

There is a CUE Executive Meeting to be held February 17, 1987 at the Union Office on Campus at 5:30 p.m. until 7:30 p.m.

AGENDA:

1. Approval of Agenda
2. Approval of the minutes of the meeting of February 5, 1987 and February 10, 1987.
3. Business Arising from the Minutes:
 - a) Further Discussion of Secretarial Job Description
 - b) Information re -gas expenses
 - c) Rankin letter re -Pat House
 - d) Results of telephone poll re -payment of wages to Pat House
 - e) Update re -SAC TU.
4. Committee Reports:
 - a) Benefits -Joe Denofreo
 - b) Health & Safety -Estelle
(Karen Shaw's request)
 - c) Grievance Committee -Alannah Anderson
 - d) Contract Committee -Adrien Kiernan
 - e) Communications Committee -Elizabeth Zook
(Report on discussion re -Newsletter Committee versus Communications Committee)
5. Other Business:

Set up of regular monthly meetings for all committees.

CUE EXECUTIVE MEETING MINUTES
FEBRUARY 17, 1987

PRESENT: Elizabeth Zook; Susan Zagar; Alannah Anderson; Adrien Kiernan-(Chair); Diana Ellis; Estelle Lebitschnig; Gloria Sveistrup; (Joe Denofreo - CUPE national rep.).

1. APPROVAL OF THE AGENDA

M/S Zagar/Anderson that the agenda be adopted with the following amendments: add under other business 2. Volunteering and change # 5 to Treasurer's Report and item # 6 Other Business. Carried.

2. APPROVAL OF THE MINUTES OF FEBRUARY 5th, and 10th, 1987

The minutes of February 5, 1987 are to be amended as follows: Under Letter to Dunwoody -should read -The letter of February 4 to Dunwoody & Co. was circulated for information purposes.

under C) Some Highlights of a Report by Adrien - should read -

1. Dennis McGann of the CUPE regional office will assist with the editing and printing of an information package to be mailed on February 12.

3. Secret ballot to be mailed to members on March 6, to be returned March 26.

M/S Zagar/Anderson that minutes be adopted as amended. Carried.

M/S Zagar/Anderson that the minutes of February 10, 1987 be adopted as presented. Carried.

3. BUSINESS ARISING FROM THE PREVIOUS MINUTES

a) Secretarial Position Union Office

Adrien distributed a copy of a revised job description for the Union Office secretarial position, which has also been given to Helen for comments and/or suggestions. She asked that the executive review it and bring any comments or revisions to the next meeting.

Susan pointed out that if the job description is changed, that should affect the salary being paid. Adrien stated that we are not concerned at this time about a change in salary. We would like to get the job description clarified and then go from there. We have no plans at this time to try and change the salary structure of the position.

b) Information re- gas expenses

Joe stated that the average gas expense paid in the Vancouver area at this time is 26 cents per km.

M/S Zagar/Lebitschnig that the union pay to union committee members 25 cents per km. to travel to meetings from off campus. Carried.

c) Rankin letter re- Advice on Payment of Wages

Adrien did some further investigation into the billing from the lawyers. The union was billed for a written opinion from the lawyers and Adrien asked Rankin & Company to supply us with a copy of this written opinion as we did not have a copy on file. Adrien was informed at this time that there had not been a written opinion and the billing was incorrect. She was also informed that if we requested a written opinion it would cost approximately \$200.

The executive felt that the bill we received was extremely high considering that we only received verbal advice. It was suggested that Adrien write to Rankin & Company and request that the bill be revised or that we receive in writing what the opinion was that we were originally billed for.

d) Adrien reported on the results of the telephone poll. There were five people polled and three voted to pay.

e) Update re- SAC TU

The Canadian Representative for SAC TU will be speaking at the Grad Centre on February 19, 1987, all CUE members are invited to attend. The Executive was asked to post notices. There will also be a dinner dance held at the Ukranian Hall on February 21, 1987 to raise money for SAC TU, all invited.

Item #5 of the Feb 5 minutes -Susan wished to clarify the point of time off taken by Helen in lieu of overtime being paid. Would it be double time taken off. It was agreed that indeed the time off would be double time.

