

**CUPE LOCAL 441 General Meeting Saturday, Sept. 16, 2023 10:00am**

**@ Bayside Middle School**

**RECOGNITION OF MEETING ON UNCEDED W SÁNEĆ LAND** We acknowledge and thank the W SÁNEĆ people on whose traditional territory we live, learn, and teach. The W SÁNEĆ people have lived and worked on this land since time immemorial. – Laura M.

**Equality Statement:** Michelle F.

**ROLL CALL OF OFFICERS:** Present: Laura M. (Chair), Mike F. (Co-Chair), Candina C.; Michelle F.; Sam F., Glenda K.

Trustees: Jacqueline

Excused: Nola W., Candace W., Carol-Ann P.

19 members present

**Voting in of New Members & Initiation:** Heidi Nasgowitz.

**Read Minutes of previous meeting:** Jun. 17, 2023

**Matters Arising out of the Minutes:**

Leslie R. motioned to have the Nominations for Executive be moved after the Treasurers Report. Second, Passed.

**Secretary-Treasurer's report:**

Laura read off the Letter from the Auditors.

[June Financial Report](#)

- Membership: 474

[July Financial Report](#)

- Membership: 448

[Aug. Financial Report](#)

- Membership: 138

[Audit Financial Report](#)

On July 20 we received a letter from CUPE National informing us they reviewed and accepted the audit documents for 2022. However, the Audit Reports for 2020 & 2021 were not submitted to CUPE National. I found the reports and submitted them but National informed us that the written response to the Trustees from the Secretary-Treasure was missing and must be included before they would be reviewed. I looked through the files and minutes for 2020-2021 and was not able to find a written response. Fortunately, National advised I can prepare the written response – see attached Written Response for 2020-2021 audits.

#### Asset Inventory Update:

Over the summer I created an inventory list that includes the information required in the event of loss. I spoke with our insurance agent and he advised “The coverage for Office Contents is written on a Replacement Value basis. Not depreciated value. The value that we ensure the contents, should represent the Replacement Value of those contents. The present limit of insurance on your Contents is \$42, 000 for Replacement Value. It is a good idea to keep receipts or photos and videos of the assets so that you can show these to the adjuster if there is a claim”. Photocopies of the receipts are stored with our insurance policy and photos have been taken of the assets. The current replacement value of our assets is \$41, 020.00 so we are adequately covered in the event of a loss but we will inquire on the cost of increasing the policy by \$10, 000.

Laura read off the ST response to the Auditors – see attached written response for 2020-2021 audits.

#### 2021 Financial Audit – Response to the Trustees

- #6 Make sure executive expenses are approved and paid in accordance with CUPE 441 Bylaws and the approved budget. For example, monthly internet payments shouldn't be paid in July and August but were paid out for July 2021.
- Members want to know why the trustees felt these bills should not be paid in the summer.
- Trustee J. Peacock responded that this was likely a misunderstanding by the Trustees and that this recommendation should not have been included.
- Membership requests that the Secretary-Treasurer amend that response to state that internet bills are due monthly and must be paid to avoid interest penalties and that this recommendation goes against the bylaws.

#### BUS Leave

June BUS Leave						
First Name	Book keeping	Exec Meeting		President's Day	Spring Weeklong School	Grand Total
Candina		3.5			16	19.5
Laura	3					3
Michelle					11	11
Nola				26.5	14	40.5
<b>Grand Total</b>	<b>3</b>	<b>3.5</b>		<b>26.5</b>	<b>41</b>	<b>74</b>

#### July BUS Leave

First Name	Book keeping	Exec Meeting				Grand Total
Laura	7					7
<b>Grand Total</b>	<b>7</b>					<b>7</b>

#### August BUS Leave

First Name	Book keeping	Grieve Meeting				Grand Total
Brett		0.5				0.5
Carol		1				1
Laura	7					7
<b>Grand Total</b>	<b>7</b>	<b>1.5</b>				<b>8.5</b>

#### CUPE PRO-D 2022-23:

We all have access to Professional Development. The process is to complete a form is on the district dashboard or the union website. If approve, the employee pays for the course, and submits the receipt to their employer for reimbursement up to \$350.00 per course.

Laura Motioned to accept the Treasure/Secretary Report. Seconded by Mike F. Passed.

#### Nominations for Executive & Committees:

President:

Candace W.

Nola W.

Record Secretary:

Candina C.

Marisol

Clerical Shop Steward:

Vacant

Ground/Maintenance Shop Steward:

Vacant

Nen C Motioned that an email be sent to all members, with a list of committee positions available and the time commitment required before the Oct 28<sup>th</sup> GMM meeting. Second by Christine G. Carried.

**Communication and Bills:**

2 - Retirement(s)  
1 – Resignations

1 – Partial Resignation

**Committees Reports:**

**Health & Safety** – No Report.

**Job Evaluation** – No Report

**Social Committee** – Need members.

**Education Committee** – 1 member attending the Fall School. Reminder that members should look at the BC CUPE Training Website as there are many courses available to members.

