

**National Executive Committee meeting
Friday, March 23rd, 2018
National Office (Boardroom 1967) 4th floor
100 Queen St., Ottawa, Ontario**

MINUTES

Present: G. Phillips (Chair), O. Alarie, N. Bois, H. Collins, H. Delnick, N. Giannakoulis, G. Kopytko, F. Lord, K. Mansfield, A. Nemec, A. Picotte, M. Stiermann, A. Trau

Staff: D. Therien, J. Courty and C. Vézina

Via Teleconference: M. Dyck

Regrets: A. Coles, B. Marquis, E. Venditti

1. Call to Order

The NEC meeting was officially called to order at 10:00 am and the Chair confirmed quorum was achieved.

1.1 Review of Agenda

The agenda was briefly reviewed.

Motion to accept the NEC agenda as presented

Moved by: A. Nemec

Seconded by: A. Trau

Abstentions (1)

By show of hands: Motion carried unanimously

(M. Stiermann joined the meeting at 10:07am)

1.2 Review of previous NEC public minutes

Minor changes to the minutes were suggested and will be amended accordingly. One of the members recommended that the minutes not reflect the highlights of discussions but instead only outline the decisions. Without any consensus reached, it was decided to maintain the format as it stands.

Motion to accept the NEC public minutes dated January 26, 2018 and the NEC minutes dated February 23, 2018 as amended

Moved by: H. Delnick

Seconded by: K. Mansfield

Abstentions (1)

(Agenda Item # 1.3 was reviewed in-camera)

(A. Picotte joined the meeting at 10:20am)

2. Decision Items

2.1 Complaints (CRC NEC 3-person subcommittee)

Chair of the CRC 3-person subcommittee F. Lord reported that a complaint was lodged at the last meeting. In the absence of local leaders agreeing to sit on the CRC, as members of the CRC 3-person subcommittee both F. Lord and G. Kopytko indicated a willingness to continue their role on the subcommittee to review outstanding complaints. The Chair made a request for volunteers to serve as an alternate to sit on the CRC NEC 3-person subcommittee in the event B. Marquis is unable to continue to sit on the subcommittee. H. Delnick volunteered. The subcommittee will determine whether H. Delnick will be required to first undergo training or partake as an indeterminate.

Be it resolved that H. Delnick serves as an alternate to sit on the CRC NEC 3-person subcommittee

Moved by: A. Picotte

Seconded by: O. Alarie

Abstentions (1)

By show of hands: Motion carried unanimously

Action Items: C. Vézina to submit the 3 outstanding complaints to the CRC NEC 3-person subcommittee. F. Lord to confirm whether B. Marquis intends on carrying on his role as a member of the subcommittee.

2.2 Committees' review:

a. Mobilization and Job Action Committee

The Mobilization and Job Action Committee was initially formed to prepare members for good measure in light of the last session being challenging. With the Collective Agreement for LoPs having been signed by the President 2 days ago, no job action is required. In light of CAPE commencing another round of EC Collective Bargaining, it was suggested and agreed to suspend the Mobilization and Job Action Committee pending any reaction from the Collective Bargaining team that suggests assistance is needed. It was also noted that a Chief Negotiator for the EC Collective Bargaining Team (*official title "Director of Policy"*) has recently been hired. Claude Danik will be returning to CAPE in May on a part time basis and will be leading the EC Collective Bargaining, as well as acting as an advisor to the President on policy issues. His contract is currently being finalized. An official announcement will soon be going out to the membership. The National Office staff along with the CBC will also be informed.

Be it resolved that the Mobilization and Job Action Committee be temporarily suspended until deemed necessary by one or both of the Collective Bargaining committees

Moved by: A. Nemec

Seconded by: A. Trau

Abstentions (3)

By show of hands: Motion carried unanimously

b. Young Members Committee

The Young Members Committee has not met on a regular basis and their last published minutes date back to April 2016. The committee is mainly comprised of young members with the aim of increasing engagement among new and young members at CAPE to become active with union related activities to increase awareness of their possible contributions. While there are costs associated to maintain the committee, one of the benefits is the impact on attendance. It was suggested renaming this committee by striking the term “young” or potentially adding “new members.” Although a call could be put out to gauge interest in a name change, G. Phillips recommended first determining what the committee is trying to accomplish.

