



Canadian Union of Public Employees
Office, Technical & Childcare
University of Victoria, B.C.

tel: 250-853-3658 fax: 250-721-8742 email: cupe951@uvic.ca

GENERAL MEETING

Wednesday, September 29, 2010, 11:30 a.m. – 1 p.m.

University Centre Room A180 (Senate Chambers)

Door Prizes!

Please note upcoming Special General Meeting, Oct. 7, noon-1:00, David Strong Building C103, for presentation and voting on Bargaining Proposals

*Copies of the Standard Agenda
Will Be Available at the Meeting*

MOTIONS

To approve the 2010-2011 budget.

To send up to 3 delegates to the BC Federation of Labour Convention (Nov. 28-Dec. 3) in Vancouver.

To adopt recommended changes to the policies for member recognition.

NOTICE OF MOTION

To adopt recommended changes to the By-Laws re Committees.

(Printed copies of the recommended changes will be circulated at the meeting.)

ELECTIONS

- 2 Trustees (one for three-year term, one for two-year term)
- Communications Committee Chair
(Please refer to Section 14 of the By-laws for description of duties for these positions)

MINUTES of June 16, 2010

1. **Roll Call** – Called to order by Doug Sprenger.
2. **Attendance Report & Welcome** – 26 members attended. Announcements:

--- Kathy Mercer presented a petition she is circulating with regard to a case of animal cruelty.

Anyone interested in signing the petition may contact her at kmercer@uvic.ca.

--- The Victoria Pride parade will be held on July 4. Expect a CUPE presence.

--- Apple Canada grants an annual award for the best university service provider in Canada. This year UVic is the winner. Congratulations to our members whose work led to winning this award.

Doug presented our local's new logo, which was developed from a combination of our members' ideas and work by UVic graphic designers. The logo has elicited lots of positive reaction and many interpretations of the images which it incorporates. Our new flag and table cards were displayed. The logo will be used on our website, business cards, letterhead, etc. Our new Good and Welfare chair, Joy Austin, is working with suppliers to create logo'd items that can be given to our members on such occasions as significant anniversaries of joining the local.

Cheryl DeWolfe has been overhauling our website and will be distributing a survey to gain information on how users are using the site and what areas they would like to see added or improved.

3. Minutes of May 26, 2010 – Adopted

Since quorum was not achieved at the May 26 general meeting, a motion was moved, seconded, and adopted "to approve the reports given at the May 26 general meeting".

4. Executive Report –

The Executive met on June 1-2. Highlights of business conducted included: Negotiations update; Discussion of By-laws regarding committee elections and appointments; Planning of strategic planning session for Executive, stewards, and officers; Feedback on new Physician's Certificate from HR; Approval to hold a 45th anniversary party for the local in February 2011; Discussion of technical upgrades for our website; Approval to send stewards to upcoming stewards' conference; New 951 logo and brainstorming on suitable items to be distributed for member recognition.

5. President's Report (attached) – Adopted

Doug honoured retiring member Terry Wiley, who has given incredible service to CUPE 951 both in terms of longevity (31 years) and in the variety of executive, committee, and steward positions he has held. He also has served as a valued mentor to many members currently active in the local, He has been involved in many rounds of bargaining and has always espoused the value of standing together. Terry has been especially gifted at drawing vital information from various university reports, which has been to our great benefit. Congratulations and thanks to Terry! In response, Terry added some personal remarks and inspiring observations, stressing that we are not in a master/servant relationship with our employer.

With regard to contract bargaining, it was noted that the employer has set up a flashy bargaining website, with much of the content seeming to come directly from the provincial government's spin. There has been some feeling that we might be inclined to sell off some of our benefits in order to make wage gains, but we will definitely not do so. We do not yet know what kinds of concessions the employer may seek. We will continue to survey our membership on specific issues. In September we plan to unveil a bargaining website for the four Victoria area CUPE university locals under the slogan "Working together to do even better". The site will feature, along with emerging information, videos of our members talking about the value of our contract benefits and a historical timeline of the local to provide context. UCBC (Universities Co-ordinated Bargaining Committee) is meeting monthly to develop strategies around bargaining and much progress is being made on that front.

Two arbitrations were scheduled for June. One of these has been resolved satisfactorily. The other,

involving the issue of medical accommodation, has been rescheduled for December due to a roadblock set up by the employer. Most upcoming arbitrations revolve around medical issues.

Three door prizes (two CUPE lunch kits and a CUPE blanket) were drawn for.

6. Treasurer's Report (presented in writing) – Adopted

7. Trustees Report –

We still urgently need two members to come forward to serve as Trustees. Pat Shade and Diane Rennie have agreed to stay on to complete the last set of books.

8. Communications Committee Report –

We need to upgrade our Drupal software, migrating from Drupal 5 to Drupal 6. A request for statements of interest has been sent out to five potential service providers for proposals to do the work.

Stacy Chappell and Warren Magnusson have initiated a series of forums on privatization at UVic, from an anti-corporatization perspective. These open sessions will continue during the summer. In recognitions of our status as allies, we have been asked to act as one of the hosts at the next forum.

9. Return to Work Committee Report –

We are struggling with the employer on return to work and accommodations members returning from sicknesses. We really need another RTWA officer, and we encourage more women members to become involved. The work is immensely satisfying and rewarding and comes with outstanding educational opportunities.

Adjournment at 12:50.

NEXT MEETING

**Wednesday, October 27, 2010, 11:30-1
Maclaurin Building Room D016**

(Reports that were received in writing may be requested from the Recording Secretary.)



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GENERAL MEETING

Wednesday, October 27, 2010, 11:30 a.m. – 1 p.m.

MacLaurin Building Room D016

Door Prizes!

Please note meeting location. Directional signs will be posted.

*Copies of the Standard Agenda
Will Be Available at the Meeting*

MOTION

To adopt recommended changes to the By-Laws re Committees.

(Printed copies of the recommended changes will be circulated at the meeting.)

ELECTIONS

- 2 Trustees (one for three-year term, one for two-year term)
 - Communications Committee Chair
- (Please refer to Section 14 of the By-laws for description of duties for these positions)

MINUTES of September 29, 2010

1. **Roll Call** – Called to order by Doug Sprenger.
2. **Attendance Report & Welcome** – 38 members attended, including one new member.
Announcements:

--- Reminder about the Oct. 7 general meeting at which bargaining proposals will be presented and voted on by our members.

