

ANNUAL GENERAL MEETING MINUTES  
Tuesday, April 7, 2015  
5:30 – 7:30 pm SEB 2100

Martin Lefebvre chairs AGM  
Indra reads statement of harassment.  
Conan acts as harassment officer.

1. Approvals

- a. Minutes  
#57 moved #41 seconded  
passed
- b. Agenda  
#41 moved #18 seconded  
passed

2. Report from the President

3. Report from the Finance Chair

EHP Administrator/Researcher: Why does our audit reports show a surplus every year except last year?

#41: in the past the local has posted surpluses on its budgets even up to 2013 when we may have budgeted for a draw. The last year for which we have an audit, we did dip into reserves and expect to this academic year. We won't know until the budget is completed in the end of May.

#41: Why is the foodbank under the FA budget rather than the General Budget?

When the new account was created 2 years ago, it started to distribute money from the FA, but it should be changed to the General Account.

#19: Do we need to make a motion for this change for the foodbank budget?

#41: There is a motion to approve the budget; we can make amendments at that time.

4. Report from the Administration Chair

5. Report from the Communications Chair

Tyler Turek was there for 6 hours outside Chakma's office. He was on the phone with numerous media outlets speaking about the need of Graduate Students. The local has a foodbank, we just wish we weren't in the situation where we didn't need it. Tyler was drawing wonderful attention to this pertinent issue. It just shows that one person can accomplish a lot.

6. Report from the Chief Steward, Biosciences

7. Report from the Chief Steward, Arts & Humanities

Thank you to all the Stewards for all your support. I am honoured to work with you all at conventions, training, committee, Solidarity Events, etc. The engagement of the membership

with the union is encouraging. People want to engage with the union. We have to keep the momentum going.

#50: How do you propose to engage people in the coming years, bargaining, etc.

One to one conversations are important, keep communication open.

#### 8. Report from the Chief Steward, Social Sciences

#### 9. Report from the Chief Steward, Postdoctoral Associates

I have been active with the Finance Committee and Bylaws. As we presented in the Fall Stewards meeting, we had a problem with our budget. The local spend above 90% of the budget for salaries. Now we have cut it down to 70%. I still want to fight to cut it back because that only leaves 10% for member driven programs. This fight will take time.

#### 10. Report from the EHP Administrator & Researcher

To add to the Postdoctoral Chief Steward's report: You can only come up with the number 90% or 70% is for officer/staff pay from the budget, if you leave out all the numbers of the EHP and FA budget. I fear the budgets are not looked at clearly and important information is left out.

#### 11. Report from the Bylaws Committee

#19: Governance and the returning the same position. Does it conflict with the first statement?

#41: The language around officers would only apply to officers in an elect position

#19: Chief Steward for the month of May?

#41: If you are elected to a new position, than you need training for the new position, you will be paid the elect stipend.

#19: officers can only be in one position

#18: If someone is serving an arts chief and is re-elected as Community chair, keeps current and trains for new. The two terms do not override one another

#41: All executive officers shall hold on exec position

#19: Salary is not an officer salary

#41: Yes.

#18: Just wanted to thank the committee, it is not always exciting but is also contentious. The work is usually invisible and thankless, so wanted to acknowledge efforts and thank them for that.

#7: My first PSAC meeting. My leave of absence was approved today so my last meeting. My stand in probably wouldn't have been possible without you all. Thanks for your work, even though it often goes unappreciated.

#### 12. Motions

##### (a) Draft Budget

Finance Chair moved #18 seconded

The proposed budget reduces the draw from our reserve a little. I want to thank the committee.

#19: motion to move the foodbank from FA to General account

#41 moved seconded #39

#41: BIRT the budget for the foodbank be moved into the general budget.

#41: For the last couple of years have assigned the foodbank from the FA. We receive money from the employer for Financial Assistance Fund. The foodbank is not run by money we receive from the employer but rather from member's dues.

FC: When we started the FA budget our contribution for foodbank originally came from foodbank budget.

#39: Point of information

FC: We would continue to pay from FA, but transfer money from General Account into FA to pay for it.

Motion passed.

Based on the numbers of TAs we have, the number of funds will go down.

BIRT the value in the health plan line should read 269000\$ and 226425\$.

#41 Seconded

#41: This is all tentative in any case because our current CA expires the end of the academic year. Because we do not have a CA in place yet, we don't know exactly what numbers we will receive. We are hopeful that the employer will continue what we receive and increase the funds.

Passed

#50: Making the cuts in the budget was painful. We understood that we were draining our funds and it would hurt our strike fund. We are sorry for the cuts. Many people think that we are affecting the working, but we had to do it to sustain our local. Sometimes we have to take care of the financial constraints. It's not just political it is also financial.

Adopted the budget as amended

Passed

(b) Revised Bylaws & Policies

Appendix A – Budget 2015-16 (Proposed)

Appendix B – Revised Bylaws & Policies (Proposed)

#41: Just wanted to echo the comments of the work involved in this

#70: When we were reviewing the bylaws, we tried to make sure everything was clear and accessible and inclusive

Reminder: this will need to pass by a 2/3 vote.

Passed

#18: Wanted to thank Martin Lefebvre for chairing the meeting and freeing up the time of the exec officers to speak.

