



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 October 30th, 11:30 a.m. – 1 p.m.**

### **David Strong Room C 112**

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

#### **MINUTES of September 25, 2013**

##### **Handouts:**

- CUPE Workshops at UVIC
- CUPE 951 Proposed Policy Changes/Committees
- Your Right to Union Representation
- CUPE LOCAL 951 Budget & Treasurers Report
- Calendar of upcoming events

##### **1. Roll Call**

##### **2. Reading of the Equity Statement**

##### **3. Attendance Report and Welcome –**

35 members attended.  
There were no new members

##### **4. Announcements**

Doug spoke about the handouts the Calendar and the CUPE Workshops @ UVIC.

##### **5. Approval of the Agenda:**

Motion: to approve the agenda carried

##### **6. Approval of the Minutes:**

Motion: to approve minutes carried

##### **7. Matters Arising from the Minutes -none**

##### **8. Executive Board Report**

August 13 & 27, 2013

##### New Business

Travel insurance re: National Convention - no reciprocity with Quebec

CUPE BC Universities Committee – Laurie Whyte appointed

Meeting with UVic President Jamie Cassels

Joint Job Evaluation Review ongoing

Reports: Treasurer, Education, Chief Steward, Environment

September 17, 2013

##### Business Arising

Cell phone update - Deputy Chief Stewards phones replaced with cell subsidy.

Office Computer - Updated RAM and OS. Outlook installed

Executive Assistant review – October

Standing and Continuing Committees to be renewed at the Sept. GM

##### New Business

Karen Dykes endorsed for Sgt. At Arms at VIDC.

Vacancies – Education Chair, Negotiating Committee  
Motion to send up to 5 delegates to CUPE Education Conf. Nov. 27-29 approved  
Motion to send 3 delegates to 19<sup>th</sup> Annual Labour Law Review Conf. Dec 4-5 approved  
UCBC - Draft terms of reference distributed  
Treasurer Report, Chief Steward Report.  
Policy Amendment – Cell subsidy, VIDC Per diems  
2013-2014 Union Budget for Sept. GM  
Local's 50<sup>th</sup> Anniversary in 2014 - looking into branded merchandise and designing new logo  
New process for new member orientation

Reports: Treasurer, Chief Steward

## 9. Motions

To approve cell phone and VIDC per diem policy changes carried

To appoint committee members for 2-year term carried

## 10. Elections

Education Chair – Karen Dykes

Communications Chair – Cheryl DeWolfe

Negotiating Committee – Paul Totzke

Personnel Benefits – Pat Shade, Kara White, Carla Garton

Sick Benefit Bank – Helen Rezanowich, Patricia Konkin, Cathrine Jansen

Health And Safety – Sherry Harmsworth, Kathy Mercer, Pat Shade, Kirk Mercer, Dinara Kurbanova,

## 11. President's Report

Doug talked about the next two years being a time of transition for the local as he works with and mentors our local union activists to lead the way after he finishes his last term of office in June 2015. Starting January 2014 he will work as Union President half of each month's normal working days. His time will be prioritized to ensure that he

participates fully in Executive and General meetings, collective bargaining and other priority meetings. He will be available by cell phone 250-812-8484 and email [cupe951@yahoo.ca](mailto:cupe951@yahoo.ca) to assist with other issues as they arise.

## 12. Chief Steward's Report

Laurie spoke about 3 outstanding grievances that have been resolved. There are still some Org. Tech. grievances to be resolved. There was another layoff bringing the total to 42 since 2010. . Barbara Gordon, Deputy Chief Steward is investigating the hiring practices for casuals. Stewards are participating in training workshops. Org.Tech. changes are still happening with HR and some are in disputes regarding interpretation of language. Laurie spoke about bullying affecting some members and how it is being dealt with. Student Day of Welcome and introduction to stewarding workshop were discussed.

## 13. Adjournment: 1:00 pm

## NEXT MEETING

Our next general meeting will be held  
on  
Wednesday, November 30th  
11:30-1:00  
David Strong Room C 112

*Copies of written reports can be requested from the recording secretary*



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**GENERAL MEETING**  
**WEDNESDAY November 27th, 11:30 a.m. – 1 p.m.**  
**University Centre A180**

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

**AGENDA**

Elections – Trustee Position (1)

**MINUTES of October 30, 2013**

**Handouts:**

- Your Right to Union Representation
- CUPE LOCAL 951 Treasurers Report
- Calendar Report of upcoming events

**1. Roll Call**

**2. Reading of the Equity Statement**

**3. Attendance Report and Welcome –**

20 members attended. As quorum is 25, we were unable to pass motions.

There was one new member

**4. Announcements**

Doug spoke about the CUPE 951 calendar of meetings and delegates to conferences and conventions.

**5. Matters Arising from the Minutes –none**

**6. Treasures Report**

Kara White spoke about August 2013 expenses as well as the opening and closing balances in the general and defence accounts.

Total membership will be included in the next report.

**7. Education Report**

Karen Dykes reminded everyone to contact either Kira Bradley or email [cupe951@uvic.ca](mailto:cupe951@uvic.ca) if they are interested in workshops.

**8. National Convention Delegates Report**

Karen Dykes, Pat Shade, Laurie Whyte and Doug Sprenger reported on convention decisions.

**9. President's Report**

Doug addressed two motions made at the CUPE National Convention. First, a motion to improve strike pay was made (changed from \$200 to \$300 a week) and approved. Secondly, a resolution was approved to hold a national sectoral meeting focused on bargaining for each sector - including post-secondary.

**10. Staff Personnel Benefits Committee**

Kara White reported Sept 19<sup>th</sup> meeting.

**11. CLC "Together Fairness Works" Leaders Seminar Sept. 21/13**

Karen Dykes spoke about this workshop that addresses the importance of unions and how unions are coming under attack right now.

