

C U E

EXECUTIVE MEETING

January 27th, 1987

1. Adoption of Agenda
2. Approval of the minutes *- Jan. 16*
3. Union Rep's Report - Kitty Byrne (Grievance Status)
4. Orientation
5. Newsletter - Elizabeth Zook
6. Executive Training
7. Committee Organization (Need for Grievance Committee Chair & Health and Safety Rep.)
8. President's Report -
  - i) letter re Benefits Meeting
  - ii) date of next Membership Meeting
  - iii) motion re Executive Minutes to Membership
  - iv) Helen's job description - who she reports to, etc.
9. Treasurer's Report - Diana Ellis
  - 1) results of payroll audit
  - 2) discussion on whether to pay Pat House out or deduct money from last cheque -(Ted's payroll sheet)
  - 3) change of bank for convenience
  - 4) term deposits
10. Job assignments re information on joining CUPE
11. Negotiating Committee re joining CUPE
12. *Other Business*



Helen.

Minutes of the CUE Executive Meeting, January 27, 1987

Present: Elizabeth Zook, Estelle Lebitschnig, Kitty Byrne, Diana Ellis, Adrien Kiernan, Sandy Lundy, Edmund Kam, Alannah Anderson, Susan Zagar Gloria Sveistrup.

Moved that items 2.a. Business Arising and 2.b. Daycare Ballots be added to the agenda, and the agenda be adopted as amended. Anderson, Ellis, Carried.

Moved that the minutes of the Executive Meeting of January 16 be adopted as presented. Zook, Zagar, Carried.

Business Arising

Kitty Byrne submitted 15 hours of overtime, reconsidering the motion passed previously.

Alannah suggested that Kitty was not aware of the previous motion so it should be set aside in this instance.

Moved that we deal with the overtime submitted by Kitty as an extraordinary motion. Anderson, Lebitschnig, Carried.

Moved that Kitty Byrne's 15 hours of overtime be approved. Lebitschnig/Anderson, Carried.

Discussion of overtime. Kitty pointed out problems of pre-approved overtime. Adrien said problems will be dealt with as they occur.

Daycare Ballot

Susan is looking for helpers to count ballots on daycare. Friday night, 5:00 p.m. in union office.

Susan pointed out that the trustees' note sent with the ballots (was) changed after the executive had approved it.

Kitty stated that the wording was incorrect and felt it was important to change it.

No document going out to the membership should be changed without approval by authors or executive.

Union Rep's Report

Kitty does not have full report because she was the only one in the office for the last two days and had no time. She will have a written report ready by Friday.

Orientation

New membership records should have the date they attended the orientation and if they do not attend followup and (make) sure they attend an orientation session.

continued...



Moved that the Vice-President be appointed to do orientation sessions and Edmund Kam will be backup. Zagar, Lebitschnig, Carried.

### Newsletter

Elizabeth reported on costs of previous formats. (Feb. 86, 20 pages, \$282 for printing; April 86 34 pages, \$947 for printing; Summer 86, 32 pages \$658 for printing). Questions raised:

Should we stick to same format?

Should we have a newsletter quarterly, and briefer bulletins in between, or some other schedule? What is affordable?

Could we obtain CUPE Facts in sufficient copies for distribution to members.

Can we get assistance from CUPE re a newsletter?

Does CUPE 116 have a newsletter?

Elizabeth will report back with some answers on February 10.

### Executive Training

Alannah would like to be trained on the word processor

### Committee Organization

Kitty will function as the chair of the grievance committee for the time being.

Estelle wishes to continue as chair of the health and safety committee, but she will attend a meeting on February 4 of the "3 in 1 Committee", which is considering changes to the staff pension plan, group life and disability plan of UBC. She will liaise with a CUPE member who is knowledgeable about benefits.

Karen Shaw will be asked to attend the executive meeting on February 10, to report on the subcommittee on stress.

Elizabeth will arrange to distribute the Safety Speakers List of events Feb. 9 to 12 to stewards so it can be publicized to members.

It was agreed that Estelle Lebitschnig and Karen Shaw will be booked off work 8:15 to 1:00 Feb. 11 and 12 to man safety booth.

### President's Report

Moved that the date of the next membership meeting be tabled.

Moved that minutes of executive meetings be published in the newsletter. Considerable discussion. Zagar, Sveistrup, Carried.

Discussion took place regarding the fact that Helen Glavina, the office secretary, is behind in her work and is having difficulty setting priorities. As far as finances are concerned, she is freed up for other duties, as she only has to do petty cash, and gather the paid bills together, and give them, with the cancelled cheques, to Diana for the bookkeeper.

continued...



Moved that Helen Glavina be asked to attend the executive meeting on February 10, on a voluntary basis, so that she can discuss her job and we can help her with her work. Sveistrup, Zook, Carried.

#### Treasurer's Report

Moved that the Tresurer report back on changing the bank. Zagar, Anderson, Carried.

Diana reported that there is a cash flow problem, and as approximately \$40,000 is owing to CUPE for per tax, there is a risk that some cheques will bounce.

Moved that the Treasurer be empowered to borrow up to \$5,000 on a short term basis from the strike fund to cover the cash flow problem. Anderson, Zagar, Carried. (Lundy left meeting following this vote.)

An examination of the payroll records has raised some questions regarding Pat House's bookkeeping. For instance, it appears that payments to her were recorded on Ted Byrne's time sheet.

Also, it appears she owes the local money.

Moved that we send a letter to Pat House showing her errors in the books, and pay her out deducting what she owes. Zagar, Lebitschnig, 5 for the motion, 4 against. Carried.

Meeting adjourned at 7:55 as there was no more time. Next meeting February 5, 1987.

(Elizabeth cannot attend the meeting of February 10.)



## **SAFETY SPEAKERS LIST**

### February 9

Clarissa Green  
Assistant Professor  
School of Nursing  
Women's Stress  
12:30 - 1:30 IRC #4

Letter done Jan. 19/87

Title: "Working Women and Stress  
Public and Private Realities"

### February 10

Dr. K.J. Postma  
Back Evaluation  
and Education  
Workers Compensation Board  
12:30 - 1:30 IRC #4

Letter done Jan. 20/87

Title: "Back Pain, Try to Avoid It"

### February 11

Dave Haig  
Occupational Safety Officer  
Workers Compensation Board  
Overview  
12:30 - 1:30 IRC #4

Letter done Jan. 20/87

Title: "Role of the WCB"

### February 12

Pat Thomas - Dept. of Labour  
Pat Byrne - Current Events  
Workers Compensation Board  
12:30 - 1:30 IRC #3

Letter done Jan. 20/87

Title: "VDT's in the Workplace"

/rbb

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