

General Meeting
Virtual
4:15 pm
October 9, 2024

1. Call Meeting to Order
2. Land Acknowledgement
3. Equality Statement
4. Roll Call of Officers
5. June General Meeting minutes
6. Treasurer's report
7. New Business
 1. Nominations & Election for Recording Secretary.
 2. Nominations & Election for Head Steward
 3. Nominations & Election for Shop Steward
 4. Mobilization Committee - Nominations & Election for Co-Chair.
 5. Mobilization Committee - Nominations & Election for 4 Members-at-Large
 6. **Executive Recommendation** - Send up to 4 Members to the AEEC Annual General Meeting - October 19 & 20 in Edmonton. Local to cover per diem and mileage.
 - 7.
8. Unit Business
 1. St. Albert Public Schools
 - a. Bargaining Update
 - b. LoA - Workplace Safety Committee had our first meeting on October 4, 2024. We are still looking for two (2) other members to join this committee, voluntarily.
 - c. Executive Recommendation - CUPE Local 1099 will book off up to thirty (30) members to attend the Respect Alberta's Public Services, Respect Working Albertans rally at the Legislature on October 24, 2024, covering any related book-off and per-diem costs.
 - d. PD Committee - First meeting on October 15, 2024 at 6:00pm - virtual.
 - e. Family Leaves Day information.
 2. WJS Vegreville
 - a. No news
 3. Bike Edmonton
 - a. No news
 4. Cogir (previously Revera)
 - a. MoA was ratified to accept the CA. We are waiting on Employer Ratification and finalization.
 5. ProVita
 - a. Changing Management to Optima, working with legal to ensure a smooth transition.
 6. CMHA (Canadian Mental Health Association)
 - a. Newly certified with 1099.
 - b. A special members meeting will be scheduled to elect Stewards and a bargaining committee.
8. Next Meeting- October 22, 2024
9. Adjournment

General Meeting
Virtual
4:15 pm
June 18, 2024

1. Call Meeting to Order - 4:21
2. Land Acknowledgment - read by Heidi Hovis
3. Equality Statement - read by Craig Arnold
4. Roll Call of Officers - Heidi Hovis (President), Craig Arnold (Vice-President), Karen Balog (Secretary-Treasurer), Heather Hansen (Chief Steward), Aiden Zaretski (National Rep.).
5. April General Meeting minutes - **Motion - Joan Misner, Seconded - Craig Arnold, Carried.**
6. Treasurer's report -
 - March (Old Account) - Affiliation fees.
 - March (Main Operating Account) - Incoming Dues, Operating Expenses, Conventions costs.
 - April (Old Account) - Operating Expenses.
 - April (Main Operating Account) - CUPE Dues, PerCapita, Salaries, Executive Expenses.
 - I. **Motion - Kim Parnwell, Seconded - Pamela Hanson, Carried.**
 - ii. **Discussion - Salaries isn't actually 'salary' it is lost wages for the bargaining committee. When they are off negotiating they are paid by the school division the same as they always are and the School Division then sends the Union an invoice for those wages.**
7. New Business
 - a. **Executive Recommendation:** Local 1099 send 2 executive members to the CUPE Bargaining Summit in Calgary on June 21 & 22, 2024. Local 1099 to cover cost of registration, book off, travel, hotel, and per diem.
 - i. **Motion - Joan Misner, Seconded - Karen Balog, Carried.**
 - ii. **This weekend, a last minute bargaining summit that is being scheduled as 250,000 will be in bargaining this fall. We are getting ready for that, preparing for the next round of bargaining.**
 - b. **Executive Recommendation:** Should any leadership meetings be scheduled during July and August, Local 1099 send 2 executive members to these events. Local 1099 to cover the cost of registration, book off, travel, hotel, and per diem.
 - i. **Motion - Susan Barrie, Seconded - Kate Peppinck, Carried.**
 - ii. **This is just in case there are any other last minute meetings or summits, or important events to attend. Just to ensure that we have the motion to do so and are able to attend if need be.**
 - c. **Executive Recommendation:** That a Bylaw Committee consisting of the Executive Officers be allowed to create proposed changes to our Bylaws and send them for pre-approval from CUPE National. Changes will then be voted on at a future GMM for approval by the members.
 - i. **Motion - Angela Rudolph, Seconded - Kim Parnwell, Carried.**
 - ii. **Our bylaws are in need of redoing, we've attempted to ask people to join the bylaw committee. We can't continue to wait much longer if we want to be able to operate the union efficiently. We have to send it to Cupe National for pre-approval and then we will bring it back to the membership for approval. We need to make some changes so that the**