--- Doug displayed cards and bookmarks from the Working Together campaign developed by the UVic and Royal Roads CUPE locals. The Working Together website (cupeworkingtogether) has been a resounding success.

3. **Approval of Agenda** –

Adopted

4. **Minutes of June 16, 2010** –

Adopted

5. **Executive Report** –

The Executive met July 13 and August 3-4. Discussion items included: 1) Ways to find members to volunteer for important standing committees and executive positions. 2) Planning of July 14 strategic planning session for executive, stewards, and committee members. 3) Development of Member Recognition plans and policies, with the suggestion that years 15 and 25 be added to the by-laws. 4) Proposal for cost-share among the campus locals for an online subscription to Brown & Beattie, which records arbitration and labour law decisions. This would replace our current print subscription. 5) Agreement to replace Chief Steward's laptop computer and to purchase a printer for Negotiations. 6) Discussion of filing of a grievance because the University has refused to accept any medical reports from Occumed, which has been invaluable in helping our members to acquire the necessary information for return to work. We have requested an external review by an independent mediator to look at the human rights implications of the university's refusal to accept Occumed reports. 7) Approval of preliminary 2010-2011 budget. 8) Discussion around Benefits Assistance and Hardship. A motion to have the mounting expenses paid from the Defense Fund was withdrawn. It was noted that where possible, when there has been a settlement with the university, the union seeks repayment of the assistance. A motion was carried that we set aside \$3000 in the 2010-2011 budget for such benefits

assistance. 9) Development of motion to make by-laws changes regarding the election or appointment of committee members, to be brought to the membership. 10) The university has announced that effective August 1, LTD coverage is dropping from 75% to 66% and the inflation protection of a maximum of 4% is dropping to 3%. This brings us back to 1999 levels. (Secretary's note: This is an abbreviated version of the written report presented at the meeting).

6. President's Report – Adopted

We have had mounting difficulties with Return to Work and Accommodations cases. The university is showing an entrenched and skeptical attitude, disregarding doctor's notes, etc.

We have been working with the other campus locals in preparing for contract bargaining. All locals have now served notice. It was decided to wait until fall to begin, allowing the PEA and faculty to settle first. CUPE 951 will be bargaining on Tuesdays, from October 12 to late November. It is doubtful that a settlement will be reached in the fall, particularly with the constraints of the zero-value dictates of the Employers' Council. We are seeking maximum member participation. Please consult the bargaining website and come to the October 7 meeting.

CUPE is implementing resolutions to increase member participation, which may lead to their financial support for some of our efforts in this area. Doug mentioned that while he tries to limit his time away from UVic, his activities with CUPE BC and National often leads to financial support for significant legal costs of our arbitrations. He mentioned that he has agreed to co-chair the CUPE BC Universities Committee.

There has been some discussion of the notion of centralizing and sharing services among the five post-secondary institutions on Vancouver Island, which raises deep concern. This would obviously have negative impacts on all of us.

MOTION To adopt recommended changes to the policies for member recognition. (Changes distributed at meeting) Adopted

7. Treasurer's Report – (Year-end report 2009-2010) Adopted

MOTION To approve the proposed 2010-2011 budget. Adopted

8. Education Committee Report –

MOTION To send up to 3 delegates to the BC Federation of Labour Convention (Nov. 28-Dec. 3) in Vancouver. Adopted

Sheilaigh Allan will exercise her option to attend, leaving 2 positions to be filled by election. Elected: Angela Thurston and Kirk Mercer.

Nominations were opened for the Trustees and Communications Chair positions without success.

9. Chief Steward's Report –

We are preparing for an arbitration scheduled for 9-10 days in December on the issue of the termination of a member with mitigating disabling medical conditions. We are close to agreement on 2 grievances. Many current grievances are related to LTD.

We have experienced another layoff. There has been a trickle of these, although most cutbacks are dealt with through attrition. Of course workload issues are then exacerbated. A related issue is the disestablishment of 951 jobs to the PEA and the need for incumbents to have to compete for their former CUPE positions.

We are still dealing with bullying issues. There are ongoing problems around job postings and selection for internals, issues with UHire, disregard of seniority, and lack of interviews. Individual ergonomic assessments have been arbitrarily discontinued. There are some online resources and you can contact Health & Safety committee members for help.

Adjournment at 1:00.

NEXT MEETING

**Wednesday, November 24, 2010, 11:30-1
University Centre Room A180**

(Reports that were received in writing may be requested from the Recording Secretary.)



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GENERAL MEETING

Wednesday, November 24, 2010, 11:30 a.m. – 1 p.m.

MacLaurin Building Room D016

Please note meeting location. Directional signs will be posted.

*Copies of the Standard Agenda
Will Be Available at the Meeting*

MOTION

To send up to 7 members to the CUPE BC Convention, April 13-16, 2011.

ELECTIONS

- 2 Trustees (one for three-year term, one for two-year term)
- Communications Committee Chair
(Please refer to Section 14 of the By-laws for description of duties for these positions)

MINUTES of October 27, 2010

1. **Roll Call** – Called to order by Doug Sprenger.
2. **Attendance Report & Welcome** – 32 members attended. Announcements were made about upcoming workshops and room changes for this fall and winter's general meetings.
3. **Approval of Agenda** – Adopted
4. **Minutes of Sept. 29, 2010** – Adopted
5. **Executive Report** – Adopted

The Executive met August 31 and Sept. 1, and Oct. 6 and 13. Discussion items included: 1) Review and approval of the local's 2010-2011 budget. 2) Briefing on developments in the Disability Management conflict between the union and the university. It was reported that two members whose applications for LTD were turned down by the university hired disability lawyers and

had the decisions overturned. Specialist medical reports were essential to the success of these challenges. 3) December arbitration update and discussion of associated costs. 4) Campus locals have committed to developing a pamphlet on Sick Leave, LTD, and Return to Work and Accommodation. 5) CUPE locals are continuing the communications campaign to highlight the contribution of our members to the university. CUPE National has agreed to cost share 50% up to \$7000. The initial results can be seen at www.cupeworkingtogether.ca. 6) Bargaining dates for our local have been set for every Tuesday through Oct. and Nov. with Dec. off for arbitrations. Bargaining will resume in January. 7) Our CUPE Rep has provided a half-day training session on creating spreadsheets to organize and manage information on grievances. This will ensure consistent record-keeping among stewards and executive who are working with members. 8) Preparations for President's Day of Welcome. 9) The Communications Chair has had to step down. Members are encouraged to step forward to take on this important position. 10) The President has resigned from the Employment Equity Committee due to bargaining and is seeking a replacement. 11) Initial discussion on replacing the President's and Chief Steward's Blackberries with iPhones due to software compatibility issues. 12) Discussion of reorganization of the McPherson Library loan desk and the impact of shelf-ready books on the work of our members in Technical Services. 13) Marisa Lousier has given notice of withdrawing as an RTWA officer. This leaves three officers, including new officer Arden Little. There are no female RTWAs at the moment, and we are urgently seeking volunteers. Marisa and Jean McGregor addressed the Executive about the situation, which

opened a dialogue among the executive about the best way to handle our need for member support. 14) We are waiting for a demo of the electronic format of Brown and Beattie before voting on switching from the printed version. (Secretary's note: This is an abbreviated version of the written report presented at the meeting).

