



Minutes of Meeting
 Local 70008, UHEW-PSAC
 February 15, 2018
 250 Lanark Avenue, Room 504

Attendance <ul style="list-style-type: none"> • Cory Beauregard, Chair • Annie Noël • Carole Dostie • Diane Girouard, Scribe • Jeremy Dumont 	Regrets <ul style="list-style-type: none"> • None
	Ex Officio <ul style="list-style-type: none"> • Michel Lépine, RVP
	Recorded Observers <ul style="list-style-type: none"> • None Unrecorded Observers <ul style="list-style-type: none"> • None

Meeting called to order by Chair à 15:37

1) Opening Remarks, Meeting Etiquette

1. Congratulations to all for being elected by the Membership at the January 15, 2018 at the Annual General Meeting.
2. *Observers*
 - Interruptions by observers will not be permitted, or such individuals will be instructed to leave the meeting.
 - The Local 70008 will not incur any expenses for observers to attend its meetings. Any expenses for attending are solely the responsibility of the observers.
3. *Executive Committee Meetings*
 - The Local 70008 Executive Committee meetings locations will rotate between buildings within its Tunney's Pasture jurisdiction. This will provide the opportunity to all members to attend as observers.
4. *Format of the meeting agenda*
 - Moving forward, the Local Executive Committee meetings' agenda section #4 will be titled "Case Files". To respect the members' confidentiality and privacy, therefore any observers or guest speakers in attendance will be instructed to leave the meeting.



5. *Voting at the Executive Committee meetings*

- Executive Committee members must feel free to vote freely on any topic, motion or discussion during meeting proceedings.
- Only elected Local 70008 Executive Committee members will be granted the right to vote.
- The Local 70008 president will only cast a vote in the event of a tie.

6. *Meeting Minutes to be recorded*

- The UHEW Component representatives (President, VP and/or RVP), as well as guest speakers will be identified as “Ex Officio”.
- At the start of the meetings, observers giving consent will be identified as “Recorded Observers” in the meeting minutes. Those observers not giving consent will simply be identified as “Unrecorded Observers” in the meeting minutes. Once an observer grants or declines consent to be recorded as an observer, this decision is final.
- Should, for any reason or at any time during a meeting, a “Recorded Observer” be asked to leave the meeting, that observer’s name will be recorded as such.

2) **Adoption of the agenda**

- Cory Beaugard requested an amendment to the agenda’s section #3, by adding “Meeting Minutes” as item #3.2.
- Moved by Cory Beaugard;
- Seconded by Jeremy Dumont,
- Motion is adopted.

3) **Meeting Items**

1. ***New Executive Committee Roles & Responsibilities***

The role of Chief Shop Steward (currently Jeremy Dumont) is as outlined in the Local 70008 Bylaws, which includes guiding new possible shop stewards. To assist, Annie Noël is creating a “Stewards Toolbox” with the intention for it to be posted on the Local 70008’s website.

- Cory Beaugard encourages all stewards to start using the correct documentation as to maintain a tracking process for all cases.

2. ***Minutes of the Meetings***

MOTION - All meeting minutes are to be translated, signed and posted on Local 70008’s website.

- Motion moved by Cory Beaugard;
- Seconded by Carole Dostie,
- Motion is adopted.



3. *In-Camera & Off-Camera Meetings*

- A segment of Local 70008 Executive Committee meetings will include the discussion of various grievance cases – without naming the members attached to the cases. However, Annie Noël explained that to protect the privacy of such cases, the segment will be “In-Camera”, and therefore all observers and guests will be asked to exit the room.

4. *Local 70008 Budget*

- Carole Dostie (Local’s Treasurer) still has not received the budget from UHEW as the Local is now out of Trusteeship. Michel Lépine (RVP) will discuss with Shimen Fayad (NVP).
- MOTION: Cory Beauregard wants the Trusteeship to pay for pending invoices as the Local still hasn’t had the finances transferred.
 - Motion moved by: Cory Beauregard
 - Seconded by: Carole Dostie
 - Motion is adopted.
- Carole Dostie wants a meeting to be scheduled with both Trustees, to have the finances transferred back to the Local. Trustee Shimen Fayad is sick but will advise when she’s available.
- Cheques issued by Local 70008 require two signatures for validity, which according to the Bylaws these must be the President, Vice President and/or the Treasurer of the Local. Cory Beauregard expressed his concerns of both his and the Local’s Vice President Annie Noël’s signatures appearing on the cheques, due to their personal relationship. After discussions with UHEW’s President Todd Panas and PSAC’s National President Robyn Benson, it was suggested that all five Executive Committee members be designated to sign the cheques.

5. *Local 70008 Shop Stewards / OHS Committee Members*

- Jeremy Dumont addresses his concern that some of the Local 70008 buildings do not have enough OHS representation.
 - Cory Beauregard has been consulting Corporate OHS and received a list of buildings’ OHS committees.
 - According to Corporate OHS, there will be 2 OHS committees in each building that houses HC/PHAC and employees of Indigenous Services Canada (ISC).



- The names of two PSAC members from the Jeanne Mance building have been submitted to participate in the ISC's OHS Committee. The employer Co-chair for this committee requested that the union submit a lead representative. The Local Executive Committee has chosen one of the members to be the Lead and has approved for the other to join as a member of that committee.
- A call-out letter will soon be distributed on *Broadcast News* and an ad broadcasted on *Health Television (HTV)* to invite members wishing to become shop stewards or volunteers.
- The Executive Committee agrees that all Local 70008 stewards must attend Talking Union Basics (TUB) and Grievance Handling courses.

6. PSAC Lunch & Learn (Phoenix)

- Annie Noël reminded that Local 70008 needs to mobilize people to attend the February 28th (Burnt by Phoenix) event.
- PSAC-NCR Regional Representative Raphaëlle Valay-Nadeau requested that the Local 70008 is to start scheduling the Lunch & Learn events.

7. Local 70008 Communications Committee

- Diane Girouard is requesting for volunteers to assist with the communications of Local 70008. Annie Noël has offered to help.
- The Rogers email service and domains renewal invoices are due and must be paid. The invoices are to be paid by the Trusteeship.
- The Rogers and Weebly account profiles need to be updated, to identify Carole Dostie as Treasurer.

8. Local 70008 Scholarships Awards

- Cory Beaugard would like Local 70008 to continue this initiative and establish a new budget. This is tabled for now.

9. Local 70008 Promotional Swag

- In June 2017, all Local 70008 swag items were sent to the UHEW office. Michel Lépine (RVP) will return the items to the Local 70008 president and an inventory list will be prepared.



10. ***Business Cards***

- Diane Girouard has received the official UHEW business card template and will prepare cards for the Executive for review.
- MOTION: A box of blank business cards is still being stored at the UHEW office. Michel Lépine (RVP) is to return it to the Local 70008. If he cannot find it, then we ask to purchase a new box at approximately \$12.99 plus taxes.
- Motion moved by: Diane Girouard
- Seconded by: Cory Beauregard
- Motion is adopted.

11. ***PSAC Training Schedule***

- Annie Noël presented the Winter PSAC Education Schedule and recommends that it is to be posted on all Local 70008 buildings' union bulletin boards.

12. ***Succession Planning***

- Postponed

13. ***Contact Cards***

- Annie Noël is to create contact cards for the Executive Committee members only.

4) **Case Files**

- In-Camera

Meeting adjourned at 17:38 by Chair.