

CAPE Executive Committee

Minutes of October 24, 2007

CAPE National Office

Boardroom

5:45 p.m.

Present: J. Aggrey (Chair), J-R. Benoit, C. Card (late arrival), G. Dussault, M. Holyk, M. Korol, C. Lakaski, S. Lawson (teleconference), R. McVicar, L. Perrin, A. Picotte, A. Sipos, S. Spak, C. Therrien, M. Zinck, J. Ouellette, D. Martin.

Apologies: S. Spano, C. Danik.

Audit Committee Report

J. Mrenica, Chair, Audit Committee presented the report on behalf of the Audit Committee. She requested that prior to proceeding she needed the NEC to confirm that the members of the Audit Committee were covered by the Association's liability insurance otherwise she could not proceed any further and would not be able to sign the letter of engagement without being reassured that the Audit Committee was covered.

J. Aggrey explained to NEC that he had already sent an email to Janet assuring her that all CAPE Committees, including the Audit Committee, were covered automatically under the Association's liability insurance. To confirm his statement, José asked the Secretary to read the relevant section of the insurance policy applicable to the Audit Committee's coverage he had quoted in his communications with Janet's request for insurance.

To reassure Ms. Mrenica that the Audit Committee was covered:

A. Picotte moved, C. Lakaski seconded, that the Audit Committee is covered under the general insurance policy. **Carried Unanimously.**

J. Mrenica then continued with the report. She advised that the NEC that the Committee was still waiting on some information in order to give their final recommendation on the Audited Financial Statements. She advised that one member of the Audit Committee had resigned.

A. Picotte moved, M. Zinck seconded, that the NEC thank the Audit Committee for all their work. **Carried Unanimously.**

J. Mrenica remained as an observer.

Complaint by A. Sipos

Before this item was discussed, J. Aggrey stated that this section of the meeting should be conducted In Camera as it was considered confidential.

A. Sipos objected and asked for a reference in Bourinot's Rules of Procedures on In Camera meetings. J. Aggrey explained that Bourinot provides NEC with general guidelines and that Bourinot does not prevent the NEC as a body to make decisions on how it conducts its business when it deems it necessary.

J. Aggrey further stated that, from time to time, there will be issues that the NEC must discuss In Camera to protect the integrity of the Executive Committee and that the NEC has the power to decide when such meetings should be closed to non-NEC members.

He therefore asked the Committee if there was a consensus to hold this section of the meeting In Camera.

C. Therrien moved, M. Holyk seconded, that the meeting be open.

In favour = 6, Opposed = 8, Abstentions = 1. **Motion Defeated.**

Then, M. Zinck moved and C. Card seconded, that the meeting be held In Camera.

In favour = 8, Opposed = 4, Abstentions = 3. **Motion Carried.**

J. Mrenica was asked to leave the meeting at this time.

In Camera Session

Resumption of Regular NEC Meeting

Guest: One member in attendance as an observer.

1. a) Approval of Agenda

The following items were added to the Agenda:

1. c) ESU-CAPE Collective Agreement

4. a) Audited Financial Statements.

A. Picotte moved, M. Zinck seconded, that the agenda be approved, as amended.

In favour = 10, Opposed = 0, Abstention = 4. **Motion Carried.**

Approval of Previous Minutes of September 12, 2007

S. Spak moved, M. Zinck seconded, that the minutes be approved.

In favour = 13, Opposed = 0, Abstention = 1. **Motion Carried.**

Approval of ESU-CAPE Collective Agreement

G. Dussault provided a briefing on the negotiations and J. Ouellette provided the cost analysis.

S. Spak moved, C. Lakaski seconded, that the NEC accept the ESU- CAPE staff Collective Agreement as negotiated.

In favour = 13, Opposed = 0, Abstention = 2. **Motion Carried.**

J. Aggrey thanked the negotiating team on behalf of NEC.

Matters Arising

Review of Contingency Funds

The Committee referred this issue to the Governance Review Committee.

Report on YMAC Spring Networking Event 2007

S. Lawson, a member of the YMAC reported that:

The Young Members Advisory Committee (YMAC) held an evening social on June 5, 2007. Their goal was to reach out to other young members and to provide an opportunity for members to share ideas, express concerns, meet and network with other young members. The YMAC believed the event put their mandate in action.

