

EXECUTIVE MEETING

JANUARY 6, 1987 -

MINUTES

Present: Kitty Byrne (Chair), Estelle Lebitschnig, Edmund Kam, Adrien Kiernan, Susan Zagar, (Sandy Lundy, Diane Ellis, Joe Denofreo, Alannah Anderson)

1. Adoption of Agenda

Moved:
2nd: Estelle Lebitschnig
CARRIED

2. Adoption of Minutes (of Dec. 9 and 16, 1986)

Moved: Estelle Lebitschnig
2nd: Edmund Kam
CARRIED

3. Business Arising

Estelle announced that the promotional name for Health & Safety week is to be "Spotlight on Safety". The booth will be set up on February 11th and 12th.

Sandy requested a clarification of proportional division of union dues which was that out of ever \$20.00, \$11.00 goes to C.U.P.E. and \$9.00 goes to C.U.E.

4. Carol Baisley

The University has requested an extension of Carol's orientation period since she has been off sick as a result of a car accident. There was a motion to extend her orientation for six weeks.

Moved: Adrien Kiernan
2nd: Estelle Lebitschnig
CARRIED, with the proviso that it be established in writing that Ms. Baisley also has the right to exercise her rights under article 22.08 during the six weeks.

5. Membership Meeting of January 15, 1987 and January 22nd, 1987

January 15th: to be distributed to membership:

1. Financial Statements
2. Projected Budgets if:
a) we join C.U.P.E.
b) we do not join C.U.P.E.
3. Doris Hansen's report. Joe will speak on the two year trial affiliation with C.U.P.E.

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#5 continued . . .

Closing of nominations of all table officers.

January 22nd:

Discussion of Doris Hanson's report. Doris will be available for questions.

Membership will decide, either by ballot or show of hands, to:

- a) join C.U.P.E.
- b) adopt changes in the report.

If there is a decision on voting by ballot, care must be taken not to confuse the membership and to ensure that they see these as two separate issues. Joe will provide a written statement in support of joining C.U.P.E.

6. Day care referendum ballots are ready to be assembled. Suzan Zagar and Edmund Kam will come in Wednesday evening and will be booked off Thursday until the job is done.

7. Helen Glavina will be taking a bookkeeping course at V.V.I.

Motion: THAT the Union pay for the course (\$189.00) and materials (\$35.00).

Moved: Suzan Zagar
2nd: Estelle Lebitschnig
CARRIED

8. Joe Denofreo described the purpose of a meeting to be held on January 7th, of the three C.U.P.E. locals on campus. The purpose is to discuss the state of negotiations, plans for combined and/or separate Health & Safety Week booths, and ask Local 116 about rumours of a strike vote.

At the meeting will also be discussed the formation of the "President's Committee" as proposed and discussed by Jeff Rose and President Strangway.

9. The next Executive Meeting was scheduled for January 8th, at 5:00 p.m., to discuss Doris' report.

Meeting adjourned at 7:10.

The meeting on the 8th was informal and minutes were not kept as it was only a discussion and analysis of the report.

JANUARY 13, 1987

Present: Adrien Kiernan, Estelle Lebitschnig, Suzan Zagar
Edmund Kam, Kitty Byrne, Elizabeth Zook (observers:
Alannah Anderson, Sandy Lundy, Diana Ellis)

Special meeting held to discuss Doris Hanson's (CUPE Job
Evaluation Officer) report on the Union office.

MOTION: That Doris Hanson's report be tabled until a
decision is made regarding our affiliation with CUPE.

Moved by Adrien Kiernan Seconded by Estelle Lebitschnig
CARRIED

MOTION: That the January 22, 1987 Special Membership meeting
be cancelled.

Moved by Adrien Kiernan Seconded by Suzan Zagar
CARRIED

MOTION: That the Executive accept Joe Denofreo's offer to
work out of our office for the month of February and that
Adrien Kiernan be booked off for the month of March. That
the Executive review the office situation on an ongoing
basis.

Moved by Suzan Zagar Seconded by Estelle Lebitschnig
CARRIED

MOTION: That the Union withhold payment of wages to Patricia
House until a proper assessment is made regarding payroll
calculations and deductions for the period of 1985-86.

