**CUPE LOCAL 3175
Executive Meeting Minutes**

**Date:** November 30 2016 **Time:** 5:00pm
**Location:** Waterfront Restaurant Napanee.

**Present:** S.Parker, Andrew Girouard, Lethycia Ouellet-Cote , Roslynn Blodgett , Jeff Koenig, Ryan Decker, Matt Doyle, Monica Barrett.

**Regrets:** Nicole Szumlanski.

1. **WELCOME -** S. Parker
2. **READ AND APPROVE PREVIOUS MINUTES** – Read and Approved.
3. **MATTERS ARISING- All action items completed.**
4. **PRESIDENTS REPORT –** S. Parker provided us with a breakdown of the multiple meetings that have been occurring between S. Parker Human Resources and Managers. September there was 11 meeting, 10 in October and 9 in November. These meetings are accruing on work time and do not include meetings with members. Labour Management meeting update and minute reviewed. Briefly discussed the scheduling guidelines, no changes made.
5. **VICE PRESIDENTS REPORT-** A. Girouard

Continues to meet with new members. Some discussion occurred around the performance evaluation process. Action: Andrew to review the Performance evaluation process. Also touch on Labour management meeting.

1. **RECORDING SECRETARY REPORT** – R.Blodgett

Continuing to provided and pass along educational opportunities to members. Action: Follow up with C. Layfeild from Belleville CUPE office about education that a member registered to attend that had been cancelled without notification

1. **TREASURERS REPORT –** L. Ouellet-Cote

The first half of the 2016 audits have been completed and mailed.

1. **BYLAW REVIEW COMMITTEE UPDATE**

Meeting Monday December 5 2016 to review member’s feedback.

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

Continuing to meet. Next meeting is in January 2017. A new facebook page has been created but not launched. Committee is still working on creating a survey for member regarding engagement and communications.

1. **NEW BUSINESS**
	1. Holiday Break: December 8 2016, CUPE will be providing coffee, tea and snacks for everyone (members and non-members). 2 poinsettias will be purchased and raffled off to people attend the tea (members and non-members). There will be a draw for movie tickets (CUPE members)
	2. Member’s education: Moving forward R. Blodgett will register members for education.
	3. Meeting dates for 2017 February 27 2017, June 1 2017, and October 4 2017. Action: R.Blodgett to book the rooms.
	4. Recall process and ESA: The employer will be adhering to the ESA (employment standards act) regarding layoffs and recalls.
	5. Member complaints re: management: If members are having a conflict with their managers they need to meet with their manager to discuss the conflict.
	6. Bylaw update: As mentioned above in 8.0
	7. PBMA: Discussed letter from the MOH and upcoming position postings.
	8. Attendance management: Continue to discuss at Labour Management meetings.
	9. Communication to members: S. Parker met with human resources in regards to sending emails to members through the employers email. This form of communication is appropriate but is not to be abused by the union.
2. **STEWARDS:** no concerns.
3. **NEXT MEETING:** December 7 2016 5:00pm at the Keg in Kingston