

AGENDA FOR EXECUTIVE MEETING

Tuesday, April 13, 1976

5:15 in the Union Office

1. Approval of agenda
2. Notice to Robert Gayton as chairperson for April 28 meeting
3. Adoption of minutes of March 25, March 31, and April 6 meetings
4. Steward Seminar - Heather MacNeill
5. Grievance Committee report: recommendation from Grievance Committee to Executive *that the Executive contact CUPE and arrange a meeting between our Grievance Committee and CUPE to discuss jurisdiction*
SECIIB Joint Committee report - Maureen Gitta
6. Sick Leave Study Committee report (if they meet with University before this meeting)
7. Job Evaluation Committee report - Maureen Gitta
8. Business arising from minutes:
 - report from Frances on mailing service
 - Pentacare daycare society (see March 25 minutes)
 - support of daycare workers (see March 25 minutes)
 - University housing co-op
 - Union Organizer (see attached recommendations)
9. Correspondence: letter from Melody Rudd (attached)
letter from Margot Scherk re Provincial reps
letter from Louise Hamilton
10. Financial report: motion from Frances to move bank account to Van City Credit Union.
11. Re-organization of divisions with move of Purchasing, Accounts Payable, Personnel and opening of new Museum of Anthropology.
12. Other business: AUCE Local 1 as sponsor group of Canada-Chile Support Group (see Noranda leaflet).

(I put committee reports near beginning of agenda so people not on Executive would not have to sit through to end of meeting.)

- agenda prepared by Janice Doyle and Peggy Smith
- typed by Peggy Smith

AUCE Local 1 Executive Meeting, 13 April 1976, 5:15 p.m., AUCE Office
Janice Doyle - Chair

Present: Margot Scherk, D; Nancy Wiggs, V-P.; Frances Wasserlein, Treasurer;
Robert Gaytan, Trustee; Roberta Crosby, Strike Cmte.; Maureen Gitta, Grievance
Cmte.; Ian Mackenzie, Pres.; Joan Cosar, H; Neil Boucher, A; Peggy Smith,
Organizer, Bonnie Schoenberger, Sect'y; Marcel Dionne, Grievance Chairperson.
Judy Wright, Observer.

1. Approval of Agenda

Margot/Nancy That the agenda as circulated be adopted.

Ian/Nancy That item 8, union organizer section, be
moved to item 3 (a). CARRIED

Margot/Nancy That a provincial report be added as item
9 (a) CARRIED

Nancy/Peggy That a report by Judy Wright be added as
item 3(a) moving the discussion of the
union organizer to 3 (b).
CARRIED

Agenda as amended was ... CARRIED

2. Notice of next chairperson - announced

3. Adoption of Minutes

Frances/Nancy That the minutes of the meetings of March 25, 31 and April 6
as circulated be adopted. CARRIED

3 (a) Report on Meeting at Fishermen's ^{Hall} Wharf (Judy Wright)

The meeting was composed of people from various unions, although their representation was not "official". There were about 8 to 10 people in attendance from 7 different unions. Discussion centred around the wage and price controls and action by the labour movement to fight these controls. A further meeting is to be held next Wednesday, April 21, at 7:30 p.m. in the CBR Room at Fishermen's Hall and one on Monday, April 19 to prepare an agenda for that Wednesday meeting at 7:30 at Spartacus Books.

It was mentioned that our members may not wish to fight the guidelines and that we should find out what their position is before becoming involved in something they do not agree with. // Rank and file education is very important and this should come from the rank and file members rather than from the leadership in the labour movement.// Perhaps Tom McGrath could be approached to write a lead-in for our newsletter. This may provide a catalyst for action in our own union.// It may be better if someone went and interviewed him for the newsletter.

Judy will be going to the next meeting and Ian and Frances also expressed an interest in attending the Monday meeting.

3 (b) Union Organizer

It is really bad organization that has allowed us to be hung up on this issue for so long. When issues like this arise a sub-committee should be struck to discuss the matter and bring back recommendations to the executive for further discussion and a vote.

Ian/Peggy

That it be proposed to the membership that we have two full-time paid Union Organizers, each to hold office for six months, with the option of seeking a second term (no longer).