Union can work. If you have any questions or concerns or suggestions, please feel free to send them to Heidi. I've been looking through other Bylaws of other CUPE Locals to find bylaws that will work for us and that we can implement.

d. Executive Recommendation: Local 1099 approve the annual budget as presented.

- i. Motion - Craig Arnold, Seconded - Pamela Hanson, **Carried.**
- ii. We are required to present a budget every year to the membership, as a budget intends to be, it is an estimate based on what we did last year and what we anticipate to spend next year. AS per Bill 32, we have to have more transparency to the members, which is a good thing. By the beginning of August we need to provide a letter to members about the locals financials. But we need to approve the budget here first before we can send it out.
- iii. General Operating Account. We go off last year's numbers and define what we've done and the amount of members we have. Some extra expenses due to bargaining. PerCapite is going up and our CUPE Dues will go up since we have more members. Salaries - reimbursements for members in negotiations or away from their regular job. Operating Expenses - we predict will go up, (bank expenses, binders, zoom fees, cell phone fees, etc). Special Expenses - could be donations, meeting operations, etc). Executive Expenses - Bargaining costs, committee expenses, education expenses, donations. This is what we are expecting to spend.
- iv. Old Account - Affiliation fees for AEEC and CUPE AB, AFL, etc. We are predicting that they will go up. There is no income coming into this account as it all goes into the Operating Account.
- v. CA - Salaries have gone up, the reason for that is for Heidi who has been on Union Leave for the year and will continue to be off part-time for the next year and will continue to be on some Union Leave. We are going back into bargaining, expecting to cover those salaries as well. Our PD Convention costs are going up and it can be costly, so we budgeted for that. Heidi's salary extends over the summer as the work doesn't end.

e. Executive Recommendation: Local 1099 continue to designate all expenses as core.

- i. Motion - Joan Misner, Seconded - Karen Balog, **Carried.**
 - ii. Another Bill 32 compliance. Unions have the option to designate expenses as core or non-core. If we designated them as such the members would have the option to go to the employer and say that they don't want their dues used for that non-core expense. Then the union would have to reimburse the member for that minimal amount of money. By stating that all of what we spend out money on is core and is approved by the membership. All of our expenses are used to operate the union and support the union, so we recommend that we accept that all expenses be designated as core expenses.
- f. Trustee's report and response.**
- i. Last week our three Trustees got together to spend the morning going through our books. Fairly happy with them with a few

recommendations. Trustees recommended that we provide deposit slips with member information for dues remittance, not just the EFT statement from employer. Provide a list of all motions that were made throughout the school year. Especially anything that concerned money, to ensure that they are all properly approved. Comments about GIC's, there is an excess of money in the account that could be better in investments. Recommendation to wait until we are finished bargaining with all Bargaining Units before we look into investing in GIC's. Making sure that proper accounting practices are being followed. Thank you to the three trustees for your insightful comments and recommendations.

g. **Executive Recommendation:** Local 1099 approve the trustee's report.

