

Executive Meeting - August 5, 1980
Minutes Union Office =
2:30 - 6:00 pm.

Present: Carole Cameron, Ray Galbraith, Susan Zagar, Nancy Wiggs, Lissett Nelson,
Lid Strand, Helen Glavina

Nancy Wiggs was in the Chair and Ray Galbraith was taking minutes.

1. Adoption of agenda:

Moved by Lid Strand

THAT THE AGENDA BE ADOPTED AS CIRCULATED.

Seconded by Lissett Nelson

The motion was CARRIED.

2. Adoption of minutes:

Moved by Lid Strand

THAT THE MINUTES OF APRIL 22, 1980 BE ADOPTED
AS CIRCULATED.

Seconded by Susan Zagar

The motion was CARRIED. Lissett Nelson abstained.

Moved by Lid Strand

THAT THE MINUTES OF MAY 13, 1980 BE ADOPTED
AS CIRCULATED.

Seconded by Susan Zagar

The motion was CARRIED. Lissett Nelson abstained.

Moved by Lid Strand

THAT THE MINUTES OF JUNE 17, 1980 BE ADOPTED
AS CIRCULATED AND AS AMENDED AT THE JULY 8, 1980
EXECUTIVE MEETING.

Seconded by Susan Zagar

The motion was CARRIED. Lissett Nelson abstained.

Moved by Lid Strand

THAT THE MINUTES OF JUNE 25, 1980 BE ADOPTED
AS CIRCULATED AND AS AMENDED AT THE JULY 8, 1980
EXECUTIVE MEETING.

Seconded by Susan Zagar

The motion was CARRIED. Lissett Nelson abstained.

Moved by Lid Strand

THAT THE MINUTES OF JULY 8, 1980 BE ADOPTED
AS AMENDED.

Seconded by Susan Zagar

Lissett Nelson pointed out that the phrase "if the office can't manage to do it themselves" should be deleted from page 3 - Communications Committee report. She also said that the Division Executive Rep report was incorrect and that she was leaving an up-to-date Division D file for the Union Office. Furthermore, the words "on affiliation" should be added to the motion on the bottom of page 6 after the words "current committees". Finally, the sentence, "The motion was CARRIED.", should follow the motion to the effect that the accusations made by John Tutlis were founded on page 7.

The motion was CARRIED.

3. Business arising from minutes:

From the April 22nd minutes Ray Galbraith brought up the following items. He said the Union was successful in its grant for educational funds from Labour Canada and that the first instalment totalling \$674 had arrived. Ray mentioned that the motion to invite a speaker and film from CUPW remained unresolved. It was decided that the backlog of speakers was to be discussed under the August 14th meeting section of the agenda. Ray stated that the issue of the Provincial \$859.50 loan still had to be brought to the membership - what was holding it up was whether or not the Section 7 had been "resolved" to the satisfaction of Nancy Wiggs. Nancy indicated that she would work on an article for the newsletter which would end the matter. On the matter of the Toshiba, Ray was directed to get the best deal possible.

From the May 13th minutes only one item of concern arose, that to do with continuing employees wanting to work for irregular periods (Article 34.07 (a)). Carole Cameron said that she was dealing with the issue.

From the June 17th minutes arose the following issues. Ray pointed out that the notice of motion supporting L.A.R.A.'s stand on including domestic workers under legislation did not go into the newsletter. It was decided to put the motion in the next newsletter. Ray asked whether or not we had joined the Status of Women. No one on the Executive knew, so it was decided to look into the matter. Ray then stated that a motion to defer the transfer of interest into the strike fund would have to be presented to the membership at the next membership meeting. He then said that a letter in regards to Keith Moran's "complaint" had been sent to Ken Andrews.

Moved by Carole Cameron
Seconded by Lissett Nelson

THAT THE DISCUSSION OF SPEAKERS AT UNION MEETINGS BE
PLACED AS 13(A) ON THE AGENDA.

The motion was CARRIED.