#41: Thank you everyone for coming tonight. We have ordered food and drinks at the Grad Club. Please come out to meet the candidates.

#17 motion to adjourn.

Adjourned 6:35pm

## **Report from the President**

Our Collective Agreement expires on August 31, 2015, and we will be serving notice of our intention to bargain to the employer over the summer. In order to determine our bargaining demands and priorities, the Local's Negotiation Committee has been meeting weekly to review the Collective Agreement, identify problems and solicit feedback from our members. We received a terrific response to our online bargaining survey, and many members have contributed their ideas and highlighted important issues through departmental solidarity events.

The ongoing strikes at the University of Toronto and York University highlight the importance of an engaged, mobilized and critical membership. If negotiating our next Collective Agreement is left solely in the hands of the Bargaining Team, we will not accomplish the gains our members hope for and need. Through a strong and vibrant network of departmental stewards, we have sought to build this Local's capacity for membership engagement in identifying workplace issues and bargaining demands. Yet much more remains to be done.

I have continued to respond to questions from members about the Collective Agreement as they arise. I have also continued to advise and assist members in resolving workplace issues through the grievance process outlined in the Collective Agreement. This, of course, could not be done without the diligent and dedicated work of the Chief Stewards. The single most gratifying aspect of this role has been helping members to resolve workplace issues – whether disciplinary, overtime, workplace accommodation, right to leave, or many others – successfully and to the member's satisfaction.

Our Collective Agreement is only as strong as its enforcement. If a member in your department encounters a workplace issue s/he suspects is a violation of the Collective Agreement, act on it, inform an executive member and help maintain the strength of our collectively bargained rights. We must continually strive to create an environment in which members are not afraid to voice their workplace issues and concerns.

Our Local faced challenging decisions in determining our budget for the upcoming year. As a result of past increases to the size of the executive committee, an acknowledgment that we are paying salaries rather than stipends, and additions to staff hours, we were facing an unsustainable financial future. The draft budget, as proposed by the Finance Committee and amended at the Stewards' Meeting, represents a correction of this trend.

I have sought to build bridges to other Locals in the academic sector, both in the PSAC and beyond. To that end, I have continued to work with the presidents of PSAC Locals 555 and 901 to develop the third annual Academic Sector Joint Training Conference for incoming executive officers, and to organize within the PSAC ahead of the National Convention in April to advocate for the academic sector within our union. Our Local has also been active in supporting CUPE Locals 3902 and 3903 in their struggles for a fair collective agreement.

Finally, I believe it is of the utmost importance for the future of Local 610 to be active and engaged politically. We live, work and negotiate in a political environment. Our negotiations in 2012 were limited by a public sector wage freeze encouraged by the Ontario government, and are likely to be again this year. Funding for post-secondary education at both the provincial and federal levels remain substantially below required levels. Long-standing labour laws, protecting our rights as workers, are threatened by aggressive anti-union, anti-worker rhetoric. And our current federal government ignores, derides and muzzles scientists and academic experts to suit their ideological purposes. Yet the Local's political involvement should not be limited to activity during elections, but rather should entail a sustained engagement with campus and community activists.

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 and our office staff, Conan and Dylan. Thank you!

Our Local is only as strong as our membership is mobilized. Please encourage members in your department to get involved in the Local in any way they can.

In solidarity,  
Dave Blocker

### **Report from the Finance Chair**

#### **1. Auditing**

Our General, Health and Financial Aid account for 2013-2014 has been audited. All 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. Budget 2015-2016:**

Finance committee has proposed a budget for Local for 2015-2016. The proposed budget is attached here with this report.

In Solidarity  
Abul Fahad Akon

### **Report from the Communications Chair**

Hello Members;

I have had the pleasure of serving as the Local's Communications Chair and working with my colleagues on the Executive Committee to protect and promote the interests of the union for the past eleven months. The Local's elections are coming up on April 14<sup>th</sup>. If you are interested in running for my position and would like to learn more about the work involved in my portfolio, do not hesitate to contact me.

Throughout my term as Communications Chair I have represented the Local at the PSAC Ontario Convention, have significantly expanded our community connections via social media, and I refined the TA and Stewards Training Handbooks, as well as the Orientation and Stewards Training presentations that I developed last year when I served as the Chief Steward of Social Sciences. On March 13<sup>th</sup>, I joined a small contingent of members and Executives who travelled to Toronto to support and to express our solidarity with CUPE 3902 at the University of Toronto and CUPE 3903 at York University on the picket lines. This April, I will again serve as a representative for the Local at the PSAC National Convention, which is being held in Quebec City.

One of my key responsibilities throughout the year has been to compose and distribute the Local's newsletters to the membership. For the past two years, the Local has used a newsletter service that enables us to track our readership. Overall, our readership has not increased significantly over the past year, despite important improvements to the newsletter. If you have any feedback about the newsletter or suggestions on how you think it could be improved or made more appealing to members, I ask that you send me any constructive recommendations you may have that I can begin to implement over the next couple of months, or that I can pass along to my successor.

