



association of university and college employees

EXECUTIVE MEETING

August 31, 1982

Union Office

8:30-12:30 a.m.

1. Adoption of the agenda
2. Adoption of the minutes of August 11, 1982
3. Business arising from the minutes
4. Report of the Executive Sub-Committee on Overtime, etc.
5. Union Organizer's report
6. Union Co-Ordinator's report
7. Contract Committee report
8. Grievance Committee report
9. Executive report
10. Next Executive meeting
11. Next membership meeting
12. Other business

There are no Communication Committee, Strike Committee, Provincial or Secretary-Treasurer's reports.

Also there is no list of correspondence available.

August 31, 1982

EXECUTIVE MEETING
Union Office

8:30 a.m. - 12:30 p.m.

PRESENT: Patricia House, Carole Cameron, Shirley Irvine, Kitti Cheema, Darlene Bailey, Margaret Wally, Suzan Zagar, Marcel Dionne, Joyce Diggins (for part of the time).

CHAIR: Marcel Dionne

1. Adoption of Agenda
Moved by Carole Cameron
THAT THE AGENDA BE ADOPTED AS CIRCULATED
Seconded by Darlene Bailey
CARRIED.
2. Adoption of the minutes of August 11, 1982
Moved by Suzan Zagar
THAT THE MINUTES BE ADOPTED AS CIRCULATED.
Seconded by Darlene Bailey
CARRIED.

3. Business arising from minutes
Amendment to by-laws:
AUCE Local 1 shall pay the medical and dental plan premiums and group life premiums for those employees whose sick leave credits run out until such time as they are collecting benefits under the Long Term Disability Plan or until they return to work.
We are currently paying for five employees. The cost is about \$30.00 each per month.

4. Report of the Executive Sub-Committee on Overtime
Moved by Marcel Dionne
THAT THE REPORT BE TABLED TO GIVE ALL EXECUTIVE MEMBERS TIME TO READ IT.
Seconded by Kitti Cheema
CARRIED.
The office staff opposed the motion because the issues contained in the report should have received attention several months ago and a further delay would serve no useful purpose.
Margie Walley suggested that the executive rescind the motion and deal with the report that morning.
It was decided that the report be tabled, but only until 11:00 a.m. at which time either Joyce Diggins or Sharon Newman (members of the sub-committee) should be present to explain the report. Joyce Diggins was telephoned and her presence requested.
Darlene Bailey, another member of the sub-committee, asked if she could continue serving on the Executive committee while on leave of absence. She was advised that she could continue serving on the committee.
The report was circulated and a discussion of its content followed.

Discussion of Overtime

There was discussion on how to deal with the workload in the union office.

- Marcel Dionne suggested that a full-time legal advisor be hired by the union to handle arbitrations.
- Kitti Cheema suggested that a secretary be hired for the office.
- There was a discussion of costs. Carole Cameron pointed out that the cost of printing the new agreement should be considered especially since we could be negotiating a new contract soon.

- Suzan Zagar stated that the union is bound to pay authorized overtime according to the law. Given this fact, it was necessary to find a way to reduce the amount of overtime.
- Carole Cameron stated that overtime could not be avoided since there are many meetings that the office staff have to attend (as required by their positions) that are held either after work or during lunch time. There are often three or four meetings a week which are held outside work hours and the office staff do not have the choice whether or not to attend these meetings since they are ex-officio members of the committees. Other members on the committees are volunteers and can opt out or miss meetings any time. The union office staff do not have the same choice and therefore should be paid for overtime work.
- Suzan Zagar argued that other members cannot claim overtime pay when they serve on the committees and that no one forced the office staff to run for the office positions.
- Shirley Irvine pointed out that Suzan's argument taken to its logical conclusion would mean that an employer could argue that since an employee was not forced to work at that particular place, he should put up with undesirable work conditions.
- Marcel Dionne suggested that no overtime be paid for lunch or coffee break work. The officestaff should attend meetings and take lunch afterwards or vice versa. He also stated that attendance at meetings was a job function and there should be no extra pay if the meetings happened to occur after work hours.
- Shirley Irvine said the Executive had previously stated that the union office staff have all the rights and benefits of the AUCE collective agreement. The collective agreement stipulates that a certain salary is to be paid for a 35-hour work week. If the office staff is required to put in more than a 35-hour week and not be paid for the extra time, the staff is in effect working for a lower salary than is recognized.
- Carole Cameron stated that the Executive should decide what the priorities of the union should be.
- Suzan, in response, stated that last year the Executive had decided on the priorities and that someone should go through the minutes to find out what these priorities are.

