract to other  
unions

- began address file on rotary  
file

- mailed dues receipt to Dana  
Vogel.

- mailed newsletters & contract to:  
Joan Brenner, CUPE 1858  
CCU, Brantford, Ont.  
Cupe 23  
BCEU - Cliff Audstein  
CCU, B.C. Council - Cathy Walker.

- went to Campus mailroom

- went to [redacted] office to pick  
up & deliver brief to [redacted]  
Medical Genetics.



Tuesday, Mar 30.

- set up for work party to mail out minutes from last mtg and newsletter
- had to change room because of mix-up in System Services - changed from Hebb Theatre to Old Auditorium
- cleaned up supply area, rest area, garbage, boxes.
- Vicki/Shirley came in for work party.
- phoned Marilyn Ross - she has been applying for jobs, but other people have more seniority - will phone if she has time/energy to do some work in the office
- Jan came in - discussed possibility of getting Jackie into work for awhile - how to raise it at membership meeting.
- phoned Janice to remind her to prepare agenda for next Executive meeting.

arbitrators' names given by  
Nancy Conrad, Registered Nurses  
Assoc:

Sharon Gaudel, HCU  
- NDP Women's Comm.

Lee Leibik, lawyer from States  
who has worked with  
airline flight attendants,  
is therefore familiar with  
women's issues - [REDACTED]

Drew Schroeder - [REDACTED]

Marta Sadwady, Reg.  
Nurses' Assoc.

Gina Kirby } BCF  
Bruce Watson }

Jeff Halter, Executive Secretary  
for B.C. Professional Employees'  
Assoc. - [REDACTED]

- mailed her contracts, as they're  
starting negotiations with UBC.

- mailed 20 copies of award sheet  
to Barbara Lockwood, Hospital  
Employees Union -

- Joan Ellis, Joan Lawrence came  
in at 1:00 for work party.

- Buell Smith, 2521  
wants to know what happened to  
maternity grievance under last  
contract - said I would check and  
get back to her.

- typed notes made for discussion of  
Union Organizer / Union Office for March  
Exec. Mtg.

Wednesday, Mar 31

- picked up mail

- phoned people to come at beach for work  
party - phoned Judy Tolbunter to see if  
she had called anyone

- sorted mail

- phoned Marcel re notification lists - he had  
talked to Bureau, there are 2 lists: one  
for temporary (paid hourly) and one for  
permanent - got code from him -

- phoned [redacted] Sec II in Audiology  
- on notification list as "laid off"

[redacted] - oral notice given - reason  
given was budget cut -  
[redacted]

thurs, 1 apr 76

- took newsletters over to mail room  
in van
- cleaned up after work party
- opened mail, read newspaper.
- xeroxed grievance comm meetings,  
letters for file, Exec comm minutes  
typed up notice for special  
Executive meeting Tues, April 6  
and xeroxed
- mailed out material to committee  
members.
- had lunch with Jackie & Melody.

Fri, Apr 2

- Marilyn Nord called, said she has been trying for a year to get department changed on data processing labels.
- she works in Dean of Applied Science, 3906 - mail gets sent to Dean of Arts
- phoned Neil in payroll - asked if he wanted to set up system for correcting labels - said he could do it over phone - checked Nord's label & has already been corrected.
- phoned her, but she isn't in til Monday morning.
- woman called re leave of absence, wanted to know if her vacation time would be interfered with - told her to apply and see what reasons they give
- June Humphreys phoned saying she hadn't received newsletter - phoned a little later saying it had come and wanting to know if discipline clauses would apply to Peab's & said yes.
- Evelyn Cartman called wanting to know if on transfer, someone can be demoted (this is within same classification) - someone in her office was transferred had been on step 3 - was then placed on step 1 - she is going to make application for a change - that person be placed on step 3.

- Ann Hunter, a temporary employee,  
would like mailings to her home

Vancouver

- work this out with Judy and  
Communications Comm.

Mon, Apr. 5.

### FILING

- thinking of having file on  
arbitration cases & listing  
relevant information:

name(s) of person/people  
won or lost

date

who arbitrator was

who presented case for us,  
for university

clause of contract violated  
etc.

- make up dues receipts for  
Frances Lockhart, Elaine Tarako  
who have lost theirs - will  
be coming to pick them up.

- Hil Legault / Teresa Gagné

- Dick leave Study Comm.

(Marcel phoned to said Commission  
was complaining that this committee  
wasn't functioning).

- Hil said she was having problems  
getting information & didn't want to  
meet the Univ. with nothing

- I suggested she call Frances and  
find out what the Contract Comm.

had in mind when they negotiated  
for this committee  
and I said I would raise it with  
the Grievance Comm.  
my suggestion would be to meet with  
the University - possibly get time off  
to do research and also get them to  
help with the research.