i. Motion - Craig Arnold, Seconded - Joan Misner, **Carried**

8. Unit Business

a. St. Albert Public Schools

i. Bargaining update

1. We passed our ratification vote with 96.2% in favor. The employer will hold their ratification vote tomorrow. Once that is done we will get it into place and move forward. There will be another bargaining survey coming out during the summer for the next round.

ii. Retirements

1. List of Retirees,

- a. Terry Dame
- b. Donna Lindroth
- c. Gail Mathias
- d. Tom Jacobson
- e. Darcy Taylor

2. Congratulations to the retirees and best wishes on your retirement.

iii. **Notice of Special Meeting:** June 25, 2024, at 4:30pm. The purpose of this meeting is to elect a new Bargaining Committee for SAPS.

1. We'll put this in the Highlights. Members must be elected, members must be nominated or self-nominate. The President is on the Committee, we need four other members with one alternate. If we get more nominees, you would vote for your top four choices. The meeting won't be too long. If you are interested, please attend that meeting.

iv. **Executive Recommendation:** Local 1099 creates a standing motion for contributing up to \$300 to division organizational health committee events, up to 3 times per year (e.g. welcome back BBQ, curling, golf tournament).

1. Motion - Joan Misner, Seconded - Kim Parnwell, **Carried**

2. In the past we have always made a motion to do the welcome back BBQ, we were asked to donate money to the golf tournament. So it's the CUPE/ATA tournament. By having this as a standing motion, we don't have to wait or backtrack approval for these events. There are usually only 2 -3 events and the Union is happy to continue to sponsor those events.

b. WJS Vegreville

- i. We are in the middle of termination Grievance with no resolution yet. They have posted a number of job openings.
 - c. Bike Edmonton
 - i. Bargaining update - still working with them. There have been another few hiccups with the closing of one shop and change of management.
 - d. Cogir - change of management, we are hoping to get some significant dates with them as soon as possible.
 - e. Pro Vita Care Management Vegreville
 - i. Nothing to report.
 - f. Discussion - how to become involved in bargaining - If you have anything to ask questions about in the survey, please let us know. Will hopefully come out during the summer. The Committee will then meet and come up with our proposals.
 - g. One more meeting this month to elect the next Bargaining Committee, next Tuesday, June 25th at 4:30.
 - h. We will be holding elections at the September meeting. We need a Recording Secretary, Head Steward, and Shop Stewards.
- 9. Next Meeting- September 24, 2024, 4:15 PM, Zoom
- 10. Adjournment - Motion - Kim Parnwell, Seconded - Hazel Weaver, **Carried.** 5:14pm

(a) **President**

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Interpret these bylaws as required.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and conduct them through the initiation ceremony.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership.
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National and CUPE Alberta Convention.
- Be a member of the negotiating committee.

(Article B.3.1)

(b) **Vice-President**

The Vice-President shall:

- If the President is absent or not eligible, perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President.
- If the office of the President falls vacant, be Acting President until a new President is elected through a by-election.
- Render assistance to any member of the Executive as directed by the Executive Board.

(Article B.3.2)

(c) **Recording Secretary**

The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of

the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.

- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval prior to implementing.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.

(Article B.3.3)

(d) Secretary-Treasurer

The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$2.00 of each initiation fee on all members admitted, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.

- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.

(Articles B.3.4 to B.3.8)

(e) Chief Steward

The Chief Steward shall:

- In addition to the duties of the shop steward.
- Be a member of the negotiating committee.
- Also preside when called upon by the President and at times when both President and Vice-President may be temporarily unable to discharge the duties of that office.

(f) Shop Steward

The Shop Steward shall:

- Attend Executive Board and Membership meetings.
- Be responsible for the effectiveness of communication with Management in his particular section.
- Know the personnel in his work area and keep them informed on matters relating to Union business.
- Assist employees in problems brought to his attention.
- Prior to the initiation of a grievance, the shop steward shall attempt to resolve the problem with the section concerned but will attempt to foresee where grievances might occur and attempt to correct the situation before it develops.