



**National Executive Committee Meeting
Friday, October 26th, 2018
National Office (Boardroom 1967) 4th floor
100 Queen St., Ottawa, Ontario**

MINUTES

Present: G. Phillips (Chair), O. Alarie, N. Bois, A. Coles, H. Collins, H. Delnick, N. Giannakoulis (*via teleconference for the first 30min*), G. Kopytko, F. Lord, A. Nemec, A. Picotte, A. Trau

Staff: J. Courty, C. Danik

Via Teleconference: D. Cooper (*in the am*), K. Mansfield, M. Stiermann (*in the am*) and C. Vézina

Regrets: E. Venditti

1. Call to Order

The NEC meeting was officially called to order at 9:04 am and following a roll call, the Chair confirmed quorum was achieved.

1.1 Review of Agenda

The Agenda was briefly reviewed. There were no additions requested.

Motion to accept the NEC Agenda as presented

Moved by: A. Nemec

Seconded by: A. Trau

Abstentions (1)

By show of hands: Carried unanimously

1.2 Review of NEC public minutes (September 28, 2018)

In addition to minor grammatical errors, several amendments related to Agenda item 4.2 “*Collective Bargaining*” were recommended. As a result, the approval of the public minutes will be tabled until the proposed amendments are provided in writing to allow NEC members the opportunity to review them beforehand.

1.3 Review of NEC in-camera minutes (September 28, 2018)

** A folder containing the in-camera minutes was distributed to be retrieved afterwards*

NEC members were provided 10 minutes to review the in-camera minutes. Following the review, there were no questions or comments raised.

Motion to accept the NEC in-camera minutes dated September 28, 2018 as presented

Moved by: N. Bois

Seconded by: A. Picotte

Abstentions (4)

By show of hands: Carried unanimously

2. Decision Items

Approval of New Steward (RCMP): The Secretary explained that this item should have been omitted from the agenda as it was subsequently discovered that the approval of new stewards is not made at the NEC level. The process of setting up a local for the RCMP is underway and a steward will be elected at the AGM. It was reminded that only in the absence of a local does the NEC has the authority to approve stewards.

3. Action Items deriving from the last NEC meeting

- I. Email newly elected LoP members:** *Completed*
- II. Email Org Chart to NEC members:** *Completed*
- III. Organize meeting with S. Hassan from TB regarding PSES Survey:** *Not yet completed. In lieu of a meeting, the President may opt to email to Ms. Hassan*

4. Discussion Items

4.1 Phoenix Update: A Locals Leadership Council meeting was held last night, during which time the topic of Phoenix-related issues arose. The President has committed to sending an email to Treasury Board representatives to request a status report on the newly establish committee on Phoenix.

(N. Giannakoulis joined the meeting in person at 9:27am)

Action Item: The Chair will provide an update on the Next Generation Phoenix HR System at the next NEC meeting.

** NEC members reverted to the review and approval of the September 28th public minutes. Printed copies of the proposed amendments were circulated.*

There were no questions or comments raised and the proposed amendments related to Agenda item 4.2 were accepted.

Motion to accept the NEC public minutes dated September 28, 2018 as amended

Moved by: A. Picotte

Seconded by: N. Bois

Abstentions (1)

By show of hands: Carried unanimously

Note: The Chair stated that moving forward, the previous review process will be reinstated and in maintaining transparency, substantive changes made to the minutes will be disclosed during the meeting.

(Agenda Item #4.2, collective bargaining, was reviewed in-camera)

HEALTH BREAK

4.3 Review of Policies: Amendments deriving from inputs received by some of the NEC members were applied and translated copies of a policy for donations and a policy on inclusiveness and equity were distributed during lunchtime. NEC members were requested to review the policies in the upcoming weeks prior to a vote on their approval at the November meeting. In response to a pertinent observation made, the development of a Harassment Policy is currently underway and will also encompass the definition of harassment. C. Danik hopes to present a first draft at the next NEC meeting.

4.4 Defense Fund: *It was requested this Agenda item be reviewed in conjunction with Agenda item 6.1 "Finance Committee Update". The NEC was in agreement*

Some background information on the Defense Fund along with the impetus for raising this matter was presented to the NEC. As it stands, the current Defense Fund structure relating to fund investment is highly restrictive. Given the divergent climate, the NEC was requested to consider the notion of beginning the removal process of the Defense Fund. Doing so will enable a holistic approach towards the reserve and identify suitable growth strategies that will maximize returns. The NEC can then collectively decide to increase the cash or cash equivalent portion if deemed necessary.