Be it resolved that the Young Members Committee be temporarily be suspended

Abstentions (1)

By show of hands: Motion carried unanimously

Action Item: The Chair/J. Courty to contact the former chair of the Young Members Committee (*and its committee members*) to determine their willingness in continuing to serve on the committee. The Young Members Committee will be invited to make a presentation to inform the NEC of the committee’s objectives moving forward. This item will be added on next month’s agenda.

2.3 Committees’ appointment:

Following the last NEC meeting, a general e-communication call out was sent out to gauge interest in reviving some of the committees. Four applications to sit on the CRC were received (*however one individual was deemed ineligible due to not being a local leader*) along with 8 additional applications to sit on general committees (*i.e.: Constitution & By-laws Committee, Finance Committee, Elections & Resolutions Committee and the Workplace Health & Wellness Committee*). NEC members reviewed each application for further clarification and approval. Paper copies with the names of volunteers were circulated.

Complaints Review Committee (CRC): NEC Members discussed whether the current complaints should be put on hold until this 3-person CRC committee (*comprised of local leaders*) is approved, thus creating a delay, or request that the CRC NEC 3-person subcommittee continues to review the complaints. It was suggested and agreed for the NEC 3-person subcommittee to move forward with the current complaints. Upon completion of training and preparation, those who have put their names forward to sit on the CRC may be initiated to assist with untreated complaints by the CRC NEC 3-person subcommittee. In the event the new CRC is established, F. Lord will transition any outstanding complaints to the committee as soon as practicable.

Be it resolved that the proposed volunteers to form the 3-person CRC be accepted: Husam Alsousi, Peter Timusk, Teresa Pound, and that the National Office follows up with the candidates regarding next steps with respect to the training

Moved by: N. Giannakoulis

Seconded by: A. Nemeč

Abstentions (1)

By show of hands: Motion carried unanimously

(M. Stiermann did not vote as he temporarily left the room at 10:42am and returned at 10:47am)

Workplace Health & Wellness Committee: As a first order of business, it was confirmed that the status of the TORs for this committee will be discussed at their inaugural meeting.

Be it resolved that the proposed volunteers to form the Workplace Health & Wellness Committee be accepted: Richard Duranceau, Ellen Langille, Jessica Allen, Nina Jetha, Marie Robichaud and Mackenzie Weekes

Moved by: N. Giannakoulis

Seconded by: A. Nemec

Abstentions (1)

By show of hands: Motion carried unanimously

Action Item: The appointed candidates will be sent an email and a follow up meeting will be scheduled.

Remaining applicants: Brendan Tait put his name forward to sit on the Audit committee, the CRC, the Constitution & By-laws Committee, the Elections & Resolutions Committee and the Finance Committee. Alex Butler put his name forward to sit on the Finance Committee and on the Audit Committee. It was reminded that candidates are ineligible to simultaneously sit on the Finance Committee and the Audit Committee.

Discussion: NEC members tried to determine the best fit for Brendan Tait, taking into account the more pressing needs of each of the committees being applied for.

(M. Dyck joined the meeting via conference call at 11:00am)

To ensure fulsome applications are received, it was requested inquiring about previous experience, interaction with the union, or getting an indication of applicants' competencies. The Chair stated that this option can be revisited in the future as this must first go through an approval process.

Be it resolved that Brendan Tait be appointed to sit on the Constitution & Bylaws Committee

Moved by: N. Giannakoulis

Seconded by: F. Lord

Abstentions (2)

By show of hands: Motion carried unanimously

Be it resolved that Brendan Tait be appointed to sit on the Finance Committee

Moved by: K. Mansfield

Seconded by: H. Collins

Discussion: It was recommended giving Brendan Tait the option of selecting to serve on either the Finance Committee or the Audit Committee. It was stated that some form of audit training can be provided should he lack accounting experience. The following friendly amendment was put forth:

Be it resolved that Brendan Tait be given the choice to sit on either the Finance Committee or the Audit Committee

In Favour (11)

Opposed (1)

Abstentions (1)

By show of hands: Motion carried

Action Item: The Chair/J. Courty to reach out to Brendan Tait and inform him accordingly.

