

CAPE Executive Committee

**Minutes of January 26, 2006
CAPE National Office
Boardroom
5:45 p.m.**

PRESENT: J. Aggrey, D. Brackley, R. Oslund, C. Card, H. Hao, M. Holyk, M. Korol, C. Lakaski, R. McVicar, J. Patterson, A. Picotte, P. Rosen, S. Spak, C. Therrien, M. Zinck, C. Danik, S. Wensink (staff)

APOLOGIES: D. Martin.

J. Aggrey welcomed back the existing NEC members and the new additions to the Committee. He asked everyone to introduce themselves and to indicate their expectations as Executive Members for this year.

In summary, members expect:

- < that CAPE will develop a strategy to make members better aware of PSMA and PSEA
- < to be more involved in the preparation for Collective Agreement
- < to encourage members to participate in the Association
- < to provide more training for members
- < to get the Youth Committee up and running
- < CAPE to address the issue of translation by non-public service employees
- < to work cooperatively with other members on the NEC
- < productive NEC meetings and to be united
- < CAPE to increase communications with members
- < NEC meetings to be short
- < CAPE to address EC classification concerns
- < CAPE to respond to new challenges posed by new government
- < the rule of law at NEC meetings
- < CAPE to remove ambiguities (in Constitution and By-Laws ?)
- < CAPE to reduce costs in the Association
- < better democracy (within NEC ?)
- < good education of members
- < CAPE to increase training at the Local Level

J. Aggrey reminded NEC of the following principles/protocols that could make NEC meetings more productive:

- i. To be respectful of each other
- ii. To wait to be recognized by the Chair before speaking
- iii. To allow a member to speak
- iv. To focus, as briefly as possible, on the issue being discussed
- v. To move on to the next issue when an issue is resolved
- vi. A motion once moved and seconded may be withdrawn by the mover, but **only** with the unanimous consent of NEC
- vii. Once adopted, a motion cannot be debated further except for the purpose of moving that it be rescinded
- viii. NEC's role is to establish policies, guidelines, etc., but not to micro-manage the National Office and its staff.
- ix. Request for information may be directed to the Secretary or the President

Approval of Agenda

B. McVicar requested that his nomination as a Communications Committee member be added to the agenda. Accepted as agenda item #A4.

D. Brackley requested that two items be added: Meeting Minutes Protocol and Electronic Communications be added to the agenda. Accepted as agenda items #D3 and E3 respectively.

C. Therrien requested that discussion items be added: a) e-mail subscription page on the web site replaced by the President's picture; b) President's report to Communications Committee prior to posting. Accepted as agenda items #E4 and E6 respectively.

J. Aggrey wanted a discussion on an NEC Retreat. Accepted as agenda item #E5.

It was moved by A. Picotte, seconded by S. Spak, that the agenda be approved, as amended.

In favour = 15; Against = 0; Abstention = 0 **Motion Carried.**

Minutes of November 24, 2005

It was noted that under the items "EC Collective Bargaining Committee" and "TR Negotiating Committee: Financial Incentives Plan", that the names of the Committee members be added.

It was noted that under the item “Constitution and By-Laws Committee” that the words “Committee members” be added after the words “Call of Elections”

It was pointed out that moving the date referred to under the “Constitution and By-Laws Committee” should go to staff for comment. The Constitution Committee can then make a recommendation to the NEC.

It was agreed to add the names of those NEC members who were thanked for their hard work and support on the NEC over the past year be added under the item “Professional Services Report”.

It was noted that under the item “Other Business” it should read “the Translation Bureau” and not the “Bureau of Translation”.

It was noted that under the item “Other Business” that the names of the members on the three-member sub-committee be added.

It was moved by M. Zinck, seconded by D. Brackley, that the minutes of November 24, 2005 be approved, as amended.

In favour = 14; Against = 0; Abstention = 1. **Motion Carried.**

Schedule of meetings for 2006

It was moved by D. Brackley, seconded by M. Holyk, that the NEC meetings be held on the third Thursday of the month with the exception of September (week of NJC Conference), to be held on the second Thursday of the month.