Moved by Suzan Zagar Seconded by Adrien Kiernan
CARRIED

MOTION: That the Union turn over to Dunwoody & Co. the
examination of 1985-86 payroll sheets to determine what is
owed, and to prepare the 1986 T-4 slips.

Moved by Suzan Zagar SEconded Adrien Kiernan
CARRIED

Meeting adjourned

Present: Diana Ellis, Alannah Anderson, Adrien Kiernan, Sandy Lundy, Gloria Sveistrup. (Joe Denofreo - observer.)

Moved That the agenda be adopted. Alannah Anderson, Diana Ellis. Carried

Moved that the minutes of the executive meetings of January 6 and 13 be adopted. Diana Ellis, Alannah Anderson. Carried

Moved that a letter be sent requesting a report on whether Pat House was paid, and who voted how in the phone poll.

Carried

Keys

Two keys to the space in the old Armouries will be kept in the union office. Keys to the union office will be dispersed as follows:

President (Adrien Kiernan) - one key
Vice-President (Alannah Anderson) - one key
Treasurer (Diana Ellis) - one key
Secretary (Sandy Lundy) - one key

Office secretary (Helen Glavina) - one key
Union organizer (Kitty Byrne) - one key which is to be left with Helen on January 30 and given to Joe Nofreo.
Carried by consensus

Moved that overtime and booking off be kept to a minimum, and these will not be paid unless preapproved in writing. Diana Ellis, Alannah Anderson.
Carried unanimously

Moved that the executive authorization form be adopted, and signed by at least a quorum of executive members. Diana Ellis, Alannah Anderson.
Carried

Moved that phone polls of the executive be eliminated. Diana Ellis, Alannah Anderson.
Carried

Moved that all bookkeeping responsibilities be given to Dunwoody and Co as an interim measure effective Wednesday, January 21, 1987.
Rationale: the professional bookkeeper will be a disinterested recorder, and this will free up the office secretary for other duties. Only the petty cash is to be handled in the office. Alannah Anderson, Gloria Sveistrup.
Carried unanimously.

A proposed agenda was written up for the executive meeting on January 27, which included an item that Kitty Byrne be asked to prepare a written report on the grievances, and speak to this report at the meeting. Moved by Diana Ellis, seconded by Gloria Sveistrup that this be adopted.
Carried.

Moved that Alannah attend the upcoming orientation of new members at Personnel Services department. Diana Ellis, Gloria Sveistrup.
Carried.

Continued ...

Moved that Kitty Byrne be asked to attend Janet Tungate's reclassification appeal at 2 p.m. on January 22. (Adrien will phone Kitty.) Sandy Lundy, Gloria Sveistrup.
Carried

Moved that the dates for the upcoming executive meetings be January 27, February 5, February 10, and 17. Sandy Lundy, Diana Ellis.
Carried

Moved that the three signing officers for disbursements of funds will be the President, Vice-President and Treasurer, and that all cheques must have two signatures. Gloria Sveistrup, Sandy Lundy.
Carried

The appropriate forms were signed to be given to the credit union

Moved that Helen Glavina will provide secretarial and clerical support to the executive and membership through the president. She will provide assistance to Kitty Byrne and Joe Denofreo while they are working in the office, and these will be her primary job functions. Alannah Anderson, Diana Ellis.
Carried

The meeting adjourned at 8:15 p.m.

Minutes of the CUE Executive Meeting, January 27, 1987

Present: Elizabeth Zook, Estelle Lebitschnig, Kitty Byrne, Diana Ellin, Adrien Kiernan, Sandy Lundy, Edmund Kam, Alannah Anderson, Susan Zagar, Gloria Sveistrup.

Moved that items 2.a. Business Arising and 2.b. Daycare Ballots be added to the agenda, and the agenda be adopted as amended. Anderson, Ellis, Carried.

Moved that the minutes of the Executive Meeting of January 16 be adopted as presented. Zook, Zagar, Carried.

Business Arising

Kitty Byrne submitted 15 hours of overtime, reconsidering the motion passed previously.

