

AGENDA FOR ANNUAL GENERAL MEETING (AGM)

Thursday, April 7, 4:30-6:30 pm – Somerville House 2355

1. Approvals

- a. Agenda
- b. Minutes for AGM of April 7, 2015
(See attached.)

2. Executive Reports

- a. Report from the President
- b. Report from the Administration Chair
- c. Report from the Communications Chair
- d. Report from the Community Chair
- e. Report from the Finance Chair
- f. Report from Chief Steward—Biological Sciences
- h. Report from Chief Steward—Arts & Humanities
- i. Report from Chief Steward—Social Sciences
- j. Report from Chief Steward—Postdoctoral Associates

3. Report from the Chair of the Bylaws Committee

(See attached revised Bylaws and Policies Draft and 2015-16 Bylaws Review Powerpoint.)

4. Motions

- a. Motion from the Finance Committee
- b. Motion from the Bylaws Committee

MINUTES FOR ANNUAL GENERAL MEETING (AGM)
Thursday, April 7, 4:30-6:30 pm – Somerville House 2355

1. Approvals
 - a. Agenda

Motion:

Presentations max 10 min. reply max 5 min.

Speaking for or against 2min

-can be extended if motion to extend passes

2 min. right of reply

Motion passes, 2 abstentions

84 – can we write the agenda items down on the board?

Yes

Agenda passed

Reminder:

Speaker explains Bournot's Rules

POP - communications: Can I take photos for newsletter?

Approved

b. Minutes for AGM of April 7, 2015

(See attached.)

Passed unanimously

#1 Motion Arising from Ahmed M. Abuhussein, member from the Physical Sciences Division
Seconded 99

Ahmed M. Abuhussein: During my TAship, I have discussed with colleagues across the same division, there are significant differences for the unique job responsibilities to the other divisions and departments. We usually get 5 hours a week but work more. The kind of work we do is different. I am responsible for 140 students, teaching and tutorial. My fellow TAs have the same amount of workload. The list goes on.

99: Having a dedicated division will help us with efficiency with engineering and PSAC. We engineers support this motion.

POI: What's the number of Engineer TAs?

Physical Sciences Chief Steward: Yes, lots.

What's the number?

President: 653 in physical sciences division, 400 is engineering.

Administration Chair: Against - I worry about creating splits based on duties. Most divisions are not united by duties, but by types of workplace issues that they face. I speak against because the Physical Sciences Chief Steward is a representative from engineering. If you are noticing a lack of communication even when you have an eningeer representing then creating a separate position might not be the solution. I think there are a lot of ways that we can address this as a local and executive. I don't think it would be efficient. Budget concerns. Speak against but speak for alternatives.

45: For. I feel if it is 400 engineers out of 600 in total for Physical Sciences, there is desperate need.

Social Sciences Chief Steward: Against. Administration Chair already said this, I am also concerned about the budget. Also 400 of Physical Sciences are engineers - that speaks to an issue of the current representation. There are more affect ways other than dividing things.

Ahmed Abuhussein: I've had a look into the budget. We are talking about numbers that are being ignored. Such as solidarity events. Engineering has been absent.

Administration Chair: POI – you feel ignored by your Physical Sciences Chief Steward.

AA: It is really hard to get everyone together.

AC: Ignored by who?

AA: I didn't know PSAC existed. I started in 2013. We did a petition and some of the responses said this was their first time to hear about PSAC.

POI: Is this the largest division? Are there other TA unions with an engineering division?

President: Biosciences is largest, then Physical Sciences, Arts & Humanities, Social Sciences

Administration Chair: In terms of divisional chief steward, each division gets a chief who sits on the executive.

EHP Administrator/Researcher: 12 stewards out of 28 spots in Physical Sciences, Social Sciences 12 stewards, Bio Sciences 28 stewards, Arts & Humanities 16 stewards

Ahmed Abuhussein: You can't force stewards to sign up. No dedication.

31: No one will fill the spots. It is not problem solving.

POI: Time? And please raise your cards so we can see the numbers.

POI: What would creating the engineering division do over and above engaging and getting more stewards? It sounds more like a lack of stewards' issue.

AA: Lack of stewards is not the problem. We do not have a chief steward to motivate the members. The problem is that there is no dedicated engineering PSAC member.

60: I thought that we clarified that the current chief steward is from engineering. You are in the ideal spot right now.

Physical Sciences Chief Steward: The chief steward has their duties. It is a large faculty. We want a new steward to represent engineering.

Biosciences Chief Steward: Against. Not nice to say, but I believe your concerns are that the Physical Sciences Chief Steward is not being very active this year. It would also cost about \$9100 out of the budget. I would propose fewer chiefs rather than more. I don't think adding will address the concerns.

Extend the speakers list? Passes

President: The funding is very different from other divisions. It is a major issue. We have to admit it and work on it.

POI: What is the solution?

79: It doesn't mean that they don't have representatives, they do. Having a chief steward from engineering and a chief steward for physical sciences? Get a chief steward that communicates with their members.

20: I think we have to make another division

Vote: 22 for 27 against

3 abstentions

Motions fails

EHP Administrator/Researcher: One thing you can do right away - if you have research ideas, email me. I can propose to the executive committee and track ideas. Needs of engineers is always on our minds.

#2 Additions to the Year-End Report of the Administration Chair

1) Amendment to Postdoctoral Chief Steward's Report

Seconded Arts & Humanities Chief Steward

Administration Chair: The report contained a lot of misinformation. This motion acknowledges the errors and it is important that the right information is in reports so members are correctly informed. Last 5 paragraphs misinforming members.

Arts & Humanities Chief Steward: Nothing to add. Well stated.

POI: Before I make a decision and we all make a decision. What is wrong, and what is the factual information?

PostDoc Chief Steward presents their report

PD Chief Steward: Main motivation is to analyze finances. I was the Information Chair back 2009, and became the PD Chief Steward in 2014. I noticed a change in the finances. You cannot allot a specific amount for a specific time of year. We have to acknowledge the problem. We need to give full information to our members. We are stating that we need a lot of research to do. There wasn't any location for extra research. We offered extra hours to staff, without having a line item in budget. We need to acknowledge the real fact. What are we doing, we are accumulating an error in the system. That is why I did some analysis on the budget. You are paying significant dues. We are getting a lot of money from your hard work. This money is covering salary. Operating costs over \$60,000. Now we only have 2 programs. We draw a lot of money for salary. We cannot save anything. Let's talk about executive salary. We reduced the salary. We reduced staff hours. In the past it was 20hrs, then an extra 10hrs for EHP. Than another 10hrs which was not well planned. We have EC officers. EC officers need to do the research. Huge turn over with members and EC officers. We cannot sustain with two staff.

Administration Chair: Reply – I do have all the info that would correct the statement. (see report) One issue brought up was that the union has been drawing a lot from the general reserve. Only in the fiscal year of 2013-2014 showed a deficit and that money was used for a program. 3 years ago we invested in a GIC. \$250,000 accumulating has been untouchable and not considered in the general reserve. We don't have the audit statements for this past fiscal year yet, but there is \$65,000 not recorded in the budget that we received from the University. We never look at budgets in terms of trends and the general standing of the local. Without this context and info, the report is misleading. Office supplies is used by all programs, including cheques for all benefits, utilities, etc. We are spending 73% of our total ... we spend less than that if you account for all the major... The statement that the EC... decision made by the EC in that year. That was also the year the \$65000 was not accounted for. Research always comes up. If we abandon research into data, it hinders our ability to assist our membership.

