

Meeting Minutes PSAC Local 610 – Annual General Meeting
Monday, March 31, 2014 – 5:30 – 7:00
(SEB 1059)

ANNUAL GENERAL MEETING MINUTES

Monday, March 31, 2014

5:30 – 7:30 pm SEB 1059

Called to order 5:35PM

PSAC Statement on Harassment

Conan to serve as complaint officer.

Agenda

1. Approvals

a. Minutes

Motion to accept moved by 28

Seconded by 4

1 abstained

All others in favour. Motion passed.

b. Agenda

No changes

Moved by 1.

Seconded by 44.

Unanimously approved.

2. Report from the President

3. Report from the Finance Chair

4. Report from the Administration Chair

5. Report from the Communications Chair

6. Report from the Activism Chair

7. Report from the Chief Steward, Biosciences

8. Report from the Chief Steward, Arts & Humanities

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9. Report from the Chief Steward, Social Sciences

10. Report from the Chief Steward, Physical Sciences

11. Report from the Food Bank Committee

12. Report from the Extended Health Plan

13. Motions

Appendix A: 2014-15 Budget

Appendix B: Membership Officer Job Description

Report from the President

The lump sum grievance filed by the Local in March 2013 is finally nearing resolution. The School of Graduate and Postdoctoral Studies has indicated that their review of all files is complete and that affected members are being issued revised Letters of Offer and corrected payments. Please contact me if you were part of the lump sum grievance and have not received notice of a corrected letter or payment.

I served on the bargaining team for Local 611 (Post-Doctoral Associates) alongside three members of the bargaining unit during negotiations for a new collective agreement in the fall term. The new collective agreement was ratified in November 2013 and signed in January 2014.

I have worked with the presidents of PSAC Local's 555 and 901 to strengthen the academic sector within the PSAC. To that end, we have committed to establishing an annual academic sector training conference. In 2013, the three academic sector locals in PSAC Ontario planned and financed an academic sector training conference which provided an opportunity to train new executive members, to share ideas, issues and concerns with other TA locals and to co-ordinate our efforts around bargaining and campaigns. PSAC has recently committed to support and fund an annual academic sector training conference to be held in May each year.

We have made strides in our efforts to strengthen the Local's position as we look ahead to the next round of collective bargaining in 2015. The creation of a strike fund, feedback from members attending Steward Solidarity Events, and the proposed addition of a child care subsidy to the Financial Assistance Fund will enhance our ability to negotiate an improved collective agreement for TAs at Western.

However, as we know from the last round of bargaining, negotiations are affected by the prevailing political climate. The Progressive Conservative Party of Ontario continues to advocate for significant changes to Ontario's labour laws, changes that would limit the ability of our Local to represent members and negotiate an improved collective agreement in 2015. We should be prepared to stand with workers, unions and community groups, such as the London Common Front, the London and District Labour Council and the Ontario Federation of Labour's Campaign to Defeat Hudak's Attack on Workers' Rights, in resisting an anti-worker, anti-labour agenda.

Over the last few years, our Local has grown more active both in providing services to our members and in asserting the rights of members encountering issues in the workplace. As a result, the demands on the time and expertise of Local officers have increased as well. The Executive Committee has moved to create an additional part-time staff position in the Local. The proposed Membership Officer would provide advice, support and expertise to the Local's executives, committees, stewards and

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members. She/he would serve as a source of continuity and institutional memory in our Local – an ongoing challenge for an organization with high annual turnover. The job description passed by the Executive Committee is attached as Appendix B.

It continues to be my privilege to serve the members of Local 610. This task has been made infinitely easier by the hard work and dedication of the entire Executive Committee, the Stewards' network, and most especially our office staff, Conan, Dylan and Marta. Thank you!

In solidarity,

David Blocker

No questions from membership.

Motion to accept report
Seconded by 46

Unanimously approved.

Report from the Finance Chair

1. Auditing

Our General account for 2012-2013 has been audited in June 2013 and our Health account in September 2013. Both of these accounts are audited successfully by our accountant Michael King. Audit reports are held in the PSAC Local 610's office and are available to any member of the PSAC Local 610.

2. "Strike Fund":

As per motion passed by the stewards' on November 2013 meeting, a term deposit of \$250,000 has been created with the local's existing bank. The term deposit will mature on May 2015 and thus the money will be available before the next round of bargaining at the end of the collective agreement in August 2015.

3. Payroll for executives and office staffs:

Executives of the local and office staffs are now enrolled into the payroll system with the CRA. This means that the stipends of the executives and office staffs will be subjected to tax, CPP and EI, and T4's will be issued at the end of the tax year. This enrolment has been in effect since January 2014.

4. International TA UHIP Refund policy:

Finance committee has created an International TA UHIP Refund Policy which has been approved by the stewards at the February 2014 stewards meeting. This policy will ensure an efficient disbursement of the fund among the international TAs who pay for UHIP.

5. Budget 2014-2015:

Finance committee has proposed a budget for Local for 2014-2015. The proposed budget is attached here as Appendix A.

In Solidarity,

Jubayer Chowdhury

Finance Chair 2013-2014

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PowerPoint presentation of 2014-15 proposed budget

Discussion:

9: Why could Foodbank not be increased to 11,000 instead of 10,000?

Jubayer: In the interest of round numbers and based on Food Bank Committee's own recommendations we decided on \$10,000.

Motion to accept report: 1

Seconded by 28

Unanimously approved.