As you know, the Local will begin to bargain for a new Collective Agreement with the Employer this summer. With this in mind, communication will be of utmost importance over the summer and fall terms. The Local's Bargaining Committee will need you to discuss your working conditions and bargaining demands and the Executive Committee, Mobilization Committee, and Communications Chair will need to work diligently to ensure that the membership is kept well-informed about the progress that is being made at the bargaining table. Also vital over the upcoming summer and fall terms will be the need to dialogue with Western's undergraduate student body about our contract negotiations. All members of the Local must take it upon themselves to educate undergraduate students about the work of Teaching Assistants and the ways in which our working conditions are directly connected to the quality of their academic experience at Western. It is imperative that all members, in tandem with the Local's Executive Committee, build solidarity with the undergraduate student body since their support will be essential should our union be forced by the Employer to take strike action.

If you have any questions about my report, I encourage you to contact me at [communications@psac610.ca](mailto:communications@psac610.ca).

In solidarity,

Amanda Vyce  
PSAC Local 610 Communications Chair

### **Report from the Administration Chair**

Dear members,

It has been my great privilege to serve as your Administration Chair these past two years. With the help and support of our wonderful office staff, I have consistently done my best to assure the smooth administrative functioning of the Local. This is my final year on the executive of PSAC Local 610 and I am very excited to pass the torch to a new set of officers.

### **Meeting Minutes and Documents**

All minutes, reports, and policy documents 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.

### **Hiring**

Following the proposal to create a Membership Officer position, which was unanimously approved at a Stewards Meeting last year, I chaired the Hiring Committee that pursued the search for a suitable candidate. Unfortunately, the search was suspended and the position went unfilled. Nevertheless, the drive to create this staff position speaks to the recognition of the need for more consistent attention to member issues.

Fortunately, our existing EHP Administrator and Researcher, Dylan Gault, began to accept new responsibilities in maintaining, organizing and broadening the oversight of the Local's member-related services. As the Local enters bargaining, our position can only be strengthened by having our expenses, grievances, and service programs organized into accessible reports and databases, as needed. Such research and data collection is important to the day-to-day functioning of the union, as well as to the preservation of our institutional memory, which can all too easily be lost to high Executive turnover rates. It is therefore imperative that we continue to work with our office staff to continue the vital work being done on these initiatives.

### **Management of Office Staff**

One issue that is too often neglected is the fact that our Local employs precarious, part-time, short-term contract staff who continually run the risk of working year-to-year without a guarantee of job security or even a living wage. I have continued to advocate for better wages and benefits for staff, a job made difficult by the opposition of some current Executives. It is an embarrassment that we as labour activists do not always practice what we preach.

I have negotiated an increase in hours and wages for our staff that seemed to me to represent a compromise between fiscal responsibility for the Local's finances and fairness for our workers. There is still work to be done on this. I hope that the Local will manage its finances in a consistent, up-to-date, and accessible manner so that decisions can be made with the best information available at all times. The staff themselves would be of great help in this regard, as Dylan Gault has demonstrated his tremendous skill in

preparing financial reports for the Local, and staff do not have the high turnover rate and learning curve faced by yearly-elected Executives.

Our Local has benefitted immeasurably from the labour of our incredible, hard-working staff. 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.

## **Bylaws**

The Local's bylaws were extensively revised two years ago. We have now had the opportunity to apply the new bylaws and assess their utility for the governance of the Union. I chaired the Bylaws Committee this year and the committee has proposed some modest amendments and general housekeeping updates, which are included to be voted on at the AGM.

The Committee resisted making major changes to the structure of the Local at this time. However, I have prepared an amendment for possible future use by the Committee, if needed, which would see the elimination of one of the officer positions in favour of a structure that would combine the three positions of Administration Chair, Communications Chair and Community Chair into two positions: External and Internal Liaison Officers. If the Local finds that it cannot financially support the current structure of having ten executives, I strongly recommend we move to eliminate an officer, rather than cutting staff pay or hours.

## **Committees**

During my three years of active involvement with Local 610, I have had the opportunity to chair six different committees. In my experience, some of the most important work happens at the level of individual member involvement in the Local's committees. I would like to give a special thanks to all committee members for their service.

## **Scholarships**

I have chaired this committee for three years now, ever since its creation as a distinct and separate standing committee (formerly it was part of the Teaching Assistants' Needs and Bursaries Committee or TANB, along with Financial Assistance, now FAC). As I stated previously at the March 2015 Stewards' meeting, I strongly recommend significant future changes to this committee's Terms of Reference and how it directs its financial resources.

At present, the Scholarships Committee continues to use a set of standards for adjudicating applications that it inherited from the old incarnation of the committee. This creates a problematic situation in which the committee must assess the academic and research performance of fellow members in a scholarship competition. This competition

essentially offers the worst value for money of any of the Local's programs. At least \$11,000 or more of the Local's shared assets are "awarded" to only a small number of members (and often to those who already have external funding and are therefore not most in need).

The response to these awards also leads me to conclude that the program is divisive and does more to sow discontent and inequity amongst us, as there is inevitable disappointment, and occasionally anger, expressed by members who are not given an award. Applications to the Scholarships program are consistently very low in number, which signals to me that there is not strong awareness of or support for the program as it currently operates. In future, the Local may wish to redirect these funds towards bursaries for conference or field work travel or professionalization programs that benefit more of our members.

### Women's Committee

I served as co-chair of the Women's Committee for a third consecutive year at the beginning of my term. It is my hope that the committee will continue to focus on advocacy for women members and become rejuvenated with new members and fresh ideas and energy.