Be it resolved that Alex Butler be appointed to sit on the Audit Committee

Moved by: H. Delnick

Seconded by: A. Nemeč

** Recognizing his potential conflict of interest, N. Giannakoulis stated he will abstain on voting on this matter*

Discussion There was a discussion with respect to A. Butler's nomination for the Audit and/or Finance committee.

A. Trau proposed the following friendly amendment to the original motion as followed:

Be it resolved that Alex Butler be given the choice to sit on either the Finance Committee or the Audit Committee. However this was rejected by the mover and seconder.

A. Trau subsequently moved it as an unfriendly motion

Seconded by: G. Kopytko

Both the mover and seconder agreed to withdraw the original motion. The proposed amended motion was reintroduced as followed:

Be it resolved that Alex Butler be given the choice to sit on either the Finance Committee or the Audit Committee

Moved by: H. Delnick

Seconded by: A. Trau

Discussion: Some members were concerned that by giving the option to choose which committee to sit on, this may result in the alternate committee being unoccupied. As the Audit Committee currently requires a representative, it may best serve the membership to have someone sit on the Audit Committee.

In Favour (6)

Opposed (7)

Abstentions (1)

**The Chair took a vote to break the tie of 6 and 6*

Motion Defeated

Be it resolved that Alex Butler be appointed to sit on the Audit Committee

Moved by: H. Delnick

Seconded by: F. Lord
In favour (11)
Opposed (1)
Abstentions (2)

By show of hands: Motion carried

HEALTH BREAK

Grenda Kopytko volunteered to serve on the Workplace Health & Wellness Committee

Be it resolved that Grenda Kopytko be appointed to sit on the Workplace Health & Wellness Committee

Moved by: G. Kopytko
Seconded by: A. Trau
Abstentions (1)

By show of hands: Motion carried unanimously

Be it resolved that the Educations Committee be temporarily be suspended

Moved by: H. Delnick
Seconded by: K. Mansfield
Abstentions (1)

By show of hands: Motion carried unanimously

3. Action Items deriving from last NEC meeting

F. Lord confirmed the complaint was screened in and a report has been drafted and submitted to the CRC NEC 3-person subcommittee members. Members of the subcommittee have been requested to provide their input on the matter. Once their response has been received the report will be submitted to J. Courty. This item was tabled until the next meeting.

(Agenda Item # 4 was reviewed in-camera)

5. Members on leave & participation on committees

The general premise of this agenda item was as a result of a concern raised with respect to members on unpaid leave that are not paying union dues and yet maintaining their positions on various committees even when out of the country. It was reminded that these individuals are representing a contingent of members and without being available to the members and being physically present in the workplace to remain well-versed and up to date on the daily happenings, one can become quickly detached and unable to bring much value or make a positive contribution.

Comments:

- It was believed to be counter-intuitive to be considered a member in good standing without having to pay union dues. It was therefore suggested this be considered as a potential constitutional amendment to address

- It was inquired as to potentially instituting a condition of committee participation in which individuals would be required to attend from within Canada only
- The Chair confirmed that if instructed by the NEC to proceed, he will seek legal advice as to the interpretation of the Constitution clause on professional services
- It was alternatively suggested requesting the CBC to produce a revision of this section ahead of the next AGM on November 13th, 2018
- A caution was raised that it may become problematic to differentiate the types of leaves

Be it resolved that the NEC directs the CBC to review Section 25 of the Constitution with regards to pros and cons of removing members' privileges or rights to participate in any union activities once they've left Canada,

Be it further resolved that under Section 25.2 of the Constitution, the CBC works toward better defining and specifying what professional services is, and that this matter be reviewed as a second priority after dealing with the Bylaw 5 issue