Discussion: Overall comments from NEC members indicated strong support in amending the Defense Fund TORs to allow for greater investment flexibility beyond cash or cash equivalent. Though this matter must be brought forward to the membership for a vote, it was felt prudent to wait until a strong communication plan has been developed. The Chair suggested potentially targeting March 2019 as a timeframe so it coincides with end of fiscal year and the conclusion of collective bargaining rounds. D. Cooper concurred and stated that from a legal standpoint, it would be wise to perform a fulsome review of the Investment Policy prior to proposing changes in order to better understand its purpose. Following lengthy discussions, it was agreed that the Finance Committee will convene a meeting in the next week to expound on this. An invitation was extended to G. Kopytko to

attend the next Finance Committee meeting to discuss and address any contentious issues or concerns raised.

(M. Stiermann rejoined the meeting via teleconference at 10:58am)

Action Item: The Finance Committee will develop a proposal along with a rationale for amending the Defense Fund TORs and will submit it to the NEC 2 weeks prior to the next meeting. The NEC will then hold an in-depth discussion and put it up for vote at the November meeting.

Motion to compile a record of resolutions to be added to the Constitution, dating back from the beginning of the last term of the NEC

Moved by: A. Nemec

Seconded by: G. Kopytko

Discussion: It was agreed that no fixed timeline will be imposed as additional time and recovery of passwords will be required to complete this undertaking.

Abstentions (1)

By show of hands: Carried unanimously

6. Committee Updates

6.1 Finance Committee

**Printed copies of the Financial Statements were circulated to NEC members for review*

N. Giannakoulis conducted an exhaustive review of the financial statements which provided a detailed breakdown of the Association's financial position over the past 3 months. Particular emphasis was placed on the September period and on key outcomes deriving from the Finance Committee meeting held on October 18. With respect to the audit, Chair of the Audit Committee Sami Rehman is expected to present his findings at the November NEC meeting. A recommendation was put forth to consider scheduling a SNEC meeting, thus apportioning ample time to review the audit report prior to the AGM.

6.2 HR Subcommittee

The HR Subcommittee met over the summer months to update the TORs. K. Mansfield will work alongside D. Cooper over the next few weeks to ensure alignment with the Bylaws. The TORs will be brought forward for approval at the November NEC meeting.

6.3 Constitution & By-Laws Committee

F. Lord stated that although a meeting could not be summoned during the months of September and October, the Constitution & By-Laws Committee is planning on holding more frequent meetings to stay on top of ongoing matters. The Committee is awaiting D. Cooper's legal opinion on Bylaw 5 before it can be formally presented to the NEC.

6.4 Elections and Resolutions Committee

C. Vézina conveyed that the Elections and Resolutions Committee recently met and stated that the 4 resolutions are still under review. The Candidates' Debate is scheduled to take

place on November 15th at 7:00pm. The ERC is working with P. Engelmann to ensure it adheres with the Constitution. Candidates' names have yet to be announced however an official communiqué from the ERC is anticipated to be released shortly.

7. Reports

7.1 President's Report: In light of his recent absence from the office, the President deferred his report to the VP

7.2 VP's Report: N. Giannakoulis reported on a demanding two week period, including a plurality of meetings. Segments of the VP's report will be discussed in-camera.

7.3 Professional Services Report: C. Vézina informed the NEC of the upcoming training sessions scheduled for next week (*3 days in English and 3 days in French*). Participation of attendees has been satisfactory thus far. In addition, a new Bilingual Communication Manager has been hired and will begin on November 13. The candidate has already demonstrated her proactive nature by preparing a detailed report outlining effective approaches on revamping the website.

Action Item: It was requested the individual be provided with a short and long term communication plan

(M. Stiermann left the conference call at 11:39am to return in person this afternoon)

7.4 Director of Policy Report: C. Danik met with management representatives at the Translation Bureau who are currently reviewing TR-02 and TR-03 job descriptions. the issue is how the Employer can address the matter of using emerging technologies and how to define the work that is done with the technology: is it *post-edition or translation?*. CAPE's President was invited to sit on an Advisory Committee for the Translation Bureau, and once additional details along with the TORs are provided will report back to the NEC.

LUNCH BREAK

5. In-Camera Issues

(Agenda Item #5 was reviewed in-camera)

8. Meeting Adjournment

Motion to adjourn the NEC meeting

Moved by: the Chair

By show of hands: Carried unanimously

The NEC meeting adjourned at 2:47 p.m. EDT

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The above minutes are accepted as a true representation of the National Executive Committee meeting held on October 26th, 2018

APPROVED by:

Chairperson

Date