President: Last year we had a \$40,000 deficit. We are running with \$15,000 reserve. We have finished the GIC. We have spent in access. Money has to come from somewhere. That is what happens. What the PostDoc Chief Steward said is wrong? 25% salary? I know the max.

Finance Chair: The \$65,000 not accounted for was overlooked, but I corrected it. I need to fix these things. Accounting software is now up to date.

POI: What is our deficit?

Finance Chair: Audit in process, as for the Accounting software, we fixed it.

POI: For the last 2 years, are we running a deficit budget or not?

Finance Chair: There was a deficit, but we do not know yet because we are currently doing audit. I am not committed to a number yet. We budgeted for \$30,000 deficit.

PostDoc Chief Steward: It is not about how much deficit, it is that we know that we are depleting. Not about reserve. No other organization is using their reserve for operation. It is drawing money. 75% salary, last year we had 90% salary.

34: In the motivation for this motion, it was talked about how we might look at the budget. The claim being made makes a lot of assumptions. The intent of the author is clear, an analysis for the budget. One

might not agree with the analysis, but maybe not wrong. If they can demonstrate an actual numerical error, than I cannot see a reason to strike this.

54: Against: We are not in a math game. We are the members of the union, what is the point of discussion here? Difference of opinions. This discussion will just continue. And that proves that this discussion deserves to be discussed.

50: If he believes something should be mentioned, it should be recorded. It is his right to do so. I don't think we should strike his beliefs. He is an elected member.

POI: Can you point exactly and show specific erroneous mater.

Administration Chair: I did mention already that the report ignores administration of programing. All programs have to be administered. For Financial Assistance – all of the cheques and work have to be accounted for, UHIP work accounted for, foodbank, etc. – all administration. Not just salaries. Once you include all major programs, salary only accounts for 25%. 4 executive officers, PostDoc Chief Steward, Finance Chair, and President – have all spoken and there is disagreement about the numbers. Cannot confirm if they are accurate. I've done my math and that is why I wanted to bring this to your attention.

President: Total salary out of total income.

PostDoc Chief Steward: This is the money we can use for the operation. It is going towards the salary. Research plan: I never saw a research plan in the executive meetings.

Call to question:

Motion fails, 1 abstention

#3 Additions to the Year-End Report of the Finance Chair

35: Donations?

Finance Chair: Funds we donate, such as the Naples earthquake. And strike support donation, we donate to other unions on strike.

13: Why did you reduce EHP to 400 from 500?

FC: The reason we had decreased it from 499, we did not have any policy to disperse this money. We received \$130 per member last year, now \$150 per member. We would draw a huge number from the reserves. This year exhausted reserves. We cannot go more than \$400, even \$400 might cause problems. If we run out of money, we cannot disperse.

13: From \$499, to \$400. We have to take money from the reserve. Why did the EC increase the salary by \$9,000. If you can increase staff, why can't you give TAs maximum benefits?

Administration Chair: Increase in staff comes out of a salary surplus. Not the EHP budget.

POI: The recommended \$400 is an increase from \$250, and now we are bringing it back up.

Finance: The reason why it went down to \$250, waiting for money from the employer.

President: Run motion from Administration Chair?

POO: Debate on the budget, then amendments?

Finance: We present the budget, and accept recommendations from the members. Members can propose amendments.

Administration Chair: Move the amendment outlined in report #2 – explanation how the surplus came about. Seem to link the decrease from EHP and salary – come from two different budget streams. When we receive money from management – earmarked for programs. We signed the Collective Agreement and agreed to ear-markings. In the bylaws, the roles community, communication, admin were re-arranged.

POO: Discussing motivation for motion?

3. Additions to the Year-End Report of the Administration Chair

2) Amendment to Budget

Seconded Arts & Humanities Chief Steward

Administration Chair: There was an additional \$9100 from reducing an officer position. Office Manager overwhelmed, the EHP Administrator/Researcher picks up the slack, membership has grown, our programming has grown, we need info on data. Not having this information is not helpful for bargaining. We can't identify members needs and how to help them best. We need to improve our bargaining position. At the bargaining table the employer asks: do you have statistics for that? Yes, here. The motion breaks down the salary and indicates that we will not be spending more then the \$9,100 now available. We are using what is now a surplus. We are using that to provide a research position to improve our union and help our membership overall.

POI: We are not increasing someone's salary? We are creating a new position?

AC: Currently the position is at 15 hours a week, 9 for EHP, 6 for research – mostly helping Finance Chair or helping Office Manager who is at 20 hours a week. Amount devoted to research and office to run.

POI: Can we use this money to increase the EHP?

Administration Chair: No – this money is ear-marked by the employer. This does not prohibit money being drawn for the EHP. If the member is asking for \$500 cap, they are within their rights to do so. But it would significantly draw from the reserve. \$400, we run the risk of running out. Members have the right to say if they want it. It is not wise to make it unsustainable. Increasing the EHP Administrator/Researcher's salary does not affect EHP.

POI: Could someone from the EC comment reducing an officer and channelling that money into staff, who is a non-graduate student?

President: We have to cut down our executive salary by reducing a position. If we make \$9100 in savings, than the deficit budget of \$15000 is reduced. If we increased the spending, we lose the savings.

Administration Chair: There is disconnection between the executive and members. A lot of the tools that the community chair needs to take more active political role/social justice role, they do not have access to. The bylaws committee eliminated a portfolio and created a new role with tools and access to what they need and benefit from it. Communications streamline now all cleared up. External connect to the university, media, etc. internal connects with the inner workings of the office.

President: against. Cut 25% of EC salary. Very beginning of year we talked about this. Internal and external increased work pressure, but not increasing salary. I didn't know what research was all my time as president. Graduate students can do the research. We can easily get members to do the work. We can do it when the work is needed. We do not need to know the numbers. We all have statistical knowledge as graduate students to do the work.

EHP Administrator/Researcher: This body has no financial reporting. Overdue for an audit report.

POI: Administration Chair said money is earmarked for certain purposes.

POPP: If I was in the EHP Administration/Researcher's position I would have walked out as well. I think we are being very disrespectful. Is that how we really want to run?

President: I suggested him to leave.

62: Budget is still up. Generally you dip into reserves. It seems like the house is not in order. Talking about professional staff is one thing, I've worked for many organizations as a volunteer, I just don't understand how the number can be so long.

Passed President: I have concerns about the amendment. We have seen several years of deficit reduction thanks to the finance committee. Now again increasing the salary and causing deficit? If approved, it allows the local to draw further from reserves, which is a dangerous position. The EC chose not to invest in GIC. The ratification vote was close to a strike or lock out position. Dues money is not going to be turned over to the university, we will have to dip into reserves for bargaining. Is an irresponsible amendment.

POI: Has there been a discussion about the GIC.

Finance Chair: No, based on the discussion to eliminate one officer position. Run on this budget next year. Do members decide on GIC? If more than \$1000 we have to come back to the stewards.

President: There is no GIC. If we want to go back to new GIC, we would have to take the money from the general reserve.

Finance Chair: That \$250,000 is now sitting in our general account.

77: I have been on the FC for 2 years now. I would like to speak to the intent to reduce one officer. Reduce the amount of draws from the reserves. In the past, we have been over provided. New negotiations harmonized with our expense levels. Not until we harmonize the expense with revenues, what can we do with that we can provide with our members? Until we know, we are sitting in limbo. We don't know! We could slash all programs and find out what we can do with it. A 30% increase in salary?

Is absolutely beyond anything. Unless we see a 30% increase in membership. How do we justify raising such an increase?

POI: Can we speed this up?