Report from the Administration Chair

Dear members,

It has been my great privilege to serve as your Administration Chair this year. The portfolio for the position is an active and varied one, and I have done my utmost to assure the smooth administrative functioning of the Local. There is yet more work to be done before we reach the end of this term, but for now here is an update on some of my activities to date.

Executive Committee Meeting and Assembly Minutes

I have attended and faithfully taken accurate minutes at all Executive and Stewards' meetings this year. All minutes have been formatted and stored in the Local's Dropbox account for future reference and consultation. As per the bylaws, past minutes have been circulated ahead of meetings for official approval.

Orientation

Though not strictly a part of my portfolio, I participated in member orientation by leading the successful and well-attended orientation meeting in my home department of Classical Studies.

Hiring

Last year, the bargaining committee successfully negotiated into the collective agreement the creation of a new pilot program to support TA training. I had the pleasure of serving on the hiring committee for the Lead TA Program. The talent of the applicants was very impressive and provided a clear example of the incredible enthusiasm, knowledge, and ability that we as TAs bring to the university.

PSAC Events and Labour Activism

I was selected as a delegate for the 2013 Ontario Regional Women's Conference. As one of only two academic sector delegates at the entire convention, I sought to make sure that our interests were represented to senior PSAC officers in attendance, including PSAC National President Robyn Benson and Ontario Regional Vice President Sharon DeSouza.

At the level of the London and Western Communities, I have attended meetings of London Common Front and the London Regional meeting of the Ontario Federation of Labour in order to strengthen our solidarity with other labour groups and voice our opposition to austerity measures and attacks on hard-won union rights. I have also participated in many events and demonstrations that attempted to engage

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Western's administration in acknowledging their accountability to students and workers.

Management of Office Staff

Our Local is fortunate to have incredible, hard-working staff in our office. In addition to performing the myriad tasks associated with the functioning of the Local, Conan Masterson, our Office Manager, keeps alive the institutional memory of PSAC Local 610. I am happy to report that we retained Conan's invaluable services with a new contract we negotiated earlier in my term of office. I owe much to Conan's exceptional work and her responsiveness to members who visit or email our office.

Dylan Gault has consistently gone above and beyond to fulfill his duties as the Extended Health Plan Administrator. Our new EHP policy is the result of Dylan's considerable talents and dedicated work. I have recommended to the Executive Committee that Dylan's duties be expanded and he be given additional hours to continue to serve member needs.

Office Equipment

Some of the equipment in our office had reached the end of its functional life and therefore necessitated replacement. Thanks to a motion unanimously approved by the stewards to add funds to the office budget, I was able to make the necessary replacements and upgrades. The new equipment was chosen with care to ensure both cost-efficiency and environmental responsibility. I am currently finalizing a draft for an equipment retirement and acquisition policy to guide future replacements. A special thanks must go to Conan and Dylan for their work helping to set up the new equipment and organizing the office.

Bylaws

The Local's bylaws were extensively revised last year in a series of consultations and meetings that occasionally became fraught. This year afforded us the opportunity to apply the new bylaws and assess their utility for the governance of the Union. To date, I have received no requests or recommendations for changes, or for another substantial review this year. Amendments to the bylaws this year consist of additional appendices for new policies (EHP, Donations, UHIP) and updated committee terms of reference.

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Committees

FAC

The Financial Assistance Committee was transferred from the portfolio of the Executive Secretary (now titled Administration Chair) to the already heavy portfolio

of the Activism Chair in last year's bylaws revision (effective June 1, 2013). Nevertheless, I have continued to serve willingly and enthusiastically as Chair of this committee, a position I assumed in March of 2013. I have consistently found work on the FAC to be some of the most important and fulfilling that I have done for our Local. This is due in no small part to the fantastic work of my fellow committee members, Activism Chair Siobhan Watters, Physical Sciences Chief Steward Ashrafur Rahman, and dedicated members Nicole Kaniki, Alliya Remtulla, and Odessa Cadieux-Rey.

The effective, accountable, and transparent disbursement of the Local's social programming funds to members has been a priority for me and the Executive Committee. In order to best respond to member needs, I oversaw the revision of the FAC's terms of reference both this year and last. I also initiated and advocated for the creation of a new child care subsidy within the FAC. This new subsidy was unanimously approved at the February Stewards' meeting and is pending approval by the employer's Labour/Management Committee, as per the collective agreement. My hope is that this will be the beginning of a serious discussion about child care funding that will help place the issue on the table for the next round of bargaining with the employer.

Scholarships

I made a full report on the Scholarships Committee at the August 2013 Stewards' meeting. At the time of writing, the deadline of March 31st for this year's scholarships applications has not yet passed, so a full report is not possible at this time. The terms of reference for the committee were revised earlier this year, after the former TANB committee was split to form the distinct FAC and Scholarships Committee.

Women's Committee

I have served as co-chair of the Women's Committee for the second consecutive year. Last year, we organized a workshop on Women and the Academy, which was a great success. This year, the committee has attracted new members and is continuing to focus on advocacy for women members.

Acknowledgements

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I would like to thank the members of PSAC Local 610, my fellow officers on the Executive Committee and our office staff, Conan, Dylan, and Temporary Office Manager Marta LeClair for a productive year. I would also like to thank our stewards for all of their great work and involvement.