Frances/Peggy That it be proposed to the membership that we elect a second union organizer for a trial period of six months to determine whether a second organizer is required.

We have not had a specific job description before and cannot judge whether a second person is required until after someone has worked under this description.// We should have another person but working part-time to clean up the backlog.// The problem in the past is that too much was expected of the organizer. I would rather see one organizer work under a responsive executive for a period of time. It may be that after that time a second person is required.// There is a lot of running around that many people are not aware of, involved in the organizer's work. Every organizer has said there should be another person. This job description does not completely cover all that happens in the office.// It is a compelling argument that every person who has worked in the office has felt there should be another person. It is not a question of just cleaning up the backlog since a backlog is just the result of not being able to keep up. // Question called - defeated. // When I came into the office (Peggy) I felt another person was not required, that it would only add to setting up a complicated bureaucracy, but my attitude has changed. There is too much work for just one person and it's inhuman to work in here all day alone. There is a great need to have someone to talk with; it is worse than a regular job. I also feel that people when finishing the trial period should prepare a report on their experiences in the office.// If there are two people here the office will be stronger and perhaps utilized more by members.// Is the membership just going to accept this? I feel we must tell them what this second person is going to do and be quite specific about it as otherwise it may not pass.// The executive are getting fairly close to a job description and the next newsletter will be dealing with this matter.// The executive should make a decision on this issue and prepare a recommendation and then the motivation can be set.// Question

The amendment was ... CARRIED

Ian/Peggy

That the second person be elected for a term beginning August 1 for a six month period.

Would it be possible to elect both people at the same time with one assuming office at a date three months later?// The permanent mechanism could be established in the by-laws, however, we are working on a temporary measure now and this sort of mechanism is not required right away.// We should remember that the organizer must give a month's notice to the university. If a person is elected three months in advance of their term we might lose potential future interest.// Are executive reps voting as expression of the division's view or as individuals.// I don't think it matters whether there has been discussion at the division level as there will be discussion at the next membership meeting. We are talking about preparing a recommendation only, not coming to a decision. People should vote as they individually feel and then take it back to the membership. I think the union could be convinced that a second organizer is necessary.

The amendment was ... CARRIED

Amended motion:

That it be proposed to the membership that we elect a second union organizer for a trial period of six months, term beginning August 1, to determine whether a second organizer is required.

CARRIED

5. Grievance Cmte. Report (Marcel)

Nothing to report since the last one.

Marcel/Nancy That the Executive contact CUPE and arrange a meeting between our Grievance Committee and CUPE to discuss jurisdiction.

It was mentioned that it might be a better idea to indicate that the meeting should be between the AUCE and CUPE executives and Marcel and Nancy agreed to amend their motion to read:

That the Executive contact CUPE and arrange a meeting between our two Executives to discuss jurisdiction. CARRIED

SecIIb (Margot)

One meeting has been held but nothing accomplished. The first half day meeting will be held on Thursday. Each case will be determined on its individual merits with the people involved as well as witnesses being called. More information will be available after that meeting.

6. Sick Leave Study Committee - tabled until the next meeting

7. Job Evaluation Committee Report

Maureen had handed out their report but had to leave the meeting before the matter was raised. Although some comments were made regarding the report it was felt that someone from the committee should be present to answer questions and that further discussion should be tabled until the next executive meeting (Joan/Nancy).

8. Business Arising from Minutes

(a) Mailing Services (Frances) - The most economic way to employ a mailing service would be to use our own Information Services. This is the cheapest and most flexible mailing service. It would cost about \$75-\$100 to mail one piece of paper to our members. Frances will do more work on her information and submit an article for the newsletter.

If there is to be a second organizer in the office this matter may be resolved. Perhaps this should be tabled until that matter is settled.// Frances felt it should be dealt with now.

(b) Pentacare - tabled until the next meeting (Neil/Nancy)

(c) Support of Day Care Workers - tabled until next meeting (Margot/Nancy).

(d) University Housing Co-op - tabled until next meeting (Margot/Nancy).