The event was held at 73 North, 73 Sparks Street. Thirteen young members attended. The event coincided with a number of CAPE events. YMAC conducted an informal survey to get a better understanding of young members' needs and concerns. The results of the survey follow.

Many members heard about the event via email from a friend. Most of the respondents were from the EC bargaining group (seven ES and three SI). Most of the young members in attendance had up-to two years of service while few had more than two years of service.

The survey asked members about their greatest on-the-job concerns. Multiple responses were permitted. Concerns included: Vacation (5), Flexibility (5), Training/Development (4), Health Benefits (4), Overtime (3), and Pay (2).

The survey also asked what kinds of things CAPE could do to address members concerns. Key themes included: overtime (mechanism to claim and flexible options in lieu); hold workshops (employee-manager conflicts, knowing when to raise labour issues); bargain for more vacation; expand leave without pay provisions; and work site visits.

One of YMAC's objectives is to organize workshops on leadership, career advancement, work-life balance and other subjects of interest to young members. The survey asked members to rank a number of topics. Leadership and Advancement were highly ranked, followed by Collective bargaining, workplace conflict and work-life balance.

Substantive Issues for Discussion

President's Salary

C. Therrien and K. Kostenbauer submitted the following;

Resolution A:

In accordance with Article 31.1, the sponsors request of the National Executive Committee to adjust the **pay of the National President to the bottom of the EX-02 range**, effective upon taking office following the next Presidential election; **and** effective upon the anniversary of that date, an adjustment shall be provided, incorporating the unweighted average annual increment multiplied by the unweighted average salary adjustment pertaining to all bargaining units I the Association, effective on December 31 of the previous calendar year.

Effective upon re-taking office, and exempting any term or portion thereof prior to 2009, a re-elected President may opt to continue to receive the salary of his or her previous term with an annual increment and salary adjustment as described above; **or** he or she may accept the effective salary at the bottom of the EX-02 range with a subsequent annual increment and salary adjustment as described above.

C. Therrien was asked to clarify if this was a resolution that he wanted to submit to the membership for approval or whether it was a motion for the NEC.

C. Therrien stated that it was a resolution for approval by the membership.

The Chair explained that since it is intended as a resolution then, in accordance with the

CAPE By-Laws, it should not be discussed by the NEC but rather it should be submitted to the members for a vote at the AGM. He reminded C. Therrien that the deadline for submitting resolutions for this year's AGM is past.

G, Dussault noted that the proposed Resolution's reference of the President's Salary to clause 31.1 is inaccurate and that according to the CAPE Constitution, it should have been clause 31.9.

Standing Committee on Service Quality

L. Perrin moved, C. Lakaski seconded, that the NEC instruct the Committee on Governance Review to define the composition and terms of reference of a Standing Committee on Service Quality.

A. Picotte made a friendly amendment

That the NEC decide to create a Standing Committee and instruct the Governance Review Committee to define the composition and terms of reference of the Standing Committee on Service Quality.

L. Perrin accepted the amendment.

There was a discussion of the pros and cons of such a sub-Committee. The NEC members speaking for the motion argued that such a sub-Committee would have an "ombudsman" type function and would assist Association members who complain of not receiving service timely from the National Office. The NEC members speaking against the motion argued that the sub-Committee would be unnecessary intrusion in the work of the officers and would be seen as micromanaging.

In favour = 10, Opposed = 4, Abstention = 1. **Motion Carried as amended.**

Information Items

Audited Financial Statements

Following the report made by the Audit Committee at the beginning of the meeting,

A. Picotte moved and M. Zinck seconded that the NEC adopt the Audited Financial Statements upon the recommendation of the Audit Committee.

In favour = 9, Opposed = 0, Abstention = 6. **Motion Carried.**

President's Report

This item was **tabled**.

Professional Services Report

J. Ouellette explained that he is preparing for the commencement of negotiations for the TRs Incentive Program and therefore requested approval of the following volunteers, L. Perrin, A. Picotte and C. Poirier as the Negotiating Team.

M. Zinck moved, C. Lakaski seconded, that L. Perrin, A. Picotte and C. Poirier be approved.

In favour = 13, Opposed = 0, Abstention = 2. **Motion Carried.**

The rest of the report was **tabled**.

Adjournment

B. McVicar moved, S. Spak seconded, that the meeting adjourn at 10:03 p.m.
Carried Unanimously.