6. President's Report – Adopted

We have now had three bargaining sessions with the employer and have exchanged proposals. The employer's list is small, contrary to expectation. They seek to change contract language on harassment to the language accepted by the PEA, which we don't consider strong enough. They also want to delete the appendix to the collective agreement relating to exempt positions. This would lead to removal of more positions from the local. They suggest that this concession would free up some money for other improvements, but we are committed to not selling things off for possible minor increases. There has been some progress in settling on "housekeeping" issues. There has been little response to our proposals, which focus on taking care of problems that have developed over the last four years.

Our arbitration of a significant case relating to medical issues and return to work is scheduled for 10 days in December with arbitrator Chris Sullivan. The legal costs and fees for legal and medical reports will be significant, but it appears that we will get substantial financial help from CUPE National.

In response to a question from the floor, Doug noted that there has been a recent agreement among Vancouver Island post-secondary institutions to consider embarking on a policy of shared services, a practice which is rampant in health care. We have put the University on notice at bargaining that we want full job security for the duration of the contract. We are very concerned about the implications of this agreement.

7. Treasurer's Report – (Reports for August and Sept. 2010 and first quarterly report. Full reports

included in permanent set of minutes). One correction was noted. Adopted

8. MOTION To approve amendments to the CUPE 951 By-Laws. Adopted
(These amendments to Section 18: Committees were circulated at the meeting and are attached to the permanent set of minutes.)

9. Job Evaluation Committee Report – The committee is now caught up with its application reviews, so now is an excellent time to submit a job evaluation request.

10. Delegates' Reports – Doug attended the CUPE BC Health & Safety conference, which had a focus on bullying and harassment. Barbara Coloroso was a guest speaker. It is good to see that the issue, which we pioneered with our conference two years ago, is being taken up by the larger CUPE organization.

11. Elections – There were no nominations for the two Trustees positions, Communications Chair, or chair of Good & Welfare.

Our new RTWA Officer and new steward will be sworn in at the November general meeting.

There is an article on the CUPE BC website about the ambulance paramedics who died in a road accident last week. A message of condolence was signed at the recent Health and Safety Conference.

Adjournment at 12:40.

NEXT MEETING

Holiday Social – Come and Celebrate!

**TUESDAY, December 7, 2010, 11:30-1
Arbutus-Queenswood Room
Commons Block**

(Reports that were received in writing may be requested from the Recording Secretary.)



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GENERAL MEETING

Tuesday, Dec. 7, 2010, 11:30 a.m. – 1 p.m.

ARBUTUS-QUEENSWOOD ROOM, COMMONS BLOCK

Featuring our annual HOLIDAY SOCIAL

Great Door Prizes!! Light Refreshments!! Seasonal Fun!!

50/50 Draw for Transition House

*Copies of the Standard Agenda
Will Be Available at the Meeting*

Pat Shade announced his resignation as Sergeant-at-Arms and invited interested members to come forward to fill the position.

MOTION

To send up to 7 members to the CUPE BC Convention, April 13-16, 2011.

ELECTIONS

- 2 Trustees (one for three-year term, one for two-year term)
- Communications Committee Chair
- Sergeant-at-Arms

(Please refer to Section 14 of the By-laws for description of duties for these positions)

MINUTES of November 24, 2010

1. **Roll Call** – Called to order by Doug Sprenger.
2. **Attendance Report & Welcome** – 21 members attended. Since quorum was not reached, we were unable to approve the minutes of October 27 or any reports or motions given at or planned for the meeting. These will be brought forward for approval at the December meeting.

3. Approval of Agenda –

4. Minutes of Oct. 27, 2010 –

5. Executive Report –

The Executive met Nov. 3, 10, and 17. Discussion items included: 1) Approval to move our website to a new server. 2) Approval to commit to a subscription to Canada Books Online with locals 917 and 4163. 3) Approval to send up to 5 members to the Lancaster 2011 Human Rights and Accommodation conference, March 29-30, 2011, Vancouver. We are sending 3 delegates and offering 2 registrations to other locals so we can take advantage of a discount rate. 4) Approval to send up to 7 members to the 2011 CUPE BC Convention, April 13-16, 2011, Vancouver. 5) Approval to send new RTWA Officer Arden Little to the Duty to Accommodate course at the Harrison Winter School. 6) A Steward Recognition lunch will be held in honour of the Year of the Steward. 7) Negotiations and Arbitration updates. 8) Discussion of cell phone needs of the President and Chief Steward and decision to subscribe to the latest version of the Blackberry. 9) Planning of the holiday social and preliminary discussion of a

celebration, to be held winter-spring 2011, to mark the 45th anniversary of our local. 10) Discussion on ways to improve membership involvement and how the executive can be more effective in meeting the needs of the membership. 11) The Stewards will be hosting a lunch In Feb. 2011 to generate interest and provide information to potential union activists.

6. President's Report –

The three campus CUPE locals have concluded fall sessions of contract bargaining and will resume in January. So far, mostly “housekeeping” issues have been dealt with, and we still have our more important concerns to negotiate. A sectoral (UCBC) newsletter will be sent out soon.

We are putting great effort into our upcoming arbitration relating to Return to Work and Accommodation, in which we claim that medical problems must not lead to termination but that members have a right to be accommodated. The University has put significant resources into this arbitration and is requiring the union to bring medical practitioners to testify, thus adding to our costs for legal preparation and representation on top of other usual costs of conducting arbitrations. CUPE National has agreed to pay for the full cost of our legal counsel, Lindsay Lister, former chair of the Human Rights Tribunal, as well as 50% of the costs related to presenting medical testimony. We will also be applying to Arbitrator Chris Sullivan for damages if successful. At next week's CUPE BC Executive board meeting we will publicly thank CUPE BC President Barry O'Neil for his help in securing this financial assistance.

