Local 118 Council **Meeting** Minutes

Date: September 16, 2022  
Time: 9:00 am – 4:00 pm  
Location: Hybrid – Zoom or Edmonton Headquarters  
Attendees: Clint Nicholson, Gayle Burkholder, Curtis Hopkins, Jason MacLeod, Dallas Shier, Tracey Weller, Megan Kelly, David Roguski, Brenda Harris, Craig Cameron, Dana Mugford, Derek Probst, Greg Buzon, Leanne Draper, Lori Brown, Michele Lucas, Mike Brouwer, Nic Cooper, Patricia York, Paulette Gillespie, Stephen Fitzpatrick, Bob Brown  
Guests: Susan Slade (VP), Sandra Azocar (VP), Brendan Hammond (MSO), Justin Huseby (Members’ Benefits Committee Chair)

1. Call to Order at 9:20 am
2. Acknowledgement of Treaty Land – Clint Nicholson
3. Statement of Equality – Sandra Azocar
4. Introductions
5. Adoption of Agenda – M/S/C
6. Adoption of Previous Minutes - Secretary read summary of the previous minutes – M/S/C
7. Old Business
   1. Outgoing Gift for Corine – **Action Item:** Clint will be in contact with Mel and email Council. There may be a quick meeting if required to make a final decision.
   2. Local 118 Facebook Page – **Motion -** to use AUPE Local 118 Web Page instead of creating a Local 118 Facebook Page – M/S/C
   3. Swag for Membership - **Action Item:** Clint will be in contact with Mel and email Council. There may be a quick meeting if required to make a final decision.
8. Correspondence – Clint’s attempts at changing signing authority at ATB was taking weeks. After reaching out to Jason at Headquarters he was put in touch with Olivia Chan. She oversees AUPE accounts. Once he reached out to Olivia the signing authority changes were done via DocuSign with no delay. Clint has advised we should do everything for our Chapters by reaching out to Olivia, contact information will be added to the Local 118 Landing Page. Clint also advised to check with her who is on your account for signing authority, because the Local had someone on as Chair that has not been part of the Local for quite some time now.
9. Reports of Executive Board Officers
   1. Chair – Verbal Report – M/S/C  
      Prepping for Convention, Credentials all sent in, Hotel rooms booked
   2. Vice Chair – Absent
   3. Secretary – Written – M/S/C
   4. Treasurer – Verbal – M/S/C  
      Curtis has not received documents from many Chapters, working on reaching out to silent Chapters.
   5. PE Rep – Written – M/S/C
10. Reports of Committees/Positions
    1. OH&S Liaison – M/S/C   
       Held first meeting and are working on reaching out to the Chapters
    2. Finance Subcommittee – M/S/C  
       Audit found $7100 where there was no receipt or information was lost (some info was lost in emails). Some of this came from the Local Executive visits to Chapter 27. There are a few chapters that have issues. Make sure that cheques that are not being used are Voided. Audit was completed by KPMG. Curtis asked that Chapter Treasurers reimburse mileage at the Chapter level and the request reimbursement (this will avoid people submitting multiple claims to Chapter, Local, & Headquarters).
    3. IDE Committee – M/S/C  
       Committee met on July 12. In attendance was Gayle, Stephen & Mark (AUPE). Mark shared some resources with the committee regarding unconscious bias, silent ally, etc. IDE committee is 2/3 straight white Christians, and therefore it was recommended that we seek diversity in the committee’s membership even if it means reaching out to Chapter membership.
    4. Women’s Committee – M/S/C  
       Committee has not met yet, waiting until the committee has one more member before meeting. Have already reached out to Sandra and will provide her with date of the meeting once it has been set.
11. New Business
    1. Literacy Donation  
       Hannah Library had reached out to Clint for a donation to their Summer Children’s Literacy Program. Email motion was sent as we had just had our meeting and the next meeting would miss the deadline for the donation. The email motion passed (one against) - the motion was to set aside $5000 for Chapter Donations ($250 per Chapter) to Local Literacy Programs. Chapter is to send the cheque and submit for reimbursement once they have a receipt from the charity.  
       Can allow for the donation to be for Children’s Literacy &/or Education – email to Local Secretary for approval of the Charity in advance.
    2. Tracking Sheet for Strategic Plan  
       Tracey presented the Local 118 Tactic Development Plan and the responsibilities of Chapters and the Local and target dates (please review the attachment for details)  
       Going forward the status of the Strategic Plan will be discussed at all Local Meetings.   
       **Motion –** Make the Working Group a Standing Committee at Local to Keep S.P on trac going forward until 100% implemented – M/S/C (1 against, 3 abstained)  
       **Motion** – Accept the Tactic Plan – M/S/C