### **Labour Library**

The Labour Library was initiated several years ago by past Information Chair, Eileen Wennekers in co-operation with the Progressive Librarians Guild. It has long been my goal to revive and renew this project in order to have the collection available for members of collective bargaining units at Western who would like to read about issues related to labour history, neo-liberalism, radical politics, and political activism. As we are currently actively preparing for bargaining, it seems to be an especially appropriate time to have these resources at our disposal.

I have had a series of meetings with the London chapter of the Progressive Librarians Guild in order to move forward with the Local's Labour Library. I have updated the constitution and policy document for this project in order to have an organized framework as we move forward. The PLG is currently working on cataloguing items and making new acquisitions. If there are any books that you would like to see us acquire, please send me an email with your recommendations.

### **PSAC Events and Labour Activism**

At the level of the London and Western Communities, I have attended meetings of PSAC London Area Council, London Common Front and the Ontario Federation of Labour in order to strengthen our solidarity with PSAC and other labour groups. I have also participated in many events and demonstrations that attempted to engage Western's administration in acknowledging their accountability to students and workers.

I have also been on the picket lines in Toronto during the current strike action taken by CUPE Locals 3902 and 3903. We must not only continue to support our fellow academic workers in solidarity, but we must show ourselves to be outspoken and organized activists here at Western as we mobilize around our own bargaining efforts.

### **Acknowledgements**

I would like to thank all of the members of PSAC Local 610, the Executive, and our office staff, Conan and Dylan. A special thanks must go to our stewards for all of their great work and involvement.

On a personal and professional level, I must extend my gratitude to former Local President and Treasurer Gabriel Elias, my predecessor Kevin Godbout, and former Information Chair Eileen Wennekers for their willingness to mentor and support me as I took office and fulfilled my duties throughout these past two challenging years. Any successes of the present Executive Committee certainly owe much to the structures built by some truly exceptional and dedicated past officers of the Local. We inherited a Local made strong by their commitment to innovation and member-driven service. I hope the influx of new officers next year will begin afresh the process of rejuvenation the Local needs.

In Solidarity,

Mary Deminion,  
Administration Chair for PSAC Local 610  
[administration@psac610.ca](mailto:administration@psac610.ca)

### **Report from the Chief Steward, Biosciences**

Dear Members,

I'm sorry I could not be at today's meeting to provide my report in person.

As a chief steward, I have facilitated orientation sessions in September 2014. I presented information to the new members about the union and its structure, the benefits offered by the union, rights and responsibilities of TAs and how to get involved with the union. I was able to build a strong steward network through the orientation sessions. I also recruited departmental stewards by approaching the departments, previous stewards and individual members. In November 2014, I successfully conducted an election via email for the steward positions in Physiology and Pharmacology department since we had one too many nominations.

In December, I sent out an email to all the bioscience stewards with the detailed information about how to host a solidarity event and a reminder email with more tips in mid-January. I have also provided them with a list of all of the TAs in your department to whom you can direct your event's invitation. So far Neuroscience, Kinesiology and ... department has organized solidarity events. We received valuable feedback from the

members who attended the events. Some issues that were raised during the events include the lack of opportunity to choose TA assignment, lack of awareness regarding the rights of members as TA, the need to publicize the extended health plan etc. For those of you who have not planned an event yet, please consider doing so ASAP. If you have already planned an event, please send me a short report about it afterwards!

Thank you all for your ongoing support and all you do to help keep the union strong.

In solidarity,

Asma Aktar

Chief Biosciences Steward

[bioscichief@psac610.ca](mailto:bioscichief@psac610.ca)

### **Report from the Chief Steward, Arts & Humanities**

Dear colleagues:

As we start to wrap up for the current academic year, with many essays and tests sitting and waiting for us to grade in our desks, I'd like to start this report by expressing my gratitude towards the departmental stewards in my division. You have all done a wonderful job this year bringing together your departments into Solidarity Events and talking to members. To be there, ready to listen and speak up, is one of our main tasks as Union activists, and it is admirably how ready and prepared to act you have all been.

Having said this, we need to remind ourselves that we are about to enter a bargaining year. I am sure we have all been following the events taking place at U of T and York, with both TA locals fighting hard for a fair contract. There are many lessons to learn. Everyone's input will be invaluable and I encourage as much participation as possible in these 'tight times'. Truly, it is a busy time of the year, but that should not distract us from two very important issues: we all matter and we make this place what it is alongside other students and workers!

In my position as Chief Steward for Arts and Humanities, I had the pleasure and honour to attend many Solidarity Events. This year we had TAs gatherings in the following departments: English, French, Music, Visual Arts, Modern Languages and Literatures, FIMS, Theory and Criticism, and Women's Studies and Feminist Research. These events are very useful to get to know members in your area and to hear feedback and concerns related to the workplace and the Union itself. I also attend Executive Committee meetings where I had the opportunity to get to know how the Local works within and outside the university. Finally, I plan to sit on the Negotiating Committee in preparation for the bargaining process about to start in the summer of this year.

Everyone wants to help everyone. We are all workers and we are in this together. It is very important to keep the momentum as we prepare to bargain a better Collective Agreement. I thank you all the Stewards for being there in the front line passing and maintaining the word of camaraderie and, of course, for making sure that all of our members know their rights and benefits as part of the PSAC 610.