PostDoc Chief Steward: 2014/2015 academic year there was 500 hours per year for research, 6 hours of research per week, on top of that we had a lot of overtime claim from staff. This is \$30,000 – \$40,000. An EC officer should do the work. It is easier to do first hand, rather than supervised.

Arts & Humanities Chief Steward: For: I am speaking in favour for a simple reason. The amount of time I've spent in office in the last 4 years, the office manager is swamped and the EHP Administrator/Researcher is swamped. How will it affect them? We should ask them. If we don't have the research officer there, there will be a delay. You will be the first one to complain. You want something to run efficiently, effectively, you have to pay the people to do that.

46: I know there is a lot of debate about numbers, this amendment has to do with 5 hours per week. If someone is going to work more hours, they should be paid for the work. It doesn't sound like it is coming out of the pot for members, it is going towards a service. If we are going to ask them to do more work – you have to pay someone to do it. Sensible.

POPP: Can we have 15 seconds to think?

Reads motion amendment:

Close debate and move to vote: 7 abstentions. Passes

Amendment:

8, 33 against, 3 abstentions

Amendment fails

POI: Is there a budget for PDA bargaining?

Finance Chair points it out.

PostDoc Chief Steward: We didn't know that the bargaining would start in the early summer. How will we handle it?

FC: So the PDA bargaining is based on last year. We can create a temporary line item.

98: This is the union, if you cannot secure the money for the EHP for the members, claiming that the funds stay in the specific spot. What are we doing for our members?

FC: \$400 recommendation, the university pays 150\$ per TA. We are not bound to give 1\$50 per TA.

Discussion about order of agenda.

Motion to move on the budget by President

Seconded

Motion to vote on budget by President
Passes

Budget
30 in favour, 4 abstentions
Budget passes

Extend the meeting: 1 abstention, 2 against. Meeting continues.

Motion from the Bylaws Committee:

Communications Chair: Discussion from stewards meeting was incorporated as a new document?

Administration Chair: No, this is a list of the amendments that were tabled from the Stewards Meeting.

CC: But there were original amendments as well.

AC: Should these amendment be approved, they will be included.

Description of Bylaw documents emailed to members.

90: How long will this take? Can we speed it up?

AC: We can disregard the amendments, and go with the bylaws.

CC: Continue my question, amendment 6B – 3.4 definition of former members. It still says former members. As I recall from the stewards meeting, we had a discussion for further definition. I am concerned that there are other amendments with unfinished discussions. Want to deal with them separately.

AC: 3.4 came from the PostDoc Chief Steward with no solution.

POI: Can we hold a new AGM?

AC: Only one AGM per year, but we can hold a GM.

a. General – proposed amendment to remove “Postdoctoral Fellows” from the Bylaws document revisions until such time as we can confirm their membership.
Social Sciences Chief Steward seconded.

Because PDF hasn't been yet finalized that they will be unionized.

46 – keeps them having to revise later. It doesn't affect anything if they are not voted in, but keeps us from going back to add it in - pre-emptively.

Call to question
17 for, no abstention
10, 7 against – motion a. passes, Administration Chair abstains

b. Article 3.4 – proposed amendment to the definition of “former members”

Refer back to committee

Seconded

Motion passes, AC abstains

c. Article 3.11 – proposed amendment to the status of members who have or have not signed union cards

Refer back to committee

Seconded by PostDoc Chief Steward

Motion passes, AC abstains, 1 against

d. Article 4.2.8 – proposed amendment to the President’s ability to join the University Senate as a non-voting observer

Striked

POI: Refer back to committee means go back to committee, postponed for next members meeting/
stewards meeting?

Yes. Referring back to the committee means the amendments are not included at this time, but the Bylaws Committee is to review the amendment at the next committee meeting and may choose to bring forward a revised motion/amendment at the next AGM.

Omnibus – refer all back to committee except g. – motion passes, AC + 2 abstentions

g. Article 10 – reinstatement of the Communications Committee

moved by communications, seconded by AC

Communications Chair: We did have a committee in the beginning of the summer. I was the chair, we had 4 members, we did good work, it should stay because it was there in the first place. For next year, the external/internal can use it how they see fit.

AC: Bylaws Committee was under the impression it was the Bargaining and Mobilization Committee and did not know it was still active. It should stay.

POI: Where has been the communications committee and where has been the communication?

Communications Chair: The committee is an ad hoc committee and can be called when needed. We needed info for the BMA who later took it over.

President: This discussion could be continued later?

POI: Did you make a call for members?

CC: Yes, via a summer newsletter.

Motion passes, AC + 1 abstention

j. Article 17 - discussion on how best to clarify and outline the process of calculating officer compensation

PostDoc Chief Steward: Base salary was \$32.50, now it is \$42.74, so now we have to pay more to EC?

AC: It has been corrected

Out of order, no need for j.

Main Bylaw discussion:
President omnibus, seconded 35

Omnibus all changes, passes unanimously, AC abstains

34: The multiple ways to look at all this is very clear. Very impressed with the bylaws committee's work.

Social Sciences Chief Steward: For: The committee did thorough work.

PostDoc Chief Steward: I would like to thank the committee. They put a lot of hard work into this. Thank you to Administration Chair, very well presented.

35: Call closure

Closure passes, AC abstains

Bylaws changes:
Changes pass unanimously.

Communications Chair: Motion to have reports considered read
Seconded President

Motion passes unanimously

AGM adjourned 7:39pm

Year-end Report from the President

Dear Members,

Welcome to the 2015-16 Annual General Meeting. Thank you so much to all members of PSAC Local 610 for supporting and standing in solidarity with the union! I would also like to take this opportunity to appreciate all the work the departmental stewards and executives did to spread the voices of the union activities to our members. Thank you my friends for all the initiatives you took to make our union stronger.

I would like to touch on two important issues. This year was the bargaining year. I know few of you are not happy with the 1% increase in our wage. I am also not satisfied with the 1% deal. However, at the same time, we should remember that we have substantial gains in other areas, especially in benefits and opening up of the opportunity for getting TA ship in the year X. As I have said in my ratification vote meeting, no bargaining is an end itself and the struggle continues for more gains to make our life better. In addition, I would like to reiterate that union is a place for argument, dissent and disagreement. There are no ifs and buts on this. At the same time, there is a process to voice our opposition. If we don't abide by the process, we would undermine the collective existence of the union.

We have our next bargaining in 2017 as we have been able to cut down our three-year collective agreement period to two years. During the bargaining period, we were able to carry out an effective mobilization plan. The feedbacks from our members and other interested groups was very positive which according to them is one of the best in union's history. Obviously, there were some gaps, and we should take lessons from our mobilization experience and launch a more vigorous campaign to reach to our members with our demands before the next round of bargaining starts.

The second thing I would like to mention is the state of our union finance. You will find more about this from the finance chair's report. The only thing I want to mention that we should not survive by taking money from the reserve. For this, we have to rationalize some part of our expenditure. In the previous budget (2015-2016), we have been able to cut down a substantial amount of our executives' salaries, besides decreasing spending in some other areas. Thanks to the executives who agreed with this. But, we know the time is money in this commodified world of spectacles. Though ideally union work should be voluntary, I don't think this is possible in the real world. So we have to find a balance between our needs and our passion to fight for a just world.

Before I end, I would narrate a story that shows how important a union is in our life as academic workers. So for more than eight months we were fighting for a maternity benefit of a student who could not find a teaching assistantship not because she expressed inability to work but the department could not offer her. The university said since she did not have the TA assignment, she would not get the maternity benefit. We disagreed and after several rounds of communication and meetings, last week the university agreed to our demand that she should get the maternity benefit.

If you ask me about one of my important achievements during my period as the president, I would say this is one of them. This memory would remain with me, for the rest of my life.