Discussion of Sub-Committee Recommendations

- Darlene Bailey spoke against Joyce Diggin's recommendation that a member of the Executive be appointed as interim assistant treasurer. According to Darlene, the volunteer system would not work for that position.
- Patricia House suggested that the "one-write" system of keeping books be used to save time. It is a more accurate and less tedious system than the one presently used by the union. She could then spend more time doing financial management research. She has had to spend time researching the best places to buy things and also the sources of some of the bills the union is presently paying. Her research has paid off. For example, she found that AUCE Local 1 has been paying the Provincial Association's bill for a stencil cutter for over a year. It was only through spending time to research the sources of the bills rather than blindly paying them that she was able to discover this error.
- Another solution would be to contract out the books to an auditor at \$200 per month.
- Marcel argued that \$200 per month would be a good investment in that it would free the Secretary-Treasurer to perform other job duties.
- Kitti Cheema argued that a better solution would be to hire a secretary III for the office.

- There was a discussion on whether the positions of Co-ordinator and Organizer should be permanent.
- Kitti Cheema was against making the positions permanent as it was against AUCE's philosophy.
- Suzan Zagar argued that it was not inconsistent with AUCE's philosophy since Local 6 hires its office staff. She did point out that the salary we currently pay would not attract the type of professional we would be looking for.
- Patricia House stated that Local 6 pays the top salary of the bargaining unit.
- Kitti Cheema was against hiring the Co-ordinator and Organizer since the members would lose the control they now have through electing these people. She was not against hiring someone to do the bookkeeping and clerical work, however.
- Marcel Dionne stated that we need professionals in the office.
- Darlene Bailey suggested contracting out the books for a trial period.
- Kitti Cheema suggested that we try the "one-write" system.
- Joyce Diggins suggested that the office buy a word processor rather than hire an extra person.
- Carole Cameron wondered who would operate the word processor. The office is overloaded with work and therefore a word processor without an operator would not solve the problems.
- There was some discussion of whether the union office staff should be paid mileage for the use of their cars for union business. Also discussed was the issue of payment for the extra car insurance required by drivers who are presently covered by "Occasional Driver" insurance.
- Shirley Irvine asked about the policy on job-related courses. The Executive confirmed that the office staff could take time off work with pay and have fees paid by the union since all the benefits of the contract apply to them. Article 20.01 of the contract provides for time off with pay and pay for fees if an employee takes a skill-upgrading course.

Moved by Marcel Dionne

THAT OVERTIME BE PAID FOR HOURS WORKED BY THE OFFICE STAFF DURING JUNE, JULY, and AUGUST.

Seconded by Margie Walley

CARRIED.

- Marcel stated that he would make the motion at the next membership meeting.
- There was an interim recommendation that the Executive should only approve overtime for hours worked during days off.
- Suzan stated that the staff is directed not to work overtime until further notice.

MEETING ADJOURNED AT 12:50 p.m.

Reports of the Organizer, Co-ordinator, Contract Committee, Grievance Committee, and Executive Committee were not heard.

The date of the next Executive meeting was not set.