In Solidarity,

Jaime R. Brenes Reyes  
Chief Steward – Arts and Humanities

### Report from the Chief Steward, Social Science

Dear Brothers and Sisters,

The past year has been a trying one at times, but also very rewarding. At the outset of my tenure as the Chief Steward for this division, I said I would be a strong advocate for our Members' rights. I believe that has happened, and that with diligence and hard work we can accomplish a great deal together. The following are highlights of the past year:

1. Achieved a major victory in advocating against the arbitrary reduction of funding for all Psychology Members. We were able to achieve a strong sense of unity in the department, rallying around this issue, and the result was the department reimbursing our Members in full, to the tune of tens of thousands of dollars.
2. I have worked in close partnership with the President and the very dedicated members of the Bargaining Committee to draft a members' survey, plan aware activities, and generally familiarize ourselves with the Collective Agreement. This puts us in an excellent position to table our demands in the Spring.
3. I researched the origins of Western's so-called "10-Hour Rule," which states that students may not work on- or off-campus for an average of more than ten hours per week. Queries to the Ministry of Training, Colleges and Universities showed that there is no such rule, in spite of Western's claim on their website that there is. Provided students are able to progress, as required by their programs, they may work as many hours as they like.

All of these matters require constant attention and vigilance. What we have learned is that some departments, individuals or faculties simply don't consult properly when making decisions that have major impacts on student life at Western. Our Members, similarly, don't always understand their rights. By asking the right questions we can learn a great deal about how decisions are made, what their impact is, and how we can respond to them. We can be a vital source of information against a bewildering set of rules and regulations, but there is always much more to be done. As I complete my term, I still have two major projects on the go:

1. Continuing to investigate and possibly pursue a grievance related to the use of GSAs (Graduate Student Assistants) as replacements for GTAs. It would appear that students are being hired to do teaching-related work, but owing to very minor alterations in their contracts, they are being paid significantly less than their colleagues.

2. Continuing to assist with Bargaining preparation. This is a major undertaking, and as the only member of the Executive with experience from the last round of negotiations, I will continue to assist until my term is complete.

In Solidarity,

Christopher Schultz  
PhD Candidate, History

### **Report from the Chief Steward, Postdoctoral Associate**

This year, we proposed a number of crucial changes in the local policy to make its operation smooth and sustainable. I played an active role to make it possible. I identified and advocated to resolve a number of financial and bylaws issues.

#### **Finance Committee:**

Currently the Local is spending almost all of its revenue (over 90%) to cover the officer and staff salaries. Therefore, Local's General Budget is drawing money from a finite reserve to run its activities. I made specific proposal and took initiative to implement those. Finance committee report contains the details.

#### **Postdoctoral Associates Handbook:**

I updated the Postdoctoral Associates Handbook with the help of president. It is now consistent with the new Postdoctoral Associates Collective Agreement.

#### **PDA Scholarship:**

Local did not have a clear policy regarding the eligibility of PDAs for union scholarships. We discussed the issue in the executive meetings. We allocated fund in the next year budget for a PDA scholarship based on the recommendation from the scholarship committee.

#### **Orientation Session:**

I attended the postdoctoral orientation sessions and presented information regarding the union and its structure, membership benefits, rights and responsibilities. I also attended the National Postdoc Appreciation Week events organized at Western to network with the members.

In Solidarity,  
Jahirul Mazumder  
postdocchief@psac610.ca

### **Bylaws Committee Report and Proposal**

This report summarizes the changes the 2014-2015 Bylaws Committee has proposed to update the Local's Bylaws. These revisions continue to build upon the foundations set by the crucial work of the 2012-2013 Bylaws Committee. We wish to acknowledge and thank past and present committee members, as well as those members of the Local who participated in the process by submitting proposed amendments to the Bylaws Committee for review.

The basic structure and intent of the Local's Bylaws will remain largely unaltered by the current proposed amendments. At all times the committee aimed to strengthen the internal consistency, clarity, accessibility, and inclusiveness of the Bylaws. The committee also sought to identify and correct inconsistencies of language, formatting, and content. Some modest amendments involving changes to officer responsibilities or to the functioning of the Local were made to better reflect established practice and to promote efficiency and transparency in all aspects of the Local's operations. The committee does not endorse any significant changes to the basic structure and operation of the Local's meetings (including, but not limited to, the calculation of quorum and the timely distribution of meeting packages and past minutes), as the committee has determined that the current rules continue to promote efficacy and efficiency in the Local's operations.