Moved by: A. Nemec

Seconded by: H. Delnick

Abstentions (1)

By show of hands: Motion carried unanimously

6. Security Sweep

The National Office has performed a security sweep as there were concerns with respect to security risks.. A series of recommendations to remedy the security problems have been identified as high priority where some have already been implemented. As an example:

- ✓ The management team will look at undertaking construction work to soundproof the Executive Director's office (*as well as the interpreters' room as sound can be intercepted*)
- ✓ It was recommended the front door be surveyed at all times
- ✓ The Wi-Fi password has been changed
- ✓ Computer password changes will now be prompted with regular reminders

Although there were other recommendations put forth in consideration of cost, these may be postponed for implementation. One of the members suggested installing a security camera at the front door as an additional security measure, which would also be in accordance with the Canadian Labour Code for the protection of staff.

Action Item: Once an action plan outlining key steps to be taken and examines the benefits and shortcomings is established, it will be brought forward to the NEC for approval of the process.

HEALTH BREAK

7. Committee Updates

(Agenda item # 7.1 was reviewed in-camera)

7.2 Finance Committee (Budget)

A copy of the proposed Budget was circulated to members for review. The Finance Committee met 4 times in the last month and a half. On Feb 22nd, the committee began an annual review of the budget findings. N. Giannakoulis provided a high level overview of the Budget outlining each budget line item (*which included a detailed breakdown of sub-budget lines and the corresponding figures*), and he also referred to a detailed worksheet, which can be made available offline upon request.

NEC members were provided with an opportunity to comment and seek clarification on various budget line items presented and on the overall planning budget process. It was mentioned that the French translation on some of those items will be revised.

Action Item: It was noted that items 1.4 and 2.5 under Section 7 are missing on the roll up and will be added accordingly.

It was stated that as part of the budget process, the local leadership council must first be consulted. As such, a local leadership council meeting will be scheduled the second week of April, at which point N. Giannakoulis will present the budget to determine any areas that require additional consideration. The approval of the proposed budget will be deferred until then. In an effort to offset projected deficits in specific budget line items, the following motion was raised:

Be it resolved that the Finance Committee recommends to the NEC that a total of \$240K be transferred from the Contingency Fund to offset the following expenditures: \$120K for computer expenses, \$35K for meetings and \$85K for collective bargaining related expenses

Moved by: N. Giannakoulis

Seconded by: H. Delnick

Abstentions (2)

By show of hands: Motion carried unanimously

**In light of the meeting running behind schedule, the Chair proposed dispensing with the review of Agenda item 8 "Reports" to allocate sufficient time to review item 7.2b in an effort to adjourn the meeting at 5pm. NEC members were in agreement.*

(Agenda item # 7.2.1 was reviewed in-camera)

7.3 HR Subcommittee

K. Mansfield reported that the HR subcommittee has met twice and is working alongside the CBC on the governance aspect.

7.4 Constitution & By-Laws Committee

The CBC held its second meeting yesterday to discuss their impending workload. Their objective will be to meet on a monthly basis. The CBC established an agenda for the foreseeable future and has identified Bylaw 5 as the main priority. A re-drafted Bylaw 5 proposal will be discussed among the committee next month. Once an agreement as to its

content has been reached, the committee will be seeking advice from a legal expert before it is presented to the NEC at the May meeting. Afterwards, the CBC will examine Section 25 of the Constitution where they've identified 4 recommendations deriving from the IOG report that the CBC could take on, 2 of which would be in collaboration with the HR subcommittee, including discussing the position of Corporate Secretary. Discussions are currently being held to consider amending the title of that position or including some provisions for General Secretary in the title of that position, which may result in a dual title.

8. Meeting Adjournment

Motion to adjourn the NEC meeting

Moved by: A. Nemec

Seconded by: K. Mansfield

By show of hands: Motion carried unanimously

The NEC meeting adjourned at 5:01 p.m. EDT

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The above minutes are accepted as a true representation of the National Executive Committee meeting held on March 23rd, 2018

APPROVED by:

Chairperson

Date