In favour = 15; Against = 0; Abstention = 0. **Motion Carried.**

Nomination to Communications Committee

It was moved by D. Brackley and seconded by M. Zinck that B. McVicar be accepted to the Communications Committee.

In favour = 15; Against = 0; Abstention = 0. **Motion Carried.**

Action to be taken after the election of a new federal government

A. Picotte explained that the Association needs to prepare for the worst with respect to the federal government cutting costs for translation. It is an area where the government can cut costs by hiring in the private sector. The quality of work prepared by free-lancers is inferior.

It was moved by A. Picotte, seconded by C. Therrien, that management should quickly prepare an action plan detailing that translation is tied to national unity and respect for linguistic dualities.

In favour = 14; Against = 0; Abstention = 1. **Motion Carried.**

PSMA/PSEA strategy

It was moved by D. Brackley, seconded by C. Lakaski, that the NEC request that management develop a strategy to address members' needs and to advance members interests through advocacy.

A friendly amendment was moved by M. Holyk and accepted by D. Brackley to amend the motion to add the following words after strategy "relating to the PSMA and PSEA,

Discussion focused on the timeline for the developed strategy.

It was moved by H. Hao and accepted by D. Brackley to amend the motion to add at the end of the last sentence the following words "and that the strategy will be prepared for the NEC meeting in March."

Main Motion as amended reads:

It was moved by D. Brackley, seconded by C. Lakaski, that the NEC request that management develop a strategy, relating to the PSMA and PSEA, to address members needs and to advance members interests through advocacy and that the strategy will be prepared for the NEC meeting in March.

In favour = 15; Against = 0; Abstention = 0. **Motion Carried.**

Constitution and By-Laws Committee

C. Therrien wished to express his objection that certain committees were required to reconfirm their membership and provide Terms of Reference annually, while other committees are not required to do so.

J. Aggrey explained that it isn't in the Constitution or By-Laws but stems from an SSEA tradition and that he was not opposed to having this issue addressed in the Constitution or By-Laws. He also stated that in the past NEC established sunset committees as required and as such the Committees were discontinued once their mandates/tasks were completed. He went on to explain that the only standing committee is the Finance Committee.

R. Oslund mentioned that Bourinot states that committees should be reviewed. He said that he was uncomfortable with the reference to SSEA tradition.

J. Aggrey mentioned that it is not a “real CAPE Constitution” but a patchwork of the two merged unions.

D. Brackley agrees with R. Oslund that the word “tradition” not be used. He stated that the Constitution and By-Laws need to be amended. He stated there should be a motion reaffirming committees are ongoing until the completion of their work, assigned tasks.

M. Zinck and P. Rosen support that this issue should be resolved in the Constitution.

It was moved by P. Rosen, seconded by M. Zinck, that the Constitution and By-Law Committee be reestablished with its current membership.

In favour = 14; Against = 0; Abstention = 0. **Motion Carried.**

It was moved by P. Rosen, seconded by D. Brackley, that the Constitution and By-Law Committee be directed to make all necessary constitutional provisions and develop appropriate by-laws.

In favour = 14; Against = 0; Abstention = 0. **Motion Carried.**

C. Therrien stated that the Call for Nominations letter issued by the Association should not have been sent until the February 14 deadline.

D. Brackley stated that there were two issues: the text and the date.

It was moved by D. Brackley and seconded by M. Zinck that the NEC considers the proposed text as approved.

J. Aggrey informed the NEC that he had consulted with the Elections Committee Chair who had told him that they had to follow the existing by-laws.

D. Brackley asked for clarification for when the election process actually begins. He would like to have the February 14th date changed to a later date and would like management to provide dates that would work. It should be explicit that the Elections Committee process begins with their first meeting in order that they have a date. The matter should be referred to the Constitution and By-Law Committee.