The proposed amendments endorsed by the committee include:

#### General Housekeeping

- Typographical and formatting errors corrected throughout document
- Omissions (e.g. Communications Chair absent from elections table) have been corrected
- Policy documents and Committee Terms of Reference all updated to reflect latest versions in the appendices
- Numbering/lettering changed to reflect addition or removal of clauses, as needed
- Addition of page numbers to the document

#### Governance

- Officers may only occupy one position at a time
- Pay structure changed based upon recommendations from the Finance Committee – pay based on TA **base** pay, not **gross** pay
- Returning Officers will no longer be eligible for Officer-Elect stipend in addition to their regular pay
- Expenses exceeding \$1,000 that are not pre-approved in the budget cannot be approved by the Executive Committee, must instead be introduced as a motion and voted on at a Stewards' Meeting
- conflict of interest for hiring now defined as anyone with whom one has close relationship

#### Officers

- Name of Activism Chair changed to "Community Chair" to better reflect actual duties
- Workshop duties removed from Community Chair portfolio
- Communications Chair duties now include attendance at SOGS meetings as Local's delegate, oversight of Labour Library (duties already established in Labour Library Policy, but now clear in Bylaws), chair of Scholarships Committee

- Duties of supervising and directing office staff now shared between Administration Chair and President
- Administration Chair will attend and take minutes at Labour-Management Committee meetings
- Administration Chair's financial reports will be limited to any relevant office expenditures, and only as necessary (this recommendation follows from a member's written submission)

#### Committees

- Hiring Committee and Communications Committee transferred from standing committees to ad hoc committees to better reflect actual practice
- Ratification process for committee members made less cumbersome and time-consuming – now the committee chair, rather than Executive Committee, may approve committee members
- Former members in good standing are now eligible to join, or remain on, a committee

#### Additional Amendments, Stewards' Meeting 2015-03-10

- Add the following to all officer and chief steward positions:  
[1.1.1] have the following duties related to General, Stewards' and/or Executive meetings:  
[1.1.1.1] prepare a written report for distribution one week prior to any General or Stewards' meeting, to be presented at that meeting;
- 1.2. Add Postdoctoral Associates
- 16.1.10.1 Executive Officers who are re-elected or acclaimed for another consecutive term of office *for the same position* are not entitled to receive the officer-elect stipend in addition to their regular officer stipend.
- Mobilization Committee  
Change all BMA into MC, all mentions of the Bargaining Mobilization Assembly into Mobilization Committee for consistency (that was intended during the last round of Bylaws changes).



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

Dear Members,

Here is the budget for the year 2015-16. The first one is the proposed general budget for 2015 - 2016, the second one is the financial aid fund budget for 2015-2016 and the last one is the proposed health plan budget for 2015-2016

Number of TAs as of 2343  
 (Exact number to know by March 1)

Abul Fahad Akon  
 Finance Chair PSAC Local 610  
 2014-2015

**General Budget**

Income

	Amount		Source	Notes
PSAC Dues	120,000.00		PSAC	40% of the dues received from 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	60,000.00		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 from the term deposits.
Other Income	1,000.00		Donations from other organizations	Variable amounts
<b>Draw from reserves</b>	<b>28,141.00</b>			
<b>Total Income</b>		<b>250,116.00</b>		

Expense

<b>Auditing Cost</b>				
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	
<b>Total Auditing Cost</b>		<b>3,800.00</b>		
<b>Affiliations Fee</b>				
LDLC	1,200.00		PSAC Dues	Affiliation fees paid to LDLC every year
<b>Total Affiliations Fee</b>		<b>1,200.00</b>		
<b>Banking Expenses</b>	<b>180.00</b>	<b>180.00</b>	Administrative Fee received from EHP	
<b>Bargaining Expense</b>				
<b>Honorarium</b>				Collective Agreement expires 2015
Bargaining Expense - Other	1,000.00		PSAC Dues	
<b>Total Bargaining Expense</b>		<b>1,000.00</b>		
<b>Standing Committee Running Expenses</b>				
Bylaws Committee	250.00		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.
<b>Food Bank Committee</b>	<b>1,000.00</b>		PSAC Dues	
PAC/Social Justice Committee	250.00		PSAC Dues	
Communication Committee	250.00		PSAC Dues	
Scholarship Committee	250.00		PSAC Dues	
<b>FA Committee</b>	<b>1,000.00</b>		PSAC Dues	
Finance Committee	250.00		PSAC Dues	
Mobilization Committee	250.00		PSAC Dues	
Women's Committee	250.00		PSAC Dues	
Emergency Planning Committee	3,000.00		PSAC Dues	
<b>Total Committee Honoraria</b>		<b>6,750.00</b>		include money (~\$5000) during bargaining year
<b>Conferences &amp; conventions</b>		<b>5,000.00</b>	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.
<b>Donations</b>			PSAC Dues	To support other labor organization, natural disaster etc. Subject to the approval of the executives. Please see "Donations" policy
<b>General Donations</b>	<b>2,000.00</b>			
<b>Strike Support Donations</b>	<b>2,000.00</b>			If not used, will go back to general reserve
<b>Donations Total</b>		<b>4,000.00</b>		
<b>Education &amp; Training</b>		<b>5,000.00</b>	PSAC Dues	To train the local officers and stewards and also for the joint training
<b>Executive Expenses 250</b>				
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	
<b>Total Executive Expenses 250</b>		<b>1,250.00</b>		
<b>GSTA</b>		<b>5,000.00</b>	PSAC Dues	Support provided to SOGS for graduate teaching assistant award . To be paid in June.
<b>Office Supplies</b>				
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
<b>Total Office Supplies</b>		<b>3,500.00</b>		
<b>Printing &amp; Copying</b>		<b>2,500.00</b>	Administrative Fee received from EHP	To cover the cartridges and paper for the printers
<b>Promotion &amp; Adds</b>				