9. Correspondence

Nancy/Margot That Local 1 take over the provincial telephone. DEFEATED

Ian/Neil That we investigate getting a second telephone in the union office and report back to the next executive meeting. CARRIED

Frances/Margot That we charge the provincial association \$50 per month for use of the union office. CARRIED

Ian/Margot That we recommend to the membership a donation of \$200 to SORWUC at the next membership meeting. CARRIED

A letter was read from Margot in which she resigns as a provincial alternate effective immediately. She stressed the importance of getting a full slate of representatives to the provincial from Local 1 and outlined the reasons for her resignation. It is important that all representatives be elected by the time the provincial convention is held.

A letter from Louise Hamilton was read in which she offers to work part-time on the membership records. It was felt that the in-coming membership secretary should take over but that it would help if Louise could meet with that person to explain how the filing system and the process of getting people signed up and recorded. Frances offered to telephone Louise about this.

9 (a) Provincial Report (Margot)

Since the matter of redoing the referendum regarding the Secretary-Treasurer position was not discussed at the last membership meeting this will have to be done at the division level. There is a provincial executive meeting on April 24 and division meetings should be called before then and a report given to the provincial rep.

10. Financial Report (Frances)

Frances/Ian That the executive recommend to the membership that on the 15th of April current checking and Plan 24 accounts be opened at the Vancouver City Savings branch at Broadway and Blenheim and on the 1st of May the account at the Canadian Imperial Bank of Commerce be closed with the funds transferred to V.C.S. CARRIED

Nancy/Joan That the meeting be adjourned. DEFEATED

Ian/Margot That discussion of getting stewards elected and shops organized be a priority item at the next meeting. CARRIED

There was a discussion of setting a policy of a certain percentage of the executive would be required to be in agreement with a recommendation before it is presented to the membership as an executive recommendation. It was stated that the minority have always had the opportunity to present their report to the membership after the majority report is given.

At this point the quorum was lost and the meeting adjourned - 7:15 p.m.

RECOMMENDATIONS FROM: SUB-COMMITTEE OF THE EXECUTIVE (See minutes 13 April 1976)

RE: Union Organizer-Terms of Reference and Tasks

[Motion passed at 13.4.76 meeting]

BE IT RESOLVED THAT it be proposed to the membership that we elect a second union organizer for a trial period of six months, term beginning 1 August, to determine whether a second organizer is required.

[Recommendations for motions to present to the membership to amend the by-laws]

BE IT RESOLVED THAT

the organizer receive the same pay and conditions [except as noted below in (i) and (ii)] as s/he would have received if s/he had remained at her/his regular job.

- i. Sick Leave: that interest earned on union funds be utilized to provide unlimited sick leave benefits for organizer. (At least we should provide enlightened working conditions for the organizer.)
- ii. Vacation Entitlement:
 - a. If incumbent organizer returns to the employ of the University, their vacation entitlement accrued be paid by the Union to the University at rates which apply to incumbent.
 - b. If incumbent not returning to employ of University then accrued vacation entitlement at 6% should be paid directly to incumbent.

(The Treasurer should be designated as contact person for the Union Organizer in case of sickness, medical-dental appointments, etc. so that alternative arrangements can be made should the office need to be staffed.)

General Working Conditions for Union Organizer (to be appended to the Bylaws)

1. The Organizer is not an "employee" of the ^{Union} Executive, but rather an Officer with particular terms of reference. S/he is responsible to the membership, just as the other Officers are, for fulfilling those terms. The Executive may determine the conduct of the Organizer only in the same way and to the same degree as it may determine the conduct of any of its other members.
2. There shall be an item entitled "Union Office" on the agenda of at least one Executive meeting per month, in order that the Organizer may give an informational report on the activities and problems of the Union Office, and in order that s/he may seek advice and suggestions from the Executive. There shall also be a regular office report in the newsletter.
3. Each full-time organizer shall work the same total number of hours as specified in the collective agreement for full-time employees. The organizer shall choose the form of work week as per Article 28 (Hours of Work) in the collective agreement. Having chosen a form of work week, every effort will be made to maintain these hours for the duration of the term of office. Office hours will be well publicized.
4. The Organizer will attend Executive meetings on her/his own time.
5. There shall be no overtime.

Tasks of the Union Organizer

Answer the phone and deal with the calls.

Deal with urgent matters if the persons who would normally handle them (e.g., Division Stewards are not available.