**Good of the Union** – 1 member was given a basket. Another member should be on the committee to help.

**Budget Advisory Committee** – No Report.

**Sick Bank Benefit Committee** – No Report.

**Equity Committee** – Christine G. reported that the committee continues boost and improve getting the indigenous involved.

**Accessibility Committee** - Had the third meeting, Sept. 8<sup>th</sup> Committee is in the initial stages of developing a plan, within the Accessibility BC Act Legislation. Purpose is to ensure students, staff, and community members with disabilities have a voice in identifying preventing, and removing barriers that may be present in our district learning environments, and workplaces.

**Executive Report:**

- JEIS Mtg. – one LTD member was laid off for 2 years and as per the collective Agreement, the position will now be posted.
- Three grievances scheduled for arbitration. We are agreeing to mediation to see if we can find a solution. Met with member and National Rep.
- Represented a clerical member – letter and 3-day suspension.
- Represented a custodial member regarding absenteeism. Discussion only.
- New Five-Year Lease Agreement with the Employer for the CUPE Portable - \$1100/month this year and increase \$25/year for the four years.
- Spoke with National Rep. Bronwyn Barter regarding a complaint against me. It was decided there was no basis to go forward. Received a letter from Mark Hancock, President of CUPE National to say the time to appeal has lapsed and the case is now considered closed.

**Shop Steward Reports:**

**Custodial** – No Report.

**Transportation** – complaints of the buses not getting cleaned regularly.

**Clerical** – No report. Shop Stewart is Vacant.

**Grounds/Maintenance** – No Report. Shop Stewart is vacant.

**SSW (EA's)** – No Report.

**Nominations, Elections, or Instillations:**

Committee Members:

Pro-D Committee – Ruth C. stepped up

Social Committee – Marisol

**Unfinished Business,**

- Collective Agreement is being printed at Camosun Printing. Due to staffing and short supplies, they were only able to print 200. Will have some soon.

- SSEC Bulletin – Education Funding – Employer didn't like the response we gave them to investigate other learning opportunities. No discussion as there was no one present that knew what needed to be communicated/decided. Table until next meeting.
- Hybrid Meeting options:  
It was communicated to the members that; 1) we cannot hold a 'hybrid meeting' when there is a vote on monies or an election as CUPE National states that a vote must be done one way. 2) We have the technology to hold hybrid meetings including the means to vote using "Simply Voting" and laptops for people that are attending in person that do not have Smart Phones. 3) we can not implement that until members emails are "cleaned" up – many members are using work emails rather than personal emails or they have more than one email in the system. There was much discussion and the consensus was the membership want to continue with hybrid meetings and needs help on wording a motion. Members requested that the executive discuss with our CUPE Rep at the next executive meeting and bring back wording at the GMM so that we can hold hybrid meetings if there is a secret ballot or vote regarding finances that the voting can be done via Simply Voting or similar technology. Members suggested that the executive reach out to the employer (HR Department) asking if an email can be sent to all CUPE employees using employee emails to provide information and a link to the local's website on how to sign up to receive emails.

## **New Business**

- Motion: Microsoft 365  
Members are concerned about who would administrate MS 365 – they don't think a member of the executive should administrate this software based on previous history in this local with regards to the abuse of power. It was suggested that someone outside of the executive should be the administrator. J. Orr recommended one of the techs in the IT department could be the administrator.  
  
Mike F, motioned to purchase a subscription to MS Office 365 as a data storage cloud, email solution for the executive at \$16.00 per month x 11 users for a total of \$2, 112.00 annually. Seconded Christine G. Carried.
- Health & Safety:  
Request from a member that Health and Safety minutes are posted on the school bulletin boards after every meeting. Please forward request to labour management and/or Health & Safety department.
- Dashboard:  
Successful candidate for custodial position was not displayed on dashboard. Please forward issue to Labour Management and/or HR Department.
- Territorial Acknowledgement:  
Request to add the territorial land acknowledgment statement on the Local 441 website.

Suggestion from member that the district consider changing the SD 63 Territorial Acknowledgement from “live, work and teach” to “Live, learn and experience” to be more inclusive in the wording as not all of us “teach”. Members requested that this suggestion be forwarded to the employer.

- CUPE pay issue:  
Member expressed financial hardship experienced due to payroll error in vacation roll over that created an EI issue and ROEs being slow to be processed. It was explained that this error was due to new staffing in payroll department. Members asked that this issue be brought forward to Labour Management to ask how CUPE employees will be protected from this happening in the future.
- Nominations for Executive:  
Members requested that in addition to sending an email about committees looking for new members that executive positions (ie. job description, term etc.) up for election should be included in the email to the membership so that nominations can be made before the next GMM Oct. 28<sup>th</sup>.

#### **Good Of the Union**

Draw for \$50.00                      Leslie R.

**Adjournment:** Motion to adjourn at 11:45am by Mike F. Seconded Michelle F. Carried