On a personal and professional level, I must extend my gratitude to Past-President Gabriel Elias and my predecessor Kevin Godbout for their willingness to mentor and support me as I took office last June and fulfilled my duties throughout the year. The successes of this year owe much to the structures built by last year's very strong, bargaining-year Executive Committee. I hope it can be said that we have continued their tradition of strong, member-driven service.

In Solidarity,

Mary Deminion,

Administration Chair for PSAC Local 610

Motion to accept report: 41
Seconded by 4

Unanimously approved.

Report from the Communications Chair

Hello brothers and sisters of PSAC local 610,

It is my pleasure to provide you with an update on my activities.

Website and Newsletter

One of the major changes has been a new newsletter service that the local began using. The data collected from the service has provided us with some much needed statistics on who is opening emails, what they are interested in within the communications, and how to better speak to our membership about issues. I encourage my replacement to continue using a service so that we may continually improve our communication. I've recently obtained an update on the local's new website, which should be completed in the next few weeks. I intend to work with my replacement to ensure that the new website meets all of our needs and that the terms and scope of the original agreement are satisfied.

Policy and Training

It was of vital importance to me to institute a new donations policy for the local so that individuals requesting donations from the local would have a clear set of guidelines about what information to include in their request, and more importantly the Executive Committee would have unambiguous criteria by which to approve or reject donations. We also are including in this new policy a recommendation that the budget for next year contain funds to assist striking locals in Canada, which can be quickly dispersed to those locals in a time of need by the Executive Committee.

We also were able to produce a new steward's handbook and also update the steward's training sessions. Both of these updates proved to be quite popular, and beneficial in helping to strengthen the steward's network.

Membership Outreach and Advocacy

As my final act of business for the local, I will be sending out a membership survey very soon. This survey will be designed to get a snapshot of common workplace issues, as well as identify what types of concessions you would like the local to try and secure in the next round of bargaining. Please take the time to fill out this survey.

Finally, I've done my best over the last year to be a public advocate for student and worker poverty issues at Western. I find this university to be increasingly hostile to its employees, and increasingly indifferent to our working conditions. Addressing these issues is going to require escalation and sustained action from all of us, so that

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we may hopefully begin to turn the tide of aggressive labour exploitation at Western.

In solidarity,

Eric Lohman

Communications Chair

Motion to accept report: 50

Seconded by 46

Unanimously approved.

Report from the Activism Chair

Dear members,

My time as Activism Chair has been rewarding and challenging. As my term comes closer to its end, I can say that my time has been spent equally between fulfilling the regular duties of the position and pursuing unique opportunities that acting in this role makes possible. I truly appreciate the people who have contributed to the committees in my portfolio, and the input I have received from members who I have met with along the way.

The Food Bank Committee has and will continue to work diligently to process member applications, which a recent increase to the budget allows us to do. At the last Steward's meeting, the stewards voted to increase the fund by \$3000, which puts the total funds dedicated to the food bank for this year at \$11500, rounded out by contributions from the Finance Committee (\$500) and the transfer of the FBC's operating budget to the fund (\$1000). The stewards spoke highly of the initiative and confirmed its ongoing necessity. This year's project of digitizing all historical applications to the fund and creating a data set to be used in further rounds of bargaining is well on its way. We have just finished digitizing and will draft a report in time for the turnover of the union executive, which will allow the person who takes on this position to carry the project forward as we approach our bargaining year.

The Financial Assistance Committee continues to be both admirable in its consistent and conscientious approach to adjudication applications, as well as its motivation to seek more ways to assist our members with their increasing financial needs. The FAC's recent proposal to change its disbursement policy to include assistance for child care expenses addresses one of the most pertinent issues affecting TAs today. It is part of a larger project the union wants to undertake to address the lack of child care provisions in our CA. On this note, I have also been working with the SOGS Equity Committee on a proposal to see more changing rooms installed on campus, as there are only four such facilities on campus, located in just three buildings.

The Political Action Committee is working with departmental stewards who wish to hold collective agreement reading groups and with undergraduates to develop a workshop about activism and organizing. The union continues to build on its relationship with undergraduates by contributing resources and people to their very justified struggle over rising tuition rates and austerity. The goal of the workshop is to facilitate knowledge transfer and capacity-building between TAs and undergraduates, and from upper-year undergraduates to lower-year undergraduates so as to create momentum from this year to the next. You will hear more about this initiative in April.

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I have otherwise contributed my time to connecting community groups with union resources as a mark of solidarity between graduate students and the wider community, and to ensure that these projects continue when funding for social justice projects is scarce. We have contributed to the London Prisoners' Justice Film Festival, the Indigenous Forum on Water and Peace, and several joint projects with undergraduates, including the silent demonstration at the January 24th university senate meeting, for which we contributed print and poster-making supplies.

Please read the committee reports in this agenda for more information about their projects and future plans. And, feel free to contact me at activismATpsac610.com if you have any questions about this report or my activities as Activism Chair.

In Solidarity,

Siobhan Watters

Motion to accept report: 41
Seconded by 46.

Unanimously approved.