**12. Chief Steward's Report**

Laurie spoke about a lay off which has resulted in a member being forced to bump someone else.

**Adjournment: 12:50 pm**

## HOLIDAY SOCIAL

Our next general meeting/holiday  
social will be held on  
Wednesday, December 11th  
11:30-1:00  
Commons Block  
Queenswood/Arbutus Room  
Lunch and beverages provided

*Copies of written reports can be requested from the  
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## **GENERAL MEETING**

**WEDNESDAY November 27th, 11:30 a.m. – 1 p.m.**

**University Centre A180**

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*Copies of the Standard Agenda  
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### **AGENDA**

Agenda was not available because Pat Shade was unable to attend meeting.

Motions, elections, approval of the minutes/agenda and exec. board report were tabled due to quorum not being met.

### **MINUTES of October 30, 2013**

#### **Handouts:**

- Your Right to Union Representation
- CUPE LOCAL 951 Treasurers Report
- Calendar Report of upcoming events

#### **1. Roll Call**

#### **2. Reading of the Equity Statement**

#### **3. Attendance Report and Welcome –**

20 members attended.  
There was one new member

#### **4. Announcements**

Doug spoke about the CUPE 951 Calendar  
(Refer to pink sheet)

#### **5. Matters Arising from the Minutes –none**

#### **6. Treasures Report**

(Refer to green sheet)

Kara White spoke about August 2013 expenses as well as the opening and closing balances in the general and defence accounts.

Total membership will be included in the next treasures report.

#### **7. Education Report**

Karen Dykes reminded everyone to contact either Kara Bradley or on line [Cupe951@uvic.ca](mailto:Cupe951@uvic.ca) if they are interested in workshops.

#### **8. Communication Report**

#### **9. National Convention Delegates Report**

Thank you so much to the local for electing me to go to National. I feel very privileged to have had the opportunity to attend the convention. I learned so much and am very much looking forward to using what I have learned for the benefit of the local. I realize now how important these types of events are. I have a better understanding of how CUPE works and how the labour movement works as a whole and am

feeling more confident in my ability to help the local. Every part of convention was a learning experience and an opportunity to network with other members.

I met so many amazing activists from all across Canada and from all types of sectors. I attended the pension forum and young workers forum and attended sectoral meetings for library workers and post secondary workers. I also had the opportunity to get to know Doug, Laurie and Pat better. Doug was amazing with mentoring me and answering the many questions I had for him.

All the debates around the resolutions and constitutional amendments were so interesting and the more I learn the more I realize how hard CUPE is working to make our communities better places for all working people not just union members. I was heavily involved with the Young Workers Caucus and we definitely took young workers issues to the forefront of the convention. I spoke to one of the young worker's resolutions at the mike in front of the over 2000 delegates and my face was up on the 4 giant screens. I took every opportunity I could to learn and participate.

I want to keep this report brief so we can get onto other business but please let me know if you would like to hear more about it one on one or in a group. I would love to grab a coffee or whatever with anyone who wants to know more. Thanks again for the opportunity to go.

#### **9. President's Report**

Doug addressed two motions made at the CUPE National Convention. First a motion to improve strike pay was made (changed from two hundred to three hundred a week) and approved. Secondly, a solution was made to hold a national sectoral meeting focused on bargaining for each sector including post secondary.

#### **10. Staff Personnel Benefits Committee**

(Meeting was Sept. 19<sup>th/13</sup>) Karen dykes spoke about the education she gained from attending this meeting

#### **11. CLC "Together Fairness Works "Leaders Seminar Sept.21/13**

Karen Dykes spoke about this workshop which addresses the importance of unions and how unions are coming under attack right now.

#### **12. Chief Steward's Report**

Laurie spoke about a lay off which has resulted in a member being forced to bump someone else.

**. Adjournment: 12:50 pm**

### **NEXT MEETING**

Our next general meeting will be held  
on

Wednesday, December 11th  
11:30-1:00

David Strong Room C 112

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## GENERAL MEETING & HOLIDAY SOCIAL

Wednesday, December 11<sup>th</sup> - 11:30-1:00  
Commons Block – Queenswood/Arbutus Rooms  
Lunch and beverages provided

**Purdy's Chocolates & BC Wine Door Prizes!**

**Please bring new socks for donation to Our Place Society**

**Cash donations for Women's Transition Houses can be made at the meeting and the Local will match all donations made by the membership**

*Copies of the Standard Agenda  
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### AGENDA

Elections – Trustee Positions (2)

### MINUTES of November 27, 2013

#### Handouts:

- Standard Agenda
- Treasurers Report
- Calendar Report of upcoming events
- Ready & Able pamphlets (3)

#### 1. Roll Call

#### 2. Reading of the Equality Statement

#### 3. Attendance Report and Welcome –

17 members attended. As quorum is 25, we were unable to pass motions or hold elections. There was one new member.

#### 4. Announcements

Please donate new socks for Our Place Society – bring to December GM or contact Kira Bradley 250-853-3658 or cupe951@uvic.ca  
Applications for CUPE National committees and Working Groups are available on the CUPE website.

#### 4. Matters Arising from the Minutes

A few corrections

#### 6. Treasurer's Report

Kara White reported on September 2013 expenses as well as the opening and closing balances in the General and Defence accounts. There were 866 members paying dues in September.

#### 7. Education Report

Karen Dykes reviewed who will be attending the next workshops.