Give regular, detailed reports to the Grievance Committee re: [potential] grievances.

Perform clerical duties: ^{e.g.} pick-up, open and distribute mail
maintain files and other office records [we recommend that each committee do their own filing, with the organizer being responsible for filing of minutes of all meetings.]
maintain equipment
acquire and maintain supplies
create and maintain a Union directory (with Communications Committee)
maintain an office schedule (calendar)
book rooms and arrange sound systems for meetings

Help ensure that agendas get out on time

Distribute minutes of General Membership meetings (with Communications Committee)

Set up and maintain library

Sent out contracts and membership information sheets to new employees as information is sent to union from Employee Relations Department.

Inform stewards and executive representatives of new employees in their divisions.

Keep up-dated steward list, informing University of any changes.

Maintain information contacts with outside groups

Undertake major projects (e.g., research) assigned by the committees or the membership.

Help out committees, at their request, as time and priorities dictate or permit

Assist ~~[the President, Vice-President and rest of]~~ Executive in keeping in touch with the functioning of committees.

Assist in the maintenance of membership records.

We have two further recommendations:

1. That the Executive authorize the organizer and the treasurer to purchase publications and subscriptions as required.
2. That the Executive recommend that the membership authorize the use of a clipping service for research in the event that the Provincial does not do so.

Prepared by Peggy Smith, Frances Wasserlein, and Ian MacKenzie.

Tasks of Officers and Committees

- President: - chair general membership meetings
- co-ordinate committees
- general communication between committees and members
- Vice-President: - shall assist President
- assumes authority and duties of President in her/his absence
- Recording Secretary: - takes minutes of general membership meetings and Executive meetings
- keeps Communications Committee informed of all decisions of meetings
- responsible for official correspondence as directed by membership or Executive meetings
- distributes
- Membership Secretary: - keeps membership records up to date
- with Union Organizer, is responsible for sending information to new members
- Treasurer: - maintaining bookkeeping system
- contact person for Union Organizer
- annual financial statement to be circulated to local and provincial executives by January 1 each year - to be read at January membership meeting
CHEQUES: require signature of Treasurer and one of following: President, Vice-President or Secretary
LEGAL DOCUMENTS: require signature of President & Secretary
- Trustees: - conducts referendums
- upholds constitution at all Union functions
- is responsible for amendments to constitution and local by-laws and reprinting of same

COMMITTEES

Each committee will be responsible for its own filing.

- Communications Committee: - newsletter
- notice of meetings
- distribution of agenda & minutes of meetings
- communication of important decisions to membership
- Contract Committee: - research and presentation of contract proposals to membership
- negotiating with University on behalf of Membership
- Grievance Committee: - ensure rights of individual members on job are respected
- represents the interests of individual members in respect to their working conditions

Standing Committees: as per contract

ALSO: Committees will all be responsible for keeping minutes of their meetings and making these accessible to other members.

President: - chair general membership meetings
 - co-ordinate committees

Vice-President: - shall assist President
 - assumes authority and duties of President in her/his absence

Recording Secretary: - takes minutes of general membership meetings and Executive meetings
 - leads Communications Committee informed of all decisions of meetings
 - responsible for official correspondence as directed by membership or Executive meetings
 - distributes

Membership Secretary: - keeps membership records up to date
 - with Union Organizer, is responsible for sending information to new members

Treasurer: - maintaining bookkeeping system
 - contact person for Union Organizer
 - annual financial statement to be circulated to local and provincial executives by January 1 each year - to be read at January membership meeting
 - requires signature of Treasurer and one of following: President, Vice-President or Secretary

LEGAL DOCUMENTS: require signature of President & Secretary

Trustees: - conducts revenues
 - upholds constitution at all Union functions
 - is responsible for amendments to constitution and local by-laws and reprinting of same

COMMUNICATIONS

Each committee will be responsible for its own filing.

Communications Committee: - newsletter
 - notice of meetings
 - distribution of agenda & minutes of meetings
 - communication of important decisions to membership

Contract Committee: - research and presentation of contract proposals to membership
 - negotiating with University on behalf of Membership

Grievance Committee: - ensure rights of individual members on job are respected
 - represents the interests of individual members in respect to their working conditions