

CUE EXECUTIVE MEETING MINUTES
APRIL 14, 1987.

PRESENT: Adrien Kiernan (Chair), Susan Zagar, Gloria Sveistrup, Alannah Anderson, Edmund Kam, Diana Ellis.

1. ADOPTION OF AGENDA

M/S Kam/Anderson that the agenda be adopted. Carried.

2. ADOPTION OF THE MINUTES -Mar 24 & Apr 7, 1987 meetings

Diana requested that the March 24, minutes read 16.5 hours instead of 6.5. with that amendement it was moved by Kam seconded by Zagar that the minutes be approved. Carried.

3. COMMITTEE REPORTS

a) Vice President's Report

1) Authorization Forms

It was recommended that they be filled out at the beginning of the meeting so every knows what is on them and what they are signing. Any questions of expenditures should be put on the table for discussion.

2) President's Meeting

The bi-monthly President's Committee meeting was held and Alannah attended on behalf of the President. Topic was morale and accountability by management. A training program on management and supervision skills is planned to improve management - union relationships.

3) Notice of Motion by A Anderson, re length of executive meetings

M/S Anderson/Kam that all executive meetings remain in session until all committee reports are received. Defeated. The rationale for this motion was that because so many issues are facing the executive, the meetings are longer than usual and also more often than usual, however it is necessary in order that all of the work be completed and approval be given to carry out actions. Adrien suggested that each executive member speak only once on each issue at all future meetings. Adrien passed the chair to the vice president in order to make a motion.

M/S Ellis/Kiernan that all future executive meetings be 3 hours in duration. Carried.

* b) Treasurer's Report

1) Policy -re ordering supplies

In order that there be no overlap in purchases of office supplies, it was agreed that the Treasurer would check all of the orders and anything of an unusual nature should be brought to the executive for approval.

M/S Ellis/Sveistrup that in future the Treasurer will check on all supplies ordered for the union office and anything of an unusual nature will be brought to the executive for approval. Any expense in excess of \$300. will go to the membership for approval. Carried.

3. COMMITTEE REPORTS (Cont'd)

Treasurer's Report

2) Petty Cash

The Treasurer advised that an executive member had cashed a personal cheque in the petty cash and felt that a policy should be developed pertaining to the use of petty cash.

M/ Ellis that petty cash not be used for personal reasons. The motion failed as there was no seconder.

M/S Anderson/Zagar that petty cash be used for emergency purposes only to the limit of \$10.00. A personal cheque witnessed by another person must be put into petty cash immediately. Carried.

3) Vacation Pay For the Secretary in the Union Office

The Treasurer advised that the secretary in the union office has been paid out to the end of April.

4) Projected Budget 1987/88

The Treasurer handed out a draft of the projected budget for 1987 which needs approval by the membership at the next meeting. She also circulated a draft of a projection for the 1988 fiscal year. These budget projections were discussed and some modifications to them were suggested by the executive. The Treasurer agreed to incorporate the modifications and would bring them back to the executive for final approval.

M/S Anderson/Kam that the Treasurer and the President work on the draft proposals and prepare one for the next membership meeting incorporating the suggestions of the executive. Carried.

M/S Zagar/Ellis that the policy of the executive will be to cost justify any expense against the budget projections for the year before any motion can be approved spending money. Carried.

5) Computer in the union office

The executive discussed the problems with the computer in the union office. After all monies spent over the years, the union still does not have a program for the computer that works. CUPE have offered to send a computer expert that they use to the union office to review the situation. He will review our programs and write appropriate programs for membership lists and label accessing. Diana is to be booked off to be in the office while he is there in order that we understand the programs he will be developing and she will write a manual on them.

M/S Sveistrup/Zagar to book Diana off to be in the office while the computer programmer is in the union office. Carried.

It was also pointed out that Diana works shifts and when on afternoon shifts she cannot attend executive meetings.

M/S Zagar/Anderson to book Diana Ellis off to attend executive meetings while she is on afternoon shift. Carried.

6) Policy Manual

It was pointed out that several policies have been adopted with respect to financial and other matters. A policy manual has been developed to incorporate all these policies developed and it will be the role of the trustees to ensure that the policy manual is kept updated. Edmund Kam agreed to go back to the beginning of the year and ensure that all policies are incorporated into the manual with the date of the meeting that the policy was approved.

c) Grievance Committee Report

1) Labour Committee Report

It was discovered that the seniority list is full of errors. An efficient manner of correcting the errors is being reviewed and a computer system to accomplish this is being looked at.

The executive was asked to notify Alannah of any policy grievances which may be brought to the labour committee meetings.

Alannah reported on the grievances pending.