4. COMMITTEE REPORTS

a) Benefits -Joe Denofreo

Maureen Simons will speak to any employees who are interested in learning about the benefits program. Adrien suggested it would be a good idea for the executive to be at that meeting. Joe said he would speak to Maureen and organize a meeting.

b) Health & Safety

Estelle asked Karen Shaw to attend an executive meeting to answer questions about the Stress Survey that is being conducted. Karen stated that there is no problem with loss of confidentiality in the program and will speak to Sandy personally and answer her questions. Karen will put a report in the next newsletter with detailed information about the Stress Survey.

The Health & Safety week was very successful and will be done next year again. Joe reported that the booths put on by our local were very well done and there were many people coming in and asking about union issues.

b) Health & Safety (Cont'd)

The fire inspectors have notified the office that the fire extinguishers must be tested. They suggested in their letter that Chubb Securities would test them.

It was suggested that a number of places be contacted and get quotes and hire the least expensive firm to do the job.

Adrien received a letter from Karen Shaw asking to have the tuition fees paid for herself and two others to attend a Health & Safety Seminar. Karen also requested the union to book her off for one hour while attending this seminar.

A discussion followed regarding further education for all committee members. It was pointed out that education is very important in order to keep the committees functioning at the highest level. However the requests for committee personnel to attend seminars should come to the executive through the chairperson of each committee. The chairperson should decide who will attend the seminars (at union expense) and then make the recommendations to the executive for approval. It is felt that the union should benefit from any education received at the union's expense.

It was also pointed out at this time that CUPE has an extensive education program that we can draw from at no extra cost. For this purpose the executive will strike up an Education Committee. This committee will meet with the education director at CUPE and organize seminars for CUE.

With regard to booking off for the seminar, it is felt that the executive should take a hard line at this time concerning any booking off due to our financial status at this time and for this reason did not agree to it.

M/S Zagar/Ellis that the executive approve payment of tuition fees for one representative of the Health & Safety Committee to attend the seminar at \$25.00. Carried.

Estelle felt that it would be very appropriate for Karen Shaw to attend the seminar and would have her give the executive a brief report about the seminar.

c) Grievance -Alannah Anderson

Alannah reported that a few minutes at the last meeting were spent discussing organizing of the files and the committee would like to purchase a card file for cross-referencing. The Grievance Committee will be having another meeting on February 18, 1987.

Alannah asked the members of the committee for some input for preparing a brochure to distribute to the membership expressing what its like to be on the Grievance Committee mainly pointing out the number of volunteer hours spent, etc.

c) Grievance Committee (Cont'd)

Grievance Committee meetings will be held the first and third Wednesday of every month.

All grievances are being handled with no problems to report.

A point for everyone to make note of is that when applying for reclassification of a position a member must find out from their department head the date their duties changed when applying for application, not later.

There was some concern expressed of the possibility of the executive being able to overturn a decision made by the Grievance Committee on how to proceed with grievances. It does not seem right that the executive can overturn a decision of the grievance committee.

It was pointed out that the executive is voted in by the membership and that the executive acts on behalf of the membership and all committees are answerable to the executive which in turn is answerable to the membership. No committee can make decisions on their own without reporting to the executive for approval. It would be a very rare occurrence that a responsible decision made by the grievance committee would be overturned by the executive. Also, if any committee does not agree with an executive decision they can take it to the membership for a vote.

Adrien suggested that committee reports should be given in writing to the executive before the meetings for all to read and then only go over problems or important issues during the meeting in order to save time.

d) Contract Committee

The meetings will be held the second and fourth Monday of every month. Anyone interested in sitting on the contract committee, please come to the meetings at the Union Office. All members welcome.

e) Communications Committee

It has been suggested that we have a bulletin and executive minutes sent out to the membership during the second week of every month. Is it feasible to ask the communications committee to take on this task or should we set up another committee to do the bulletins.

Elizabeth will meet with her committee during the first week of March and return to the executive with their suggestions.

f) Education Committee

Alanna Anderson, Adrien Kiernan with Diana Ellis as Chair will strike up an Education Committee and meet with Dave at the CUPE office and ask for courses that will benefit the executive and committees. Dave will supply the material and the instructors and the committee must organize the seminars.

