

CUPE748

Agenda for CUPE Local 748 Membership Meeting of November 16, 2024

Location: ZOOM or Wildflower School Gym

Time: 9:00 AM

Call to Order: AM

Land Acknowledgement:

We would like to begin by acknowledging that we gather here today on the traditional land of Indigenous Peoples.

We acknowledge our traditional hosts and thank them for their graciousness in welcoming us to carry out this work on their land.

In doing so, we recognize their inherent Indigenous rights and title, the implementation without qualification of the UN Declaration on the Rights of the Indigenous Peoples and our Support for the 94 calls to action by the Truth & Reconciliation Commission.

Roll Call of Officers		Present	Absent	
President	Michelle Bennett			
Vice-President - West	Kathy Centrone			
Vice President East	Vacant			
Treasurer	Robin Sheppard			
Secretary	Anne Cavicchi			
Membership Officer - East	Vacant			
Membership Officer - West	Arlene Anderson			
Salmo Area Rep	Janet Pierce			
Slocan Area Rep	Cindy Martin			
Crawford Bay Area Rep	Shannon May			
Kaslo Area Rep	Bob Reimer			
Nelson Area Rep	Pat St. Pierre			
Creston Area Rep	Carol Sanders			
Lead Steward	Interim - Anne Cavicchi			
Steward - West	Stacey Finley			
Steward - West	Alicia Martin			
Steward - East	Candi Jones			
Steward - East				
Safety Area Rep - West	Alicia Martin			
Safety Area Rep - East	Vacant			
Creston Rec Centre	Shane Daignault		x	
Creston Library	Pat Tomasic		x	



Equality Statement:

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all sisters and brothers deserve dignity, equality and respect.

Sworn in New Members:

Motion to approve the minutes of the membership meeting of September 14 2024: Anne Cavicchi

Second:

Vote:

Motion to approve the agenda as presented and/or amended: Anne Cavicchi

Second:

Vote:

Meeting Business:

1	<p>Treasurer's Report & Budget - Robin Motion to accept the Treasurer's report: Robin Sheppard Second: Vote:</p> <p>Budget Deficits - Statement from the Treasurer</p> <p>Motion: Robin - Up the budget lines as needed to break even while not going further over budget for the rest of 2024 Second: Vote:</p> <p>Audit from 2021, 2022, 2023 - Susan Kosenic</p> <p>Presentation of 2025 Budget</p>	
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	<p>Motion to accept the 2025 budget: Robin Sheppard Second: Vote:</p> <p>Finances Motion: Move \$200,000 from the strike fund into a non-locked in term deposit.</p>	
2	<p>Correspondence - Robin</p>	
3	<p>Grievance Committee Report - Anne Recently Closed Grievances 1 withdrawn 1 resolved</p> <p>Active Grievances 5 headed to mediation or arbitration 4 in stage 2 or 3 2 in abeyance</p> <p>Also see Appendix A for active grievances</p>	
4	<p>By Election - Alicia Vice President East - 1 position Stewards - up to 5 positions Safety Officer East - 1 position</p> <p>Bargaining Committee - due a to recent resignation, we need to elect more members to the bargaining committee.</p> <p>What happens in Bargaining?</p> <p>Currently on the committee: Michelle Bennett and Kathy Centrone 2 plus 2 alternates needed.</p>	
5	<p>Digitization of Records - Robin</p> <p>Motion: Book two executive members off for up to 5 days to digitize our old records Second: Vote:</p>	

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6	Good of the Union	
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Motion to Adjourn:

Executive Reports: Appendix A - Executive Reports

VP West - Kathy Centrone

VP West Exec. Report

October 2024

October:

- Oct 4 - Job Description prep meeting
 - Oct 7 - Job Description Meeting
 - Oct 8 - SD8 Board meeting via ZOOM
 - Oct 15 - Duty to Accommodate (DTA) meeting
 - Oct 21 - Bylaws
 - Member support - Board Office Meeting
 - Oct 22 - Table Officers meeting with National Staff Rep
 - Oct 23 - Exec Meeting
 - Oct 25 - Grievance Committee meeting/Steward training
 - Oct 28 - SFE meeting with HR
 - Oct 22 - Job Description prep meeting
 - Oct 30 - Stage 3 grievances
 - Oct 31 - Labour Management meeting
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VP West Exec. Report