Report from the Chief Steward, Biosciences

Over the course of the term I was able to contribute to various aspects of the PSAC610 Local, and fulfill goals I set out at the start of my term. I would like to touch briefly on a few of these contributions:

1. Increased Steward Representation

- . This year 26 positions were filled – up from 18 last year
- . Targeted emails to departments and face-to-face contact

2. Updated Steward's Handbook

- . Assisted with revisions and updates to this year's handbook

3. Orientation Sessions

- . Led multiple welcome sessions for new TAs to increase PSAC610 awareness and recruit stewards
- . Academic worker hoodies as prizes to increase visibility on campus

4. Steward Training Sessions

- . Hosted two science-specific training sessions for new stewards

5. Steward Solidarity Event Guide

- . Generated a detailed guide regarding steward solidarity event hosting for stewards
- . Distributed to stewards in biosciences and other chief stewards

6. Green Office Program (GOP)

- . Enrolled the PSAC 610 office in the GOP and completed a detailed baseline report with Conan (office manager)
- . 100% of executive on board to make PSAC610 more environmentally-friendly and sustainable

7. Communication with Stewards/Members

- . Emailed distilled key pieces of information to steward network for distribution to members

8. Steward Solidarity Events

- . Answered any questions regarding event planning
- . Distributed guide, budget, and members list
- . Attended events to field questions and meet members

I have receive a lot of positive feedback regarding these initiative, and am pleased to see more stewards who are making a strong impact in their department.

Suggestions/ improvements for next term include:

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1. Increasing steward representation in smaller/less localized departments
2. Working with The Wave to have pre-approved payments for SSEs < 30ppl
3. Keeping all documents/handbooks up-to-date
4. Campaigning for increased TA wages

Thank you so much for allowing me to represent you, as Chief Bioscience Steward 2013/14, and I would love to hear any feedback you could provide to strengthen this role next term.

-Julia Matheson

Discussion:

9 (Indranil): Could we use solidarity events to make people more aware of the SOGS child care subsidy, as well?

Mary: May I respond, since the question relates to FAC policy I drafted? The current policy is awaiting approval by the employers' Labour/Management Committee, but it does include a line recommending that applicants also seek SOGS funding. I can include a link to SOGS info when it goes up on the website.

Motion to accept report: 41
Seconded by 45

Unanimously approved.

Report from the Chief Steward, Arts & Humanities

Below, please find a summary of how I've fulfilled my foundational roles and responsibilities according to the PSAC 610 Bylaws:

- Attended the Local's EC meetings throughout the year
- Participated in a Collective Agreement reading group to improve my knowledge of the CA
- Maintained and coordinated the Arts & Humanities Stewards' network by:
 - Actively seeking to fill Steward vacancies
 - Helping to train Departmental Stewards and develop Steward training
 - Actively encourage member participation
 - Helping to maintain communications from and about the Local across the Arts & Humanities
- Evaluated, administered, recorded, and saw to completion both informal and formal grievances within my division
- Attended and presented at both Stewards' meetings
- Attended and presented on behalf of the Local at almost all Departmental orientation events in September
- Answered questions about the rights and duties of GTAs raised by members of my Division
- Have helped to organize and have attended my Division's Steward Solidarity events

Beyond these obligations, I have also:

- Participated in editing various handbooks and web communications for the Local
- Worked alongside the Activism Chair in my capacity as a member of the Women's Committee
- Represented PSAC 610 in London's Pride Parade
- Helped to develop the Departmental Stewards' training program
- Maintained an active participation in organizations and communications that have an impact of the well-being and labour rights of GTAs at Western
- Continued to actively work on behalf of members to maintain communications about and see to completion the lump sum payment issue
- Worked to raise awareness about common issues (and the ways they might be solved) across my Division

It has been a pleasure and a privilege serving the members of my division, and I wish continued success to all TAs across the university.

In solidarity,

Diana Samu-Visser

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Discussion:

I would just like to add that I have begun work on a website for the Women's Committee to provide an information resource for members on a wide range of issues that affect women at Western. More to come!

Motion to accept report: 41
Seconded by 45

Unanimously approved.

Report from the Chief Steward, Social Sciences

Hello Members,

I have thoroughly enjoyed the time spent in my role as the Chief Steward for the Division of Social Sciences this year. This marks the first year that the Chief Stewards have acted as full and formal members of the Local's Executive Committee (EC). This has empowered the Chief Stewards to help steer the day-to-day operations of the Local in a manner that reflects the interests of our constituents; to easily dialogue and receive advice about members' workplace issues on a regular basis from one another; and to play a more active role in fostering not only the employment-related interests of our members, but also our members' interest and direct participation in the Local itself. These outcomes have enabled the Chief Stewards to better address workplace issues within our respective Divisions, to promote the vitality of the Local, and to reach out to and engage Stewards and members in a more dynamic manner in comparison to previous years. Moreover, because the Chief Stewards now have a more direct role in the daily operations of the Local, they are better equipped to effectively communicate information about the Local with their Divisional Stewards, as well as the membership at large.

This year I took an active role in helping members to redress workplace issues related to overwork, unpaid overtime hours, the request to work voluntary hours, gender discrimination, and discrimination on the basis of language status and/or "accent." All of the issues that were brought to my attention were resolved informally. In addition to assisting members to resolve workplace problems, I also developed a new information handbook and orientation presentation for incoming TAs; introduced new TAs to the Local at their departmental orientation sessions; developed a new Stewards training handbook and presentation; co-facilitated Stewards training sessions; and assisted Stewards with planning and organizing their department's Steward solidarity social(s). Lastly, in order to enhance my ability to serve the Local I took two education courses offered by the PSAC Regional Office on "Talking Union Basics" and "Anti-Bullying in the Workplace."