Thank you to my friends, my executive colleagues, all the departmental stewards, and all the members of PSAC Local 610 for assisting me to fight for the rights of the graduate academic workers.

In solidarity,

Indranil Chakraborty

President

Administration Chair – Year-End Report

Dear Members of PSAC Local 610,

I'd like to begin my report by thanking you for electing me last spring, and in so doing putting your trust in me to serve and represent you. I hope that I have done justice to the role to which I was appointed.

As Administration Chair, my regular duties include taking minutes, managing staffing, and generally ensuring that the Local had accessible, accurate records of its meetings and activities. I've faithfully completed these tasks this year, although I must say that the managing of staff is much easier when you have as knowledgeable and experienced a staff as we do. I'd like to note that both our EHP Officer and Office Manager often go above and beyond the call of duty working on behalf of the membership, and it's been a pleasure to work with them and learn from them this year.

In addition to my regular duties, I've also dedicated a fair amount of time this year to helping other Executive Committee members with resource development and editing of educational and communicative materials that are distributed to the Local. I'm keen to continue this work for the remainder of the year.

In November 2015, I became aware of and involved with the need to review and improve the operations of the Financial Assistance Committee. I struck, formed, and chaired an ad-hoc committee that conducted a time-sensitive and intensive review of the FAC's operations, policies, and financial portfolio for the 2015/2016 year. This committee developed and has been instituting a list of recommendations based on our findings that has helped to improve the transparency and accountability of this committee as well as ensure that it continues to provide emergency need for those members who most urgently require support. As part of making sure that the FAC had and continued to have support in implementing key changes to its operations, I joined the FAC as a member in January 2016 and will continue to be a part of the committee for the remainder of my tenure as Administration Chair.

Finally, the major committee under the portfolio of the Administration Chair is the Bylaws Committee. As of the time of this report, we have undergone our initial survey of the membership and those who work on the Executive Committee, developed a list of recommendations from this survey, have scheduled all of our meetings, and have held our first meeting for drafting potential changes to the Bylaws and Policies of the Local. At the time of this Meeting, we will have held all four of our major meetings, received recommendations from the Stewards, and developed for your approval a finalized draft of our recommended changes to the Bylaws and Policies. Should this be approved by you, the membership, we will effectively adopt the new Bylaws and Policies document immediately following the AGM.

I would like to thank the members of the Ad-Hoc Committee who reviewed the Financial Assistance Program, the Financial Assistance Committee, and the Bylaws Committee for volunteering their time and offering their experience this year. I would also like to thank my fellow Executive Committee members for their dedicated service and for allowing me to learn from them. Lastly, a huge thanks to our wonderful membership, to whom my work continues to be dedicated and from whom I continue to look to for guidance and support. Our Local only works because you do, and I am grateful to have been elected to work on your behalf this year.

In solidarity,
Diana Samu-Visser
Administration Chair

Year-end Report from the Communications Chair

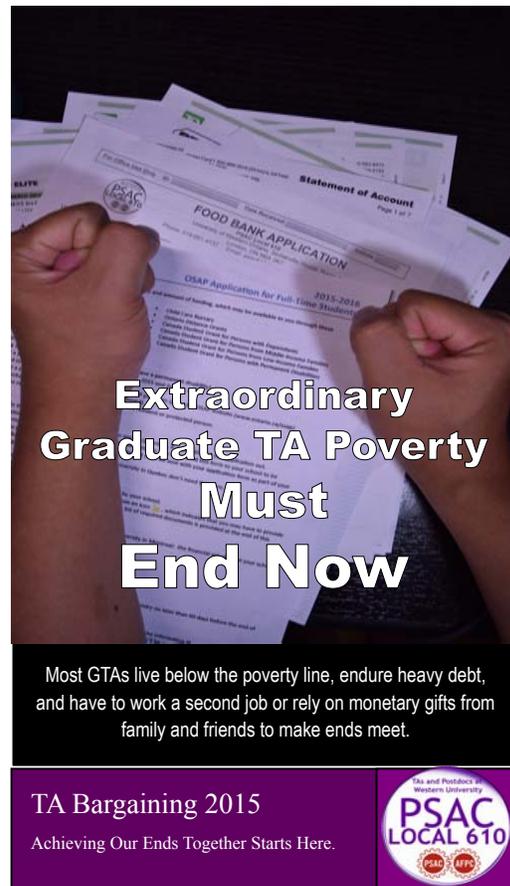
Dear Members of PSAC Local 610,

Thank you so much for supporting this year's collective bargaining! We have together achieved significant gains in the continuing struggle for better working conditions at Western. Let's now get ready to fight for more during the next round of bargaining in 2017! As your Communications Chair this year, I have worked hard to provide you and all our members with strategic communications tools to help us achieve our objectives.

The highlight of my term has been the provocative "Extraordinary" poster and flyer campaign. A parody of the university's ubiquitous "Be Extraordinary" alumni giving program, our materials powerfully called attention to issues like "Extraordinary GTA Poverty" and "Extraordinarily Inadequate TA Training." I originated, conceptualized, proposed, and wrote text for the campaign, and directed the execution of phase one of the project by the Local's Communications Committee. Our Mobilization Committee later took the campaign to even higher levels of success during phase two. In the estimation of our Bargaining Team and PSAC National, our "Extraordinary" campaign was instrumental in our Local's success at quickly achieving a GTA tentative agreement, now ratified, that features substantial gains in financial aid, extended health plan coverage, post-funding period employment opportunities, and paid training for our members.

Other, more recent, projects and contributions:

- Co-organized GTA Collective Agreement membership information session that provided answers to questions from members and promoted gains achieved
- Helped keep membership engaged with and updated about the progress of Collective Bargaining
- Actively participating in financial planning for fiscal year 2015-16 as new member of the Finance Committee



- Coordinating administration and enhancement of scholarship program
- Helping to recognize outstanding Teaching Assistants as member of the Graduate Student Teaching Award Committee
- Got involved with efforts to eliminate racism and racial discrimination in the workplace as a delegate to the PSAC Ontario Racially Visible Conference

I continue to help keep the membership informed and involved through the newsletter and by representing our union at SOGS Council. I also administer and moderate our Facebook and Twitter pages. Furthermore, I played a major role during the new graduate student orientation period and during stewards training, and contributed to our Union's efforts in support of the "Go Vote" election campaign and of last Summer's CUPE 101 London Inside Workers Strike. Finally, as a member of the Executive Committee, I remain committed to helping provide our union with good governance and effective leadership.



**Extraordinarily
inadequate
GTA training
must
end now.**

Less than half of GTAs are provided with training by their department, and most who take additional training are not paid to do so.

TA Bargaining 2015
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and by representing our union at SOGS Council. I also administer and moderate our Facebook and Twitter pages. Furthermore, I played a major role during the new graduate student orientation period and during stewards training, and contributed to our Union's efforts in support of the "Go Vote" election campaign and of last Summer's CUPE 101 London Inside Workers Strike. Finally, as a member of the Executive Committee, I remain committed to helping provide our union with good governance and effective leadership.

Academic Workers at Western Unite!

In solidarity,

George Ramos
Communications Chair
PSAC Local 610
Communications@psac610.ca

Year-end Report from the Community Chair

Dear colleagues,

Spring is in the air! And, this has indeed been a very busy year for the Union and its membership. As the community liaison, I have been honoured to represent you all at conferences, demonstrations, and meetings. I have also been active in the committees under my portfolio, and for which I will be introducing motions at the Annual General Meeting in order to compensate those involved and increase their budget.

