**CUPE LOCAL 3175  
Executive Meeting Minutes**

**Date:** April 20 2017 **Time:** 5:00pm-7:00pm  
**Location:** Swiss Chalet

**Present:** Shannon Parker, Andrew Girouard, Roslynn Blodgett, Jeff Koenig, Monica Barrett, Matt Doyle, Nicole Szumlanski.

**Regrets:** L. Oulette-Cote, R. Decker.

1. **WELCOME -** S. Parker
2. **READ AND APPROVE PREVIOUS MINUTES** – Read and Approved.
3. **MATTERS ARISING-** N.Szumlanski to ask D. Gordon about distributing survey via employer email, and submit final copy of the survey to L. Ouellet-Cote.: Final copy sent to Lethycia, and it was decided we would send the survey out via Facebook and a link on the website. D> Gordon was not asked about using employers email to send out the survey.
4. **PRESIDENTS REPORT –** S. Parker

**4.1** Workplace harassment protocol: A reminder to executive/stewards to refer members to the work place harassment policy and advisors. We are not to be getting involved in member to member conflict resolution. If the union does become involved at a higher level with human resources it is very important t to document the meeting. If a member is looking for resources on conflict resolution they are to contact H. Gilchrist.

**4.2** Staffing changes: Discussed the accounting clerk position posting. The Av Clerk positions will be changing to a Resources Assistant. S.Parker also informed us of what is involved when a position has a title change.

**4.3** MOA: Memorandum of Agreement. S.Pakers explained to us what this was, when it is used and had a recent copy of one signed by her.

**4.4** Grievance update: We had 2 recent grievances brief updated given, C. Lang was present for both grievance meetings.

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

**5.1** Attendance Management support program. They are currently awaiting approval from the executive committee and then information on the program/ program changes will be sent tot staff in The Patter. A. Girouard continues to meet with members who have been affected by the program. A. Girouard is also happy to answer question members have about the attendance management support program. We also discussed HRIS and what “sick new” vs. ‘Sick continued” mean. Next Labour management meeting: May 25 2017.

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

**6.1** CUPE Ontario: Rooms booked, registration paid. Attending: S. Parker, R. Blodgett, K. Weber.

**6.2** CUPE National: 2 rooms are booked at the Sheraton Center October 1st-6th 2017.

**6.3** Nurses Week: The committee putting on Nurses week activities at KFL&A Public Health has asked CUPE local 3175 for $100 to support a break (cookies and fruit) during nurses week, all staff will be invited. Approved.

1. **TREASURERS REPORT –** L. Ouellet-Cote
   1. Report provided.
   2. Trustee position now vacant, will need to elect a new trustee at June 2017 meeting.
2. **BYLAW REVIEW COMMITTEE UPDATE-**

**8.1** C. Fisher will be sent her $100 honorarium for being on the Bylaws committee. Action: L. Ouellette –Cote to mail cheque.

1. **COMMUNICATIONS REPORTS-** R. Blodgett

**9.1** Membership engagement group continues to meet on a regular basis. We will be sending out the survey at the end of the week (last week in April)

1. **NEW BUSINESS:**
   1. National Conference report: “Building Strong Locals” provided by S. Parker who attended the conference in Halifax. She stated it was a well-run conference that focused on engagement. 700 CUPE members present.
   2. Personal Appeal from CUPE Local 2073: Canadian hearing Society. We decided to help this local financially by sending $500. Approved by all. Action: L. Ouellette –Cote to send cheque to CUPE 2073.
2. **Stewards**

**11.2** N. Szumlanski asked S.Parker if she could ask Human resources where the other half of the funding went for the 0.5 part time positions went on SMIP. This was once a full time position but has just recently been posted as a 0.5. Action: S. Parker to review with Human Resources.