Through multiple conversations with various members over the past year, the complexity of our dual role as student workers has come up numerous times when dialoguing about workplace issues. Many members informed me that they had chosen to "put up with" workplace issues and to not pursue a complaint due to a fear of retribution from their TA supervisor, who was in many cases also their academic advisor, and/or their Graduate Chair. While I understand and empathize with members who find themselves in such a precarious position and know that dealing with workplace problems can be very stressful, ignoring work-related problems undermines the hard fought rights that the Local has successfully bargained for at the negotiating table. Ignoring workplace problems is risky because it could set an

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unwelcome precedent within a department meaning that other members could be subject to the same circumstances if the problem is left unresolved.

Finally, an election could potentially be called at any time over the next few months within the province. Unions and the labour movement at large will undoubtedly face a very serious threat from Tim Hudak should the Progressive Conservatives be elected to form the government. Hudak's endorsement of "Right to Work" (a.k.a. Right to Free Ride) legislation could pose major problems for unions across Ontario. In addition, legislation recently introduced by the federal Conservative government under the leadership of Prime Minister Harper has also resulted in the curtailment of the rights and interests of workers across Canada. I mention this because the actions we take as members of the PSAC Local 610 – including building solidarity amongst members, amongst the academic sector, and with other local, provincial, and national unions - not only serves our interests as workers at the University of Western Ontario; they also contribute to maintaining a healthy and strong labour and union movement beyond the space of the university. This, of course, is of direct benefit to many workers across Canada while also promoting our own interests as future post-graduate job seekers.

In solidarity,

Amanda Vyce

Additional Discussion:

Improvement to bylaws – allowing chief stewards to vote, was a definite improvement this year as we are the direct connection to stewards and member needs.

Complaints were all resolved informally until a recent one – the employer's conflation of roles as both workers and students continues to be a problem. It's only by upholding our CA that we have strength as a union and as workers. Fear of reprisal is very real for us as students and workers.

Creation of donations policy -- two streams: strike support fund to support other locals; other stream for general community donations.

Motion to accept report: 41
Seconded by 44

Approved unanimously.

Report from the Chief Steward, Physical Science

Physical science division has eleven departments. In the current academic year all departments have stewards. This year we emphasized for holding the steward solidarity events. All the stewards worked hard to organize a successful solidarity event- six departments already implemented their plan and the remaining five departments setup their event-schedule.

We realized that working environment for the TAs in this division is in satisfactory level except in few places with no proper temperature control system. No major grievance have been reported from any of the departments. Some minor issues arose which lies in the level of misunderstanding. Some TAs feel that some time they work a bit extra for one TAship while do less in the other TAship- so they are happy with these arrangement.

Stewards feel that members of the union have benefited from the solidarity event a lot including the information of health and other benefits available for them.

Ashrafur Rahman

Motion to accept report: 41
Seconded by 50
Approved unanimously.

Report from the Food Bank Committee

Dear members,

On behalf of the Food Bank Committee, let me first thank those of you who voted unanimously to support the food bank fund by increasing its budget at the last Stewards' meeting. I am confident that it is a move supported by the membership at large and shows how necessary this fund is to our members. Going forward, the fund will have a budget of \$10000, an increase from the original \$6000 assigned to the fund, but which has proven insufficient as the fund gains greater visibility and is relied on more heavily.

To summarize the FBC's activities this year, our task was to build on the momentum of last year's committee, which put a lot of energy into advertising what was then an underutilized service. That momentum, as well as the executive's efforts to inform the membership of our services at orientation sessions and through steward's training was sufficient to make the food bank fund one of the most popular services the union provides—which is really nothing to celebrate. That is why our focus turned to creating a digital archive of food bank applications with the intent of extracting data that will show the administration the dire financial circumstances our members are in. When the food bank fund was relatively unknown and underused, there was no way of illustrating the chronic need that exists among our members to administration, who have and will use budgetary surpluses as evidence that TAs are adequately funded in times of bargaining. Digitizing is tedious work, but that component of the project was recently completed. We will distribute a report containing our preliminary analysis of all historical applications in the coming weeks. It will be important to continue this task every year, so as to compile more accurate and encompassing data sets with the aim of demonstrating to the administration the chronic financial insecurity TAs face.

As of February 24th 2014, the FBC dispensed its full \$6000 budget to members in need; plus an additional \$500 the executive voted to add to the budget during the turnover period of the committee in 2013; and a further \$1000 the FBC voted to move from its operations budget to the fund as an emergency measure once the fund was exhausted. That \$7500 amount was disbursed between May 2013 and mid-February 2014 to a total of 116 members, whom received an average of \$64 in aid—a negligible, but nonetheless, necessary contribution in times of dire need. With the Finance Committee's contribution of \$500 from its own operations budget and the \$3000 increase to the fund approved by the stewards, the total budget for the year is \$11500. I look forward to seeing the committee through to the end of my term as Activism Chair and reporting to you the final numbers as to total number of applicants for the year, and total amount dispersed.

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One final task the committee undertook was to review the fund's disbursement policy, culminating in one change that is consistent with the greater attention the union is paying to members with families. The former policy of the FBC was to disburse \$50 to successful applicants (per term), \$75 in cases where the member has a spouse, and \$100 when the member has children. However, \$100 per term was the maximum a member could receive whether they had one child or four children, spreading that additional \$25 unimaginably thin. The policy now reads that successful applicants are guaranteed \$50 plus \$25 for every dependent, which would include a spouse (who is not also a member of the union) or children. This will potentially put more pressure on the fund, but at this time we have only disbursed more than \$100 in one instance. Since this increase is only marginal as far as the individuals in need are concerned, the FBC felt it is one change we had to make.