Community

I attended three conferences this year: the Coalition of Graduate Employees Unions, which took place during the month of August; the Young Workers conference that took place in London with delegates from all over Ontario; and the convention for Directly Chartered Locals within the provincial structure of the Alliance in Ontario. At both of these conferences, I was able to establish connections with other comrades and to learn more about their struggle and fights for organization. More locally, I have participated and introduced motions to support inclusive initiatives such as the "Chemical Valley Tour," "Refugees are Welcome," "Take Back the Night," and the "Prisoners' Justice Film Festival." As the largest union in the city, it is always important to keep in touch with those who have shown support for us, and to show that they have our support as well. In that good faith and spirit, our Local donated towards the CUPE 101 strike and participated in their demonstrations in front of city hall.

Committees

- Social Justice and Political Action: this committee organized a series of panels during the months of October to raise awareness about issues of copyright. It also participated in the "Political Mondays" project with SOGS in which we invited candidates to talk with our membership at the Grad Club. I will introduce a motion at the AGM as this committee saw a decrease in its budget from last year's and was not able to do much during the second part of the year.
- Financial Assistance: a special Stewards Meeting was called to deal with financial difficulties within this committee, and I am grateful that Executive members have been active in finding a solution to it.
- Food Bank: this committee has been running smoothly and it still has funds available for those in precarious situations.

I congratulate the work of everyone that has been active and involved in these committees as well as those who have put their time to solve any issues and situations that have been raised throughout the year.

Media

A media release on carding was issued by our Local, and I was interviewed by a radio station and a local newspaper. I was also approached by the PSAC-National for an interview on precarious work in the academic sector.

In Solidarity,

Jaime R. Brenes Reyes

Community Chair

community@psac610.ca

PSAC Local 610

Year-end Report from the Finance Chair

The FC has been meeting in the union office in order to finalize the budget for the fiscal year 2016-2017. This budget includes the General budget and the Financial Aid Fund budget for the fiscal year 2016-2017. This also includes the EHP budget for the fiscal year 2016-2017. There have been changes in a few of the line items. Budgets for a few line items have been increased, few have been decreased, and a few new line items have been introduced. The changes from the last year's budget have been highlighted on the proposed budget attached to this agenda. The line items have been revisited based on previous years' spending pattern and also considering some new expenditures expected in the upcoming year. The general goal of the FC was to prepare a budget for next fiscal year focusing more on the sustainability of the budget. There are some recommendations for the next years as well. In previous years the union has been drawing a lot from the general reserve. We have reached to a point where the union must do something to reduce drawing money from the reserve in order to ensure better financial operations for a longer period of time. The FC has tried its best to limit our spending based on our income so that we do not exhaust our reserve in just the next few upcoming years. The FC was able to prepare a budget which reduces the amount of draw from the reserve by around \$20,000.

Earlier this academic year, the EHP was temporarily cut down to \$250/applicant while we waited to receive money from the employer. Now, as we have very recently received the EHP money from the employer, the EHP cap was revisited with the recommendation from the EHP administrator and researcher. The proposed cap for EHP now stands \$400/applicant.

Best regards,
Abul Fahad Akon



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

Dear Members,

Here is the budget for the year 2016-17. The first one is the proposed general budget for 2016- 2017, the second one is the financial aid fund budget for 2016-2017 and the last one is the proposed health plan budget for 2015-2016

Abul Fahad Akon
 Finance Chair PSAC Local 610
 2014-2016

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	40,716.00		UWO	Received from UWO for EHP program
Funds for GTA Union	65,000.00		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
Draw from reserves	15,148.25	15,148.25		
Total Income		242,864.25		
net income		0.00		

Expense

Auditing Cost				
Accounting	3,700.00		Administrative Fee received from EHP	Auditing is done every year
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				
	180.00	180.00	Administrative Fee received from EHP	
Bargaining Expense				
Honorarium				Collective Agreement expires 2017
Bargaining Expense - Other	0.00		PSAC Dues	
Total Bargaining Expense		0.00		
Standing Committee Running Expenses				
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.
Food Bank Committee	1,000.00		PSAC Dues	
PAC/Social Justice Committee	500.00		PSAC Dues	
Communication Committee	250.00		PSAC Dues	
Scholarship Committee	250.00		PSAC Dues	
FA Committee	1,000.00		PSAC Dues	
Finance Committee	250.00		PSAC Dues	
Mobilization Committee	250.00		PSAC Dues	
Women's Committee	250.00		PSAC Dues	
PDA bargaining	2,500.00		PSAC Dues	
Total Committee Honoraria		6,500.00		include money (-\$3000) during bargaining year
Conferences & conventions				
		4,000.00	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				
			PSAC Dues	To support other labor organization, natural disaster etc. Subject to the approval of the executives. Please see "Donations" policy
General Donations	1,000.00			
Strike Support Donations	2,000.00			If not used, will go back to general reserve
Donations Total		3,000.00		
Education & Training				
		4,000.00	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 the president and community alliance needs pre-approval of the executives.
Finance Chair	250.00		PSAC Dues	
Internal Communication Chair	250.00		PSAC Dues	
External Communication chair	250.00		PSAC Dues	
Total Executive Expenses 250		1,000.00		
GSTA				
		5,000.00	PSAC Dues	Support provided to SOGS for graduate teaching assistant award . To be paid in June.
Office Supplies				
Postage	500.00		Administrative Fee received from EHP	To cover postal fees PSAC cards and other official letters
Stationery	1,500.00		Administrative Fee received from EHP	
Water	200.00		Administrative Fee received from EHP	To cover the cost of pen, clips, staplers, pins, etc.
Equipments and Office Furnitures	1,000.00		Administrative Fee received from EHP	To cover the drinking water supply cost
Office Supplies - Other	500.00		Administrative Fee received from EHP	For changing the computers, printers, shelf, desk etc.
Total Office Supplies		3,700.00		Miscellaneous

Printing & Copying (incl. chqs.)		3,000.00	Administrative Fee received from EHP	To cover the cartridges and paper for the printers
Promotion & Ads				
Sogs Handbook	0.00		PSAC Dues	Cost for one page advertisement in SOGS daily planner
GTA Union Guidebook	2,000.00		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
Total Promotion & Ads		6,200.00		
Labour Research Program Scholarship		1,250.00		
Scholarships (TA)	10,000.00		PSAC Dues	
Scholarships (PDA)	500.00			
Total Scholarship		10,500.00		
Special Events				
General Meetings	2,500.00		PSAC Dues	Cost to arrange 3 general meeting in a year.
Election Reception	1,500.00			
Stewards Meetings	2,000.00			
Special Events - Other	1,000.00			
Room Booking Fees	500.00			As needed.
Child Care Subsidies	500.00			
Total Special Events		8,000.00		
Officer Stipends				
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	0.00		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
External Communication 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
Internal 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
Non-Executive Officers				
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
Officer Totals		75,891.25		
Staff Expenses				
Office Manager	32,640.00		Administrative Fee received from EHP & PSAC Dues	Based on the Contract of Office Admin Post
EHP Administrator	22,723.00			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		62,043.00		
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		13,000.00		Allocated for programming and projects (i.e. Stewards Hospitality Events, or other initiatives as proposed by members).
20 years of PSAC		2,000.00		
UGTA CAUCUS		1,000.00		
Labour Library		500.00	PSAC Dues	Buying books, periodicals, equipments towards enriching the labour library
Uncategorized Expenses		1,500.00	PSAC Dues	
Total Expense		242,864.25		
Net Income		0.00		

Financial Aid Fund Budget

Income

	Amount	Source	Notes
Financial Aid Fund Payment 1	100,000.00	UWO - CA	Received from UWO on January 31st as outlined in CA
Other Income	0.00		
Total Income	100,000.00		