CORRESPONDENCE RECEIVED JULY 29 - SEPTEMBER 30, 1982

- July 29 Letter from the Office of the Treasury Board of Canada enclosing a copy of Bill C-124
- August 3 Letter from Lillian Hill enclosing a copy of her resignation from UBC
- August 3 Letter to the Executive from Murray Adams
- August 4 Letter from Libby Nason to Kitti Cheema re: Job Evaluation & Contract Committees
- August 3 Letter from Pensions-Focus on Women giving further information & list of delegates to conference held in March/82
- August 3 Letter from Libby Nason to Carole Cameron re: Job postings
- August 4 Notice from the Coalition for World Disarmament re: Candlelight Ceremony to be held August 6
- August 6 Brochure regarding conference called: Work in Canada: Crises and Opportunity
- August 6 Press release from the B.C. Fed. of Labour re: Public Commission of Social and Community Cutbacks
- August 10 Letter of inquiry from W.H. Rimmer re: his sister's estate
- August 11 Letter from Ann Hutchison accepting the nomination for the Job Evaluation Committee
- August 12 Letter from Karen Shaw accepting the nomination for the President's Advisory Committee on Health & Safety
- August 12 Letter nominating Adrien Kiernan as Division Rep for VGH
- August 13 Letter nominating Catherine Kinney for the Pres. Advisory Committee on Health & Safety
- August 12 Letter from Libby Nason re: Physical Education Dept.
- August 12 Copy of a letter from OTEU to the LRB re: Application for Certification of employees in Thunderbird Winter Sports Center
- August 12 Press release from B.C. Fed. of Labour re: appointment of new Minister of Labour for B.C.
- August 16 Copy of a memo re: completion of an employee's orientation in Physical Education
- August 19 Memo nominating Carole Cameron, Pat House, Helen Glavina, Suzan Zagar as delegates for the Special Provincial Convention
- August 19 Memo nominating Nancy Wiggs, Fairleigh Wettig, Jet Blake as delegates to the Special Provincial Convention
- August 19 Minutes from a medical secretaries meeting

August 19 Letter from Nancy Wiggs accepting the nomination for the Contract and Job Evaluation Committees

August 19 Letter from Nancy Wiggs accepting the nomination for delegate to the Special Provincial Convention

August 19 Letter from the University of Toronto Staff Association requesting information on how we handled our hiring freeze

August 19 Advertising flyer about a collection of political cartoons by Bob Bierman offering a discount to union

August 20 Advertising brochure from Sheraton-Villa Inn

August 23 Letter re: involuntary transfer within the library

August 24 Letter of thanks and newsletter from the Committee for the Defense of Human Rights in Peru

August 30 Fact sheet from the People's Law School

August 30 Letter from Susan Fane of Crown Life Insurance offering to sell our members insurance

August 30 Letter from Tasco Communications Inc. outlining their services

August 30 Letter from Jane Durant re: job postings

August 27 Press release from DESC

September 1 Press release from DESC

Sept. 1 Letter from Libby Nason re: billing for union leave

Sept. 1 Notice from the Employers' Council re: Negotiators' Training Program

Sept. 2 Information from 9 to 5 National Association of Working Women

Sept. 3 Extracts from the Provincial Legislature on Bill 50 Labour Code Amendment

Sept. 1 Notice of Carmela Allevato opening her law practice

August 20 Press release from the B.C. Fed of Labour re: unemployment

Sept. 13 Press release from the B.C. Fed. of Labour re: unemployment

Sept. 13 Invitation from the Canadian Advisory Council of the Status of Women to an open house marking the opening of their western regional office in Vancouver

Sept. 13 Letter from W. H. Rimmer re: his sister's estate

Sept. 14 Letter from TRS Total Reporting Service outlining their services

Sept. 16 Letter from Libby Nason re: job posting bulletins

Sept. 13 Letter from Household Workers' Rights confirming our our order for their publications

Financial Statement
for the month ended
July 31, 1982

INCOME:

Dues & Initiation fees	15955.25	15955.25
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EXPENSES:

Printing & Stationery	249.16	
Telephone (May & June)	547.19	
Legal & Professional expenses	4793.22	
Office expenses	1029.22	
Meetings & Conferences	75.00	
Salary & related expenses	10170.32	
Donation (Comm. for Defense of human rights in Peru)	15.00	
Petty cash	98.56	
Donation (Bursary for Murray Adams)	250.00	
Provincial loan repayment	429.14	
Service charge	4.40	
	<u>17661.21</u>	<u>17661.21</u>

Excess of expense over income:	(1705.96)
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Total assets, June 30, 1982	70023.04
Minus:	
Excess of expense over income	1705.96
Plus:	
Interest on all accounts	407.63
Total assets, July 31, 1982	<u>68724.71</u>

Held as follows:

BCTCU Term Deposit #1	10000.00
BCTCU Term Deposit #2	10000.00
BCTCU Strike Fund	32663.42
BCTCU Savings 100	16025.81
BCTCU Share account	35.48
	<u>68724.71</u>

Notes on Office expenses:

D-Line Carriers Ltd. (courier service)	48.00
Pitney Bowes	127.20
Labour Arbitration News -- subscription	60.00
UBC Bookstore account	42.86
Labour Scene -- subscription	100.00

Notes on Salary & related expenses:

UBC - reimbursement for April benefits	963.67
UBC - reimbursement for May benefits	908.70
UBC - reimbursement for June benefits	823.44

MOTION: That the AUCE Local One Membership approve the Financial Statement for the month ended July 31, 1982.