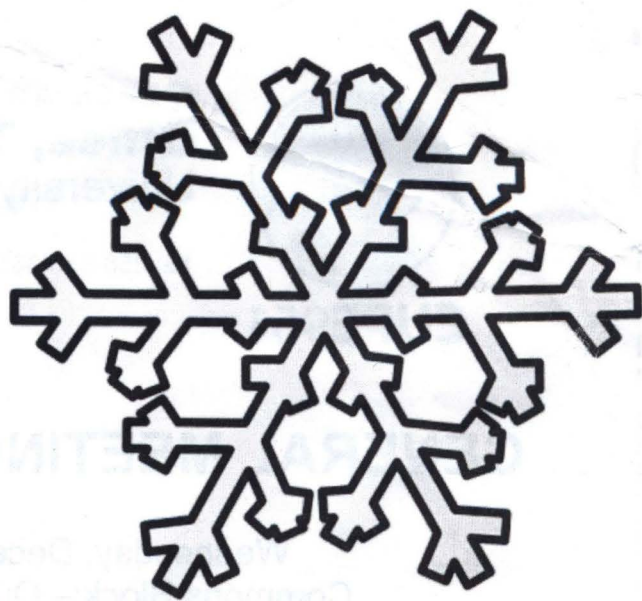
#### 8. Communications Report

Cheryl De Wolf and Kara White would appreciate input involving swag for the 50th Anniversary party. A survey will be sent out by email and is also available on CUPE 951 website.

## 9. Chief Steward's Report

Laurie informed the members that the second bump has been avoided and the layoff rescinded. Most of the outstanding grievances involve Technological and Organizational change issues (Article 30) and the inappropriate creation of Exempt positions.

The 2013 Holiday Closure guidelines should be available now on the Human Resources website. Doug no longer owns a position in the Library and so there will be two appointments confirmed. Lastly Laurie explained when there is a conflict how vacation time should be granted by seniority but on a rotational basis so that everyone gets the opportunity to have their preferred vacation time.



## 10. Delegates Report

Kirk Mercer and Karen Dykes wanted to convey their appreciation to the members for sending them to the Lancaster Public Sector Bargaining & Arbitration conferences that included recent decisions on social media. Kirk strongly advised members not to put personal work information on Facebook.

**Adjournment: 12:50 pm**

CUPE 951 JANUARY GM  
Wednesday, January 29th  
11:30-1:00  
University Centre A180  
(Senate Chambers)

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**GENERAL MEETING  
Wednesday, January 29<sup>th</sup>, 2014  
11:30-1:00**

**University Centre A180 (Senate Chambers)  
Happy New Year**

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

**AGENDA for January 29, 2014**

**Motion:** CUPE BC Convention April 9-12/14 in Vancouver - to send 5 delegates (and elect 2 alternates who will attend only if delegates are unable to attend)

**MINUTES of December 11, 2013**

**Handouts:**

- CUPE LOCAL 951 Treasurers Report
- Calendar Report of upcoming events
- Ready and able pamphlets (3)

**1. Roll Call**

**2. Reading of the Equality Statement**

**3. Attendance Report and Welcome –**  
68 members attended.

**4. Approval of the Agenda**

**5. Approval of the Minutes**

**6. Announcements**

Donations of socks to Our Place Society and money for Womens Transition Houses were collected by Kira Bradley.

Pat wanted members to look at Ready and Able pamphlets about disability issues and you can pick up this info from the CUPE office.

The Greater Victoria CUPE Scholarship Committee Lori-Ann Larsen spoke on the Scholarships that went out.

The four 951 members who received scholarships:  
Mitch Hawkins  
Luke Hawkins  
Brandon Rossum  
Ried Larsen-Larabie

**7. Calendar Update**

(Refer to pink handout)

**8. Executive Board Report**

President appointment to half time effective Jan.1/14, leave tracking monitored by VP Pat Shade.

Exec. Asst. Kira Bradley no longer on leave from UVic and is working exclusively for CUPE 951. We have been paying 75% of benefits and should have been 100%. We have made top up payment to rectify this.

Promotion items for Local's 50<sup>th</sup> Anniversary.

Survey results from 156 members and emails with comments.

Womens' Transition House. No 50/50 at Holiday Social, donations received will be matched by the Local.

\$150.00 to be allocated for Holiday Social at Child Care as members unable to attend Dec meeting.

External Hard Drives for all 3 office computers.

Non work e-mails of Executive updated.

Trustee positions filled, audit needs to be completed for 2010, Treasurer Kara White will help.

Sgt. At Arms position needs to be filled and materials transferred.



### 9. Presidents Report

Doug thanked the membership for the privilege of being president since 1992. As of January 1/2014 he will be working half of the days each month. Vice President Pat Shade will be booked off in the afternoons only and Acting President when Doug unavailable.

### 10. Treasurers Report

Kara White spoke about October 2013 expenses as well as the opening and closing balances in the general and defence accounts.

### 11. Education Report

Karen Dykes introduced herself as Education Chair and let the members know that if they had any questions they could contact her by email provided on CUPE website.

### 12. Communications Report

Cheryl DeWolfe thanked members for giving their input involving 50th Anniversary party and bargaining because these surveys aid the local in making decisions about how we serve our members.

### 13. Elections

- (2) Trustee positions - Cathrine Jansen & Cathy Henderson elected
- (1) Sergeant at Arms position – still vacant (one member came forward and was unable to get time off work)

### 14. Delegates Report

Delegate's report by Cathrine Jansen "Thank you to the Local for sending me to the Social Media workshop training which was held Nov. 25-26, 2013. This training provided an overview on various social media and how they might be used by union locals. A prerequisite for the course was a Facebook profile and Twitter account. Both were necessary so we could review settings, interact and practice using them. I think we're lucky to be a union local who reaches out to their members in a variety of ways to share information whether by listserv, website, Facebook or Twitter. If anyone is interested in receiving my course notes, which include a number of YouTube links, please let me know. I'd be happy to share them with you."

Dale Whitford gave a review of what kinds of things the Aboriginal group works on.

Kathy McCloud conveyed her appreciation to the members for the opportunity to attend the Education Conference and Facing Management Seminar.