5. TREASURER'S REPORT

During the course of doing the audit and the financial statements it has been discovered that the previous estimate of \$6,000 for booking off costs during the past year were actually \$15,000. This amount will be reflected on December's statements, which will now have to be revised.

5. TREASURER'S REPORT (Cont'd)

Diana worked out the costs of publishing a newsletter or bulletin every month. \$1,200 has been budgeted per year for publishing. This means we can publish 8 pages per 6 weeks and stay within the budget.

Diana has suggested that we increase the publishing budget for next year.

The previous executive authorized Helen to take an accounting course which the union would pay the tuition for. Helen has submitted an additional \$11.74 charge for books purchased for the course which she has requested payment for.

M/S Zagar/Anderson that the union pay the extra \$11.74 to Helen for her course. Carried.

M/S Ellis/Anderson that the salaries paid out in the union office be itemized separately from booking off expenses for committee members and for benefits in future financial statements. Carried.

Pat House requested copies of her payroll sheets. Diana has sent them to her.

6. OTHER BUSINESS

M/S Anderson/Sveistrup that the executive meetings in future be held the first and third Tuesday of every month. The next meeting will be February 24, 1987. Carried.

We received a copy of the report done by the President's Committee on sexual harrassment in the work place. We were asked for input and suggestions for this report. It is felt that there is not enough time now to put any constructive criticism into it as we have not been involved in it up to now.

Alannah has suggested that we need to find ways to get more of the membership involved in the running of our union. She is working on a form to be available at membership meetings for people to volunteer for any of the committees or single jobs that may occur during the course of the year, eg. we need volunteer people to help count ballots when we have a vote on issues.

Meeting adjourned at 7:30 p.m.

Executive Binder

EXECUTIVE AUTHORIZATION FORM

DATE: Feb 17/87.

THE FOLLOWING ITEMS HAVE BEEN AUTHORIZED BY THE EXECUTIVE ON THE ABOVE DATE:

BOOK OFF:

NAME	DATE & TIME (FROM: / TO:)	SUPERVISOR

APPROVAL OF OVERTIME:

NAME	DATE(S)	HOURS OVERTIME WORKED

EXPENDITURES:

NAME	ITEM PURCHASED	AMOUNT
Susan Zager	(Dinner)	4.05
Adrian K., Alanah A., Diana E., Elizabeth 3	(Dinner)	} pd.
Estelle L.		
Estelle L.	Babysitting	\$10.00 - pd. of Hebitching
Investigate Price for Approval card index - + file folders. 5x8 + 3x4 sizes.		
Sf. DE, Hannah Anderson	Elizabeth M. Zook	Hebitching #A.

EXECUTIVE AUTHORIZATION FORM

DATE Feb. 18 1987

The following items have been authorized by the executive on the above date:

BOOK OFF:

NAME	DATE	TIME FROM - TO	SUPERVISOR

PRE-APPROVAL OF OVERTIME:

NAME	DATE(S)	NUMBER OF HOURS

EXPENDITURES:

please purchase - by Feb. 24.

<u>PAYMENT TO (NAME):</u>	<u>FOR (ITEM PURCHASED)</u>	<u>CASH AMOUNT</u>
<i>6 Red binders for Grievance Committee. (fat)</i>		
<i>Suzan Zagar.</i>	<i>dinner.</i>	<i>4.05</i>
	<i>add to total.</i>	

OTHER REQUESTS:

AUTHORIZED BY:

Alannah Anderson

M E M O

TO: The Executive
FROM: Helen Glavina
DATE: February 17, 1987
RE: S.A.C.T.U.

Rod Haines, of the T.A.U. has asked me to convey the information to you that Peter Mahlangu, the Canadian Coordinator of the South African Congress of Trade Unions, will be speaking at the Graduate Centre on Thursday, February 19th, at 12:30. He hopes to see C.U.E. members there, and asks that we spread the word.

Also, Joy Korman telephoned to say that on Saturday, February 21st, there will be a dinner/dance for S.A.C.T.U. at the Ukranian Hall. The cost is \$15.00 and dinner begins at 7:30 p.m. Joy Korman (228-6502) has tickets.