

Special

Executive meeting, May 27, 1986

- no agenda, special meeting to deal with internal structure of local
- office report: transition to new structure - review proposed changes in our positions
- Helen: computer - see ~~minutes~~ Daryl's letter of Jan. 23/86
finances
what does exec. expect from her
orientation - see Daryl's proposal
minutes

- exec. meetings - agendas minutes, financial statements
structure correspondence
attendance cheque registry etc.
- recruiting - divisions and div. meetings
- exec. structure: go through bylaws - lists of duties for each position

Nov. motion: that Senior Sec. be resp. for minutes of exec. and Gen. mtgs.

Dec., notes - Recording sec. does minutes, types

Treasurer: oversees financial work, but sec. does - auditor continues to do books and statements until we put on computer - also chairs Financial Sub Committee (who on committee?)

Recording Sect'y - minutes of GM and exec. incl. typing, office sec. distributes - what are we going to do in meantime

Trustees: bylaws - full review - changes (see minutes)

- contract committee, strike committee
- grievance committee
- education committee - incl. steward's educ.
- tech. ch. committee
- communications committee
- health and safety committee
- ombuds committee
- job evaluation committee
- political action

(- affiliations →)

GMs

- full review of minutes for exec. decisions

Next special meeting: go through each position on exec. & then discuss each committee

committee reports

to have →

EXECUTIVE MEETING

Special Meeting, May 27, 1986

M I N U T E S

Present: Kitty Byrne, Ted Byrne, Joe Denofreo, Helen Glavina, Edmund Kam, Karen Shaw, Mary Vorvis, Suzan Zagar.

Regrets: Patricia House, Shirley Irvine, Mary McKenna-Forkin.

Purpose of meeting: To discuss overall structure, committees.

Helen attended the first part of meeting and said that she had dealt with the volume of accumulated paper, organizing it, and would like to learn the computing system (be able to take over from Darryl), bookkeeping system (is now familiarizing herself with it) (be able to do books, prepare material for auditors, prepare monthly financial statements, etc., manually and by computer). Wants a User Manual.

Suggestion was made by Joe that, as soon as Patricia is back to facilitate training of Helen, we set up a priority list and structure it, e.g., close office for two days and work on it (work out a method of handling phone calls). He offered his assistance, would block off several days to do this.

Priorities discussed:

- Books transfer (books now back from auditors)) all to
- Membership lists) incorporate use of
- Filing system) computer

- Books transfer: Week of June 16th, Patricia, Helen, and Mary to do training session, 2-3 days.

- Computer system transfer: Timeframe to be established, Darryl to be consulted as to where he is at and what time period. Also, users of computer need to have manual Darryl was to prepare (Darryl to produce manual). Helen to have sessions with Darryl. Agreed that Helen and Darryl get together to train Helen on computer system, paying any overtime necessary and consultation fees.

- Filing: Hard copy filing system needs to be set up. Filing system to be indexed on computer. Files to be cross-referenced, e.g., grievance files as to type of grievance.

Discussion held as to expectations of Helen in connection with committee work.

- Recording Secretary to take minutes and type minutes of General Membership and Executive Meetings. Helen to do distribution only.

- Proposed that Helen set up bi-monthly Division Meetings.

- Orientation sessions: Would take Helen out of office. Helen not a union rep or executive member, feels it preferable that a union rep or executive member do these.

- Helen to attend next Executive Meeting where structure is discussed.

Orientation Sessions: Discussion as to who to do it.

- President, Vice-President, two Union Reps to rotate, proposed (Vice-President to be asked).
- Those who have not had orientation sessions to be sent a pack of orientation materials.
- CUE cards on order to be issued/reissued.

Executive Committee:

- To continue to hold regularly scheduled meetings twice a month for two hours.
- Materials for meetings: Agenda; Minutes of last meeting; Monthly Financial Statements; List of Correspondence; Cheque Registry; Any Committee Reports.
 - Agenda and Minutes to be sent to Committee 3-4 days in advance.
 - Proposal to stagger committee reports between the two meetings held each month, fix a schedule, in order to more fully deal with items on Agenda.
- Process/structure of how meeting to be prepared suggested by Joe from his own experience: Secretary to meet with President, prepare minutes, phone chairpersons of each committee for reports. Agenda, Minutes and Reports send to committee members prior to meetings. Recommendations and Motions on Issues bring to meeting. (Does not eliminate new items, raised under New Business. Tabled items dealt with when preparing Agenda.)
- Trustees: To check bylaws for what we are doing/should be doing/changes made since last update (e.g., union dues change), and amend bylaws incorporating changes. Bylaws to be put on computer.
- Decisionmaking: What should be taken to membership before decision made. For example, attendance at conventions and courses, take to membership who delegates are. Also, reports to be made after attending (placed on Agenda) to Executive and to Membership.

Recruiting:

- Set up regular (bi-monthly) Division Meetings, identify those interested, obtain Division Reps, individual members to be sent notice of meetings, all shop stewards expected to attend.

Discussion pending:

- Overall structure of all committees and steward structure, duties of each position.
- Regularization of all meetings (When? How long? Absenteeism problem).

Next Executive Meeting: June 10, 1986.

Next Membership Meeting: June 19, 1986 (one-hour meeting).