FINANCIAL REPORT RE THURSDAY MEETING

discuss recommendations from lawyer re Pat's proposal.

Executive will sit down front at Membership meeting- anyone not at tonights meeting will be called tomorrow to make clear everyone must attend.

Under Treasurer's report and Office Report - discussion of Pat discussion of mgment. letter

TREASURER'S REPORT

Mary should preface remarks of why special audit was dones.

- elected as Treasurer in Jan'86 and it took a long time for her to get hold of financial materials. Had growing concern re state of finances - when she did get, her concerns and the Executives had increased to point where we thought we needed a more in depth audit.

audit was last done in '84 when financial statements were finally made available we were concerned with our budget being adequate and concerned with accuracy of financial projections done for 1985 and 86.

audit we had done confirmed our suspicion that the finances had not been well handled.

auditor made recommendations that changes be made to procedures and that some training be given to those in charge of financial matters.

SUMMARY OF WHAT IS NOW BEING DONE

- adequate bookeeping system being implemented

* - improved filing system for invoices and other accounting information

* - cheque registry being reintroduced

- financial statements will be provided monthly to the Exec.

*- cheque signing tightened up- Treasurer signs all cheques with supporting documentation being provided to signing authorities.

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* - Exec. was alarmed that petty cash was not being handled in proper manner i.e. without proper documentation of monies spent and no imprest system. — this is being confected

- budget - a proper one will be prepared annually and on time for Executive and membership

*- audits will be prepared annually and on time for Exec. and Member.

complete minutes of all meetings will be kept and distributed in an timely fashion

- no salary advances for office staff except in extraordinary circumstances - only one person was doing this

- overtime - was banned as Patricia in one instance that we know of did not get approval from Exec. for payment which brought into question the procedure of how overtime was paid. banned until some system of control devised.

- Strike Fund explanation of situation in notice of motion - Exec. should transfer 1985 \$5 assessment into strike fund
 - make motion that 10% dues not transferred in '85 and after be waived dut to our service contract with CUPE What about '83 '84? -

- CUPE per capita not paid for 6 mos - this has been corrected

- % dues was to take effect July 1st and didn't come in until Sept.1 - need retro motion to change that

Executive should decide what % based on and communicate that - fry to membership.

* I notice of motion to change figure of 1.2% to what is needed - Paritie assured as that this was the proper anomat

* based on Financial statements where we stand financially.

OFFICE REPORT

- Patricia House has been suspended with pay until the end of her term - identify harm to organization

- aside from criticisms in management letter and which have been summarized under Treasurer's report there was"

1. lack of trust

2. lack of confidence in her ability to perform the duties of her office she now held - was in charge of dealing with grievances and it became apparent that she was not taking on the majority of this work.

The membership must be able to have the expectation that the person in the union office will be responsible for the duties in the job and to act in a trustworthy manner.

There is and cannot be direct supervision of these two positions.

Have to rely on the strength of the committees and on the Exec. to monitor situation. Even given that control system we must be able to rely on job being done.

REPRESENTATION

Aug.

Was to account of content of grievance duties to handle and was asked to give an account fo current workload and was told that such an account was necessary on a regular basis.

- Our specific concerns were communicated to her and she was asked to address them which by and large she did not do.
- the concerns she hadn't responded to and other matters that had come to our attention were to be duscussed at at Sept. Exec. meeting at which point she requested medical leave for one month.
- was told that she should attend and Exec. meeting on Oct. 14 when her medical leave was over to respond.
- chose not to attend and sent us a letter addressing of our concerns and requesting further information.
- The Executive, based on the inadequacy of and the lack of response decided to suspend her to the end of her term with pay.

- she is an elected official with special duties and responsibilities to the membership through the Executive.
- membership entrusts day to day running of union to that position.
- an official called to account is not analogous to employee being disciplined by an employer

RECALL AND DISCIPLINE

- We feel that on the advise of our lawyer that the Executive has acted within its proper mandate as a representative body of the membership.
- The recall and discipline procedures in the bylaws would lead to an untenable situation. The provisions are in the bylaws but we don't have to do it that way, and xmexmexded and if followed had to potential for a show trial or circus a public airing with perhaps even more damage being done to the Union (and Patricia) and the question has to be would this be in the best interest of the Union.
- there is also the matter of time we needed to act quickly, this and the if we didn't it would seem that we sanctioned her behaviour. To our

suspension Should remain. If membership demands that there be a recall or discipline - so be it.

paid to end of term we givenig her des incentive.

Exec has obligation-in control between mity
Intrusted with responsible to see that things
are run properly in office. If not the being done
there is alot of power in 2 positions in office
memberglip has to be able to assume that there
is trust. What showed and if its perceived
lay the that there has been a breach are
we to wait perhaps 3-4 months (the
time to perhaps needed for recall proceeding)
and allow potential further alruse to
occur in the meantime.