As for the July 8th minutes, Lissett Nelson was told that letters had been sent to CCCA and to the Communications Committee. The letter to the Communications led to a discussion on the role of the Committee, the frequency of newsletters, and on the position of the Secretary-Treasurer. Ray Galbraith expressed displeasure with the manner in which the letter was composed and sent. He felt that any dissatisfaction should be expressed when those concerned are present. Susan Zagar pointed out that Ray had promised that a newsletter would be produced in July, but that it wasn't and that the situation was confusing due to Ray's vacation. The discussion broadened at that point to include an analysis of the Division structure.

4. Business arising from the correspondence:

Letter from B.C. Projectionists' Union re: the status of Raphael Buergler: It was decided that if the person concerned was a member of CUPE then letters would be sent to CUPE and the Projectionists' Union outlining the situation.

It was decided to forward the Black Hills letter to the Provincial for consideration.

Lid Strand suggested that the Union Office obtain a copy of Bill 36 for study.

Carole Cameron indicated that she was awaiting a response on the formation of the Bob Berwick Memorial Centre.

Nancy Wiggs initiated discussion on the matter of performing work of a personal nature, a discussion coming from a memo composed by a union member in the Faculty of Dentistry. She felt that work of a personal nature was possible under the contract as it was a matter of personal conscience. She indicated that in her office work that could be construed to be of a personal nature was the lowest priority, but it was still a priority. The matter was to be referred to the Grievance Committee.

A letter from Trish Whitford, a member of the Benefits Committee, requested that Committee members be given time off work to work on a benefits package. Nancy Wiggs felt that what mattered more than the meetings with the University was the actual research at the outset. Lid Strand suggested that the Executive wait until the Committee as a whole had met and had formulated their needs. Susan Zagar wanted a detailed financial picture before any future decision was made. Lissett Nelson hoped that the Grievance Committee would reconsider its decision on meetings on University time. Ray Galbraith was to pass the names of the Committee members to Nancy Wiggs to get them on the tracks.

5. Secretary-Treasurer's report:

Ray Galbraith led off his report with reference to the approximately \$30.00 assessment referendum needed to retire all outstanding strike debts. He indicated that the final figures had yet to be tabulated for re-instating picketers' holiday time lost in May and that he was in touch with Wes Clark on the matter.

Ray then said that a group of support staff on campus interested in co-operative housing for UBC had requested a letter of support for freeing some Endowment Land for construction.

Moved by Ray Galbraith
Seconded by Lid Strand

THAT A LETTER OF SUPPORT FOR THE DOUGLAS HOUSING BUILDING
SOCIETY'S EFFORTS TO FREE AREA #5 OF THE U.E.L. FOR CO-OP

HOUSING BE SENT TO THE HONOURABLE MINISTER OF LANDS,
PARKS AND HOUSING, JAMES CHABOT.

The motion was CARRIED.

A discussion ensued on the status of the \$5.00 August Strike Fund assessment. Lid Strand stated that the deduction was automatic, while Susan Zagar recommended explaining it to the membership at the next meeting. Nancy Wiggs felt it appropriate that we should send a letter to the University as a reminder.

Moved by Nancy Wiggs
Seconded by Carole Cameron

THAT WE SEND A LETTER REMINDING THE UNIVERSITY OF
THE ANNUAL \$5.00 STRIKE FUND ASSESSMENT DEDUCTION.

The motion was CARRIED.

Ray Galbraith was also directed to send the University a current list of Benefits and Bi-Weekly Pay Period Committees' members.

Ray proceeded to explain how strike-related work had eaten away at his holidays and how he had spent a minimum of 35 hours during his vacation on Union business. As a result he was requesting that a further week be added to this year's vacation entitlements.

Moved by Lid Strand
Seconded by Carole Cameron

THAT THE EXECUTIVE RE-INSTATES ONE WEEK'S VACATION
ENTITLEMENT FOR RAY GALBRAITH.

The motion was CARRIED.

