

EXECUTIVE MEETING, LOCAL 70125, PSAC

February 17, 1975

Room 14, 53 Queen Street

PRESENT: Pat Fortune - President  
Dave Riffel - First Vice-President  
Gerry Stubinski - Third Vice-President  
Eleanor Ryan - Corresponding Secretary  
Allen Taylor - Recording Secretary  
Brian Remus - Treasurer

The meeting was called to order at 5:33 p.m.

1. Minutes of the Executive Meeting of February 3

M/S/C Allen Taylor/Eleanor Ryan, that the Minutes be accepted.

2. Business Arising from the Minutes of the February 3 Meeting

Dave Riffel said that the item on Building Distribution (item 2(e) of the January 7 meeting) should be considered as dormant since no comments had been received from any groups or persons.

Eleanor Ryan reported that the item on a \$2,000 reserve had been resolved by the approval of the 1975 Budget at the Annual General Meeting.

Miss Ryan said that a letter had been sent to all CMs outlining the procedures for conciliation of disputes.

She said that Component Resolutions would be dealt with at the regular monthly meeting later that evening

3. Assignment of Duties to the Officers

The following distribution of duties was agreed upon in consultation:

President - Stewards' Committee  
First Vice-President - ST and Publicity Committee (including distribution)

Second Vice-President - CM, DD, GT

Third Vice-President - AS, FI, IS, PG, PM

Corresponding Secretary - MES, PRC, GLT, Membership Committee

Treasurer - CR, FSD Committee

Eleanor Ryan said she would inform Al Prien of these assignments. She stated that Staff Relations had already been informed of the new Executive. She also would notify the Group Chairmen by means of a copy of the Assignment of Duties list.

4. Signing Authorities

M/S/C Brian Remus/Gerry Stubinski that the signing authorities

for the Local be the Treasurer (as required by the Bylaws), the Corresponding Secretary and the First Vice-President.

#### 5. Correspondence Arrangements

Eleanor Ryan reviewed the procedure used in the Local since November 1972 for handling correspondence; a copy of that procedure is attached. As Corresponding Secretary she will maintain a record of correspondence requiring action. She described the arrangements for distributing incoming correspondence. She said that no subject files had been set up because of a lack of volunteers; instead the Local has been using a circulating file, from one meeting to the next and now numbering over forty volumes; while these files should be broken down by subject after about six months, this has never been done.

Gerry Stubinski suggested that someone be found to undertake the project; he would talk further to Eleanor Ryan about this.

Eleanor Ryan said that a 3-5 week period would be needed to set up the files which could then be maintained by the office staff; but this could not be done until the spring, after the income tax receipts have been distributed as the staff cannot handle two major projects at once.

M/S/C Gerry Stubinski/Eleanor Ryan, that the procedure for handling correspondence, as explained, be adopted.

A letter had been received from the Ottawa-Hull Regional Office calling for candidates for in-residence courses for Local officers. Gerry Stubinski and Brian Remus indicated they were interested in the Union Development Program. Pat Fortune said he would be pleased to recommend them.

#### 6. Other Business - LMC Meeting

Pat Fortune said there would be another LMC meeting by early March. This can be attended by as many of the Executive as the President may wish to take with him. He called for suggestions for the agenda, it being the practice for the Local to submit a formal agenda.

The Executive briefly discussed safety at the Sussex Drive crossing and the status of the proposed tunnel and bus station; recreation facilities; the conflict of interest documents, on which the Local has not yet been approached; and a committee on alcoholism in the Department in which the Local has not been invited to participate. Gerry Stubinski asked about the issue of bilingualism and Pat Fortune stated that this was outside the Local's terms of reference.

Rent of Local Office for Meetings - Speaking as the President of the Ottawa-Hull Area Council, Eleanor Ryan asked the Executive to consider the request of the Indian and Northern Affairs Local for accommodation for two Executive meetings, one on Thursday, March 20 and the other on a Thursday in April, because the PSAC Building is closed on those evenings. Pat Fortune said he was agreeable provided a member of the Executive would supervise the office. A charge of \$10 a night was agreed upon, it being understood from Eleanor Ryan that the DIAND Local was prepared to pay for the use of the accommodation.

Labour College Course Candidate - Advance - Dave Riffel asked if the Local would sponsor his correspondence course at a cost of \$30 in preparation for his attendance on the Labour College course. The Executive approved the Local's advance of \$30 to Dave Riffel for this purpose, the amount to be written off as a reimbursement for educational purposes on presentation of certification that the course has been satisfactorily completed.

The meeting adjourned at 6:35 p.m.

A. Taylor,  
Recording Secretary