

EXECUTIVE PLANNING MEETING

March 19th, 1991

AGENDA

Booking off - Communications  
Treasurers

1. **OFFICE**  
Booking off Policy.

- i. Clerk II - report on hiring and potential training
- ii. Office Equipment - Computers & Copiers

Lease

2. **CONTRACT**

- i. Hospital - Union position on hospital strike
- ii. Discussion on where Contract is going and what we can expect

8:30am.  
April 4 Essential Services mtg.

AGENDA

MAR 27, 1991

3. **SHOP STEWARD TRAINING**

- i. Development of Shop Steward Manual
- ii. Shop Steward Seminar
- iii. Shop Steward Committee

4. **EXECUTIVE**

- i. Union & Executive Meetings to be planned for the year
  - ii. Strike Fund
  - iii. Communication Committee
- Benefit Billings. Minutes. Printing of Letterhead + envelopes. EAP.

5. **HEALTH AND SAFETY**

- i. Potential Campaign on RSI and the Ergonomic Workplace
- ii. Bomb threat Policy.

6. **UNION EDUCATION**

- i. Union Library - Updating the Union Library, receiving the University publications
- ii. Topics at Union General Membership Meetings

7. **LIBRARY COMMITTEE**

- i. New Publications & Analysis

8. **GRIEVANCE COMMITTEE**

- i. IRC Application
- ii. Arbitrations
- iii. Potential Campaign on Violence & Abuse in the Workplace

9. **MISCELLANEOUS**

- i. Tech Change
- ii. Affiliation to the BC Fed

~~iii. Booking off~~

iii Booking off Policy.

iv UBC Daycare