November 2024

November:

- Nov 1- Job Description Meeting
 - Nov. 3-5 - K-12 President's Provincial Meeting (Vancouver [K-12 pd])
 - Nov 6 - Bylaws and JEIS mtg
 - Nov 8 - Evening Table Officers Mtg via Zoom
 - Nov 13- Exec Meeting and member support
 - Nov 16 - Membership Meeting
 - Nov 18 - Bylaws
 - Nov 19- Job Description review - after work meeting
 - Nov 20- Labour Management Meeting
 - Nov 22 - Job Description Meeting
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Grievance Report - Anne Cavicchi

Grievance #	Title	Type	Steward	Stage 2 Meeting	Result	Stage 3 Meeting	Result	Arbitration /Mediation Date	Result
9/17/2022	Job Descriptions - Lead hand	Policy	Anne Cavicchi	2022/11/17	Denied	2023/02/07	Employers resolve was void of language	2024-12-09 - 2024-12-13	-
2022-10-5:08	Work of the Bargaining Unit	Policy	Anne Cavicchi	2022/11/17	Denied	-	-	-	-
2023-03-08 Leave of Absence	Leave of Absence	Policy	Anne Cavicchi	2024/05/05	Denied	2023/06/22	Denied	2025-02-18 - 2025-02-19	-
2023-04-10:13 C - Payment	Payment	Policy	Anne Cavicchi	2023/05/05	Denied	2023/06/22	Denied	2025-02-18 - 2025-02-19	-
2023-12-19 - Layoff and Recall	Lay-Off and Recall - Feeding Futures	Policy	Anne Cavicchi	2023/10/19	Denied	2023/12/15	-	-	-
1/4/2024	Human Rights	Individual	Anne Cavicchi	NA	NA	2025/03/01	Denied	2026-01-26 - 2026-01-30	-
2/4/2024	Human Rights	Individual	Anne Cavicchi	NA	NA	2025/03/01	Griever rejected proposed resolve	2025-05-22 - 2025-05-23	-
2024-03-Article #AppD	Appendix D - Call Out Procedure	Individual	Michelle Bennett	2024/05/13	Denied	2024/10/30		-	
2024-07-5:08	Work of the Bargaining Unit (FF)	Policy	Alicia Martin	2024/06/27	-	2024/10/30	-	-	-
2024-09-25.05	Discipline of Employee	Individual	Michelle Bennett	-	-	-	-	-	-
10/1/2024	Call Out	Individual	Michelle Bennett	-	-	-	-	-	-



**Trustees Report - Susan Kosenic, Dervila O'Dowd, and Shelia Ray
Replies - Robin Sheppard**

CUPE 748 Jan – Dec 2023 Financial Audit

October 4, 2024

Trustees: Susan Kosinec, Dervila O'Dowd and Sheila Rae

Recommendations attached for the Trustee's Audit Report.

1. Please ensure that direct deposits include backup paperwork.
2. Look at ways to decrease our overall expenditures on wages.
3. Make sure that policy 10: Education, is followed.
4. Please follow through with the recommendations from the 2021/2022 Audit Reports.

October 23, 2024

Reply to Trustees for Audit 2023

- 1. They are in the bank deposit book. We use a night deposit so there is not paperwork directly from the bank other than that.**
- 2. We are addressing this through meetings and motions.**
- 3. We are addressing this while reviewing the bylaws and through motions.**
- 4. See previous reply.**

Trustees: Susan Kosinec, Dervila O'Dowd and Sheila Rae

Recommendations attached for the Trustee's Audit Report.

1. Validate the CUPE 748 leaves/book-offs with clear forms, receipts and invoices including the SFE report.
2. Ensure that budgets are member-approved before spending CUPE 748 money and adhere to said budget. If adjustments need to be made, then a motion will need to be presented to the members for approval.
3. Please ensure that reports from 3rd party committees be included at the meeting.
4. Ensure that motions are recorded in a separate book.
5. Ensure that no 3rd party affiliation expenses be paid, except for wages.
6. Double check that cheque numbers and the date paid, are on invoices and expense vouchers.
7. Ensure that before payments are made there is an expense form and a receipt/invoice.
8. If any advanced payments are to be made, ensure there is back-up documentation. If the payment is split between two months, add duplicates of the back-up for every payment month.
9. Have an itemized spreadsheet of the assets, for example, laptops and printers.
10. Please detail expenses on the voucher, for example, breakfast, lunch, or dinner.
11. Please follow through with the recommendation from the 2021 Audit Report.