It was discovered that there are two forms in the union office, a membership form and an authorization for deduction of union dues form. Both these forms contain the same information and can be combined into one form which means less filing and less paper cost. The executive agreed to combining both of these forms into one form in future.

d) Communications Committee Report

Adrien reported that a letter was received from Elizabeth Zook resigning as Chairperson of the Communications Committee but indicating that she would stay on as a member of that committee. As the Chair of the Communications Committee, Elizabeth is expected to attend executive meetings which are normally scheduled for Tuesday nights and she is unable to attend those nights. She stated in her letter that she would be prepared to stay in the chair if the meetings could be scheduled for another night. The executive did not feel that they could change their meeting night since it would mean rescheduling other committee meeting dates.

It was agreed that further discussion of the role of the Communications Committee would take place at a later date.

The Communications Committee requested that all reports and articles for the newsletter be sent to the CUE office before May 15, 1987.

e) Health & Safety - Tabled

f) Contract Committee

Diana reported that the proposals are ready for the Membership Meeting and it was agreed that since Diana was working midnight shift and might not be able to attend the union meeting, Joe Denofreo would speak to the proposals in Diana's absence.

g) President's Report

The Hiring Committee have developed a job description for the secretarial position in the union office. The job description was approved by the executive and it was agreed that it should go before the membership at the next meeting for approval. The major changes being that the position become mostly secretarial and that the position not be included in our bargaining unit. It was agreed that the closing date for the competition will be May 8, 1987.

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h) Trustee's Report

Susan presented the by-law admendments needed and they will be brought to the membership at the next meeting for approval.

The agenda for the next membership meeting was also approved. It was agreed that the agenda should address the projected budget, the Hanson report, the bylaw amendments and the question of hiring versus electing.

The next meeting will be April 22, 1987.

Meeting adjourned at 7:40 p.m.

MEMORANDUM

TO: C.U.E. EXECUTIVE MEMBERS
FROM: COMMUNICATIONS COMMITTEE
DATE: APRIL 6, 1987
RE: NEXT NEWSLETTER

* * * * *

The Communications Committee had a meeting on April 6th and have come up with the following:

1. The deadline for reports for the next newsletter is May 15, 1987.
2. The next Communications Committee meeting is May 21, 1987.
3. The newsletter will consist of the following:
 - Reports from - the Grievance Committee
 - the Contract Committee
 - the Executive Committee
 - the Health and Safety Committee
 - the Education Committee
 - List of all stewards and committee members
 - Monthly calendar listing upcoming meetings and events
 - Minutes of the Executive Committee - this should be just a list of motions passed
 - Know your Contract section to be written from either the Contract or Grievance Committee
 - Letters to the Editors
 - Call for volunteers

Realistically, we can expect to have a newsletter every two months. Thus, the next deadline would probably be July 17, 1987 for a C.U.E. Newsletter.

Please note that Ann Hutchinson will be announcing at the next general meeting of April 16th the next Communications Committee meeting and she will be asking for new members for this committee.

Also, please note that the Communications Committee does not have a Chairperson at this time.

EMZ

cc: Communications Committee Members

NOTE: PLEASE FORWARD ALL REPORTS TO THE CUE OFFICE
2170 WESTERN PARKWAY,
CAMPUS MAIL

ATTENTION: COMMUNICATIONS COMMITTEE

EXE C U T I V E C O M M I T T E E M E E T I N G

T U E S D A Y A P R I L 14, 1987

A G E N D A

1. Approval of the Agenda
2. Approval of the Minutes of the March 24th and April 7th meetings
3. Committee Reports
 - A) Vice-President's Report
 - i) Authorization Form for Booking-off Overtime and other expenses
 - ii) Report on President's other meeting
 - iii) Notice of Motion re: length of meetings
 - B) Treasurer`s Report:
 - i) Approval for ordering supplies
 - ii) Helen's letter regarding vacation pay
 - iii) Projected Budget for 1987/88
 - C) Grievance Committee Report:
 - i) Labour Committee meeting report
 - D) Communications Committee Report:
Circulated at last meeting letter from Elizabeth Zook regarding the circulation of Executive meeting minutes
 - E) Health and Safety
 - F) Contract Committee Report
4. Business arising from the Minutes
 - A) Trustee's Report on By-Law amendments

April 2, 1987

President and Executive Members
C.U.E.
2170 Western Parkway
Vancouver, B.C.
V6T 1V6

Dear President and Executive Members:

Due to personal reasons I must resign as chairperson to the Communications Committee. I will, however, continue to function as a member of this committee.

I would like to say that I have enjoyed working with the Executive and hope that in the future can do so again.

Sincerely,

Elizabeth M. Zook
Elizabeth M. Zook