**Adjournment: 12:50 pm**

Our next general meeting  
Wednesday, February 26th  
11:30-1:00 University Centre A180  
(Senate Chambers)

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## GENERAL MEETING

Wednesday, February 26<sup>th</sup> - 11:30-1:00  
University Centre A180 (Senate Chambers)

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

### AGENDA

Motion: To send the 2 elected alternate delegates to the CUPE BC Convention as voting delegates

Motion: To elect 2 additional alternate delegates to attend the CUPE BC Convention if a delegate is unable to attend

### MINUTES of January 29, 2013 GM

#### Handouts:

- CUPE Workshops at UVic
- Your Right to Union Representation
- Calendar Report of upcoming events
- Canada Pension Plan

#### 1. Roll Call

#### 2. Reading of the Equality Statement

3. Attendance Report and Welcome –  
26 members attended, quorum was met.

#### 4. Announcements

(None)

#### 5. Matters Arising from the Minutes

(None)

#### 6. Treasurer's Report

Tabled until next meeting due to Kara's time being diverted by helping with the trustee report of 2011. Getting numbers and budgets set for promotional items

#### 7. Trustee Report

Kara reported that the books on 2011 have been balanced and that prior recommendations for the recording of finances have been upheld to make the trustee's job easier.

#### 8. Education Report- Karen Dykes

Review of upcoming workshops-refer to pink and yellow handouts. Contact Kira at the CUPE office if you are interested.

#### 9. Communications Report

50 stories about our members will be featured to celebrate UVic's Anniversary.

#### 10. Chief Steward's Report

The Stewards queried the need for a Bachelor's Degree as a qualification for a Clerk Pay Band 4 position and Human Resources revised the posting with that qualification deleted.

We've met with Human Resources regarding the posting of a PEA Associate Manager position that has all the same duties as a former CUPE 951 Pay Band 10 position. If we aren't satisfied with the answers we get at this second meeting, we'll be grieving the loss of this bargaining unit job. The employer may be able to arbitrarily reassign some of our duties to another employee group such as the PEA, but Article 31 says: bargaining unit jobs will not be performed by members of other employee groups.

The stewards dealt with several discipline issues just prior to the Holiday Closure. Both disciplines imposed were reasonable and accepted by the members and the union.

We are starting a new tracking spreadsheet to ensure any members receiving discipline will be reminded to apply to have it removed from their file in 18 months. Recently two members reached the 18-month mark and were successful in requesting the discipline be removed from their files.

We'll be using this same model of tracking spreadsheet to better track our layoffs, grievances and labour relation issues on a go-forward basis.

We've also had another member be successful in having a Letter of Expectation removed from their Human Resources file. If anyone has a Letter of Expectation that is copied to someone in Human Resources – that means it's on your Human Resources file and you should be requesting it be removed. OEs should only go on your departmental file.

A Grievance on a hiring process was filed December 23 on behalf of an 17-year member who was qualified, but wasn't the successful applicant – the department hired an external when there were two qualified internal applicants.

A Policy Grievance was filed January 16 disputing the University's interpretation and application of Dependent in the c/a and especially in Article 22.01 (b), which gives one the ability to use up to 3 of their personal sick leave days per year for the illness or injury of a dependent.

Tech & Org Change is ongoing, sometimes without notice to the Union as per Article 30. We'll be meeting soon with the University to try to resolve our outstanding Article 30 grievances. If your department is making a lot of organizational changes, please contact a steward and make sure the Union is involved. Otherwise you may lose your rights under Article 30.

We are pursuing LOA #3 and initiating a meeting with Human Resources to discuss our issues with respect to the consolidation of casual hours into regular positions, especially in light of our concerns about the reduction in full-time, regular positions through layoffs and attrition.

The Stewards are reviewing the c/a to identify areas that need updating or improving, so they can make recommendations to the Negotiating Committee.

**M/S(KM)/C**

### **11. President report**

With Doug's reduction to half-time, he and VP Pat Shade are in a transition period of working out how they are sharing workload. Doug wanted members to know that the local is their priority and that he is sharing the knowledge he has gained on the job so that it can be used by others. Doug is very committed to bargaining even though his time is more limited.

**M/S(KM)/C**

### **12. University Committee**

Laurie gave an update on the CUPE BC Universities Committee meeting of Jan.27/14

### **13. Elections**

3 delegates and 2 alternates were elected to attend the CUPE BC Convention with 6 members nominated. Karen Dykes, Kirk Mercer, and Arden Little were the elected delegates and Laurie Whyte and Cheryl De Wolfe were elected as the alternates. Doug indicated the local has two additional delegate credentials and the Executive would be looking at the budget to see if we can send the full delegation.

**Motion:** To destroy the ballots M/S/C

### **14. Executive Report**

Promotional Materials for 50th Anniversary celebration survey. We received 129 responses with some excellent comments on how the members feel. The budget for the 50th was deferred until next meeting in February.

With the reduction to half time by the President, appointment and leave tracking will be handled by Kira. She will maintain an Excel spreadsheet with Doug's leave time and oversight will come from VP Pat Shade.

Holiday Social donations for the Women's Transition House were close to \$100.00, the local matched that for a total of \$200.00. Lynn Barrett graciously donated her retirement gift from the local of \$100.00 to the pot so a total of \$150.00 was donated to each of the Victoria and Sooke Women's Transition House's

Way to go Lynn!!!!

Negotiating Committee update. John Horsfield has been replaced as the Universities Coordinator with Ross Idler. We don't yet know who our servicing Rep. will be. The next UCBC meeting is February 17<sup>th</sup>.

Debrief on the Sullivan hearing. Doug gave a report on the result of the latest Sullivan hearing regarding a Return to Work case.