October 22, 2024

Reply to Trustees for 2022 Audit

1. **Received recommendations at same time as 2021 audit as we did 3 years worth so see previous comment.**
2. **We are currently in the process of doing this as we recently learned that we were not doing it correctly by following the overall budget instead of individualized budget lines.**
3. **I think this is already done, just not very well and it is being addressed by the National rep.**
4. **This is being done.**
5. **This is being done.**
6. **Working on it.**
7. **Working on it.**
8. **This was a one time advance due to someone giving me over a year's worth of expenses at once. The practise will not be done again and motions have been made to alleviate the possibility of someone turning in that many expenses over a long period of time.**
9. **Will do this.**



- 10. Will give exec more lessons on filling in expense forms. To be fair, they have improved a ton from previous years, but there is always room for improvement.**
- 11. Yup. (I need to get the recommendations from the audit file as I didn't have a digital copy on the computer.)**

CUPE 748 Jan – Dec 2021 Financial Audit

October 2, 2024

Trustees: Susan Kosinec, Dervila O'Dowd and Sheila Rae

Recommendations attached for the Trustee's Audit Report

1. Some columns are not populating in the Trustee's Audit Report. We recommend you contact your CUPE National representative to request IT support.
2. Double check the cheque numbers match invoices, and the online ledger.
3. Provide receipt back-ups of funds being transferred within our accounts.
4. Double check that expense forms are signed by two officers and ensure that receipts have accompanying expense forms.
5. Ensure that all parking expenses come with a receipt.
6. Double check that voided cheques match the ledger and ensure you include who the original cheque was made out to.
7. Add a copy of the affiliation per capita remittance forms to the expense file in the month they were paid.
8. Reach out to our CUPE National representative to learn how to add assets to the ledger.
9. As per the CUPE National Constitution, funds cannot be divided among individual members. Check which policies can become bylaws. Any policies that do not comply with CUPE National, should end (goodwill, retirements, hardship).
10. We recommend that expense vouchers are signed by two executive members. Perhaps use the CUPE National form that includes a section to clearly show which budget item, bylaw or motion applies to the expense.
11. Include the invitation/registration form for education training, conventions with expense voucher/receipts.
12. Replace the term OOP (out of pocket) on the expense voucher with the term Stipend to reflect the expense more accurately.
13. Ensure the ledger and financial online system is backed up on a removable hard drive. Then store the hard drive in a fireproof safe.
14. Digitize documentation to save expenses on the storage locker fees.
15. Please follow through with the recommendation from the 2019/2020 Audit Reports.

October 22, 2024

Response to Trustees for 2021 Audit

- 1. As the issue stopped happening by the time this report was done, there is no longer anything to contact them about.**
- 2. Will do.**
- 3. It is in the bank statement each month that is included in the file. There is no receipt issued for funds moved from one account to another from the bank so not sure how this would be done.**
- 4. Will do moving forward.**

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5. Is being enforced.
6. I have a file with the cancelled/voided cheques. I will include this for the audit moving forward. My mistake.
7. I won't be doing this as it is not how I do my record keeping. It makes it slightly harder for you for audit purposes for one day, but much easier for me on a regular basis. Sorry.
8. I figured it out and have talked to education person.
9. We are updating the bylaws/policies and National won't allow us to stop the practise until we update that in our bylaws and exclude all financial items from policies. We did try but were told not to. ☹
10. Is this the same as number 4? I went to the National website and I can't find an example. Our current expense form does have a line for budget items. I will look to incorporate the bylaw/motions part if I can find the form you are referencing.
11. Yes, we definitely need to be doing this and it has been brought to the attention of Table Officers already.
12. Done
13. The Secretary has ordered the requested devices and will show me how to use them. Excellent suggestion.
14. This suggestion has been in the works for a few months. It will require a huge amount of time and expense but we are planning on working toward this.
15. Ok.