7. Treasurer's Report – No report because of BANNER shutdown.

8. Chief Steward's Report – All grievances that have been filed recently relate to contraventions to return to work and accommodation policies. We are close to resolve on another arbitration on the issue of inappropriate use of casuals. This had been scheduled for December, but the employer has made an offer which we will consider.

The employer is concerned about how we can resolve day-to-day issues, especially around staffing matters, during negotiations. There is a proposal that we have a “without prejudice or precedent” process to deal with problems during this time. This is an encouraging development which may be a step on the way to developing a more effective resolution process and hopefully resulting in fewer grievances.

9. Communications Committee Report –

Rowan Shaw has offered his name for election as new chair of the committee. There will be an election to ratify him at the December general meeting.

10. Delegates' Reports – Pat Shade, Sean McCool, and Laurie Whyte reported enthusiastically on their attendance at the recent CUPE BC Human Rights conference. A wide variety of topics were covered in workshops, including: racial profiling, aboriginal water issues, RTWA and duty to accommodate, the role of nurses in the workplace, is it OK to be gay in the workplace?, and equality issues facing CUPE in the coming decade. CUPE 951 was recognized as a leader in working for RTWA,

Pat Shade announced that he has been approached to serve as BC Rep on the National Committee for Persons with Disabilities.

11. Elections – Doug described the duties of the vacant Trustees, Communications Chair (which is still officially vacant) and Sergeant-at-Arms positions. We anticipate the installation of one or two RTWA Officers at the December general meeting..

Adjournment at 12:45.

NEXT MEETING

January 26, 2011, 11:30-1:00
McLaurin Building Room D111

(Reports that were received in writing may be requested from the Recording Secretary.)



CUPE951

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tel: 250-853-3658 fax: 250-721-8742 email: cupe951@uvic.ca

GENERAL MEETING

Wednesday, January 26, 2011, 11:30 a.m. – 1 p.m.

MacLaurin Building Room D111

*Copies of the Standard Agenda
Will Be Available at the Meeting*

They will receive training at the CLC Harrison
Winter School.

ELECTIONS

- 2 Trustees (1 and 2-year terms)
- 5 delegates to the CUPE BC Convention, Apr. 13-16, 2011 (7 delegates were approved at the December meeting. The President and Vice-President are exercising their option to attend, leaving 5 delegate positions to be elected).

MINUTES of December 7, 2010

1. **Roll Call** – Called to order by Doug Sprenger.
2. **Attendance Report & Welcome** – 62 members attended. As this general meeting also served as our local's holiday social, members enjoyed refreshments. As well, door prizes and a 50/50 to benefit Transition Houses were drawn for during the proceedings. Many thanks to Sean McCool for organizing the fun and especially the great prizes.

Children of nine of our members were recipients of this year's Greater Victoria CUPE Scholarships, valued at \$300 apiece. The awards were given to Fiona O'Neal, Kara Fennema, Stephen Murphy, Kathleen Kolehmainen, Elizabeth Segal, Melissa Cossaro, Julena Breel, Maria Carere, and Elizabeth Dryburgh. Three children of members of local 917 also received scholarships.

We are pleased to announce that Arden Little and Tara da Silva have been appointed as new Return to Work and Accommodation officers.

3. Approval of Agenda – Adopted

4. Minutes of Nov. 24, 2010 – Adopted

(Quorum was not reached at the Nov. 24 general meeting. Consequently, we were not able to approve the minutes of Oct. 27 as well as reports given at the Nov. meeting. Through adoption of the Nov. 24 minutes these have now been approved.)

5. President's Report – Adopted

A printed bargaining update will soon be issued. We met with the employer 5 times during the fall, working mostly on housekeeping issues. Bargaining will resume in January. We continue to work with CUPE's Universities Coordinated Bargaining Committee (UCBC) to develop province-wide sectoral bargaining strategies. The universities want us to roll over all agreements and to accept the status quo, but we have many issues requiring resolution. Also, we cannot continue to accept 0% settlements.

Recently NUPGE (National Union of Public and General Employees, which represents the BCGEU, Ferry Workers Union, HSA, and other major unions) announced its withdrawal from the Canadian Labour Congress, prompted by jurisdictional disputes. This means that they should no longer be affiliated to the BC Federation of Labour, which recently held its convention in Vancouver and to which we sent delegates. Nevertheless the BC Fed made an agreement allowing NUPGE locals to participate in the convention. CUPE's position is that this violated

the constitution of the convention and CUPE withdrew its delegates. CUPE BC convened a separate CUPE convention for delegates to debate issues of solidarity in the labour movement. This was very successful and received support even from some private sector unions. The BC Fed is now asking NUPGE to rescind their motion and saying that they expect the CLC to disaffiliate NUPGE if they refuse.

6. Treasurer's Report – (Report for Oct. 2010 and first quarterly report. Full report included in permanent set of minutes). Adopted

7. Chief Steward's Report Adopted
The arbitration involving an inexperienced casual employee getting called before an experienced casual has been resolved to the satisfaction of the grievor and the union. Our other current arbitration, based on a termination grievance for a member with a disabling medical condition who was disciplined rather than given a reasonable placement, will be heard for several dates in December and possibly into January. We have not faced significant arbitration costs over the last 20 years. Hopefully the outcome of these arbitrations will be an incentive for the resolution of other return-to-work and accommodation grievances. Our goal is for ER to work with the union to ensure that there is a respectful and effective process.

8. MOTION To send up to 7 members to the CUPE BC Convention, April 13-16, 2011. Adopted
(Elections will be held at the January meeting.)

9. Elections –

Communications Chair – Nominated and elected, Rowan Shaw.

Trustees (2 positions) – Nominated and elected to 3-year position, Kara White. We will have an

election for the unfilled position at the January meeting).

Sergeant-at-Arms – Nominated and elected, Sharon Jarymy.

The 50/50 draw was made, with the winner receiving \$157. The member donated the winnings to the Transition Houses.

MOTION To donate \$157 to the three Transition Houses. Adopted

10. Anniversary Celebration -- It has been decided that the local will host an evening party in late April to celebrate our 45th anniversary. There was some discussion about what kind of entertainment members would like. More consultation will follow.