A motion was carried to send 5 delegates and elect 2 alternates to the CUPE BC Convention in Vancouver April 9<sup>th</sup> to 12<sup>th</sup> in Vancouver. The President and 1<sup>st</sup> Vice President exercised their option to attend leaving credentials for 3 delegates up for election. We will also elect 2 alternates in case one of the successful delegates cannot make convention.

**M/S(KM)/C**

Adjournment: 12:50 pm

**CUPE 951 MARCH GM**  
**Wednesday, March 26**  
**11:30-1:00**  
**University Centre A180**  
**(Senate Chambers)**

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## GENERAL MEETING

Wednesday, March 26<sup>th</sup> - 11:30-1:00  
University Centre A180 (Senate Chambers)

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

### AGENDA

#### February 26, 2014 GM minutes

##### 1. Roll Call

##### 2. Reading of the Equality Statement

##### 3. Attendance Report and Welcome – 26 members attended, quorum was met.

##### 4. Approval of the Agenda-M/S (PS)/C

##### 5. Approval of the Minutes-M/S(CD)/C

##### 6. Announcements

Today is stop bullying day for B.C./wear a pink shirt to support

March 8<sup>th</sup> is International Women's Day

March 15 Together Fairness Workshop: paces available

##### 7. Matters Arising from the Minutes

(None)

##### 8. Executive Report

##### Business Arising.

CUPE BC Convention, Vancouver Apr.9-12. We had a motion to send the 2 elected alternates as full delegates and elect 2 new alternates at the next General meeting. After reviewing the Conferences budget and found we have almost

\$9000.00 and the actual cost of sending 2 more delegates is \$1800.00 each.

Negotiating Committee update was deferred to Bargaining Caucus which is the next day.

UCBC Terms of Reference. Doug presented the Final Draft and was accepted by the Executive. President Leave tracking. Doug distributed his February calendar and presented a tentative March calendar.

CUPE 951 Credit Card. Doug has contacted Van City who have a Corporate VISA card that is available to us and Kara just received the material on the Community Savings MasterCard. Kara, Doug and Pat will review the 2 cards and present their findings of the one with the best options and interest rate.

CUPE 951 50 Stories. Cheryl DeWolfe presented the 50 stories Project Plan and Timeline handout and she needs names of people who have either done something for the Union or the Union has done something for them. Please e-mail Cheryl with suggestions. Even better contact your friends and have them e-mail Cheryl.

##### New Business.

CUPE BC Resolutions Endorsement. Laurie made a motion to endorse 16 resolutions from many different groups, Skilled Trades, Women's



Committee, Disability Working Group, Pink Triangle many of them written by Laurie. Lancaster House Conferences and Workshops. Motion to send 2 delegates to the Lancaster House 32nd Annual Labour Arbitration and Policy Conference in Calgary June 5 and 6. Tamaya and Pat confirmed for the Lancaster Accommodating Mental & Physical Disabilities in the Workplace June 18/2014.

Unifor Coll. Bargaining for Executive assistant. Pat and Doug will be the Bargaining committee for this.

Laptop for Vice president, using Treasurers is not working. Motion to buy a new laptop was approved after we get a price from the Computer Store.

#### **Reports:**

**Treasurer Report (KW)** -refer to green handouts which breaks down the general and defence account income/expenses/balances

**Chief Steward Report (LW)** -update on items from general meeting

**Education Report (CW)** -faxing off a form for 2014 CUPE BC Local Communications Award

**Motion:** to send two elected alternate delegates to the CUPE BC convention as full voting delegates.

**M/S(JR)/C**

**Motion:** To elect two alternate delegates if full elected delegate is unable to attend **M/S(CD)/C**

**Election: nominated**

1) Cathy Henderson

2) Jada Tasker

#### **9. President report (deferred)**

#### **10. Treasurer's Report**

- (KW) discussion for choosing the best account/ credit card

- Reports reviewed for Nov. & Dec. /2013

**Motion:** to adopt monthly reports **M/S(JC)/C**

**Six month review budget report-** prepaid for conferences, education etc.- so still on target

**Motion:** to adopt report **M/S(CD)/C**

**Draw for % Women's Day Posters:**

1) Paul T.

2) Sherry H.-gave to Kevin C.

3) Kara W.

4) Cathy H.

5) Janice C.

#### **11. Communications Report**

50 stories about our members will be featured to celebrate UVic's Anniversary.

#### **12. Chief Steward's Report**

- Work study positions taking CUPE work

- Work load issues from layoffs- contact a steward

- 3 grievances from Dec.-Feb.

**Motion:** to adopt report **M/S(CH)/C**

#### **13. Education Report-** Karen Dykes

Review of upcoming workshops-refer to pink handouts. Contact Kira at the CUPE office if you are interested. **Motion:** to adopt report **M/S(PS)/C9**.

#### **14. Communications Report**

- 50 stories about our members/UVic's Anniversary-send ideas if interested.

- Discussion on how to get more members to join us at G.M.

**Adjournment: 12:50 pm**

The Next CUPE 951 GM

Wednesday, April 30

11:30-1:00

University Centre A180

(Senate Chambers)

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## GENERAL MEETING

Wednesday, April 30<sup>th</sup> - 11:30-1:00  
University Centre A180 (Senate Chambers)

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Copies of the Standard Agenda  
Will Be Available at the Meeting

### AGENDA

**No motions**  
**No elections**

### MINUTES of March 26, 2014

#### Handouts:

Calendar Report of upcoming events

#### 1. Roll Call

#### 2. Reading of the Equality Statement

**3. Attendance Report and Welcome –**  
26 members attended, quorum was met.

4. Approval of the Agenda

5. Approval of the Minutes

#### 6. Announcements

April 9th is stop bullying day for B.C./wear a pink shirt to show your support

**7. Matters Arising from the Minutes**  
(None)

#### 8. Executive Report

Paper Report from Pat submitted

Discussion:

Board of Governors election - PEA or CUPE  
people running to support?