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	200.00		PSAC Dues	Printing cost for special events organized by GTA Union
Promotional Items	4,000.00		PSAC Dues	Cost for promotional items for orientation
<b>Total Promotion &amp; Ads</b>		8,000.00		
Scholarships		11,700.00	PSAC Dues	
<b>Special Events</b>				
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			
Room Booking Fees	500.00			As needed.
Child Care Subsidies	500.00			
<b>Total Special Events</b>		9,000.00		
<b>Officer Stipends</b>				
Chief Stewards	22,750.00		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	9,100.00		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
President	13,650.00		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	9,100.00		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	9,100.00		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	9,100.00		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
<b>Non-Executive Officers</b>				
Chief Returning Officer	390.00		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	2,275.00		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
Ombudsperson	910.00		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
President Elect	1,137.50		Funds for GTA Union & PSAC Dues	Stipends paid to the officers of the Local according to article 9.1 at GTA Union bylaws
EC Elect	1,478.75		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
<b>Officer Totals</b>		84,991.25		
<b>Staff Expenses</b>				
Office Manger	32,000.00		Administrative Fee	Based on the Contract of Office Admin Post
EHP Administrator	14,625.00		received from EHP & PSAC Dues	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
<b>Staff Expense Total</b>		53,305.00		
<b>Payroll Expenses</b>		20,000.00		To pay employer portion of CPP, EI and Vacation pay
<b>Utilities</b>				
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
<b>Total Utilities</b>		5,600.00		
<b>Member Driven Programming</b>		15,000.00		Allocated for programming and projects (i.e. Stewards Hospitality Events, or other initiatives as proposed by members).
<b>UGTA CAUCUS</b>		1,000.00		
<b>Labour Library</b>		500.00	PSAC Dues	Buying books, periodicals, equipments towards enriching the labour library
<b>Uncategorized Expenses</b>		1,839.75	PSAC Dues	
<b>Total Expense</b>		250,116.00		
<b>Net Income</b>		0.00		

## Financial Aid Fund Budget

### Income

	Amount	Source	Notes
Balance Forward	30,000.00	Opening balance	Accrued balances shall be available for disbursement through social welfare programming.
Financial Aid Fund Payment 1	35,000.00	UWO - CA	Received form UWO on January 31st as outlined in CA
Financial Aid Fund Payment 2	40,000.00	UWO - CA	Received form UWO on May 31st as outlined in CA
Other Income	0.00		
<b>Total Income</b>	105,000.00		

### Expense

Auditing	1,400.00	Opening balance	
UHIP Disbursement	40,000.00	UWO	
TA Assistance Program	50,000.00	UWO & opening balance	
Food Bank	10,000.00	Opening balance	
<b>Total Expense</b>	101,400.00		
<b>Net Income</b>	3,600.00		Amount to be balanced forward for 2016-2017

## 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 form the term deposits.
<b>Total Income</b>		311,570.00		

Expense

Health Plan Disbursement	304,590.00		Health Plan Receipts	As of 2343 Tas
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
<b>Total Expense</b>		348,265.00		
<b>Net Income</b>		36,695.00		

## **Researcher and Extended Health Plan Administrator Report**

### **Summary**

- Completed majority of work on the database of concerns and grievances.
- Completed work on financial history and end of year reports of Local.
- Due to planned changes beyond my control, future work will be significantly reduced.
- The proposed budget for the EHP needs serious revision.

### **Introduction**

I took the position of Researcher and EHP Administrator in 2012 with the charge to take over the duties of administering the EHP, research its history, and present information on proposed changes based on its finances. After that initial research work, I was directed to research into the needs of the Local and plan research projects accordingly.

This year, I was tasked with doing a complicated research project, establishing a database to track member concerns and grievances, and greater research duties. Accordingly, my contract was increased to a greater number of hours and I left another job to do more work for the Local.

### **This Last Year (June 2014 – May 2015)**

#### **EHP Administration**

There have been only minor changes to the processing of the EHP over this year. I have attempted to add in elements to the processing of claims in order to make the process more efficient and to remember the special needs and documentation of particular members.

#### **Workplace Concern Database**

At the beginning of this fiscal year, I began a project of developing a database that would track the workplace concerns and grievances of the Local so that we could ensure that this information was available to the executives of the Local and so that trends in the concerns could be noted and used as a resource for future bargaining. This is a complicated database to organize, but the project is almost completed, with the collection and entering of past data the next remaining major task.

The first major part of this task was to create a working database of members that the Office Manager could use in her daily tasks. This database would form the basis of identifying the origin of workplace concerns (in department and division) and could track the seniority of those members, in case that was a factor in reported concerns. The database would also have to identify the membership status of an individual for multiple years. This database was available for use for this academic year and past data going back to the 2010-2011 academic year was included in the database.

The second major part of this task was creating the framework for tracking concerns and relating those concerns to individual members. As one member may be attached to multiple concerns and many members may be attached to one concern, it is tricky to track these relationships while maintaining data integrity. However, the database as it stands now has protections in place to allow the operator, likely the Office Manager, to enter and delete entries without damaging the integrity of the database.

I will return to a discussion of this database in later sections of this report.

