



Annual General Meeting Part B

**Wednesday, March 26th, 2014,
at 12:00 pm
in boardroom C2-500
125 Sussex Drive, Ottawa.**

Assemblée générale annuelle Partie B

**le mercredi 26 mars 2014,
à 12 h 00
à la salle C2-500,
125, promenade Sussex, Ottawa.**

MINUTES

26 III 2014

MINUTES

Gordon McAllister, President, presided the AGM Part B.

1. Call meeting to Order.

The meeting was called to order at 12:03 p.m.

2. Introduction of the Executive

The executive introduced themselves as follows:

Gordon McAllister, President
Stéphane Allard, 1st Vice-President
Harold Thériault, 3rd Vice-President
Kinga Nogrady, Secretary
Chantal Di Franco, Treasurer
Archie Campbell, Chief Shop Stewart
Christine Comtois, Human Rights Officer

Regrets:

Pierre Lamy, 2nd Vice-President
Jean Lalonde, Health and Safety Officer

The UNE representatives who were present at the meeting were as follows:

Karl Lafrenière, Assistant Regional Vice-President, Outside Canada
Rose Touhey, Assistant Vice-President, Outside Canada

3. Adoption of the proposed Agenda

Gordon reviewed the proposed agenda. Stéphane Allard moved that the agenda be adopted. Chantal Di Franco seconded the motion. All were in favour and the agenda was passed at 12:05 p.m.

4. Adoption of Minutes of AGM Part A (2014)

The minutes of the Annual General Meeting (AGM) dated February 20, 2013 were tabled.

Archie Campbell moved that the minutes of AGM 2013 be adopted. Chantal Di Franco seconded the motion. All were in favour and the minutes of AGM 2013 were adopted at 12:06 p.m.

5. Finances

Two documents were tabled for review and subsequent approval by the membership. The first document was a synopsis of the 2013 finances (from opening balance, revenues, expenses, closing balance and the Local's investments). The document also included a column for estimated 2014 figures. The second document was a detailed report itemizing expenses incurred in 2013 and the proposed line-items for the 2014 operating budget.

The proposed 2014 line items were formed by a separate budget committee.

For informational purposes it was explained to the membership that the 2013 finances were audited by a chartered accountant (appointed by the component) as the local's revenues exceed 50,000 per year. It was further explained that the methodology used to calculate the GIC investment interest was based on accrual accounting. Therefore, although the accountant rolled the GIC interest into the operational funds, in reality the local does not spend the interest earned on the GIC's but leaves the interest within the strike fund.

Christine Comtois suggested the local add a line to show the projected loss of membership dues for 2014. Christine felt the local should make plans to address any drop in membership (either through layoffs, retirement, etc.). Discussion ensued regarding the difficulty of forecasting such a figure. Gordon indicated that the safeguard against any loss of revenue for 2014 would be the surplus funds within the operating budget.

Christine also requested that the budget indicate that the GIC represents the Local strike fund. Chantal will make this change to the budget.

Barbara Delaney moved that the report of the 2013 synopsis of revenue be approved. Archie Campbell seconded the motion. All were in favour and the report of the 2013 expenditures was passed at 12:21 p.m.

Gordon indicated the Local would now review and vote on the line-items for 2014. He noted that this year's budget dedicates \$5,500 for a Christmas party, which has not occurred in the past year. He also clarified that under "office administration" a line is added to itemize "monthly bank charges", which represents the cost of hardcopy bank statements which can't be avoided since the local is categorized under a business account.

Christine queried about the line-item on locker expenses, reminding the Executive that it contains old documentation. As part of her secretarial duties, Kinga is currently working on a project plan to perform a disposition exercise on legacy paper files.

Gordon specified that the \$12,000 set aside for Conventions will cover the cost of 2 observers

to the UNE National Convention in August. Any remaining funds will be put towards the Quebec Convention next year.

