

A CUE Executive Meeting was held January 27, 1988, at 5:00 p.m. in the Union office with the following present:

Adrien Kiernan (President and Chair)
Pamela Lundigran (2nd Vice-President)
Diana Ellis (Secretary-Treasurer)
Estelle Lebitschnig (Health & Safety Rep)
Sally Bondy (recorder)

1. Arbitrations

Adrien updated the Executive on a motion regarding sending arbitration cases to the membership for approval which had never been approved in the minutes. Adrien advised that this motion went to the Grievance Committee and was turned down. MOVED Ellis/Lundrigan that the tabled motion which was made at the 16 June 1987 Executive Meeting be brought to the table as follows:

MOVED Anderson/Ellis that all arbitrations be approved by the Membership.

CARRIED

Adrien also pointed out an error in the Executive Minutes of December 1, 1987 (p.2, item 6 (a) which should have read "that arbitrations should go to the Grievance Committee and then to the membership".

The Executive briefly discussed whether or not the names of grievors should be made public. It was generally agreed that everything possible should be done to keep confidential the names of those people whose grievances go to arbitration.

2. Committees and their Function

The Executive discussed the issue of committee responsibility to both the Executive and the membership. It was

MOVED Lundrigan/Lebitschnig that all committees are responsible to the Membership through the Executive.

CARRIED

The meeting was adjourned at 5:30 p.m.

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A Special CUE Executive Meeting was held in the Union Office on Tuesday, January 19, 1988.

Those present were:

Adrien Kiernan (President and Chair)
Pamela Lundrigan (2nd Vice-President)
Colin Banyard (Acting Trustee)
Diana Ellis (Secretary-Treasurer)

Meeting called to order at 5:40 p.m.

1. Reconsider Motion To Approve Booking Off For the Grievance Committee Twice a Month.

Adrien Kiernan passed the chair to Colin Banyard.

The President advised there has not been a Grievance Committee Meeting since December and we have pressing business which needs to be handled. Since Grievance Committee members are unable or unwilling to meet after hours, it seems we need to review this motion.

Adrien Kiernan moved that we review the motion to approve booking off of Grievance Committee members so they can conduct their business. She suggested booking them off for one hour before each Labour Committee Meeting and 2 hours for one other meeting per month, preferably to close at the end of the day. ✓ 2

Diana Ellis Seconded.

Discussion

Adrien Kiernan indicated that this was the most crucial committee that the Union has as we are here to protect members' rights and we can only do that with an operating Grievance Committee. She stated she was reluctant to set a precedent, but sees there is no alternative and further added that this was not to be interpreted as precedent setting and would cease as soon as the Grievance Committee could operate.

Diana Ellis stated she was also worried about the precedent setting aspect as she has major concerns about booking off any other committee members due to our budget being unable to accommodate it.

Pamela Lundgren stated we should stipulate a maximum of 3 hours in total per month. 2

End of discussion. Question was called. Unanimous in favour.

Colin Banyard passed chair back to Adrien Kiernan.

2. Motion of approval (tabled Dec 1, 1987 membership meeting) of the Office Restructuring Document.

Adrien Kiernan passed the chair to Colin Banyard.

Adrien Kiernan moved "that the document report on office restructuring be approved by the Executive as we have been operating by its recommendations anyway."

Pamela Lundgren seconded.

Discussion:

Diana Ellis - re: Contract interpretations. Some answers can be given by the Business Agent. Why should everyone get a call back and not get answered right away?

Take out "all" and change "will be" to "can be" (see attached, Sally).

Question called - in favour unanimously.

Colin Banyard handed the chair back to Adrien Kiernan.

3. Performance Review of Rod Haynes, Business Agent

Since the first review of the Business Agent's performance held on November 30, 1987, it was felt appropriate to have another review at this time. However, since this is confidential, minutes will not be distributed to the membership, but will be available for review by the Business Agent and will be discussed with him as was done with the November 30, 1987 review.

Adjourned at 7:00 p.m.

binder

REPORT ON OFFICE RESTRUCTURING

Recommendations for more efficiency in the Union Office. December 1987.

Phone Calls:

There will be no longer than a 24-hour turnaround time on phone calls and the Business Agent will answer the telephone in conjunction with the secretary.

Correspondence:

The mail will be sorted by the secretary, with copies made for the Day Book. Correspondence will be routed by the Business Agent within 24 hours. Replies will be sent out within 5 working days of receipt of correspondence. Mail is to be date stamped by the secretary upon receipt.

Grievances:

All grievances of Steps 1 and 2 levels will be delegated by the Business Agent to experienced stewards. These stewards must be accompanied by an apprentice steward. All grievances will be reported on at regular grievance meetings, and the Business Agent must be apprised in order to facilitate delegation.

Organizing:

Two afternoons a week, to be specified, will be devoted by the Business Agent to organizing.

Reports:

The Business Agent will be responsible for delivering a weekly verbal report on Union affairs to the Executive. Grievance Committee reports and updates in a written form will be the responsibility of the Business Agent. These reports will be submitted at regular grievance meetings. The weekly verbal reports to the Executive will be summarized in written form and submitted to the Executive once a month.

Problems:

Any problems encountered will be logged in a binder and reported to either the President or acting President every two days. The Business Agent will keep track of advice given and action taken.

Contract:

All contract interpretation enquiries will be delegated to members of the Contract Interpretation list by the Business Agent or secretary.

Minutes of Meetings:

All chair people will be responsible for their committees' minutes. The Executive minutes and the General Membership minutes will be handled by the Recording Secretary. In the absence of a Recording Secretary, the Executive minutes will be looked after by the President, and the General Membership minutes will be the responsibility of the secretary of the Union.

It will be the responsibility of the President to ensure the effective running of the Union office in conjunction with the Business Agent. In the absence of the President, the next in command (i.e. 1st Vice-President) will assume this responsibility.