11. Occupation Health and Safety Report –
On Jan. 26 at 10 am, the University will participate in an earthquake drill called the Great Shakedown, which is being held on the Pacific coast from California to BC. Please note that earthquake survival kits are for sale at the Bookstore for \$25, which is a good deal.
Daphne Donaldson is trying to update the OH&S committee lists.

Adjournment at 12:50.

NEXT MEETING

**Wednesday, Feb. 23, 11:30-1
MacLaurin Building D110**

(Reports that were received in writing may be requested from the Recording Secretary.)

Please Deliver To:

CUPE·951

Working to Keep Strong Communities

CANADIAN UNION OF PUBLIC EMPLOYEES - OFFICE, TECHNICAL & CHILD CARE

<http://951.cupe.ca>

GENERAL MEETING

Wednesday, February 23, 2011

11:30 a.m. - 1:00 p.m.

MacLaurin Building Room D110

Feb. 23 is International Stop Bullying Day – Bullying Stops Here!

Wear some pink to the meeting to show your support!

Pink cupcakes for the first 35 attendees!!

*Copies of the Standard Agenda
Will Be Available at the Meeting*

ELECTIONS

- 1 delegate + 2 alternates to the CUPE BC Convention, Apr. 13-16, 2011
- 1 Trustee (1 year term)

MINUTES of 26 January, 2011

1. **Roll Call** – Called to order by Doug Sprenger.
2. **Attendance Report & Welcome** – 30 members attended. Announcements: 1) Congratulations to Marisa Lousier, whose daughter Acadia was born in December; 2) On February 15 the Canadian Federation for the Blind will hold a rally at the BC Legislature, noon-1, to raise awareness about the urgent need for publicly-funded intensive training in blindness skills such as cane travel, Braille, and adaptive technology; 3) We are seeking a Good & Welfare Chair to help with such duties as sending cards to members and helping with

such social events as our local's 45th anniversary party scheduled for April 29.

3. **Agenda** – Adopted
4. **Minutes of December 7, 2010** – Adopted
5. **Business Arising from the Minutes** – Dealt with under committee reports.
6. **Executive Report** – Adopted

The Executive met on January 5 and 12. Topics discussed included:

- 1) Bargaining and Arbitration updates. 2) Discussion of 45th anniversary celebration, with date set for April 29. A survey will be sent to the members in the near future to determine numbers and if members would like a live band. 3) Our new trustee, Kara White, was welcomed into her three-year term. We still need replacements for one- and two-year Trustees. 4) Education motions passed, to send our three pension trustees to the SHARE BC Pension Forum on March 1 and to send RTWAs Arden Little and Tara da Silva to the

Bottom Line Conference on March 2-3, both in Vancouver. 5) We decided to send our full delegation to the 2011 CUPE BC Convention as this is an election year. The Executive also voted to endorse Doug Sprenger who will be running to retain his Regional VP position on the provincial executive.

7. President's Report – Adopted

There is little progress to report on contract bargaining as management appears disinterested in engaging with us on substantive issues. The employer has stated that they want a 0-0 wage settlement with no changes that might compromise their "management rights". At the same time they have indicated that we might be able to achieve a small wage increase if we sell off some of our benefits, which we won't do as these were hard won in the past and are of great importance to our members.

The employer would like to make changes to our harassment language and to eliminate restrictions on their creation of exempt positions. The Union has brought forward problems that have cropped up over the last five years that are impacting negatively on our members. We want to institute a dispute resolution process in such areas as Return to Work and Accommodation, Job Evaluation, and Technological and Organizational Change (where the University has been resisting and blocking Union consultation).

Bargaining is scheduled to resume in mid-February. We are working as a member of UCBC (Universities Co-ordinated Bargaining Committee) on strategizing and timing our actions to exert pressure for a positive settlement throughout the BC University sector and are watching the ever-changing political landscape of the province for opportunities to work around the wage controls that have been put in place by the BC Liberals.

8. Treasurer's Report -- no report

9. Trustees' Report – The financial records have been signed off and sent to CUPE National. We are now up to date.

10. Chief Steward's Report - Adopted

Summary: Laurie reported on recent mediations and arbitrations, which have led to a mediated settlement of two disability accommodation related

grievances. The parties also achieved an agreement on a dispute resolution process to clear the backlog and any future grievances and issues with a medical component, that will be in place until March 31, 2012. This will allow disputes to be resolved in a timely way. The parties also agreed on a statement of principles regarding the principles of accommodation, communications, and working together co-operatively and respectfully.

11. Elections –

5 delegates to the CUPE BC Convention (Doug Sprenger and Sheilaigh Allen are exercising their options to attend):

Nominated and elected: Angela Thurston, Dale Whitford, Laurie Whyte, Jane Stewart, and Pat Shade.

2 Trustees positions (one- and two years):
Nominated and elected: Tara da Silva (2-year position).

12. Delegates' Reports

Pat Shade attended the CUPE BC Persons with Disabilities working group meeting on January 15. They are putting together an RTWA booklet for CUPE BC locals.

The University Safety Committee is discussing the university's plan of creating a smoke-free workplace at UVic. At the Vancouver Island District Council we will check with other locals to see how such smoking bans have impacted other workplaces. This morning's earthquake drill was a success.

Dale Whitford mentioned an upcoming Critical Conversations event to be held at the First People's House. Members of the University community are welcome to visit the House at any time and there are occasional open houses.

The J.E. Committee will not meet in February, so there may be a small delay in processing applications.

Adjournment at 1:00.

NEXT MEETING

**Wednesday, March 30, 2010, 11:30-1
Maclaurin Building Room D111**

(Reports that were received in writing may be requested from the Recording Secretary.)

Please Deliver To:



<http://951.cupe.ca>

GENERAL MEETING
Wednesday, March 23, 2011
11:30 a.m. - 1:00 p.m.
University Centre A180 (Senate Chambers)

All CUPE 951 members are invited to a celebration of our 45th year since we were certified as a Union.
Friday, April 29th, 2011 ~ 4:30 to 7:00 ~ Michelle Pujol Room in the Student Union Building
Appetizing food, refreshments, door prizes ~ one free drink to all CUPE 951 members!
More information will follow closer to the event.