Nancy Wiggs led a discussion on the financial ramifications surrounding an increase in the Per Capita Tax to the Provincial of \$1.25 per member. During the discussion the spectre of a dues increase reared its head and an expressed concern about whether or not Local #1 could meet its constitutional requirements. Susan Zagar opined that our dues were atrociously cheap and that a dues increase was in order. Ray was to come back to the next Executive and paint a more complete financial picture.

6. Union Organizer's report:

Carole Cameron stated that she would on holidays from August 8th until the 25th and that she was going to take the second week in September. The stewards' seminar was scheduled for the end of September - its task was to specifically train those members interested in becoming or remaining stewards.

7. Union Co-ordinator's report:

Nancy Wiggs, in Wendy's absence, indicated that three members of the Contract Committee were proof reading the contract. Lid Strand mentioned the possibility of sending the By-Laws out with the new contracts. Carole Cameron said not only was this going to be done, but that a revised set of By-Laws had been printed.

8. Division Executive Rep reports:

Helen Glavina reported that it was of utmost importance to get Division C organized and to that end she required the assistance of those with past experience. Nancy Wiggs felt that what was needed was a topic of discussion of interest.

Helen said that the Commerce Faculty was experiencing problems in that procedures and changes affecting AUCE employees were often decided arbitrarily and without consultation. There were also difficulties with the umbrella description of "word processing" that the management applied to many of the changes.

Lisett Nelson concurred that interesting topics were valuable, that it was beneficial to discuss grievances and to bring in speakers. She suggested classes on the meaning and application of the contract. She added that the shop steward structure was the basic, that responsibility had to be farmed out whenever possible. She said that Helen should send out a questionnaire requesting help in various areas, at which point Helen should ask those members who respond to be stewards. It was necessary to establish an active core of members.

Lisett Nelson then reported on the state of Division D. The new Exec Rep was Jet Blake, the Communications Rep was Lexi Clague, the Division Education Director was Yvonne Scotch-

man, and Pat Hannah was both the Membership Director and Grievance Rep for the Division. Lissett had circulated a bulletin to all those involved in the Education Department's re-organization. (See attached)

9. Provincial report:

Lid Strand reported that the last set of Provincial ballots were to be counted the following evening and that the results would set the tone for the future. If the assessment was not ratified then the Provincial would have to re-think its future. If it was passed then the Locals would be faced with possible dues increases. The next affiliation ballot was to be sent out on the 18th of August. Union membership cards were at the printers.

10. \$50.00 Assessment:

Carole Cameron stated that the Union Office had heard from all seventeen signatories to the assessment revocation petition. Apparently, Janice Ray had sent a \$50.00 money order to the University and the amount would be processed in the July dues cheque. Pontip Plaszek was on maternity leave and had proposed a repayment plan - \$50.00 lump sum at the end of October 1980.

Moved by Carole Cameron
Seconded by Lid Strand

THAT THE EXECUTIVE ACCEPT MS. PLASZEK'S TERMS FOR REPAYMENT OF THE \$50.00 ASSESSMENT AND THAT WE RECEIVE A CARBON COPY OF THE LETTER TO FINANCE RE: THE DEDUCTION IN OCTOBER.

The motion was CARRIED.

Carole reported that another of those involved had terminated her services the University on June 30, 1980 and not paid the assessment. Carole suggested that the Executive contact her about her future status, that we recommend to the membership that they deny her membership status should she re-apply for employment at the University. Carole was to write and send a letter to that effect.

Ray Galbraith then brought up the possibility that the revocation of the right to be assessed also applied to all future assessments. Carole suggested that a letter be sent to those involved indicating that they had to revoke their original revocation. She also felt that the Executive should respond to the "without prejudice" letter in the Newsletter.

It was decided that the Executive would consider the affair finished when the revoking of the revocation had been carried out by each member involved. The Executive also recommended that the dues authorization forms be re-worded.

11. Letters of complaint re: strike:

This was covered under item 10 on the agenda.