I would also like to acknowledge an excellent suggestion that came to the committee following the steward's meeting that there has not yet been time to pursue. As the committee wraps up its operations for this year and the new operating year begins, the FBC will contemplate the possibility of running a soup kitchen or forming a partnership with the Grad Club to dispense meal vouchers to union members on a first-come, first-serve basis. The initiative would provide a small financial break for students (and perhaps put pressure on the Grad Club to serve better soup options!) and would be an opportunity to increase the visibility of member need to the administration. Whether this turns into a few attention-getting events focused on bargaining mobilization and awareness, or an established program, will depend on the willingness of the new FBC and campus establishments to take it up. I will certainly endeavour to lay the groundwork for the project in the coming months.

Thank you to the FBC members who have contributed their time to this service, and for your continued support for the fund. You can look forward to more details on our data-collecting project in the short term. Until then, should you have any questions about the FBC or if you are thinking of joining the committee when it turns over this summer, please contact me at activismATpsac610.ca.

In solidarity,

Siobhan Watters

Discussion:

Question from 2: Are they anonymized? How is the information stored?

Conan: It's stored in the office computer. The information is anonymized and used for statistical purposes only.

Diana: Data is kept to give future committee members an idea of best practices.

2: I work on areas of privacy, so if anyone would like consultation about this, I'd be happy to help.

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Motion to accept: 41
Seconded by 9

Approved unanimously.

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EHP Report

Dylan Gault, EHP Administrator

We received 432 claims total, only 5 were unsuccessful.
I continue to conduct research on EHP itself, to best assess member needs.

Future direction: developing a database of grievances.

Motion to accept report: 41
Seconded by 50

Approved unanimously.

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Motions

Motion #1:

BIRT the members approve the General, Health and Financial Aid Fund budgets for 2014-2015.

Moved by Finance Committee

Question called.

Motion carried unanimously.

Motion #2:

Whereas the growth of Local 610 has led to more demands on the time and expertise of executive officers, committee members, and stewards;

Whereas the creation of a part-time Membership Officer staff position provides for continuity and institutional memory within the Local;

BIRT Local 610 adopt the job description (Appendix B) proposed by the Executive Committee for a part-time Membership Officer.

Moved by President

Seconded by 4.

David: I motivated for this in my report. The Local has grown, as has the need and demands of the membership.

Amanda (in favour): Over time the local has become more dynamic, members better informed about rights, more active. They are more likely to bring complaints forward. We unfortunately do not yet have a database to tell us what has been done to resolve grievance. This would have been helpful to me as a chief steward. This is a tremendous drain on resources of the president, whose portfolio is already very heavy. This would alleviate this.

Diana (in favour): As chief steward for Arts & Humanities, many complicated cases arose this year and consultation with other members of the executive became necessary. It contributed to the workload of all the officers. Grey areas with no known precedent and complicated matters continue to present themselves. We could benefit from more guidance

Eric (in favour): A lot of strength comes from institutional memory Conan provides. Where we are lacking is a political component because of high turnover for execs, so we don't want new officers coming in and spinning their wheels or covering old ground without realizing what has been done. This staff position would help prevent this by having the continuity that has been lacking.

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Question called.

Motion carried unanimously.

Meeting Adjourned 6:37PM.

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Appendix A



Graduate Teaching Assistants' and Post-Doctorals' Union
PSAC Local 610
University of Western Ontario

Dear Members,

Here is the budget for the year 2014-15. The first one is the proposed general budget for 2014 - 2015, the second one is the financial aid fund budget for 2014-2015 and the last one is the proposed health plan budget for 2014-2015

General Budget

Based on 2389 members as of February 2014

Chowdhury Jubayer
Finance Chair PSAC Local 610
2013-2014

Income

	Amount	Source	Notes
PSAC Dues	120,000.00	PSAC	40% of the dues received form PSAC on every month
Administrative Fee received from EHP	39,975.00	UWO	Received from UWO on November 1st as outlined in Collective agreement (CA)
Funds for GTA Union	80,000.00	UWO	Received from UWO on September 1st according to article 27.01 as outlined in CA
Interest Income	1,000.00	Term Deposit at Meridian	Received yearly form the term deposits.
Other Income	1,000.00	Donations from other organizations	Variable amounts
Draw from reserves	65,000.00		
Total Income	286,975.00		