### **Local Finance History**

Due to a conflict in the Labour/Management Committee, some of my research efforts this year were focused on the financial history of the Local. The Local needed a correct history of the surpluses generated by the financial aid programs funded through the collective agreement in order to show that these surpluses were being used to fund these programs and not to fund general union operations. As past summaries of these programs were often confusing or inaccurate, I had to go through all of the available accounting information to verify just how much was received for these programs and just how much was spent.

In addition to the work on the financial aid programs, I went through much of the other finances in order to ensure that I had an understanding of the financial history of the Local. I put together a series of worksheets along with a small document laying out the financial history of the organization. I discovered a small problem in the past budgeting of the EHP funding that mistakenly generated a small surplus for the Local. I also discovered and reported another disturbing error in past budgeting. Both of these errors may place the Local in violation of the Collective Bargaining Agreement.

I was not asked to consult on the budget for the next year until the afternoon before the budget was to be presented to the last stewards' meeting. I again recommended changes to the budget based on important mistakes but these were not incorporated into the budget.

### **Year End Reports**

Some research activity was directed to drafting more complete year end reports for the programs of the Local. These reports are required as the Financial Aid Fund, the University Health Insurance Plan Assistance Fund and the EHP all have funding that originates in the Collective Bargaining Agreement and they operate under the auspice of the Labour/Management Committee.

For the past few years before I was hired, the Local did not file detailed reports on these programs. As there appears not to have been a request for this information on the part of the employer, this was not a problem. However, as the Local desired to make significant changes to the operation of these programs in the bargaining for the last Collective Bargaining Agreement, the employer made demands for detailed reports.

Last year, using our accounting information and the monthly reports of the Financial Aid committee, I was able to put together a detailed report for the Financial Aid Fund program. This year, I added functionality to our membership database so that we could more easily track the Financial Aid Fund program going forward. Additionally, we were able to develop a system that tracks the specific type of needs that come into the program and the needs that the committee used to base their awards upon.

The Food Bank program has not yet been automated. As the Local prefers to keep this as confidential as possible, this program has not been integrated into the membership database.

### **UHIP Assistance Fund**

In the past, this program has generated significant surpluses for the Local. The source of these surpluses was almost entirely due to cheques issued to members that the members did not collect. At this time, the Local is attempting to determine those members who will be participating in the program and issuing only those cheques that will likely be picked up by a member. This allows the Local to distribute more money per cheque and ensure that there will be far less funds that return to the Local.

However, these changes were implemented without any administrative support or guidance. I was able to add to our membership database a means of tracking the results of the questionnaire circulated to our membership.

### **This Coming Year (June 2015 – May 2016)**

#### **EHP Administration**

As I was not asked to contribute to the budgeting process, I did not spend time doing a thorough review of the budget. However, as I observed that the budgets proposed to the stewards radically misrepresents the finances of the EHP, I took it upon myself to look into the likely budget for the EHP for the next year.

Unfortunately, things look worse off for the EHP than I initially believed. If things go as they have been (an approximate 2% increase each year in expenses) then at the end of the 2015-2016 year, the reserves of the EHP will be reduced to approximately \$44,000. This will not be enough reserves to operate the program throughout the summer in the following year.

A change to the EHP program for the next year that limits the maximum draw on the program to \$350 per member should limit increased expenses to the point where the EHP essentially breaks even. A change to the maximum per member of \$300 should allow the program to retain some earnings for the future. And ensures that there is a buffer for any future increases in use.

Currently, usage on the program appears to be up substantially more than 2%. However, the same was true of the early use of the program at this time last year. If the increased use continues, however, then the EHP may use up its entire reserve far sooner than the end of the next fiscal year.

The details of the budget calculations I have done for the EHP are attached to this report as an appendix.

#### **Workplace Concerns Database**

At this point, the workplace concerns and grievance database should be ready to accept data. I will spend as much time as I am able to entering data on past concerns and grievances. Additionally, I will develop whatever queries the Local requires to generate information on the trends of workplace concerns (as reported to us).

## Appendix: Details of EHP Budget 2015-2016

		Budget Proposal	2015- 2016 Projected	2013- 2014	2014- 2015 Projected	2015-2016 With 350 Limit	2015-2016 With 300 Limit
<b>Income</b>							
	Receipts	310,570	266,370	266,370	266,370	266,370	266,370
	Interest	1,000	500	848	800	500	500
<b>Total Income</b>		311,570	266,870	267,218	267,170	266,870	266,870
<b>Expenses</b>							
	Disbursal	304,590	297,948	286,378	292,106	222,793	195,986
	Admin Charge	39,975	39,956	39,975	39,956	39,956	39,956
	Accounting	3,700	3,700	3,616	3,616	3,700	3,700
<b>Total Expense</b>		348,265	341,603	329,969	335,677	266,449	239,641
<b>Net Income</b>		-36,695	-74,733	-62,751	-68,507	421	27,229
<b>Reserves In</b>		119,189	119,189	250,447	187,696	119,189	119,189
<b>Reserves Out</b>		82,494	44,456	187,696	119,189	119,610	146,418

### **Motions**

BIRT the Annual General Meeting of Local 610 adopt the 2015-16 General, Health and Financial Aid budgets (Appendix A) as proposed.

*Moved by the Finance Chair*

BIRT the Annual General Meeting of Local 610 adopt the Bylaws Committee's proposal for revisions to the Local's Bylaws & Policies (Appendix B).

*Moved by the President*