Alannah suggested that Kitty was not aware of the previous motion so it should be set aside in this instance.

Moved that we deal with the overtime submitted by Kitty as an extraordinary motion. Anderson, Lebitschnig, Carried.

Moved that Kitty Byrne's 15 hours of overtime be approved. Lebitschnig/Anderson, Carried.

Discussion of overtime. Kitty pointed out problems of pre-approved overtime. Adrien said problems will be dealt with as they occur.

Daycare Ballot

Susan is looking for helpers to count ballots on daycare. Friday night, 5:00 p.m. in union office.

Susan pointed out that the trustees' note sent with the ballots (was) changed after the executive had approved it.

Kitty stated that the wording was incorrect and felt it was important to change it.

No document going out to the membership should be changed without approval by authors or executive.

Union Rep's Report

Kitty does not have full report because she was the only one in the office for the last two days and had no time. She will have a written report ready by Friday.

Orientation

New membership records should have the date they attended the orientation and if they do not attend followup and (make) sure they attend an orientation session.

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Moved that the Vice-President be appointed to do orientation sessions and Edmund Kam will be backup. Zagar, Lebitschnig, Carried.

Newsletter

Elizabeth reported on costs of previous formats. (Feb. 86, 20 pages, \$282 for printing; April 86 34 pages, \$947 for printing; Summer 86, 32 pages \$658 for printing). Questions raised:

Should we stick to same format?

Should we have a newsletter quarterly, and briefer bulletins in between, or some other schedule? What is affordable?

Could we obtain CUPE Facts in sufficient copies for distribution to members.

Can we get assistance from CUPE re a newsletter?

Does CUPE 116 have a newsletter?

Elizabeth will report back with some answers on February 10.

Executive Training

Alannah would like to be trained on the word processor

Committee Organization

Kitty will function as the chair of the grievance committee for the time being.

Estelle wishes to continue as chair of the health and safety committee, but she will attend a meeting on February 4 of the "3 in 1 Committee", which is considering changes to the staff pension plan, group life and disability plan of UBC. She will liaise with a CUE member who is knowledgeable about benefits.

Karen Shaw will be asked to attend the executive meeting on February 10, to report on the subcommittee on stress.

Elizabeth will arrange to distribute the Safety Speakers List of events Feb. 9 to 12 to stewards so it can be publicized to members.

It was agreed that Estelle Lebitschnig and Karen Shaw will be booked off work 8:15 to 1:00 Feb. 11 and 12 to man safety booth.

President's Report

Moved that the date of the next membership meeting be tabled.

Moved that minutes of executive meetings be published in the newsletter. Considerable discussion. Zagar, Sveistrup, Carried.

Discussion took place regarding the fact that Helen Clavina, the office secretary, is behind in her work and is having difficulty setting priorities. As far as finances are concerned, she is freed up for other duties, as she only has to do petty cash, and gather the paid bills together, and give them, with the cancelled cheques, to Diana for the bookkeeper.

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Moved that Helen Glavina be asked to attend the executive meeting on February 10, on a voluntary basis, so that she can discuss her job and we can help her with her work. Sveistrup, Zook, Carried.

Treasurer's Report

Moved that the Tresurer report back on changing the bank. Zagar, Anderson, Carried.

Dians reported that there is a cash flow problem, and as approximately \$40,000 is owing to CUPE for per^{tax},
capita.

Moved that the Treasurer be empowered to borrow up to \$5,000 on a short term basis from the strike fund to cover the cash flow problem. Anderson, Zagar, Carried.
(Lundy left meeting following this vote.)

An examination of the payroll records has raised some questions regarding Pat House's bookkeeping. For instance, it appears that payments to her were recorded on Ted Byrne's time sheet.

Also, it appears she owes the local money.

Moved that we send a letter to Pat House showing her errors in the books, and pay her out deducting what she owes. Zagar, Lebtschnig, 5 for the motion, 4 against. Carried.

Meeting adjourned at 7:55 as there was no more time. Next meeting February 5, 1987.

(Elizabeth cannot attend the meeting of February 10.)