Expense

Auditing	2,000.00	UWO	Auditing is done every year
UHIP Disbursement	40,000.00	UWO	Maintaining the ratio of UHIP

TA Assistance Program	34,500.00		UWO	Financial Aid fund (To be categorized by the FAC)
Medical/Personal Academic/Childcare	11,500.00			
Food Bank	12,000.00	4,000.00	UWO	
Total Expense		100,000.00		
Net Income		0.00		Amount to be balanced forward for 2016-2017

Health Budget

Income

	Amount		Source	Notes
Health Plan Receipts	339,300.00		UWO	Based on 2262 TAs (All fall 2015 TAs + new winter 2016 TAs)
Interest Income	1,000.00		Term Deposit at Meridian	Received yearly from the term deposits.
Total Income		340,300.00		

Expense

Health Plan Disbursement	294,884.00		Health Plan Receipts	\$400 maximum cap. Similar recommendation for the 2016-2017 budget
Administrative Charge	40,716.00		Health Plan Receipts	Goes to the general (12% of Health Plan receipts)
Accounting Fees	3,700.00		Health Plan Receipts	Auditing is done every year
Total Expense		339,300.00		
Net Income		1,000.00		

Year-end Report from the Chief Steward—Biological Sciences

Dear colleagues,

I am very proud to say that 79% of the Biological Sciences Stewards positions have been filled this year, up from past years' values of 67% and 60%. I have been a member of the Finance Committee, Communications Committee, as well as the Ad-Hoc Extended Health Plan and Ad-Hoc Financial Aid Fund Committees.

Overall the Stewards in my division have been somewhat active. Out of 16 departments, 6 Solidarity Events have been held so far and 3 are in the planning process. It is an unfortunate reality that some members only become Stewards to inflate their CV. If anyone knows of a friend who is interested in the union and would actively participate, I hope you will encourage them to submit their name as one of next year's Stewards.

One of my greatest accomplishments this year has been working with the employer to reassign a number of Biology students from Graduate Student Assistantships (non-union worker) to Graduate Teaching Assistants. We suspect these students were incorrectly assigned due to a misinterpretation of the Collective Agreement by the Biology department. These students are now members of the union and have access to all the benefits and support of the union. Although new language in Article 13.06(ii) should prevent this incorrect assignment of students as Graduate Student Assistants, I encourage future Chief Stewards to keep an eye out of students performing TA duties, but given a different title.

As promised, and as is required of all Chief Stewards under Bylaws Article 3.7.5, I will be announcing the Divisional Stewards meeting sometime soon, for all BioSci Stewards to attend. This will be a great opportunity to review common concerns of our Division as a whole and improvements that could be made for next year.

Since I am no longer eligible, I will not be returning as a Chief Steward next year. During last year's elections, this position attracted more candidates than any other position. I hope this role continues to be sought after, especially since the Sciences are often underrepresented in the union. Importantly, Chief Steward candidates should be aware of the immense time commitment that is expected of this role. All executives are paid positions, taking up a very large portion of the general budget. Any executive member who does not work their hardest to fulfill their duties dishonours the members they represent and is accepting their union dues in bad faith. Executive members are expected to attend biweekly executive meetings and be an active member in at least one committee. Indeed, there have been discussions of whether a weekly number of hours should be included in the description of executive positions.

Many of you are aware of the new changes to the Collective Agreement, including the removal of the "lump sum" pay that was excluded from departmental funding packages. Although we have been assured that the employer will honour the 1% increase in TA salary (i.e., and not decrease pay from other funding sources, resulting in a no net change), future years' Chief Stewards will be taxed with ensuring this is the case. This will include asking Stewards from each department to volunteer their financial summary letters (especially new members who don't have a precedent for GRA funding) and comparing to past years.

It has been an honour serving this community over this past year and I wish the community and member involvement continues to grow in the future.

In solidarity,

Alex Major
Biological Sciences Chief Steward

Year-end Report from the Chief Steward—Arts and Humanities

Hello Colleagues;

It is hard to believe that another academic year is almost at a close. I will keep this short, concise, and to the point. As Chief Steward for the Arts and Humanities division, it has been a pleasure to continue to serve as your representative on the Executive Committee of PSAC Local 610. At this time, I do not have much to report.

I have had the pleasure of attending a number of solidarity socials in the division. I would like to thank Ms. Cayley Bower, the divisional Chief Steward for Social Science, for attending a few of the socials that I was not able to attend due to previous commitments. I am hoping to attend the remaining departmental solidarity socials in the foreseeable future.

Regarding workplace issues, thankfully there has been nothing major to report in the division this year. Any issues that have been brought to my attention have been resolved amicably through the informal process. This stresses the fact that there is a level of respect given to TAs in Arts & Humanities by GTA supervisors and/or departmental administration, at least from the reports I have received, where the workplace environment is one of collegiality.

That concludes my report from Arts & Humanities. Thank you to the stewards and the members of the division who elected me to serve the division in the best capacity I can, as well as, continuing to press our concerns with the Executive Committee. I serve at your pleasure; ALWAYS. Despite bargaining being done for this contract, we must be vigilant and always looking towards the future to work towards equity. On a micro-scale, there are still things to work towards: we still need to ensure that the smooth day-to-day operations of the Local by ensuring good governance from the EC (without constraint micro-management), complete transparency and ensuring we are always working with the member's best interests in mind. We only serve because of YOU, as such, make sure your voice continues to be heard because this is YOUR union, not the ECs, YOURS. And YOU should demand nothing but the best from your elected representatives.

Thanks,

Scott A. MacDonald, MMus
Chief Steward Arts and Humanities division
PSAC Local 610
1313 Somerville House
University of Western Ontario

Year-end Report from Chief Steward—Social Sciences

Grievances

There were no formal grievances in Social Science this year, though there were several complaints that were either settled informally or settled through non-PSAC channels. I would like to highlight two persistent issues that have come to my attention over the course of the year. First, member privacy is often being violated in the administration of TA evaluations. Two issues arose in which the results of TA evaluations done by their students were either shared with or requested by a third party. I'd like to remind stewards that the results of evaluations (or any personal information, for that matter) *should not be disseminated to a third party* without the express permission of the member. To do so is a violation of the CA and of the privacy policies of the University and the Province of Ontario. Don't hesitate to contact me if issues like these arise in the coming weeks.

Secondly, and more problematic is the problem of member harassment and abuse. Several instances of the creation of a hostile work environment and personal or sexual harassment were reported to me this year. All cases of harassment were referred to Western's equity and human rights office and were either settled through equity, within the department, or are in the process of being settled. In all instances, students were hesitant or even afraid of coming forward because they did not want to be labelled "a problem". That harassment, abuse, and the creation of a hostile working environment is a continued problem in Social Science is unacceptable, as is the culture of silence that departments seem to foster. It is important that members realize that PSAC is committed to ensuring that all members are able to work in a safe environment free from harassment and discrimination. These actions are workplace issues that are within PSAC's purview, and members have many options available to them, both through PSAC and Western, if they experience harassment and discrimination. If you see, suspect, or know of member harassment or discrimination, consider approaching the member and letting them know that they can take action if they wish.

