**CUPE LOCAL 3175  
Executive Meeting Minutes**

**Date:** March 5, 2017 **Time:** 5:00pm – 6:30pm   
**Location:** Swiss Chalet

**Present:** Shannon Parker, Lethycia Ouellet-Cote, Matt Doyle, Monica Barrett, Liz Stewart-Shaver, Nicole Szumlanski Jeff Koenig

**Regrets:** Ryan Decker

1. **WELCOME -** S. Parker
2. **READ AND APPROVE PREVIOUS MINUTES** – Read and Approved.
3. **MATTERS ARISING** –
4. **PRESIDENTS REPORT –** S. Parker – Memorandum of Agreements were discussed.
5. **VICE PRESIDENTS REPORT-** M. Doyle – Shannon and Matt will be attending the OMECC Conference at the end of March
6. **RECORDING SECRETARY REPORT** – No report
7. **TREASURERS REPORT –** L. Ouellet-Cote – half way through preparing the books for the audit
8. **BYLAW REVIEW COMMITTEE UPDATE** – in the next few weeks, Karla and Lethycia will be typing up the by-laws with the recommendations.
9. **COMMUNICATIONS REPORTS-** S. Parker – Shannon indicated the OMECC position for Area 4 representative was too much of a time commitment. Matt and Shannon will be attending the Public Health Forum next month. Not much information available on the Public Health restructuring, though some smaller PHUs have amalgamated.
10. **NEW BUSINESS:**
    1. Email list: Some staff members have complained about not receiving staff emails. **Action: Matt and Ryan will review and update the list**
    2. Water bottles: Lethycia is continually being contacted by new staff members re water bottles. **Action: water bottles will be included in the new members package.**
    3. Clarification of Steward Committee meetings (By-Laws, Section 8,b) – Shannon suggested Matt could meet with Stewards separately if requested.
    4. Steward role clarification (By-Laws, Section 8 (f): Greeting New CUPE Members : Nicole asked if we wanted to continue to meet with new CUPE members. **Action: Matt offered to take this on. Monica will send Matt the new member names and ask stewards to assist him re meeting with new members.**
    5. Membership Engagement group, request for Executive Member support: the group is a working group and not mandatory. **Action: the Membership Engagement group will go on hiatus.**
    6. Coffee/Tea Break – Shannon suggested we randomly offer tea, coffee, cookies and a fruit platter the week before Easter.
11. **NEXT MEETING: TBA.**