Expense

Auditing Cost			
Accounting	3,700.00	Administrative Fee received from EHP	Auditing is done every year in the month of June
Refreshment	100.00	Administrative Fee received from EHP	
Total Auditing Cost	3,800.00		
Affiliations Fee			
LDLC	1,200.00	PSAC Dues	Affiliation fees paid to LDLC every year
Total Affiliations Fee	1,200.00		
Banking Expenses			
Bargaining Expense		Administrative Fee	Waived by Meridian
Bargaining Expense			
Honorarium	3,000.00	PSAC Dues	Collective Agreement expires 2015
Bargaining Expense - Other	1,000.00	PSAC Dues	
Total Bargaining Expense	4,000.00		
Standing Committee Running Expenses			
Bylaws Committee	1,000.00	PSAC Dues	The amount assigned to each of these committees are to cover the expenses related to the honorarium for the committee members, refreshments and other unforeseen cost to run the committee. However, the allocated budget is subjected to the approval of the executives upon the submission of the budget by the committee.
Food Bank Committee	1,000.00	PSAC Dues	
PAC/Social Justice Committee	1,000.00	PSAC Dues	
Communication Committee	1,000.00	PSAC Dues	
Scholarship Committee	1,000.00	PSAC Dues	
Bursary Committee	1,000.00	PSAC Dues	
Finance Committee	1,000.00	PSAC Dues	
Mobilization Committee	1,000.00	PSAC Dues	
Women's Committee	1,000.00	PSAC Dues	
Ad-hoc Committee	4,500.00	PSAC Dues	
Emergency Planning Committee	5,000.00	PSAC Dues	
Total Committee Honoraria	18,500.00		
Conferences & conventions			
		PSAC Dues	Amounts allocated to support the local members while attending the conference related to labor movements. However, the amounts could be expended upon the approval of the executives.
Donations			
General Donations	2,500.00	PSAC Dues	To support other labor organization, natural disaster etc. Subject to the approval of the executives. Please see "Donations" policy
Strike Support Donations	3,000.00		If not used, will go back to general reserve
Donations Total	5,500.00		
Education & Training			
		PSAC Dues	To train the local officers and stewards and also for the joint training
Executive Expenses 250			
President	250.00	PSAC Dues	Allocated to the executives to cover any refreshment cost while doing business on behalf of GTA union with other organization. The amount allocated other than the president and community alliance needs pre-approval of the executives.
Activism Chair	250.00	PSAC Dues	
Finance Chair	250.00	PSAC Dues	
Communications Chair	250.00	PSAC Dues	
Administration Chair	250.00	PSAC Dues	
Total Executive Expenses 250	1,250.00		
GSTA			
		PSAC Dues	Support provided to SOGS for graduate teaching assistant award . To be paid in June.
Office Supplies			
Postage	300.00	Administrative Fee received from EHP	To cover postal fees PSAC cards and other official letters
Stationery	1,500.00	Administrative Fee received from EHP	To cover the cost of pen, clips, staplers, pins, etc.
Water	200.00	Administrative Fee received from EHP	To cover the drinking water supply cost
Equipments and Office Furnitures	1,000.00	Administrative Fee received from EHP	For changing the computers, printers, shelf, desk etc.
Office Supplies - Other	500.00	Administrative Fee received from EHP	Miscellaneous
Total Office Supplies	3,500.00		

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Printing & Copying		2,500.00	Administrative Fee received from EHP	To cover the cartridges and paper for the printers
Promotion & Adds				
Sogs Handbook	800.00		PSAC Dues	Cost for one page advertisement in SOGS daily planner
GTA Union Guidebook	3,000.00		PSAC Dues	Printing cost for GTA Union Guidebook
Poster & Banner	500.00		PSAC Dues	Printing cost for special events organized by GTA Union
Promotional Items	4,000.00		PSAC Dues	Cost for promotional items for orientation
Total Promotion & Ads		8,300.00		
Scholarships		11,200.00	PSAC Dues	
Special Events				
General Meetings	3,000.00		PSAC Dues	Cost to arrange 3 general meeting in a year.
Election Reception	1,500.00			
Stewards Meetings	2,000.00			
Special Events - Other	1,500.00			As needed.
Room Booking Fees	1,000.00			
Child Care Subsidies	1,000.00			
Total Special Events		10,000.00		
Officer Stipends				
Chief Stewards	29,475.00		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
Activism Chair	11,790.00		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
President	17,685.00		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
Administration Chair	11,790.00		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
Communications Chair	11,790.00		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
Finance Chair	11,790.00		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
Non-Executive Officers				
Chief Returning Officer	1,473.75		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
OH&S Officer	1,473.75		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
Ombudsperson	1,473.75		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
President Elect	1,473.75		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
Officers Elect	1,179.00		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
Stewards Stipend	6,000.00		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
Officer Totals		107,394.00		
Staff Expenses				
Office Manger	30,000.00		Administrative Fee received from EHP & PSAC Dues	Based on the Contract of Office Admin Post
EHP Administrator	13,000.00			Based on the Contract of Office Admin Post
Temp Staff	2,500.00			
O/HS Inspection	1,680.00			
Staff Benefits	2,500.00			Health Plan and Bus Pass per staff contracts
Staff Expense Total		49,680.00		
Payroll Expenses		20,000.00		To pay employer portion of CPP, EI and Vacation pay
Utilities				
Equipment	2,500.00		Administrative Fee received from EHP	To pay the phone, fax and voicemail services
Communication Services	3,100.00		Administrative Fee received from EHP	Dropbox, survey monkey, hosting fees, Quickbooks Renewal
Total Utilities		5,600.00		
Member Driven Programming		15,000.00		Allocated for programming and projects (i.e. Stewards Hospitality Events, or other initiatives as proposed by members).
Labour Library	1,500.00		PSAC Dues	Buying books, periodicals, equipments towards enriching the labour library
Uncategorized Expenses	2,051.00		PSAC Dues	
Total Expense		286,075.00		
Net Income		0.00		

Financial Aid Fund Budget

Income

	Amount	Source	Notes
Balance Forward	55,500.00	Opening balance	
Financial Aid Fund Payment 1	35,000.00	UWO - CA	Accrued balances shall be available for disbursement through social welfare programming. Received from UWO on January 31st as outlined in CA
Financial Aid Fund Payment 2	40,000.00	UWO - CA	Received from UWO on May 31st as outlined in CA
Other Income	0.00		
Total Income	130,500.00		