Steward Recruitment

The recruitment of stewards in Social Science met with moderate success this year, with 12/20 spots having been filled. One of the most significant obstacles to recruitment in this section is the absence of Graduate Student Associations. Department student associations are very effective, as they generally elect the PSAC Steward along with the rest of the exec. In the absence of such an organization, new stewards can only be recruited at orientation or through direct email. The problem with this form of recruitment is twofold. First, all students do not always attend orientations, as some smaller departments make the session optional. Students are also often quite overwhelmed at orientation and are not always receptive. Second, contact through email is difficult until the member lists are distributed, which sometimes doesn't occur

until November. The issue of high membership turnover is also an obstacle. The predominance of one-year MA programs in Social Science means most students do not see themselves as having the time or impetus to invest in extraneous activities. I'm hoping to work on some better strategies for recruitment to ensure improved outcomes next year.

Steward Engagement

The stewards that were recruited have been, on the whole, motivated and enthusiastic in the fulfillment of the position. They have attended meetings consistently, stayed informed, organized solidarity events in a timely manner, and directed member grievances and issues in an appropriate and professional manner. In addition to being exemplary in fulfilling their required duties, many have volunteered additional time by sitting on the communications, bylaws, and finance committees, or as members of the bargaining mobilization team. I continue to be impressed by the generosity of time and spirit demonstrated by stewards in Social Science. Thanks for a great year!

Solidarity Socials

Socials were well-attended. I'm also pleased to report that everyone managed to bring the party on budget. 😊

In solidarity,

Cayley Bower

Year-end Report from the Chief Steward—Postdoctoral Associates

PDA Bargaining:

This is the bargaining year for the PDAs at Western. Current PDA collective agreement is going to expire on Sep 30 of this year. At this stage, we need to come up with our prioritized demands (such as minimum salary, annual increments, job security, health and child-care benefits, research freedom, IP rights) before going into a formal bargaining with the employer at the end of this summer. In this regard, my plan is to hold multiple solidarity events; the first event will be held on Mar 22nd.

PSAC 610 PDA Scholarship:

Local has introduced a new scholarship for postdoctoral associates (PDA). This scholarship, worth \$500, will be awarded to an outstanding PDA on the basis of research excellence and community involvement. I served in the scholarship committee last year as an EC liaison. I will be also part of the committee this year.

Employment Contract termination Grievance:

We had a situation of contract termination of two PDAs in the Schulich School of Medicine & Dentistry due to discontinuation of project funding. After meeting with their supervisor, we submitted a formal grievance. Fortunately, it was resolved at the university level.

Postdoctoral Associates Handbook:

I updated the Postdoctoral Associates Handbook with the help of office manager and communication chair.

Orientation Sessions:

I attended the postdoctoral orientation sessions in Sep 2015 and Jan 2016. I also attended the National Postdoc Appreciation Week events organized at Western to network with the members.

Finance committee and FAC Review Committee:

I actively served on the Finance Committee this year. I was also part of the FAC Review Committee to reconcile the issue we had with the Financial Assistance program. There are several other issues regarding local's finances. We need mass awareness and active participation of the members to ensure that a greater fraction of membership dues given back to the members through different programs.

For example, local annual revenue is around \$220,000 (\$120,000 dues + \$60,000 from UWO to support local's operation + \$40,000 taken from EHP fund as administration fees). Please note that fund for the major programs (EHP, Financial Assistance, UHIP disbursement and Foodbank) directly come from the employer. As per last year budget, we are spending around \$165,000 as salaries for staffs and executive and non-executive officers which is approx 75% of the total revenue. Local contributes only less than 12%

of \$220,000 to its two members driven programs: solidarity event (\$15,000) and scholarships (\$11,200). Local's annual operational costs (education and training of executives, office equipments, supplies & utilities, promotion, membership meetings, committee expenses, etc) is \$64,000 (30% of \$220,000). So, the total annual expenditure is approx \$255,000, but the annual cash inflow is only \$220,000. For the last few years, the local has been significantly drawing from its finite reserve (historical accumulation of unused fund) to cover the deficit. This year's estimated draw from the reserve is \$35,000. In 2014-2015 and 2013-2014, local drew approximately \$ 70,000 and 40,000 from the reserve.

In the last two years, we substantially streamlined local's operational budget. Therefore, to increase fraction of dues given back to the membership, we need to carefully consider the expenses as salaries. Historically, the fund from the university to support local's operation (\$60,000) is meant to cover the executives' salaries and the administrative fees taken from the EHP (\$40,000) is intended to cover staff salaries. Local's current expenditure as executives and staffs salaries is much higher than that.

We reduced the executives' salaries by 25% last year. This year we proposed to eliminate one executive position to save around \$9,500 annually. Regarding the staffs, local had been running with one staff (Office Manager) working for 20 hrs/wk. In 2013, it recruited an EHP administrator working for 10 hrs/wk to look after the EHP program. In 2014, the EHP administrator was given with a contract of 20 hrs/wk including 10 hrs/wk for research. It was done completing overlooking the financial situation and forced the local to draw a significant amount from its finite reserve. Moreover, the local doesn't have any continual research plan in place. If anything come that should taken care by the executives. Last year, the research allocation was reduced to 5 hrs/wk.

Regarding the EHP administrations, the EHP program receives around 1300 applications annually. Right now, the EHP administration cost is more than \$15/application.

Having two excellent staffs gives the local great flexibility in serving the members. However, with the local financial standings, it can't afford two staffs with an appreciable salary. Having one staff with a higher salary is a much better option. Please note that salary of a full time administrative secretary at UWO is in the range of \$33,093 - \$46,818 based on 35hrs/wk of work (source: <http://www.uwo.ca/humanresources/docandform/docs/salary/uwoasalary.pdf>).

In Solidarity,
Jahirul Mazumder
postdocchief@psac610.ca

Report from the Chair of the Bylaws Committee (24 March 2016)

Dear Members of PSAC Local 610,

In addition to presenting the Bylaws Committees' recommendations in the form of the attached draft Bylaws and Policies document, I wish to note the following information:

- 1) As an appendix to my report, I have attached a Powerpoint presentation that summarizes the major changes in each article that was created for the most recent Stewards Meeting (23 March 2016). Please note that this summary is meant to encapsulate and communicate the changes rather than repeat them verbatim from the draft Bylaws document. By organizing this information by Article, I hope to make it easier for you to examine the Bylaws in detail.
- 2) Currently, the Bylaws Committee is prohibited from being the body that alters policy documents (including committee Terms of Reference). Furthermore, existing policy does not allow for member consultation on changes to policy documents. As a Committee, we agree that the former prohibition is acceptable but that the latter is not. As such, during this review of the Bylaws, we did not make alterations to committees' Terms of Reference but will instead defer to the portion of the Bylaws that concerns the administration of policy (Article 12). We have, however, proposed changes to Article 12 that ensures improved oversight of committee activity as well as the necessity of having the membership approve changes to the administration of policy. This summer, the Bylaws Committee will ask each Standing Committee to conduct the yearly review of its Terms of Reference as soon as possible, and any proposed revisions will be presented to the Stewards and then to the General Membership for approval.
- 3) According to federal and provincial law, the Local is required to have a more detailed Personnel Policy outlined in its Bylaws and to update its practice accordingly. Because we wish to ensure that Article 15 (Personnel Policies) is updated appropriately and will require time to undertake research in understanding how to accomplish this, Article 15 will be reviewed as soon as possible, and any proposed revisions will be presented to the Stewards and then to the General Membership for approval.
- 4) The Local currently operates under the PSAC National Constitution but has not, to date, outlined a Constitution of its own. It is the intent of the Bylaws Committee, in conjunction with the Executive Committee, to develop such a document as soon as possible, which will be presented to the Stewards and then to the General Membership for Approval.
- 5) According to Article 18 of the Bylaws, any member can submit proposed changes to the Bylaws in the form of a written submission to the Bylaws Committee

Chair. I encourage all members to examine the contents of Article 18 so that they understand their ability to as well as the requirements of making further changes to the Bylaws before the next yearly review takes place. As the current Bylaws Committee Chair, I am happy to discuss any potential changes with interested members and advise anyone interested in putting forward changes of how best to frame them in the context of these Bylaws. I can be contacted via email at administration@psac610.ca. In the event that changes cannot be proposed and put forth by the end of my term as Administration Chair, I will ensure that my successor carries out this continued dialogue with members of the Local.