Kara White is also on Bylaw review committee  
Orientation package and union cards coming

#### 9. President report

3 month mark in the transition to dividing up work for half time presidents

Lots of people stepping up to take on work on Exec and in Stewards – seems to be working so far – feedback wanted and welcome

UNIFOR bargaining for Exec Assistant

Proposals exchanged March 26th

Has been a temp position for a long time but the capacity for work from volunteers not enough so need a continuous staff person

Making the position continuous and not temp comes with other obligations around who is the paymaster and benefits – solutions are being looked at and found

National Committees and Working Groups have been announced

Doug Sprenger is co-chair of National Global Justice

Pat Shade is co-chair of the Persons with a Disability

Dale Whitford is in the National Aboriginal Council

Laure Whyte is on the National Postsecondary Task Force

Negotiating Committee update

Survey is coming

Collective Agreement expires March 31st but has a continuation clause so it is still in full effect  
Separate survey being done for casuals

## **10. Treasurer's Report**

(KW) Paper Report for January 2014 Included

## **11. Chief Steward's Report**

Laurie Whyte gave a verbal report.

**Motion:** to adopt all reports and minutes – seconded by Kirk Mercer – Passed unanimously

## **12. Education Report- Karen Dykes**

Looking at putting together a form for reporting info back to membership from educational events

Discussed upcoming events and that we are looking ahead to the fall for workshops so let us know what you might be interested in

Personal Benefits Committee Report

Met with Employer March 7th

Looked at LTD stats and the form for requesting LTD is under review

Review of extended Health and Benefit plans because of deficit in Extended health and surplus in dental

Update on PBC – new cards coming, make sure

My Page updated and look at email from

Benefits office for changes.

New card will not have dependents listed but they are still covered

Open house from Benefits office about changes possibly to come

Bargaining Skills workshop March 24-25

Karen Dykes – thanks to the local for sending me, learned process of bargaining and it was good role play, feel better equipped to be on Negotiating Committee for this round of bargaining

Barbara Gordon – found workshop applicable to more than just bargaining, good for her stewarding and she has a better appreciation for the bargaining process

Note taking Workshop March 17-18

Jada Tasker – workshop most useful to job and real life that she has taken, learned good listening skills, encourage all members to take it  
SHARE Pension Forum

Kara White – wants to use the information to make it so everyone can understand pensions  
Pat Shade – Federal law changes will affect pensions – government to manage all pensions in Canada and have it 50% equities and 50% resource bases investments – experts shocked about this and the majority of people were against it

Question about the appetite for changing General Meeting times to 12-1:30pm? Will be brought back to Exec for consideration.

**Adjournment: 12:50 pm**

**The Next CUPE 951 GM**

**Wednesday, May 28**

**11:30-1:00**

**University Centre A180**

**(Senate Chambers)**

*Copies of written reports can be requested from the recording secretary*

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Canadian Union of Public Employees  
**Office, Technical & Childcare**  
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## GENERAL MEETING

Wednesday, May 21<sup>st</sup> - 11:30-1:00  
MacLaurin D110

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Copies of the Standard Agenda Will Be Available at the Meeting

### MINUTES of April 30, 2014 General Meeting

#### Handouts:

Calendar Report of upcoming events  
Staff pension plan  
CUPE 951 50 Stories Project  
Treasurers Report  
Your Right to Union Representation  
New and Young Workers

#### 1. Roll Call (Done)

#### 2. Reading of the Equality Statement

#### 3. Attendance Report and Welcome –

31 members attended, quorum was met.

#### 4. Approval of the Agenda-M/S (CH)/C

#### 5. Approval of the Minutes-M/S (KM)/C

#### 6. Announcements

Thanks to the local for sending Pat Shade and Tamaya Moreton to the Lancaster Human Rights & Accommodation Conference – Pat spoke about what he learnt.

#### 7. Matters Arising from the Minutes (None)

#### 8. Executive Report (Karen Dykes)

##### Business Arising:

50<sup>th</sup> Anniversary – no promotional items ordered yet because no budget has been set – tabled to May

50 Stories – strongly encourage people to come forward to help and to share stories

#### Education chair: Motions Carried

**Motion:** send up to three members to the CUPE BC Political Action Conference May 28-30 in Vancouver

**Motion:** send Tamaya Moreton to attend the Trauma Informed Approaches to Suicide Prevention May 22<sup>nd</sup> in Esquimalt.

**Motion:** send up to 5 members to the BCFed 2014 Summer Institute for Union Women July 8-13 at UVic with two spots having preference for young workers or a member who has not attended a conference before.

**Motion:** send two stewards to the Progressive Discipline Seminar June 12, 2014 Vancouver.

Bargaining with UNIFOR Update re our Executive Assistant position –proposals have been exchanged, back to the table in May. Discussion of the asks and about the role of the Executive in bargaining – Executive is to give guidance to bargaining committee.

Policy Bylaw Committee – Doug to give feedback about history of policies to committee

#### New Business:

**Motion:** to send \$100 memorial wreath to the Miner's Memorial was carried

**Motion:** to apply for a departmental account for 951 for the University Club, carried  
Discussion about \$340 annual fee and that we need account to put on workshops.

Discussion of General Meeting time change tabled to May

Discussion about the Communication Plan i.e. Paper vs. Email General Meeting minutes. Some members consistently complain about getting a paper notice – discussed need to ensure notice is sent to all members and not all members have access to email at work. Need more info.