Financial Statement
for the month ended
June 30, 1982

INCOME:

Dues & Initiation fees	16013.86	16013.86
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EXPENSES:

Legal & Professional fees	1075.45	
Office expenses	1735.34	
Salary & related expenses	5064.70	
Provincial loan repayment	429.17	
Service charges	4.00	
	<u>8308.66</u>	<u>8308.66</u>

Excess of income over expenses		7705.20
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Total assets, May 31, 1982	61947.61	
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Plus:

Excess of income over expenses	7705.20	
Interest on all accounts	370.23	
Total assets, June 30, 1982	<u>70023.04</u>	

Held as follows:

BCTCU Term Deposit #1	10000.00	
BCTCU Term Deposit #2	10000.00	
BCTCU Strike Fund	32470.38	
BCTCU Savings 100	17517.18	
BCTCU Share account	35.48	
	<u>70023.04</u>	

Notes on Office Expenses:

Citibank Leasing -- scriptomatic	487.04	
Postage	250.00	
IBM Canada Ltd. -- typewriter elements	51.04	
All Risk Insurance -- office insurance	405.00	
Postage	250.00	

MOTION: That the AUCE Local One Membership approve the Financial Statement for the month ended June 30, 1982.

Financial Statement
for the month ended
May 31, 1982

INCOME:

Dues and Initiation fees	15942.73	
Stale-dated cheques	278.83	
	<u>16221.56</u>	16221.56

EXPENSES:

Printing & Stationery	671.22	
Telephone	7.30	
Legal & Professional	189.30	
Office expenses	1620.31	
Meetings & Conferences	585.00	
Salary & related expenses	7944.78	
Dues refund	12.00	
Provincial loan repayment	429.17	
Provincial per capita tax (March)	4117.75	
Petty cash	25.00	
Petty Cash	62.65	
Donation (Co-Op Radio)	50.00	
Donation (Domestic Workers Union)	50.00	
Provincial per capita tax (April)	4135.88	
Service charge	7.20	
	<u>19907.56</u>	<u>19907.56</u>

Excess of expenses over income: (3686.00)

Total assets, April 30, 1982	65268.47
Minus:	
Excess of expense over income	3686.00
Plus:	
Interest on all accounts	365.14
	<u>61947.61</u>

Held as follows:

BCTCU Term Deposit #1	10000.00
BCTCU Term Deposit #2	10000.00
BCTCU Strike Fund	32284.63
BCTCU Savings 100	9627.50
BCTCU Share Account	35.48
	<u>61947.61</u>

Notes on Office Expenses:

UBC Bookstore account -- March	863.02
Western Legal Publications Ltd.	175.00
Pitney Bowes postage meter rental	58.04
CCH Canadian Ltd. -- Canadian Labour Law	285.00
CCH Canadian Ltd. -- Industrial relations	180.00
Canada Labour Views Co. Ltd. - publication	18.50
British Columbia List	36.00
CLC Labour Education kit	1.75

Financial Statement
for the month ended
April 30, 1982

INCOME:

Dues and Initiation fees	15812.26	15812.26
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EXPENSES:

Printing & Stationary	12.00	
Telephone	162.42	
Legal & Professional expenses	622.00	
Office expenses	2185.26	
Meetings & Conferences	30.20	
Salary & related expenses	5779.93	
Donation	5.00	
Provincial per capita tax	4103.88	
Provincial loan repayment	429.17	
Petty cash	89.98	
Service charge	6.00	
	13425.84	13425.84

Excess of income over expense		2386.42
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Total assets, March 31, 1982	62507.12	
Plus:		
Excess of income over expense	2386.42	
Interest on all accounts	374.93	
Total assets, April 30, 1982	65268.47	

Held as follows:

BCTCU Term Deposit #1	10000.00	
BCTCU Term Deposit #2	10000.00	
BCTCU Strike Fund	32093.83	
BCTCU Savings 100	13139.16	
BCTCU Share Account	35.48	
	65268.47	

Notes on Office expenses:

Oceanic Office products --rex rotary ink	188.15
Industrial Relations Centre -- publications	42.30
D-Line Carriers Ltd. (courier service)	17.00
Oceanic Office products -- service on machine	52.50
UBC Bookstore account -- supplies & equip. (more than one month's account)	965.85

MOTION: That the AUCE Local One Membership approve the Financial Statement for the month ended April 30, 1982.