*Copies of the Standard Agenda
Will Be Available at the Meeting*

ELECTIONS

- 1 delegate + 2 alternates to the CUPE BC Convention, Apr. 13-16, 2011
- 1 Trustee (1 year term)

Since our February general meeting was cancelled due to snow, the January minutes are resubmitted:

MINUTES of 26 January, 2011

1. **Roll Call** – Called to order by Doug Sprenger.
2. **Attendance Report & Welcome** – 30 members attended. Announcements: 1) Congratulations to Marisa Lousier, whose daughter Acadia was born in December; 2) On February 15 the Canadian Federation of the Blind will hold a rally at the BC Legislature, noon-1, to raise awareness about the urgent need for publicly-funded intensive training in blindness skills such as cane travel, Braille, and adaptive technology; 3) We are seeking a Good & Welfare Chair to help with such duties as sending cards to members and helping with

such social events as our local's 45th anniversary party scheduled for April 29.

3. **Agenda** – Adopted

4. **Minutes of December 7, 2010** – Adopted

5. **Business Arising from the Minutes** – Dealt with under committee reports.

6. **Executive Report** – Adopted

The Executive met on January 5 and 12. Topics discussed included:

- 1) Bargaining and Arbitration updates. 2) Discussion of 45th anniversary celebration, with date set for April 29. A survey will be sent to the members in the near future to determine numbers and if members would like a live band. 3) Our new trustee, Kara White, was welcomed into her three-year term. We still need replacements for one- and two-year Trustees. 4) Education motions passed, to send our three pension trustees to the SHARE BC Pension Forum on March 1 and to send RTWAs Arden Little and Tara da Silva to the Bottom Line Conference on March 2-3, both in Vancouver. 5) We decided to send our full delegation to the 2011 CUPE BC Convention as this is an election year. The Executive also voted to

endorse Doug Sprenger who will be running to retain his Regional VP position on the provincial executive.

7. President's Report – Adopted

There is little progress to report on contract bargaining as management appears disinterested in engaging with us on substantive issues. The employer has stated that they want a 0-0 wage settlement with no changes that might compromise their "management rights". At the same time they have indicated that we might be able to achieve a small wage increase if we sell off some of our benefits, which we won't do as these were hard won in the past and are of great importance to our members.

The employer would like to make changes to our harassment language and to eliminate restrictions on their creation of exempt positions. The Union has brought forward problems that have cropped up over the last five years that are impacting negatively on our members. We want to institute a dispute resolution process in such areas as Return to Work and Accommodation, Job Evaluation, and Technological and Organizational Change (where the University has been resisting and blocking Union consultation).

Bargaining is scheduled to resume in mid-February. We are working as a member of UCBC (Universities Co-ordinated Bargaining Committee) on strategizing and timing our actions to exert pressure for a positive settlement throughout the BC University sector and are watching the ever-changing political landscape of the province for opportunities to work around the wage controls that have been put in place by the BC Liberals.

8. Treasurer's Report -- no report

9. Trustees' Report – The financial records have been signed off and sent to CUPE National. We are now up to date.

10. Chief Steward's Report - Adopted

Summary: Laurie reported on recent mediations and arbitrations, which have led to a mediated settlement of two disability accommodation related grievances. The parties also achieved an agreement on a dispute resolution process to clear

the backlog and any future grievances and issues with a medical component, that will be in place until March 31, 2012. This will allow disputes to be resolved in a timely way. The parties also agreed on a statement of principles regarding the principles of accommodation, communications, and working together co-operatively and respectfully.

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Pat Shade attended the CUPE BC Persons with Disabilities working group meeting on January 15. They are putting together an RTWA booklet for CUPE BC locals.

The University Safety Committee is discussing the university's plan of creating a smoke-free workplace at UVic. At the Vancouver Island District Council we will check with other locals to see how such smoking bans have impacted other workplaces. This morning's earthquake drill was a success.

Dale Whitford mentioned an upcoming Critical Conversations event to be held at the First People's House. Members of the University community are welcome to visit the House at any time and there are occasional open houses.

The J.E. Committee will not meet in February, so there may be a small delay in processing applications.

Adjournment at 1:00.

NEXT MEETING
Wednesday, April 27, 2011, 11:30-1
University Centre Room A180

(Reports that were received in writing may be requested from the Recording Secretary.)



Canadian Union of Public Employees
Office, Technical & Childcare
University of Victoria, B.C.

tel: 250-853-3658 fax: 250-721-8742 email: cupe951@uvic.ca

GENERAL MEETING

Wednesday April 27, 11:30 a.m. – 1 p.m.
University Centre Room A180 (Senate Chambers)

*Copies of the Standard Agenda
Will Be Available at the Meeting*

ANNOUNCEMENT / REMINDER

45TH Anniversary Party
Friday April 29 – 4³⁰ to 7:00
Michelle Pujol Room, Student Union Building

ELECTIONS

- 1 Trustee (one-year term)

MINUTES of March 23, 2011

1. **Roll Call** – Called to order by Doug Sprenger.
2. **Attendance Report & Welcome** – 28 members attended. 3 new members were welcomed.
3. **Approval of Agenda** – Adopted
4. **Minutes of Jan. 26, 2011** – Adopted
5. **Executive Report** – Adopted

The Executive met March 9. Discussion items included: 1) Updates on bargaining and the new dispute resolution process. 2) Discussion and organization of upcoming anniversary social. 3) UVic is developing a new, more stringent anti-smoking policy and will be holding open houses for discussion. Our Occupation Health & Safety representative, Sherry Harmsworth, will attend and report back to the membership. All employees are

encouraged to attend and provide their input. 4) Approval to purchase a portable printer for bargaining. 5) Approval to extend the Executive Assistant appointment to June 2012. 6) Approval to sponsor a movie night for the B.C. Federation of Labour's Summer Institute for Union Women to be held at UVic; 7) Approval to send one member to the 2011 Accommodation Law Conference in Vancouver, May 18-19, 2011.

6. President's Report – We are embarking on a new Dispute Resolution Process which has been developed to deal effectively with outstanding arbitrations arising from sick leave, accommodation, and return to work grievances. Some of these date back to 2008. In some cases discipline has been applied to members without consideration of their disabilities. This new procedure will use a single arbitrator, chosen from a group of three who will serve on a rotational basis. We anticipate added benefits in terms of timeliness of resolutions and dramatic cost savings. After extensive preparations and interviews with the grievors, the first hearing will be held on March 24, 25, and 28 with arbitrator Christopher Sullivan.

