**CUPE LOCAL 3175  
Executive Meeting Minutes**

**Date:** September 14 2016 **Time:** 5:00-6:00pm  
**Location:** Kelly Room

**Present:** Shannon Parker, Lethycia Ouellet-Cote , Jeff Koenig, Monica Hurt

**Regrets:** N. Szumlanski, Matt Doyle, R. Decker, R. Blodgett

1. **WELCOME -** S. Parker
2. **READ AND APPROVE PREVIOUS MINUTES** –Deferred to next meeting -June 28 Minutes to be approved
3. **MATTERS ARISING-** Deferred to next meeting
4. **PRESIDENTS REPORT –** S. Parker

* Shannon Reported that the summer has been fairly quiet
* Layoff update: 2 staff currently layed off are getting offered positions as they become available.
* There has been 1 investigation meeting recently.
* Staff and management have had questions regarding job position posting when staff move to different positions and the domino effect that follows, whether or not positions should be posted, as explained in section 11.06 of collective agreement.
* Staff have had questions regarding job postings that are posted externally but not internally. Postings that are 6months -1 day do not have to be posted internally as per our collective agreement.
* It has been requested that all communications with HR be put in writing to avoid miscommunications between exec members/staff.
* CUPE Ontario Environment Working group looking for members, form to be put on website.
* PA Layoff occurred, resulting in a relocation for the staff member involved.
* JOHC: Reviewing Workplace Harassment procedure & Safe Driving Procedure. Tool was brought forth by management that was deemed inappropriate by CUPE representation on the committee and will not be used.

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

* New member packages have been given to all 2015 hires, and they have been called. 2016 new hires have also been greeted.
* Change in deadline for submitting vacation requests, to be mentioned at October membership meeting to inform members.
* All information is shared between the President and Vice-President.
* November Executive meeting will potentially be held in Napanee.

1. **RECORDING SECRETARY REPORT –** None
2. **TREASURERS REPORT –** L. Ouellet-Cote

* One Trustee needs to be elected at October meeting (Lara Robert’s position)

1. **BYLAW REVIEW COMMITTEE UPDATE**

-The committee has met once, with the CUPE Rep to discuss process. Next meeting scheduled for September 15th

- At the October meeting members will be informed on how to give suggestion and feedback. We cannot use the employers email to conduct business.

-Template now available from CUPE

1. **COMMITTEE REPORTS-** R. Blodgett

* Roslynn Blodgett is now chairing the committee as Lethycia Ouellet-Cote has left the group.
* Facebook group has now been made public instead of private, as no confidential information will be shared on the page
* Suzanne Fegan has been asked to attend a meeting to help with developing a survey to find out what members want.

1. **Communications-**

Workshops coming up: - HCWC in October

- OFL

- Mental Health & First Aid in Kingston

- OFL Violance in the workplace

* United Way: Shannon received an email from Sonya Bianchet to encourage members to donate to united way/DTAF. Will be mentioned at October meeting and donation is voted on at that meeting as well.

1. **STEWARDS**

* Monica is interested in taking another Stewarding course

1. **NEW BUSINESS**
   1. Holiday Tea: will wait until Dr. Gemmill has chosen a date for his tea, then the executive will choose a date.

* Ponseitas were purchased last year and raffled off (all members included)
* We will buy 40 movie tickets from the staff association to also raffle off

**11. NEXT MEETING: TBD**