- Jerry Andersen was in at lunch to talk  
about his grievances against me.

- that I haven't been sending  
out notices for new employees

- that they weren't able to get  
in touch with me when Deborah  
Gray was transferred to the Main  
Library.

- we talked about establishing office hours  
(i.e. 10-2) - doing office manual  
I said I would set up systems for  
notifying division stewards of new  
employees.

- Maureen called - asked if there was  
anything to go on tonight's Grievance  
Comm. mtg. - told her about  
Appeals Comm. for Uranus  
Sick Leave Study.

- Herb called - asking if I had found  
minutes for 1975 general membership  
mtg. - I called to him, Roberta Crosby  
and Frances - none of them had them

- woman called asking what her rights  
were - she wasn't being paid by the  
University - had taken leave & come back  
and was told her job was no longer

- @ available - I told her to call Labour Relations Board  
(she wouldn't give me her name)

- Jan was in at lunch to write letters to Conroy and Louise Hamilton

- phoned Judy Todhunter to arrange meeting with Communications Comm. to pass on files & set up systems for accurate mailing

- Hil Agant called back - she had talked to Frances Haxel  
- Frances suggested a meeting with the University - I gave her the names of the people on the University's committee

- Doree Wilson, Health Dept called to say Personnel had sent a memo to her dept. had asking her when a convenient time would be for appeal hearing  
- she wants to know who will be attending from Experience Comm.  
(her son Steward?)



- Mr. Spurling called to see if I had mailed dues receipt for his daughter.  
- said I had mailed it Friday

- someone called from Crown Library enquiring about CLERK II's rates of pay.

- George Povey came in re Canada Chile for Exec mtg. Support Comm.

1. - announce demonstration
  2. - ask if we would go down as support group - looking for support from church groups, unions, liberal organizations
  3. - ~~drop~~ someone will drop off leaflets Thursday morning - to be distributed at membership mtg.
  4. - we can ask them to attend one of our lunch-hour meetings (June).
  5. - someone will write an article for newsletter
- contact: George Povey, 4925 -
6. - raise question of sponsorship at membership meeting.

- Robert called - asked me not to type up new by-laws - simply amendments and mail them to Exec, Stewards, committees, etc.

- Marilyn Kelly Law will set on Sick Leave Study Comm - raise at Thurs. membership meeting.

- Dandy Murphy called from forestry - offered to help on lunch hours - told her there was lots to do, just give me a call.

- type up list of possible arbitrators to be presented to University for approval.

Tues, 6 Apr 76

- took a bundle of strike newsletters over to Health Sciences Hospital so they could finish mailing.

- Allan Sprague called and he would be willing to stand as arbitrator - suggested 20, 26 April as possible dates - also asked that each side submit brief about 4 days before hearing.

- phoned Marcel and passed on information - Marcel said Clark was going to phone Sprague and try to arrange date later in May because they're negotiating with UFE. Sprague asked me to send copy of contract and letter confirming date and place.

- Joan Cosar called asking for interpretation on Article 30.01(d) - told her "accrue" meant that compilation of seniority would continue one month after leave began, but after that point seniority would remain at the same place - she would not lose any (as per article 32.05).

- Ray Galbraith phoned and asked if we had copies of the maternity provisions under the UIC Act in the office. Told him I would check - he's bringing minutes of Experience Comm meeting over this afternoon

- George Foley called - said someone would be over to drop off Nevada pamphlets this afternoon - gave me name of group:

CONCHA CHILE SUPPORT GROUP

40 2524 Cypress

contact: Jeff Feighly, [REDACTED]

- called Marcel and asked him to get some more contracts

- Bonnie Schwenberger called - Executive minutes won't be ready til later in the week - can't attend tonight's meeting - is resigning as Recording Secretary, will stay on til the end of the month - would like it put on agenda for this Thursday's mtg.

- typed up stencil on "new employees", mailed out to Exec reps and division stewards

- mailed out membership forms and contracts to most recent new employees

- called Louise - made date to get together and pass on information re membership records.

-called Frances - passed on message from woman in Finance that it was too much hassle to make 2 copies of dues check-off - this means we'll have to do it ourselves.

-asked for petty cash.

-said she'll be in tonight to do statement.

-Doree Urbano called - I told her Marcel would be contacting her re reclassification appeal

-David VanBlarcom, new president of AMS.