C. Therrien requested the President’s interpretation of the current text.

P. Rosen offered his interpretation that there would be no Elections Committee until approved by the NEC.

D. Brackley asked to rescind the motion. Unanimous consent. **Motion rescinded.**

It was moved by P. Rosen and seconded by M Zinck that this draft By-Law be deferred to the next NEC meeting.

C. Therrien wants the President to confirm that the Elections Committee has no jurisdiction until the Committee is created.

J. Aggrey said he would get back to C. Therrien, with his interpretation, before the next NEC meeting.

President's Report

J. Aggrey informed the members on a number of issues. These included updates on the PHCSP, the Pension Surplus Litigation, staffing of the positions and the ongoing efforts to sub-lease up to 20% of the current CAPE headquarters.

J. Aggrey requested that everyone put their hands together for C. Danik, who is the new Executive Director.

Professional Services Report

C. Danik presented his report which included updates on the TR Collective Bargaining, the completion of the LOP negotiations, the EC Collective Bargaining, the TR FIP, organization charts for the NEC, EC conversion and joint training program.

Finance Committee

A. Picotte explained that monies had been held back from the training budget due to financial constraints and the uncertainty of a dues increase.

Talk focused on either getting funds from the Executive Contingency or shifting monies between line items.

Although there was unanimous support for providing training of special courses, the Association has a policy of not shifting monies between line items. As well, contingency funds are to be used for emergencies or unforeseen circumstances.

J. Aggrey wants the Finance Committee to make a recommendation to the NEC indicating the amount needed from the Contingency Funds for training purposes.

The monthly financial statements are deferred to next month as the Committee met on January 24, 2006

Dues increase implementation

D. Brackley requested that the dues increase should be reflected in the minutes and that the members' be informed of the date of implementation. He requested that the effect on the deficit, with the new information, be provided.

A. Picotte will provide the information at the next NEC meeting.

Meeting Minutes protocol

D. Brackley will work with J. Aggrey and D. Martin to develop a protocol for posting minutes of meetings.

Sub-Committee Report on TR Complaint

J. Aggrey explained that both the complainant and the respondent need to review the report first. Only one party, at this time, has had the opportunity. However, the recommendation is that no action be taken and he will provide NEC with the Sub-Committee's report as soon as he has heard from the other party.

Bilingualism in the Public Service

C. Lakaski informed the NEC that members' are not getting access to bilingualism training as promised in the Treasury Board policies. He would like to know how the Association can advocate on members' behalf.

A. Picotte questioned whether this could be added to the action strategy for the TR's and bilingualism, discussed earlier.

J. Aggrey asked if this was just occurring at Health Canada, but was informed by other Committee members that it is happening in different Departments, as well. J. Aggrey indicated that CAPE will develop a strategy, across the board, to address our members concerns.

Electronic Communication

It was moved by D. Brackley, seconded by M. Zinck, that the NEC request the Communications Committee develop an implementation plan for electronic communications with the members.

In favour = 14; Against = 0; Abstention = 0. **Motion Carried.**

President's picture replacing e-mail subscription page on website

C. Therrien pointed out that the President's picture has replaced the e-mail subscription page on the website.

J. Aggrey will instruct the Communications Officer to correct this as soon as possible.

NEC Retreat

It was moved by P. Rosen, seconded by M. Holyk, that the NEC attend a strategic planning retreat.

C. Card suggested the retreat be held on a Friday and Saturday as opposed to being a full weekend.

P. Rosen suggested having the regular NEC meeting combined with the Retreat.

In favour = 13; Against = 0; Abstention = 0. **Motion Carried.**

President Report to Communications Committee

It was pointed out by C. Therrien that the President's report did not go to the Communications Committee for review. He requested that it be proof-read and the typos be corrected.

J. Aggrey wished to thank the NEC and the Local Leadership for all their efforts in promoting the second dues increase initiative.

It was moved by R. McVicar, seconded by S. Spak, that the meeting be adjourned at 9:28 p.m. **Motion Carried.**

Date

J. Aggrey
Chair