Gordon opened the floor to questions.

Christine queried the line-item "membership benefit fund". Gord explained that the Local provides money to the Region, who manages a fund that can financially assist members. Last year, the fund assisted a member who was on leave-without-pay.

A member suggested that we provide documentation that would show the previous year's budget, the previous year's expenses and the proposed budget so that comparisons can be made. Members indicated that transparency should be priority with the Executive. Discussion ensued regarding the issue, with Chantal noting that a document with this information was tabled at the AGM Part A. Chantal instructed anyone wishing to have this documentation contact her.

A member suggested that the accountant's report be distributed along with budget documentation. Chantal produced the accountant's report, showing that it was quite large and that, instead, anyone interested in reading the accountant's report should contact her. Chantal provided a copy immediately to the member who made the request.

Christine queried as to how much money the Local spent from their 2013 budget. Chantal indicated that the Local spent 1/2 of the money in the approved operating budget for 2013.

Christine informed members that they are welcome to participate in the Local's Budget Committee or Bylaw Committee and this was supported by Gord, who encouraged members to participate in other committees, such as the BBQ committee, Chief Shop Steward network or Human Rights network. Interested members should contact any Executive.

Roddie Dafoe moved that the 2013 budget be approved. Gloria Castro seconded the motion. All were in favour and the 2014 budget was passed at 12:38 p.m.

6. Bylaws

Gordon tabled 4 documents:

1. The existing 70125 bylaws
2. The Proposed bylaws
3. The UNE standard bylaws
4. A document outlining the duties of each Local Executive position, as outlined in the UNE bylaws.

As background, at the last National Convention, the Component decided that all Locals should have standard bylaws. The Component drafted a policy document that provides standard bylaws for Locals, along with the duties for each Local Executive position. Local 70125 bylaws cannot be in conflict with this UNE standard.

The Local formed a Bylaw Committee, who reviewed the Local bylaws against the UNE bylaws. In the proposed bylaws that were tabled, areas which are greyed-out display information which the Local was instructed to populate (i.e. "Local 70125"). Areas which are highlighted in yellow show bylaws that were unique to Local 70125. The Bylaw Committee copied Local

bylaws into the document without paraphrasing or changing any wording. Changes to Local bylaws require 30 days' notice of any proposed changes and the Bylaw Committee wished to avoid this situation. Gordon termed the creation of the new Bylaws as a paper exercise which involves inserting our bylaws into a template. Gordon noted that the former DFAIT acronym was used in the bylaws to differentiate our bylaws from those of the former CIDA Local.

Karl Lafrenière stated that he reviewed the new Local 70125 bylaws and that the bylaws were a perfect blend of the UNE standards and the unique Local bylaws. The Local bylaws were reviewed by Heather Brooker, Regional Vice-President, Outside Canada and Doug Marshall, UNE President.

Christine asked who would fund the translation of the new bylaws. Karl Lafrenière noted that the UNE would not fund the translation and Gordon confirmed that the Local would pay for the translation. Christine noted that the translation would have to be reviewed by the Bylaw Committee to ensure accuracy.

Gloria Castro moved that the Bylaws be approved. Barbara Delaney seconded the motion. All were in favour and the Local 70125 Bylaws were passed at 12:50 p.m.

7. New Business

CIDA Local 70044 is holding their AGM on Friday, March 28, 2014 at 200 Promenade du Portage.

A member requested that the new Performance Management Program (PMP) be added to the agenda for the General Meeting in April. It was indicated that an information session on the PMP was hosted on Tuesday, March 25, 2014. Concern was voiced that PMPs will now be linked to employee's annual salary increments. Discussion ensued regarding the risks of the new PMP. This topic will be addressed at the next General Meeting.

8. Adjournment

Stéphane Allard moved that the meeting be adjourned. The meeting was adjourned at 1:03 p.m.

Minutes drafted by: Kinga Nogrady, Secretary.