-George Foley dropped off leaflets

-worked on rough outline for office manual and recommendations for Union Organizer

-did filing

-special Executive meeting to discuss Strike Comm. recommendations & union organizer

present: Pat Cahan, Margot, Neil Boucher, Carol Pincola, Marilyn Healy, Jeff Hopkins, Judy Todhunter, Marcel Dionne, Jan Madenise, Robert Cayton, Joan Coar, Dick Martin, Marlene Citta, Frances, Jerry Andersen, Russ Anton, Roberta Crosby.

wed, 7 apr 76

- Kevin was in to pick up grievance forms - was thinking of grieving job duty - Ian was in - suggested it was better to let CUPE handle it
- Ian: signed cheques, correspondence for tomorrow's mtg.
- went to bank - tax deposit, petty cash
- meeting with Communications Comm - see minutes
- prepared for membership mtg:
  - ran off financial report
  - typed, ran off agenda
  - made up check list.
- did some more organizing of space.
- talked to Maureen about last night's Exec. mtg.
- mailed out dues receipt to Fernande Cassells, Zoology
- took mail over, dropped it off in Housing
- read newspaper, CUPW newsletter - interesting article on history of women in post office & proclamation of Saskatchewan Federation of Labour on wage controls.
- mailed contract to Sara Vergis, IARE
- phoned Sandra Joyce re our policy with Co-op Insurance - she is sending letter (which she said had already been sent) stating amount for renewal - policy will lapse until she receives cheque.
- did filing

thurs, 8 apr.

## Louise - membership records

1. check dues authorization against check-off list
2. set up file (after dues check-off has been checked and you know dues are being deducted)
3. ~~send~~ send out form letter
4. when app. for membership & \$1.00 has come in, send contract, membership card & info sheet

Eleanor  
Summers,  
Law  
(1974 dues  
check-off)

- temporary people should not sign these more than once.

- filing (membership record & application)

- maintain card file, showing dues payment (law).

- on application form, put date & number of card.

- issue new cards - keep record of # of card, to whom it is issued & date issued

- make sure, from notifications, that files are pulled (Louise suggests clearing up filing first, then begin pulling).

- dues authorization (for people who have not signed Personnel cards) - put one on file, send other to Personnel Payroll (Neil - monthly / Diane Nowitzky - hourly)

- PERCAPITA TAX receipts - occasionally (very) a person wants to remain a union member although they have been fired or severed. They will ~~then~~ remain

members of the Provincial Association by paying \$1/month for the period of time they're not working. There is no way to remain a member of the local. (People want to do this because they think it will make it easier to get a job here again - union membership is not the criteria; being a member of the bargaining unit is). In any case, they must be issued a receipt, one of the three part white/green/yellow ones. This money should go to the Treasurer to go directly to the Provincial, white copy to member, keep 1 for us, 1 for Provincial

making up agenda for April 13 meeting:

- Strike Comm. motions won't be ready til Apr. 28<sup>th</sup> mtg.
- Pension Plan committee will have written report for Exec mtg. and newsletter for Apr. 28<sup>th</sup> mtg.
- Sick Leave - don't know when meeting with University is scheduled - if it's Tuesday they'll report at Apr. 13 mtg.; if not they'll be on Apr. 28<sup>th</sup> agenda - will have written report for newsletter.

Fri, Apr. 9

- finished making copies of material to go out for Executive mtg.
- typed memo announcing work party for referendum ballot on Monday
- phoned Data Processing and ordered two sets of labels for referendum
- phoned Betty Storch, Health Sciences and asked if she could do labelling for Provincial newsletter - said it would be ready Monday
- phoned Marcel to arrange new date for Emerald's arbitration
- ran copies of Monday's Grievance Comm. mtg.
- phoned Shirley Chau and asked when her Statement for Justice would be ready - will bring it over at lunch
- Frances called to ask about IRB variance - said I would phone once again and try to get it for her  
commented that batteries were running down on answering service
- George Fovey, Canada - Chile Support Group, came in to leave more information and posters for piña



- woman called asking for qualifications for  
LD I and II.

- opened mail, read newspaper.

- called Maureen - passed on info that  
Marcel will be re-arranging time  
for [redacted] arbitrations - that Erievance  
Comm. will have to meet elsewhere  
because of work party Monday night - she  
will arrange room, phone other  
Comm. members and let me know.

- raised problem of Museum of Anthropology  
people not getting mail - told them to  
send request for change of label to Payroll,  
with copy to Union Office.

- Maureen will announce work party.

- Fairleigh called, said she would bring  
her statement at lunch time

- got some more batteries for answering  
service.

- took mail over to Campus Mailroom

- someone called to ask me if I knew the  
name of the pizza joint below us - had to  
declare my ignorance

Tuesday, Apr 20.

Margaret Hedges, Sec III, Pathology  
[REDACTED]

Harvey Burian called to notify us that Mrs. Talosa Dix ~~is~~ will be on a continuing appointment, renewable yearly and therefore won't be retiring.