In a termination case heard by arbitrator Sullivan last December, we reached a dual resolve in which the grievor received a payment in lieu of reinstatement. The member involved expressed hope that a systemic resolution could be developed. The new process was developed jointly with HR. We had expected that initially six cases would be heard using this method, but the University has insisted that all ten outstanding cases be heard within the three days allotted to the

arbitration. We have worked hard to prepare as thoroughly as possible. Depending on the outcome of the hearings, this new process may lead to a change in the labour-management culture on campus.

Bargaining update: When the Union tabled our proposals last October, we presented the employer with our issues in concept form, hoping to work together to resolve problems. Since February we have provided more detailed positions concentrating on non-monetary issues. However, after many days of bargaining we are yet to sign off any of our substantive proposals.

In fact the response from UVic has been lukewarm to any improvements to our contract. The employer had suggested taking a break from bargaining and delaying monetary discussions until the fall but we have insisted on continuing bargaining through June with the goal of signing off our non-monetary issues first. There are substantial issues of importance to our members relating to pension, long term disability, cost of living, and ways to achieve benefits improvements despite the wage freeze imposed by the BC Liberal government. Your Bargaining Committee is now very seasoned, showing the positive results of the comprehensive training they have received.

7. Treasurer's Report – The December 2010 and January 2011 reports were presented along with the second quarter report (attached). The next reports will be given in May. Adopted

8. Elections – Because of the withdrawal of one of the candidates to the CUPE BC Convention being held April 13-16, an election was conducted for a replacement. Kirk Mercer was elected.

There were no nominees for the position of Trustee.

9. Communications Committee Report – We are working on a newsletter.

10. Employment Equity Advisory Group – The group met with Dr. Turpin to discuss equity issues dealt with during the last year. Ongoing issues include disabilities management and the recruitment and retention of aboriginal students, faculty, and staff.

11. Delegates' Reports –

Sheilaigh Allan reported on the SHARE pension conference held on March 1, which the pension trustees and Doug Sprenger attended. She noted particularly the information presented on socially responsible investment. Sheilaigh also attended the Bottom Line conference on mental health in the workplace, which featured such guest speakers as Shelagh Rogers and sessions on such issues as mobbing and elements of the invisible disability of mental illness.

Kirk Mercer has been chosen to serve on the Skilled Working Trades Committee for CUPE BC, which looks at trades across municipalities, schools, universities, etc. One major issue is the decertification of trades by the provincial government over the last decade. The committee is working to return to the training and certifying process.

Mark your calendars for our upcoming 45th anniversary social on April 29. It will be a fun night. An RSVP with special door prizes will be circulated to the members soon.

Adjournment at 12:50.

NEXT MEETING

May 25, 2011, 11:30-1:00
McLaurin Building Room D110

(Reports that were received in writing may be requested from the Recording Secretary.)



Canadian Union of Public Employees
Office, Technical & Childcare
University of Victoria, B.C.

tel: 250-853-3658 fax: 250-721-8742 email: cupe951@uvic.ca

GENERAL MEETING

Wednesday May 25, 11:30 a.m. – 1 p.m.

Maclaurin Building, Room D110

**Door prizes (Rosie the Riveter bags and CUPE coffee mugs)
Please attend and participate in the business of our union!**

*Copies of the Standard Agenda
Will Be Available at the Meeting*

On May 6 at St. Aidan's United Church there will be a "Sky's the Limit" benefit concert in support of the Canadian Federation of the Blind. Information will be posted on our website.

ELECTIONS

- 4 delegates to the CUPE National convention, Vancouver, Oct. 30-Nov. 4, 2011
- 1 Trustee (one-year term)

4. Approval of Agenda –

5. Minutes of April 27, 2011 –

6. Executive Report –

MINUTES of April 27, 2011

1. **Roll Call** – Called to order by Doug Sprenger.
2. **Attendance Report & Welcome** – 19 members attended. Since quorum was not reached, we were unable to approve reports or other motions. We will do so at the May general meeting.
3. **Announcements** – April 28 is the National Day of Mourning for workers killed on the job through injury or workplace-related illness. Take a moment to stop and consider the challenges to health and safety in our workplace.

There have been more than 125 RSVPs for our anniversary party on April 29 and you are welcome to come even if you forgot to respond to the invitation. Recognition gifts will be distributed.

The Executive met on April 6 and 20. Discussion items: 1) Anniversary party plans were discussed and a motion was carried to allocate prize money for people who contacted the CUPE office to RSVP before April 21. 2) The President and Chief Steward reported on the Dispute Resolution Process to resolve outstanding grievances involving return to work and the issue of members being disciplined after disclosing medical conditions. 3) The local has some cell phones which were issued to officers and stewards to lessen the impact of their union work on their workplace. Two of these phones need replacement and there was discussion around whether to keep them under the employer's plan which has been switched to Rogers or move them to Telus. The union is exploring the possibility of going with Telus if we can be included in the CUPE BC or CUPE National plan. 4) We are checking into pricing on union pins and will report back if we decide to make a purchase. 5) After reviewing the courses

offered at Naramata this spring, the Executive decided not to send any of our members. 6) We passed motions to send up to four members to the BC Fed 2011 Summer Institute for Union Women being held at UVic, July 13-17, 2011 and to send four delegates to the CUPE National Convention being held in Vancouver, Oct. 30-Nov. 4, 2011.

7. President's Report – Bargaining Update:

The provincial government has instructed PSAC to resist the removal of any management rights and to not allow any monetary increases without selling off benefits.

We conducted negotiations on Apr. 26 and the employer has not done anything to respond to our issues. We indicated to them that our non-monetary issues are substantive and that we expect responses at our meetings scheduled in May and June. We are working with UCBC on coordinating strategies on monetary issues. We are also working with them to work toward bulk buying of benefits to achieve economies of scale and efficiencies in administration. Each university would determine its own set of benefits.

The three campus CUPE locals will meet on Apr. 28 to discuss areas of commonality in negotiations. On May 31, Suze Kilgour will present language on these issues, particularly relating to the dispute resolution process.

Dispute Resolution Process Update:

This new process is in effect until March 2012. In March, hearings were held for 10 grievors in Accommodation and Return to Work cases. The employer rescinded all discipline in four cases. However, they did not agree to pay lost wages and damages and we are awaiting the arbitrator's decision. Grievors presented detailed impact statements on their treatment by the university. One member declined to testify verbally as it could have been detrimental to the member's health. In that case a written submission was made. One of the cases which was heard had not been filed previously as a grievance; the arbitrator supported our right to submit such cases under the protest of the employer. In all there were four full days of hearings. This streamlined process will help us to achieve significant cost savings over conventional arbitrations. We hope to get the arbitrator's decisions in time to report at the May general meeting.