Financial Statement
for the month ended
March 31, 1982

INCOME:

Dues and initiation fees	15582.79	15582.79
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EXPENSES:

Service charge	5.40	
Printing & Stationary	1731.10	
Telephone	142.08	
Legal & Professional expenses	3431.25	
Office expenses	1097.18	
Meetings & Conferences	15.00	
Salary & related expenditures	5039.95	
AUCE Provincial loan repayment	858.34	
Initiation fee refund	1.00	
Provincial per capita tax	<u>4156.06</u>	
	16477.36	<u>16477.36</u>

Excess of expense over income		(894.57)
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Total assets, February 28, 1982	63018.32	
Minus:		
Excess of expense over income	894.57	
Plus:		
Interest on all accounts	383.37	
Total assets, March 31, 1982	<u>62507.12</u>	

Held as follows:

BCTCU Term Deposit #1	10000.00	
BCTCU Term Deposit #2	10000.00	
BCTCU Strike Fund	31910.24	
BCTCU Savings 100	10561.40	
BCTCU Share Account	35.48	
	<u>62507.12</u>	

Notes on Office Expenses:

Typewriter repair (Rivard Business Machines)	66.00
Postage	250.00
Course fees	190.00
D-Line Carriers Ltd. (courier service)	12.00
Copytron -- suplies for copying machine	34.68
Thorne, Stevenson & Kellogg (publications)	240.00
EPIC information kit	10.00

MOTION: That the AUCE Local One Membership approve the Financial Statement for the month ended March 31, 1982.

Financial Statement
for the month ended
February 28, 1982

INCOME:

Dues and Initiations fees	\$15491.25	15491.25
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EXPENSES:

Telephone	145.32
Printing and Stationary	895.46
Office expenses	319.95
Salary & related expenditures	5042.31
Petty cash	72.31
Dues refund	18.75
Service charge	5.40

6499.50

Excess of income over expense

8991.75

Total assets, January 31, 1982	53688.86
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Plus:

Excess of income over expense	8991.75
Interest on all accounts	337.71
Total assets, February 28, 1982	<u>63018.32</u>

Held as follows:

BCTCU Term Deposit #1	10000.00
BCTCU Term Deposit #2	10000.00
BCTCU Strike Fund	31721.65
BCTCU Savings 100 Account	11261.19
BCTCU Share Account	35.48
	<u>63018.32</u>

Notes on Office expenses:

<u>Employers' Council of B.C.</u>	225.00
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MOTION: That the AUCE Local One Membership approve the Financial Statement for the month ended February 28, 1982.

FINANCIAL STATEMENT
for the month ended
January 1982

INCOME:

Dues and Initiation fees	\$15330.25
Initiation fees and reimbursement of benefits from AUCE Provincial	515.17
	<u> </u>

\$15845.42

EXPENSES:

Printing and Stationery	1377.57
Legal and Professional	4290.90
Office expenses	1645.00
Meetings & conferences	30.00
Salaries & related expenses	7618.32
Provincial Per Capita Loan Payment	429.17
Per capita tax	4162.38
Rent	1.00
Service charge	<u>11.00</u>

19565.34

Excess of expense over income

(\$3719.92)

Total assets, December 31, 1981	57040.97
Minus: Excess of expense over income	3719.92
Plus: Dividend income	.48
Interest	<u>367.33</u>

Total assets, January 31, 1982 53688.86

Held as follows:

BCTCU Term Deposit #1	10000.00
BCTCU Term Deposit #2	10000.00
BCTCU Strike Fund	31552.22
BCTCU Savings 100 Account	2101.16
BCTCU Share Account	<u>35.48</u>
	53688.86

MOTION: That the AUCE Local One Membership approve the Financial Statement for the month ended January 31, 1982.