12. Office Job Descriptions:

Moved by Lid Strand
Seconded by Lissett Nelson

THAT THE EXECUTIVE ADOPT THE UNION ORGANIZER AND SECRETARY-TREASURER JOB DESCRIPTIONS AS AMENDED.

The motion was CARRIED. (SEE ATTACHED)

Moved by Susan Zagar
Seconded by Carole Cameron

THAT DISCUSSION OF WENDY BICE'S UNION CO-ORDINATOR JOB DESCRIPTION BE DEFERRED UNTIL WENDY BICE WAS IN ATTENDANCE.

The motion was CARRIED.

13. Next Executive meeting:

The next Executive meeting was scheduled for August 26, 1980 and Carole Cameron was to chair the meeting.

14. Next Membership Meeting:

The next Membership Meeting was scheduled for September 18, 1980. Wendy Bice was to book a room for one hour.

Nominations for President were to be deferred.

Moved by Lissett Nelson
Seconded by Helen Glavina

THAT AT THE AUGUST 14, 1980 MEMBERSHIP MEETING THE EXECUTIVE RECOMMEND THAT ITEM 7 - RESIGNATION BE DEFERRED UNTIL THE FOLLOWING MEMBERSHIP MEETING.

The motion was CARRIED.

It was then decided to close nominations for the President and Vice-President at the August 14th meeting. The chairperson for that meeting would have to be elected from the floor.

Lissett Nelson then raised the issue of how the affiliation debate was to be structured. She recommended that a panel of AUCE speakers present the three major options at hand: affiliation to the CLC intact as AUCE, affiliation to the CCU, and affiliation to the CLC through merger.

Moved by Lissett Nelson
Seconded by Carole Cameron

THAT WE HAVE THREE SPEAKERS TO INITIATE THE AFFILIATION DISCUSSION.

The motion was CARRIED.

Lissett indicated that the Pro-CLC merger group would select their own speaker. Helen Glavina was to contact the affiliating intact as AUCE (to the CLC) group - she was to speak to Nancy Wiggs and Ann Hutchison. Lid Strand was to be responsible for the CCU option.

Moved by Lissett Nelson
Seconded by Helen Galvina

THAT THE EXECUTIVE RECOMMENDS THAT THE MAIN SPEAKERS ON THE THREE OPTIONS BE PORTIONED 10 MINUTES EACH AND THAT ALL OTHER SPEAKERS BE PERMITTED 5 MINUTES.

The motion was CARRIED.

15. Other Business:

a) Possible changes for the By-Laws: A package of proposed changes was presented to the Executive by Susan Zagar. Lissett Nelson suggested that she and Susan get together before the next Executive meeting to compare notes.

Moved by Lissett Nelson
Seconded by Helen Glavina

THAT A SUB-COMMITTEE CONSISTING OF SUSAN ZAGAR AND LISSETT NELSON BE STRUCK TO COME UP WITH A UNIFIED PACKAGE OF BY-LAWS CHANGES.

Lissett suggested getting the word out to the membership about the Committee so that members would have the opportunity to make suggestions.

The motion was CARRIED.

b) Local organization:

Lid Strand felt that the Division structure should be studied and rationalized. The question about the role of the Division in the Union had to be asked. It was decided to defer the discussion until the next Executive meeting.

c) Speakers at meetings:

The issue of when speakers are to be scheduled at Union meetings was deferred to the next Executive meeting. It was noted that there was a backlog of speakers: Bernice Kirk on Sexual harrassment, CUPW and film, CAIMAW and Kenworth, and a speaker on the Nicaraguan situation.

d) Letters of complaint:

Ray Galbraith was to contact Neil Boucher to determine whether or not he replied to Gary Sawchuck's letter during the strike.

Moved by Ray Galbraith
Seconded by Carole Cameron

ALL AUCE MEMBERS WHO RECEIVED THE \$100 BONUS WILL ALSO BE ASSESSED THE \$50.00 STRIKE ASSESSMENT.

The motion was CARRIED.

Carole Cameron stated that Robert Grant had not responded to her letter requesting that the University consider re-wording the dues authorization form. As a result she sent a new letter. The meeting adjourned at 6:00 pm.

