

CUE EXECUTIVE MEETING  
MARCH 29, 1988

PRESENT: Pamela Lundrigan, Chair (2nd Vice-President,  
Acting President)  
Diana Ellis, Secretary-Treasurer  
Estelle Lebitschnig, Health & Safety Chair  
Rod Haynes, Business Agent

1. Adoption of the Agenda

It was moved by Diana Ellis and seconded by Estelle  
Lebitschnig that the agenda be adopted as circulated.

CARRIED

2. Approval of the minutes of the meeting of  
March 15, 1988. It was moved by Diana Ellis and  
seconded by Estelle Lebitschnig.

CARRIED

3. Business Arising from the Minutes:

None

4. President's Report

Pamela suggested each item of mail be logged in a Daily  
Mail Log and that a file be made for each month so the  
Executive can see at a glance in chronological order  
the incoming mail. All financial documents will be  
listed at the bottom before following existing  
procedures.

5. Secretary Treasurer's Report

Diana is still waiting for bill from payroll for office  
personnel - Diana has spoken to Libby Nason. Diana has  
spoken to Bill Cox of Dunwoody about the audit for year  
end. The printer is supposedly arriving on March 30.

6. Committee Reports

\*a) Health & Safety Meeting - Rod will help Estelle  
set up a meeting. Report on meeting of UH & S.

b) Communications - Newsletter will go out March 30 - deadline for next newsletter April 28. Pamela stated that CUPE had arranged (at Adrian's request) for the design of a standard cover. The executive felt that this was a Communications Committee decision and that therefore the cover should be handed to them to use as they saw fit. It was further felt that each committee should handle issues under their jurisdiction, and make a report to the executive at scheduled meetings. Since the executives were not apprised of the intention or details of the newsletter cover, and since it was felt that these decisions should be made at the committee level and not by one member, the executive passed a motion (moved by Diana Ellis, seconded by Estelle Lebitschnig) that: "All items extraneous to the budget and not covered in the bylaws be brought before the executive for discussion and approval."

c) Contract Committee - A survey for contract issue has been drafted up for review by the Contract Committee on April 18. The contract will be signed March 30 and returned to the university for printing.

d) Grievance Committee Report - see Newsletter - only change is that a Step 3 case has gone on to LTD.

e) Education - Diana would like to do an article for the newsletter on C.U.E. members and Tuition Fee Benefits.

\*7. Business Agent's Report - Rod Haynes

8. Other Business

a) The executive will now meet every 2nd and 4th Wednesday.

b) Membership meeting. As the office had difficulties with labels and delays from printer, the announcement regarding the membership meeting was not out 10 days prior to the meeting. If there is no quorum at the membership meeting, an emergency meeting will be called for May. The executive apologizes for these delays.

\*c) Exchange program - Rod will get more details from Libby on this program. Exchange of clerical worker with one from Australia.

d) April 21 Social - Pamela submitted a proposal that all Committee members and any interested volunteers or prospective members be invited to a Social on April 21. See newsletter for details. Diana moved to allocate

\$100 for the social. Seconded by Estelle.

e) Orientation Manual - Allanah cannot do the orientation March 30, so Pamela will go in her absence.

Estelle Lebitschnig moved to adjourn, and Diana Ellis seconded.

FILE: Mar29