Search is ongoing for a Sergeant of Arms

Treasurer Reported for Month of February

#### Communication Report:

Discussion about needing volunteers for the 50 stories

Cheryl has been tweaking the website a bit  
Working on gathering GM minutes and posting the most recent on the website and bundling years into PDFs and posting them

Casual Survey to start being distributed. Keep track of how many we send out and let Arden know.

Education chair to bring draft of form for members to report back to local about the events we send them to.

#### **M/S (KM)/C**

##### **9. Treasurer's Report**

Feb. 2014 review of expenses and balances from the general & defence fund accounts. (KW)

##### **10. Communications Report**

50<sup>th</sup> Anniversary stories – handout given that explains what kind of questions will be asked to members about their CUPE experience.

Please ask anyone you know to share their CUPE 951 story. Possibility of a book being put together after collecting all the stories.

#### **M/S (MR)/C**

**11. Stewards Report** – No Report – Laurie Whyte away

##### **12. Education Report**-(Karen Dykes)

Listserv message will be sent out asking for members to let us know if they want to attend the BC Federation Summer Institute for Union Women in Victoria. We are sending five members with preference for two spots given to Young Workers or members who have not attended a conference before.

#### **M/S (CD)/C**

##### **13. Health and Safety Report**

April 28<sup>th</sup> was the Day of Mourning

Many people have been killed or hurt because of their jobs and our sympathy goes out to all the families who have lost loved ones.

Saanich Fire Department will be practicing the removal of people from confined spaces on campus-please be understanding and stand back  
New and Young Workers - Health and Safety fact sheet handouts are available

##### **14. Voluntary Pensions Contributions/Staff Pension Plan** (Kara White)

Handout was distributed giving the advantages and disadvantages of our plan.

For more info contact [pensions@uvic.ca](mailto:pensions@uvic.ca).

##### **15. Delegate's Report**

Kirk Mercer, Karen Dykes, Pat Shade, and Cheryl DeWolfe – thanked the local for sending them to the CUPE BC Convention (Vancouver – April 9-12). They shared some highlights.

**16. President report** Acting President Pat Shade advised that the nurses are frustrated with waiting for 3 years for University of Victoria to provide a pay increase offer.

Cost-Share with UVic Locals and CUPE National - Discussion about what advertising would be the most beneficial for CUPE. **M/S (KM)/C**

#### **New Business**

Dale Whitford is on the National Aboriginal Council and spoke about their last meeting that involved getting the government to support water quality in many remote areas.

**Adjournment: 12:40 pm**

The Next CUPE 951 GM

Wednesday, June 25

11:30-1:00



MacLaurin D110

*Copies of written reports can be requested from the  
recording secretary*



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### **NOTICE OF GENERAL MEETING** **50<sup>th</sup> Anniversary Celebration - Join Us for Cake**

Wednesday, June 25<sup>th</sup> - 11:30-1:00

MacLaurin D110

*Copies of the standard agenda will be available at the meeting*

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#### **ADDITIONAL AGENDA FOR JUNE 25 General Meeting:**

**Motion:** To approve 2014-2015 budget  
Bargaining Survey Report

#### **Minutes of May 22 General Meeting:**

- 1. Roll Call** (Done)
- 2. Reading of the Equality Statement**
- 3. Attendance Report and Welcome** –  
17 members attended, quorum was not met.

- 4. Approval of the Agenda-**
- 5. Approval of the Minutes-**
- 6. Announcements**

May 22<sup>nd</sup> 11am-12pm there will be a Campus Evacuation Drill from the Campus Emergency Department and they are looking for volunteers to participate in the simulation (Pat Shade)

- 7. Matters Arising from the Minutes** (None)
- 8. Executive Report** (Karen Dykes)

#### **Elections:**

Al Wiebe is the new Sergeant at Arms – big thank you to Al for taking on that position!  
Discussed the BCTF moving to Phase 2 of their strike action.

Discussed that the 951 Bargaining Committee met in May to finalize the Member Bargaining Survey and has three more meetings coming up in June to look at proposals.

**Motion:** To ratify the Unifor collective agreement for the executive assistant for 2 years. M/S (KD)/C

**Motion:** To propose the 2014-2015 budget at the July G.M. M/S (DS)/C

**Motions:** To order one cake w/plates/spoons with a cost of 60 dollars for the 50<sup>th</sup> Anniversary.

M/S (LW)/C

**Motion:** To replace Kira Bradley's computer from a mac to a PC from the operating budget line.

**Motion:** To upgrade the main office photocopier w/Island Printing (a lease agreement) which would give a multi-tray option needed for cheques. M/S (DS)/C

**Motion:** To put out a call for interest in a political action committee by election. M/S (LW)/C

**Motion:** to switch the general meeting time from 11:30 to 11:45 on a 3 month trial basis w/ the first 15 minutes open for questions from membership- forwarded to GM in June. M/S (SH)/C

**Motion:** To spend up to 5,000 dollars to replace all three computers in the CUPE 951 office. M/S (CdW)/C

**Amended Motion:** To spend up to 5,000 dollars to replace all three computers in the CUPE 951 office, in this fiscal year. M/S (PT)/C

**Motion:** To send 2 members to the CUPE National Sectorial Conference - Oct.6th to 9th in Toronto from the defence fund. M/S(CdW)/C

**Joint 917/951** 50<sup>th</sup> Anniversary Celebration in September – looking into venues and budgets.

**Emergency Comm.** Discussed what to do when issues arise between Exec Meetings – Pat and Laurie made a draft email to use for motions.

**Motion** passed for UCBC Cost share for an advertising campaign for \$2500 - \$3000 with 917, 4163 and Royal Roads with funds matched by CUPE National.

UVic Yellow Book Review from Arden Little (Return to Work and Accommodation) – PEA, Faculty and 4163 want to join but it is a bargained committee coming from our Collective Agreements so they will have to bargain it themselves. They can come to listen but cannot make changes.