Job Description for Union Organizer

Job Description

Under Union, Grievance and Executive Committees direction engages in the organization of the Division structure. Organises and performs work of a clerical nature. May initiate and develop methods and procedures, practices and policies. Able to deal effectively and efficiently with members of the Union and the University.

Typical Job Duties

1. The Union Organizer serves on the Grievance Committee. She/he maintains the files and minutes of that Committee; handles all correspondence for the Committee as well as phone calls pertaining to grievance matters; does applications to the Labour Relations Board; arranges and attends Labour Committee meetings and Grievance Committee meetings.
2. Helps in the preparation of arbitrations, attends arbitrations, may advocate arbitrations.
3. Interprets the collective agreement to members either by phone or in person.
4. Deals with the University on matters involving members and their rights under the Collective Agreement.
5. Organizes the Division structure - arranges meetings in each Division to elect Executive Committee members and stewards.
6. Responsible for steward training and for organizing Shop Steward seminars at least once a year. Is responsible for writing, re-writing and/or updating the stewards' handbook.
7. Does 1 hour explanations at Employee Relations twice per week, introducing new employees to the Union.
8. Maintains contact with the Union's lawyer, getting legal opinions and information. Also maintains contact with the Labour Relations Board, Ministry of Labour, Workers' Compensation Board, Medical Services Assn. and other agencies relating to the agreement and our members.
9. Helps write articles for the Newsletter, such as: "Know Your Contract" and the Grievance Committee Report plus submits updated Steward and Committee lists.
10. Attends meetings or hearings on and off campus, as a union representative.
11. Participates in the purchase of office supplies and equipment.
12. Maintains Union library and acquires new material.
13. Helps to maintain membership list and address file.
14. Is a member of and attends Executive meetings.
15. In conjunction with the other union office staff, prepares materials being sent to the membership, ie., preparing stencils, running them off, collating, stapling, labeling.
16. Does research for grievances being presented at Step 3 or going to arbitration.

Job Description for Secretary-Treasurer

Job Description

Under Union and/or Executive Committee direction, co-ordinates and performs work of a clerical/financial/secretarial nature. May initiate and develop methods and procedures. Exercises independent judgment and initiative based on a knowledge of union procedures, practices and policies. Able to deal effectively and efficiently with members of the Union as well as other labour or union representatives, the media, etc.

Typical Job Duties

1. Acts as recording secretary for Membership and Executive meetings. Responsible for the distribution of minutes.
2. Prepares minutes of the membership meetings for the newsletter. Also is responsible for the list of Correspondence for the Local newsletter.
3. Is a member of the Executive and is also an ex-officio member of the Communications Committee. Assists in the production of the Local newsletter and other such materials as Division organizations may require. Assists in the training of Communications Committee members. Also assists in the production of Contract bulletins and other Committee publications.
4. Prepares agendas for Membership and Executive meetings.
5. Is responsible for the distribution of general information to the membership, which would involve the ability to use the gestetner, gestefax and addressograph systems.
6. Shares in the responsibility for incoming and outgoing mail.
7. Shares the responsibility of establishing an updating Committee lists as well as advising the University of the membership of the Executive and their Departments.
8. Helps in the maintenance and development of membership files.
9. Purchases office supplies on a regular basis.
10. Acts as Treasurer for the Local. Maintains such bookkeeping systems as the Executive requires. Is responsible for monthly financial statements and annual audited reports.
11. Should attend all meetings pertaining to the financial operation of the Union.
12. Performs the following financial duties:
 - paying of bills
 - paying of full and part-time office staff
 - arranging signing authority with the Credit Union
 - deposits the Union revenues in the appropriate accounts
 - picking up of dues deduction cheques and print-outs
 - other duties of a financial nature as they arise
13. Maintains an up-to-date record of dues paid for all members. The system is used as a check against the Scriptomatics and the Current Members' File
14. Assumes many of the duties when required of both the Union Organizer and the Union Co-ordinator.