8. Treasurer's Report – no report

9. Trustees Report – The most recent reports have been filed. We are awaiting approval from CUPE National.

10. Chief Steward's Report – no report

11. Education Committee Report – The committee will make a recommendation to the Executive on how to select delegates to the Summer Institute for Union Women. An upcoming Young Worker's CUPE Conference will be considered. We have completed our on-campus series of workshops for this academic year and will be developing a full schedule for the upcoming year.

11. Delegates' Reports –

Dale Whitford was elected as the Diversity Vice President Aboriginal to the CUPE BC Board at the recent provincial convention. Doug Sprenger was re-elected to the CUPE BC Executive as Regional Vice President for Vancouver Island.

Dale spoke about a child care policy document which was presented at the convention. Entitled "Community Plan for a Public System of Integrated Early Care and Learning", it was developed by the Coalition of Child Care Advocates of BC. The full document can be viewed at www.ecebc.ca or www.cccabc.bc.ca.

Dale also described a rally at the Peace Arch that he and Doug recently attended as members of the CUPE Vancouver Island District Council. He had some very interesting discussions with unionists from Washington State.

Adjournment at 12:45.

NEXT MEETING

June 22, 2011, 11:30-1:00
McLaurin Building Room D110

(Reports that were received in writing may be requested from the Recording Secretary.)



CUPE951

**Canadian Union of Public Employees
Office, Technical & Childcare
University of Victoria, B.C.**

tel: 250-853-3658 fax: 250-721-8742 email: cupe951@uvic.ca

GENERAL MEETING

Wednesday June 22, 11:30 a.m. – 1 p.m.

MacLaurin Building, Room D110

Important Discussion About Our Pension Plan!

Door prizes!

*Copies of the Standard Agenda
Will Be Available at the Meeting*

ELECTIONS

- Treasurer (to March 2012)
- 1 Trustee (to March 2012)

MINUTES of May 25, 2011

1. **Roll Call** – Called to order by Doug Sprenger.
2. **Attendance Report & Welcome** – 32 members attended.
3. **Approval of Agenda** – Adopted
4. **Minutes of March 30 and April 27, 2011** – Adopted
5. **Executive Report** – Adopted

The Executive met on May 4. Discussion items: 1) Bargaining and Dispute resolution process updates. 2) Delegate selection for the BC Federation of Labour's Summer Institute for Union Women. A motion was previously passed to send up to 4 women to this event, which is scheduled for UVic this summer. There was a discussion about how to select the delegates as we are hoping to find members who have not previously attended such union functions. As well, we would be pleased

to see representation from younger workers. We passed a motion to create posters for distribution to departments. 3) There was a discussion about the use of cell phones by union officers and stewards and whether we should provide cell phones or increase the subsidy for those using their own cell phones. This resulted in the passage of a motion to increase the subsidy to \$25/month for the use of personal cell phones for union business. The discussion of purchasing replacement phones for those officers using union phones was tabled to the June executive meeting. 4) There was discussion about a request for a donation to the hardship fund for CUPE local 1858 members who refused to cross the picket line at Vancouver Island University during the recent faculty job action. It was suggested that we strike a committee to develop policy for when the local is approached by other CUPE locals seeking hardship donations.

A moment of silence was observed in honour of Claire Friesen, a fondly remembered activist in our local, who passed away in early May.

6. President's Report – Bargaining Update:

At the most recent day of bargaining, the employer stated that they require full detailed written proposals from us before they will respond to our issues, which have already been presented as concepts for problem solving discussions. Next week, UCPE Staff Rep Suze Kilgour will be

submitting language on issues common to all three UVic CUPE locals.

In June there will be a joint session with local 917 to present our positions on pension and long term disability (LTD). At issue with the pension is the future of joint trusteeship and our access to pension surplus for benefits improvements. In an arbitration decision delivered in 2010, it was indicated that we would have some level of access in times of surplus and we are seeking a defined sharing of pension surplus by the employer with plan members. The employer has been pushing members toward LTD rather than focusing on accommodation of members, leading to high costs exceeding the employer cost ceiling of 3.08% of salary. Consequently there has been slashing of benefits.

We expect that there will be a break from negotiations over July and August. Although our contract expired in March 2010 it is still in effect. UCBC continues to work to develop strategy to create pressure on the provincial government to fully fund the public sector and deal with our important issues such as inflation protection and cost savings from province-wide benefit programs.

Dispute Resolution Process Update:

We are awaiting the arbitrator's decisions on the 11 cases heard in March.

Adopted

7. Treasurer's Report – The next report will be presented in June. Michele plans to resign as Treasurer at the end of June and a replacement is needed. Training and time in lieu is offered to anyone interested in carrying out this important position.

8. Chief Steward's Report – (received in writing)

Adopted

9. Education Committee Report – Very little information has been received about the upcoming Summer Institute for Union Women. However,

previous conferences have been very successful and enjoyed by delegates. The Executive approved a motion to send up to 2 members to the Young Workers' Conference (for under-30s), to be held July 6-8. Angela Thurston will be one of the facilitators and her participation is paid by CUPE. Please contact Cathrine Jansen by June 2 if interested.

10. Elections –

Summer Institute for Union Women –

Nominated and elected: Kara White, Tara da Silva, and Shubha Hosalli. One space remains available.

CUPE National Convention –

The President and Chief Steward will exercise their options to attend, leaving 2 positions open for election. Nominated and elected: Cathrine Jansen and Cheryl DeWolfe. Angela Thurston will serve as 1st alternate.

Trustee – No nominations.

It was also pointed out that one of our members of the Job Evaluation Committee will soon be retiring and a replacement will be needed. Also Cheryl DeWolfe will be resigning as web co-ordinator at the end of June.

11. Delegates' Reports –

Michele Favarger, Laurie Whyte, Dale Whitford, and Angela Thurston have all been appointed as committee chairs at CUPE BC's Vancouver Island District Council.

Adjournment at 12:45.

NEXT MEETING

The next general meeting will be held on September 21, location TBA.

(Reports that were received in writing may be requested from the Recording Secretary.)

Please Deliver To:

