**CUPE LOCAL 3175  
Executive Meeting Minutes**

**Date:** April 18 2016 **Time:** 5:00 p.m. – 6:30 p.m.  
**Location:** Lunch Room

**Present:** Shannon Parker, Andrew Girouard, Lethycia Ouelllet-Cote , Roslynn Blodgett,

**Regrets:** None

1. **WELCOME -** S. Parker
2. **READ AND APPROVE PREVIOUS MINUTES** –March 21 2016 minutes read and approved.
3. **MATTERS ARISING- Action items completed**
4. **PRESIDENTS REPORT –** S. Parker

Labour Management meeting update provided. S. Parker has appreciation certificates for those who are in the outer offices on the joint occupational Health and Safety committee .Action: **Shannon will email M. Rowe, J. Black and C. Allen and let them know we will be thanking them and giving them this appreciation certificate at our June 2nd 2016 meeting**.

Grievance process discussed.

1. **VICE PRESIDENTS REPORT-** A. Girouard

Employee Attendance Management flow chart: A. Girouard provided is with information regarding a flow chart he and K. Chan have been working on to help staff better understand the Employee Attendance Management process. This will be available to all staff possibly in an E-Update.

1. **RECORDING SECRETARY REPORT –** R. Blodgett   
    Communications reviewed.
2. **TREASURERS REPORT –** L. Ouellet-Cote

L.Ouellet –Cote had cheques to be signed.

1. **COMMITTEE REPORTS-** L. Ouellet-Cote

**Member Engagement Group update.** Group continues to meet.

1. **Communications:** none.
2. **NEW BUSINESS**
   1. CUPE Ontario: Action: **R. Blodgett to email D. Bonnah to confirm she has been approved time off to attend the conference, we must register before April 30 2016.**
   2. Current Lay off Status. Update provided by S.Parker

10.3 New IT position posting. Reviewed and discussed.

**11.0**  **NEXT MEETING—** May 30 2015. Action: R. Blodgett to email meeting date to executive members and stewards.