    3. Members’ Benefits Bursary Fund  
       The Fall Bursary Program raised $265,000 in scholarships & bursaries this year so far. With the Policy Changes, Fund sustains itself for $300,000/year without risk. The goal is to continue in perpetuity. The Bursaries/Scholarships are for Members, & Families (dependent children & partners).   
       The PT Bursaries are for Members to attend any course. $35,000 - Local 2 donated $5000 this year ($500 funds an additional Bursary – 1 member for 1 year).  
       Last year $78000 was raised across 22 Locals. Every year the PT Bursary program triples in popularity, which is great because we want all members to know about it. October 3 to November 30 are the dates for PT Bursary Application – will cover any course. Not everyone receives one. The Goal is to fund as many members as possible. Please push the program when the posters are out. Local/Chapter communication – send out the Poster. Members fill out the form and send it in. There will be weekly promotions by AUPE.  
       **Action Item:** Local Reps to promote the PT Bursary Program to their Chapter  
       **Motion –** Allocate the excess of the Literacy Donation Funds to the Members’ Benefits Bursary Fund at the end of each Fiscal Year (ongoing). M/S/C (4 abstentions)  
       **Motion –** Donate $1000 (2 Bursaries) to the Members’ Benefits Bursary Program. M/S/C (1 abstention)
    4. IDE Committee Vacancy  
       **Action item** – Local Reps to send info to get Chapter Volunteers to sit on the Committee and bring to the next Local Meeting. Information about IDE (Inclusion, Diversity, and Equity) attached to minutes.   
       Clint will fill in the empty position until it is filled.
    5. Women’s Subcommittee Vacancy  
       Lori Brown volunteered to fill the vacant position.
    6. OHS Sub-Committee questionnaire  
       To initiate the relationship between the OHS Liaison and the Chapters, we are sending a communication to chapter chairs asking that they have their Joint Health & Safety Co-Chair reach out to Jason (at the new OHS Liaison email address once it is ready) and introduce themselves. In addition, we are going to send a few questions to start gauging where the Chapters are regarding OHS & identify Chapters that may need some assistance – the questions are:   
       1. Do you have a Joint Health & Safety Committee at your worksite?  
       2. Do you know where to access Occupational Health & Safety Documents at your worksite?  
       3. Does your Employer share the OHS Audit Results for your worksite?  
       Asked Council for additional questions and there were none – consensus is to keep it short.
    7. Add OHS Liaison Contact info on Local Webpage  
       Already discussed – **Action Item** - new email for OHS Liaison is being created and will be posted.
    8. Accessible place to share OHS documents  
       Subcommittee discussed sharing good examples of these documents with the other chapters (ER specific info scrubbed from the documents). Possibly adding them under an OHS heading on the webpage.  
       **Action Item:** Clint will investigate this.
    9. Labour School 2023 – March 5 – 9, 2023 at Jasper Park Lodge  
       Registrations are down so deadline to apply has been extended to November 14. Not just for Stewards. Chairs will not be vetting applications this year as attendance is low so they will take anyone that applies at this point.   
       **Action Item:** Local Reps to promote Labour School to their Chapter  
       Courses offered:  
       Advanced OH& S – Prerequisite: OH&S for Union Activists  
       Creative Action – Prerequisite: Must be a Union Steward.  
       Continuing Education for Stewards - Prerequisite: Must be a Union Steward  
       Leadership Essentials - Prerequisite: Basic Conflict Management  
       Talking Union - Prerequisite: Rethinking Politics (formerly Introduction to Politics) or Direct Action
    10. Actual Budget to Date  
        With the added items will have to see how it impacts the budget

Next PE meeting is December 1-2 – therefore next Council Meeting will be December 9th (Hybrid)

1. Meeting adjourned at 12:52 pm.

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| 10:55 am  11:10 am  11:30 am  11:45 am  11:50 am  **11:55 am**  1:00 pm  1:15 pm  1:20 pm  1:30 pm  1:40 pm | 1. **New Business** 2. Literacy Donation 3. Tracking Sheet for Strategic Plan 4. Member Benefits Bursary Fund 5. IDE Committee Vacancy 6. Women’s Committee Vacancy   **Break for lunch**   1. OHS Sub-Committee Questionnaire 2. Add OHS Liaison info on webpage 3. Accessible place to share OHS documents 4. Labour School 5. Actual Budget to date |  | Clint  Working Group  Justin Huseby  Stephen  Tracey/Gayle  OHS Sub-Committee  OHS Sub-Committee  OHS Sub-Committee  Clint  Curtis |
| 1:55 pm | 1. **Adjournment** |  |  |