UNIFOR bargaining for the Exec Assistant ongoing – Exec meeting May 26<sup>th</sup> to review proposals.

We share a storage unit with 4163, need more. Policy and Bylaw Review Comm. meeting in July Treasurer. A 9 month report for the budget is forthcoming.

Education Chair reported on BC Fed Summer institute, Education Event Report and fall workshops.

#### Business Arising:

**President's Report:** None

**Treasurer's Report** (Kara White):

Will report next GM for March and April

After March is reconciled will put out a 9 month budget report

Starting to look at next year's budget and it will most likely be very similar to this year's

The 2009-2010 and 2010-2011 books were not balanced – discrepancies have been sorted out for 2010/11 and we can now apply for a Union credit card. 2009/10 will be completed in the near future

2012/13 to be finalized and given to trustees shortly

Printable cheques have been implemented saving lots of time and work

#### **No Trustees or Chief Stewards Reports**

**Education Report** (Karen Dykes):

Deadline to apply for BC Fed Summer Institute for Women May 23<sup>rd</sup> – have 3 interested members but can send up to 5.

**Education** Event Report has been put into Survey Monkey and will be distributed to any members the local sends to events and reports will be posted on the website.

Fall workshop requests being put together – seeking suggestions from members and other Vancouver Island locals.

**Communications Report** (Cheryl DeWolfe):

Working hard on the website,

50 Stories project – 6 have been published – seeking more volunteers to have their stories taken.

#### **Pension & Benefits Committee Report**

(Kara White):

Meeting May 21<sup>st</sup> – draft report from the Actuary with how our pension investments are doing – will report to membership next GM making report clear to understand.

Benefits Training/Meeting May 22<sup>nd</sup> – report back to membership about new system for Employee Assistance Program. New services like couples and financial counselling have been added.

**Adjournment: 12:40 pm**

*Copies of written reports can be requested from the recording secretary*

**DID WE MENTION CAKE?**



# **NOTICE OF GENERAL MEETING**

**Wednesday, September 24, 2014  
11:45-1:15 - University Centre A180**

**Bargaining:** Presentation & Ratification of Bargaining Proposals  
**Election:** Up to 4 delegates to attend the BC Federation of Labour Convention, November 24-28, in Vancouver

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## **Minutes of June 25 GM**

### **1. Roll Call**

### **2. Reading of the Equality Statement**

### **3. Attendance Report and Welcome –** 25 members attended.

### **4. Announcements**

Health and Safety (see handouts)

BC Childcare- Stroller Barrage

Calendar Update (Refer to pink handout)

### **5. Approval of the Agenda-M/S (KD)/C**

### **6. Approval of the Minutes-M/S (KM)/C**

### **7. Matters Arising from the minutes**

### **8. Executive Board Report**

**Bargaining survey for 951 members-** Good participation so far (90 in the first 30 minutes) and Cheryl will make adjustments so that checking the boxes will be easier.

**UCBC update re cost shares, sector bargaining -** we will be using \$2,000.00 from each local for advertising (All locals with exception of one will be participating) Next UCBC meeting late Aug. early Sept. most locals report no bargaining until the fall.

**Unifor bargaining debrief** re: Exec. Assistant position collective agreement, 2 year term, came in under budget, all issues addressed.

**Budget review (9 month)-** General revenue is up because of part-time employees/ operating budget has money allotted for buying office replacement equipment/ Good & Welfare and

affiliate meeting budget lines will be re-evaluated to take into account changes needed.

**Proposed 2014 – 2015 Budget-** Discussion on changes to budget i.e.: moving money from budget lines that are not being utilized to ones that are being over utilized.

**CUPE National Sectorial Conference** - Oct.6th to 9th in Toronto. How many do we send? Doug gave a quick review and more discussion will happen after everyone has a chance to read over the info.

**50<sup>th</sup> Celebrations.** Concerns raised about “Bear Mountain” as the location due to aboriginal problems with the developer. Now called the “Q Centre”, transportation, too far out of town.

**Motion to adopt the Exec. Board Report-M/S (KW)/C**

### **9. Presidents Report - None**

### **10. Treasurers Report**

Kara White spoke about March/April 2014 expenses as well as the opening and closing balances in the general and defence accounts.

**Motion to adopt treasurer’s report-M/S (KD)/C**  
**Nine month Review (KW)**

Breakdown of the percentages expended/received on target so far, paper copy available.

**Proposed Budget- 2014/15**

A few minor changes made.

**Motion to adopt the Budget -M/S (LW)/C**

**11. Trustee's report.**

**12. Chief Steward's Report.**

**13. Education Chair's Report**

Karen Dykes spoke about sending three members to The Western Regional Summer Inst. (All first time attendees and one is a young worker).

**14. Communication Chair's Report**

Cheryl De Wolf thanked members for giving great feedback for the survey and the amazing response from of at least half of the members on campus. Encourage all members to participate in future surveys.

**15. Report of Committee's & Delegates**

Janice Closson spoke about how interesting she and Barbara Gordon found The Progressive Discipline Seminar - learning how arbitrations work and the importance of explaining/documenting your case.

**Pension/ Benefits Report**

Kara White discussed the Optum handout - what it offers to members and encouraged everyone to email any questions they had about Optum or their pension package to her at [kmwhite@uvic.ca](mailto:kmwhite@uvic.ca)

**Adjournment: 12:50 pm**

*Copies of written reports can be requested from  
the recording secretary*

**Handouts:**

CUPE LOCAL 951 Treasurers Report  
Calendar Report of upcoming events Health and Safety Fact Sheet- Ventilation  
Health and Safety Bulletin-Jan/2013  
Work Safe BC- Ergonomics Commentary  
Work Safe BC- This Could Happen to Your Child  
BC Childcare- Stroller Barrage  
Optum Employee Assistance Program