

31-100K

SPECIAL EXECUTIVE MEETING
7 JULY, 1988
5:00 P.M.
MINUTES

PRESENT: Susan Claybo; Joe Denofreo, CUPE National Rep.; Diana Ellis; Marion Gordon; Rod Haynes, Business Agent; Pamela Lundrigan, Chair; Patsi McMurchy; Lee Miltimore.

CALL TO ORDER

The Chair called the meeting to order at 5:00 p.m.

1. ADOPTION OF AGENDA

MOVED Gordon SECONDED McMurchy

"That the Agenda be adopted with the following amendments:

- a) Office Expenses to be included in Secretary/Treasurer's report
 - b) Approval of the Minutes of the special meeting of 24 June be included in Adoption of Minutes
- CARRIED

2. ADOPTION OF MINUTES

June 8--since not all Executive Committee members had read these minutes, this was tabled.

June 24:

MOVED Claybo SECONDED Gordon

"That the minutes of the special Executive meeting of 24 June be adopted as circulated"

CARRIED

Diana Ellis expressed concern that a) the meeting might have been premature, and that b) the newsletter had been considerably altered. Marion felt that since the issue was the content of that particular newsletter, and that no policy was being established, then no principle was being violated. Pamela reminded the Executive that the Communications Committee has a policy that no unsigned material may be printed in the newsletter. She further stated that the newsletter layout was revised in order to save space in what was otherwise a very large newsletter.

3. BUSINESS ARISING FROM THE MINUTES

i. Office Cleaning

Pamela reviewed the background to the question of office cleaning. She has received quotations from three different maintenance companies, and recommends accepting one which provides weekly cleaning at \$80 per month. Diana stated that the Executive should give one month's notice to the present cleaning company. Pamela will inform the present and the new cleaning companies of the Executive decision and start the new service August 1.

ii. Newsletter

A letter has been received from a member questioning two recent Union decisions. Pamela has drafted a response, and requested Executive approval to send the response.

The Executive approved this request.

3. PRESIDENT'S REPORT

i. Rebecca's Probation

After discussion (with Rebecca absent) the Executive approved Rebecca's permanent appointment in the position of Administrative Secretary. It was further decided that the Executive should obtain Job Evaluation Forms for Union staff.

ii. Wendy Chow

Noreen Chan resigned from the part-time Clerk 1 position in order to accept an offer to go to Taiwan. Wendy Chow has been selected to replace her. Wendy will be in the office on Mondays and Wednesdays.

iii. Executive Meeting Schedule

There will be no further Executive meetings in July. The next is scheduled for August 10.

iv. Recruiting Campaign

Pamela and Marion have drafted a nine-point recruiting/PR campaign (see attached). The objective is to recruit a substantial number of stewards and Committee members. Discussion followed relating to publicity methods. A development committee will follow up on initial contacts. Job Evaluation will be stressed. Response will be monitored and logged. The newsletter is to be maximized as a vehicle for recruitment.

Marion Gordon will contact Denis McGann, the CUPE publicity resource person, for more ideas.

5. SECRETARY/TREASURER'S REPORT

i. Financial Statements

Financial Statements for May and April have been published in the newsletter. We are over budget in the areas of printing and newsletter. The Communications Committee has decided not to publish again until the end of August, and will consider bi-monthly publication on an on-going basis. It was pointed out that the reason for the overrun on the printing budget is that the Union's share of the cost of printing the new Collective Agreement was not included in the budget. Booking off costs are within budget. Some items have been paid one year in

advance, resulting in an over-budget picture which will be corrected later in the year. Income from dues has been less than anticipated.

ii. Office Expenses

Diana reminded the Executive that the Union policy relating to photocopying is that all photocopying must be done in the office in order to a) control costs, and b) to ensure security. Diana went on to say that it is planned to upgrade the existing photocopier, and that quotations are being sought.

6. COMMITTEE REPORTS

i. Grievance Committee

Marion Gordon stated that the Grievance Committee report was contained in the Business Agent's report, and would be dealt with at that time.

ii. Health & Safety Committee

Tabled, as Estelle was not in attendance.

iii. Contract Committee

Pamela reported that as there was no quorum, last week's meeting has been rescheduled for July 12. There are four new members, and more have expressed interest in working on the committee. Susan asked if booking off so many people might not become a problem. Pamela reassured her that a) booking off was necessary only during negotiations, and that the Union is not required to pay for four of those booked off.

The contract questionnaire was distributed with the July newsletter. Responses are coming in.

iv. Job Evaluation Committee

Susan reported that she is still trying to contact Doris Hanson to arrange training for the committee. Joe advised Susan that he would facilitate a meeting for their Committee.

v. Education Committee

Diana announced a series of CLC courses being given at SFU in the fall. Material has been distributed to committee chairpersons for return by September 15. She briefed the meeting on the courses available. Marion Gordon expressed a concern about the possibility of people registering and not showing up. Discussion followed on whether we should register interested members and pre-pay, recovering the fee later if the member did not attend the course, or ask the members to pay the fee and present the receipt and verification of their attendance for reimbursement by

the union. It was decided to adhere to the established policy of pre-payment of course fees.

vi. Communications Committee

Diana stated that the newsletter would probably not be published in July. She reminded the committee that the deadline for submission of items for inclusion in the newsletter is the last Thursday of the month.

7. BUSINESS AGENT'S REPORT

Rod Haynes circulated his report for the month of June, and highlighted certain points as follows:

- * Library Assistants' meeting--Rod summarized.
- * Suggestion of formal participation in CUPE B.C. Division library research project
- * Request for motion to endorse the motion passed at the Library Assistants' meeting

MOVED Gordon SECONDED Miltimore

"That this meeting endorse the resolution passed at the Library Assistants' meeting to establish a committee to deal with the ongoing situation in the UBC Library system".

* Hospital Visits continue to be a great success. Rod proposed that the Executive approve continuing these visits. Pamela agreed that they should be continued. Diana wondered if it was necessary to visit each hospital once a month. It was decided that the visits would continue with the same frequency for six months, to be reviewed at the end of that period. The actual days of the visits would be co-ordinated with office coverage.

* Division Meetings--the next round of division meetings will be scheduled in August. Rod suggested that they be held on Tuesdays and Thursdays rather than Tuesdays and Fridays, so as not to conflict with flex days. This was approved. It was felt that they should be co-ordinated with the promotion campaign.

* CUE Supervisors' meeting--not scheduled yet--suggested for early October.

MOVED Gordon SECONDED McMurchy

"That the Business Agent's Report be approved as circulated".

CARRIED

8. NEW BUSINESS

Long Term Disability

Currently, we have a 3-in-1 plan, comprising Long Term Disability, Pension and Life Insurance. In fall of 1986, there were discussions with various Campus unions and UBC re uncoupling the 3-in-1 plan due to: 1) high LTD premiums

which put a lot of people off joining, and 2) funding problems. The Life Insurance and LTD costs were shared 50/50 by employee and employer. The cost of the LTD plan has skyrocketed due to the acceptance of claims such as mental or emotional stress. The employer is now proposing uncoupling these 3 plans and suggesting the LTD be totally employee funded. It would cost approximately 1% of our salary.

Bylaws

See attached notes.

The meeting adjourned at 8:30 p.m.