Expense

	Amount	Source	Notes
Auditing	500.00	Opening balance	To be audited with main account
UHIF Disbursement	40,000.00	UWO	
TA Assistance Program	50,000.00	UWO & opening balance	
Food Bank	10,000.00	Opening balance	
Total Expense	100,500.00		
Net Income	30,000.00		Amount to be balanced forward for 2015-2016

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Health Budget

Income

	Amount		Source	Notes
Health Plan Receipts	310,570.00		UWO	Received from UWO on November 1st as outlined in Collective agreement (CA)
Interest Income	1,000.00		Term Deposit at Meridian	Received yearly from the term deposits.
Total Income		311,570.00		

Expense

Health Plan Disbursement	267,895.00		Health Plan Receipts	
Administrative Charge	39,975.00		Health Plan Receipts	
Accounting Fees	3,700.00		Health Plan Receipts	Auditing is done every year in the month of September
Total Expense		311,570.00		
Net Income		0.00		

Appendix B

PSAC 610 Membership Officer (Part-time 25%)

Employment Type

One-year term with possibility of conversion into a permanent part-time position.

Salary

To be negotiated.

Purpose of Position

Under the direction of the Local's President, this position will provide technical and skilled support to the Local's Executive Committee by helping Officers to carry out the responsibilities relevant to their respective portfolios. The successful candidate will take a lead role in providing advice and guidance to the Local's officers and members on complex issues to assist their decision-making on all labour relations matters affecting the Local, including collective agreement negotiations, grievances, interpreting the Local's collective agreement (including advice on plans and/or actions the Local should take), and workplace issues (e.g., health and safety, human rights, and harassment). Ideally, the successful candidate will provide the Local with an institutional memory that will assist it during periods of transition and in addressing members' workplace problems.

Job Responsibilities

The successful candidate will support the Local and Executive Committee in the following ways:

Grievance Support

- Provide expert advice to the relevant Local committee regarding grievances, including what direction the Local might take for a successful resolution;
- Process grievances, including maintaining the integrity of all timelines and an annotated appendix of grievances in which the Local is involved;
- Represent the Local at all stages of a grievance for which the Local has carriage rights, when assigned;
- Prepare MOA in support of a two-party settlement;
- Prepare and coordinate provision of necessary factual evidence (e.g., summary of witness testimony, relevant documents) to assist the PSAC in preparing and delivering submissions at arbitration, when appropriate; and
- Provide oral evidence to the PSAC in support of forwarding a grievance to arbitration, when requested.

Local and Committee Support

- Draft policies reflecting decisions made by the various committees of the Local, to streamline the Local's and/or the committees' operations;

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- Prepare and/or review and/or advise on the content of communiqués that express the union’s position on particular aspects of the collective agreement that arise from bargaining, grievance settlements, the rights and responsibilities of members, the Local’s legal rights and responsibilities and those of members that are to be distributed to the Local’s members; and
- Provide general support to the Local’s initiatives when needed.

Education Support

- Prepare education materials and deliver educational workshops to the membership, officers or any part thereof, where assigned.

Bargaining Support

- Prepare, make, and/or review submissions (oral and/or written) in support of the Local’s bargaining positions;
- Draft bargaining language; and
- Provide services (e.g., research, communications, training) to help develop and support the Local’s bargaining position.

Other Duties

- Monitor and identify to appropriate officers when the Local may be non-compliant with its legal obligations (e.g., duty of fair representation) and/or the Local’s bylaws, policies, and constitution, and/or the policies of the PSAC, and/or any organization with which the Local may be affiliated;
- Work cooperatively with elected officials to assist them in carrying out their portfolio responsibilities by sharing information and transferring skills to improve services to members and to help the Local optimize the achievement of its overall objectives;
- Liaise with the PSAC on matters related to the successful execution of the staff representative’s duties; and
- Perform other duties as identified by the President and assigned on an as needed basis.

Qualifications

- University degree in one of the following fields (or closely related field): labour law, labour studies, legal studies, industrial relations, human rights, and/or political science;
- A minimum of 5 years related experience, including a range of experience in providing a supporting role in collective bargaining, grievance handling, union administration, and other labour relations matters;
- Expert knowledge of the Ontario labour-relations regulatory scheme, including relevant employment standards and health and safety legislation, human rights law, and all legal matters that could impact upon the rights and responsibilities of the Local, its members and its staff;

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- Demonstrated ability to interpret technical legal documents, such as labour legislation, labour board decisions and collective agreements;
- Demonstrated ability to write clearly, to document events, and to establish arguments, as well as to compose correspondence, proposals, bylaws, policies and collective agreement language;
- Well-developed interpersonal and communication skills, including the ability to listen sensitively, explain, reassure, demonstrate leadership, and respond to challenges;
- Ability to organize and prioritize conflicting tasks and assignments independently and to respect established timelines;
- Ability to maintain confidentiality in dealing with sensitive member and union information. Familiarity with PIPEDA is an asset;
- Knowledge of the university sector and the particular role and duties of Teaching Assistants and Post-Doctoral Fellows;
- Knowledge of negotiation and dispute resolution strategies;
- Knowledge of trade union roles, objectives, and activities; and
- Understanding and commitment to trade union and equity principles.