- 6) As of the last Stewards' meeting (23 March 2016), a number of amendments to the Bylaws recommendations were put forth for discussion and voting. Unfortunately, due to time constraints, this discussion and voting had to be tabled. However, I've provided a list of the amendments below so that the membership can review them and know which articles in the Bylaws the amendments concern. This will make for an informed and targeted discussion of the amendments, and I hope that you find it useful.
 - a. General – proposed amendment to remove “Postdoctoral Fellows” from the Bylaws document revisions until such time as we can confirm their membership
 - b. Article 3.4 – proposed amendment to the definition of “former members”
 - c. Article 3.11 – proposed amendment to the status of members who have or have not signed union cards
 - d. Article 4.2.8 – proposed amendment to the President’s ability to join the University Senate as a non-voting observer
 - e. Article 4.3.9 – proposed clarification of the Administration and Internal Communications Chair’s role in outreach to other University’s in the “University Community”
 - f. Article 4.3.11 – discussion as to whether or not the Administration and Internal Communications Chair should have oversight of the Financial Assistance and Food Bank Committees
 - g. Article 10 – reinstatement of the Communications Committee
 - h. Article 12.1.2 – discussion regarding eligibility of former members to run for the positions of President, Administration and Internal Communications Chair, External Communications Chair, and Finance Chair
 - i. Articles 14.1, 14.8, and 14.9 – discussion on the language concerning responsibility of administration of funds and relationship between budget approval, disbursement, and oversight

- j. Article 17 - discussion on how best to clarify and outline the process of calculating officer compensation

Once again, I'd like to thank the members of the Bylaws Committee for their dedication and impressive work this year. It was truly a pleasure to have such an enthusiastic group of members with whom to undertake this fairly momentous task, and I am grateful with how much we were able to accomplish during this review.

In solidarity,
Diana Samu-Visser
Administration Chair

Motions

Motion from the Finance Committee

BIRT the Stewards accept the budget proposed by the Finance Committee for the 2016-2017 fiscal year.

Motion from the Bylaws Committee

BIRT the Stewards accept the recommendations made by the Bylaws Committee.

ADDITIONAL AGM REPORTS, AMMENDMENTS, AND MOTIONS

Thursday, April 7, 2016, 4:30-6:30 pm – Somerville House 2355

1. Motion to Include New Agenda Items

(moved by the President)

2. Motion Arising from Ahmed M. Abuhussein, member from the Physical Sciences Division

3. Additions to the Year-End Report of the Administration Chair

4. Additions to the Year-End Report of the Finance Chair

(including the original report and proposed 2016-17 Local 610 budget sent with the AGM Agenda and Reports on March 25, 2016)

1. Motion to Include New Agenda Items

BIRT the Annual General Meeting of Local 610 include in its agenda a brief reminder of certain components of Bourinot's Rules of Order, the Motion Arising from Ahmed M. Abuhussein (member from the Physical Sciences Division), the Additions to the Year-End Report of the Administration Chair (including the amendments therein), and the Additions to the Year-End Report of the Finance Chair.

BIFRT the Annual General Meeting of Local 610 alter its order of business to following sequence: 1) a brief reminder of certain components of Bourinot's Rules of Order, 2) Approval of the Minutes for the AGM of April 7, 2015, 3) the Motion Arising from Ahmed M. Abuhussein (member from the Physical Sciences Division), 4) the Year-end Report from the Finance Chair, including the additions to it and the proposed 2016-17 Local 610 Budget, 5) the Additions to the Year-End Report of the Administration Chair, 6) the Report from the Chair of the Bylaws Committee, 7) the Motion from the Bylaws Committee, 8) the Motion from the Finance Committee, and 9) Executive Reports

Moved by the President

Proposed New Agenda

- 1) a brief reminder of certain components of Bourinot's Rules of Order
- 2) Approval of the Minutes for the AGM of April 7, 2015
- 3) the Motion Arising from Ahmed M. Abuhussein (member from the Physical Sciences Division)
- 4) the Year-end Report from the Finance Chair, including the additions to it and the proposed 2016-17 Local 610 Budget
- 5) the Additions to the Year-End Report of the Administration Chair
- 6) the Report from the Chair of the Bylaws Committee
- 7) the Motion from the Bylaws Committee
- 8) the Motion from the Finance Committee
- 9) Executive Reports

2. Motion Arising from Ahmed M. Abuhussein, member from the Physical Sciences Division

Whereas Engineering TAs account for several hundreds of the union members;

Whereas it is difficult for the Physical Science union representative to effectively reach out to members in Engineering, due to their unique job responsibilities, commitment to work, and issues engineering members face at the workplace;

BIRT the Local 610 creates a new Engineering Division.

Moved by the Ahmed M. Abuhussein, member from the Physical Sciences Division

3. Additions to the Year-End Report of the Administration Chair

1) Amendment to Postdoctoral Chief Steward's Report

Unfortunately, the Postdoctoral Chief Steward's report for today's meeting contains some misinformation, incorrect data, and factual errors regarding the nature and value of the work conducted by the EHP Officer as well as the Local's financial history and current financial standing. The Executive Committee has therefore recommended an amendment that would see the last five paragraphs of the Postdoctoral Chief Steward's report be stricken from both the agenda and minutes of this meeting.

2) Amendment to Budget

When the Bylaws Committee recommended restructuring the Administration Chair, Communications Chair, and Community Chair officer portfolios into two positions (the Administration and Internal Communications Chair, and the External Communications Chair) an additional \$9100.00 earmarked by the Employer for administrative salary was made available. The Bylaws Committee as well as the Executive Committee has recommended that this administrative salary surplus be used to expand the Extended Health Plan Officer's role from fifteen to twenty hours a week.

The EHP Officer currently devotes six of their fifteen contract hours per week to crucial research for the Local, which includes but is not limited to historical recordkeeping, projections, data management, improving the membership database, assisting the Office Manager with benefits programs beyond the EHP, and assisting the Finance Chair and committee chairs with research. The expansion of this contract will allow us to continue projects that were put on hold due to lack of labour hours, continue existing projects that provide the Local's committees, individual officers, and the EC as a whole with critical data used in program management, financial accountability, and preparation for bargaining, and develop a more comprehensive and concrete research plan for the Local for the 2016/2017 year.

On behalf of the Bylaws Committee and the Executive Committee, I would like to propose an amendment that would see the following modifications to the budget to permit a contract of twenty hours per week for the EHP Officer:

- \$7574.11 of additional salary added to the relevant line item
- Necessary corresponding increases of \$302.97 (vacation pay), \$207.33 (the Employer portion of the EI payment), and \$972.00 (a yearly bus pass) added to the relevant line item(s)

Please note that the proposed changes would place us below the \$9100.00 administrative salary surplus with a total of \$9056.41.

4. Additions to the Year-End Report of the Finance Chair

GIC: A GIC of \$250,000 was purchased in 2013. The GIC is now matured and is deposited in the general account. A total of \$258,302.80 is deposited into the general account.

Audit: The audit for the General account, Health account and the Financial Aid account is in progress. The audit report will be available in the union office once it is finalized. The memberships will be notified about the audit report as soon as it is available in the union office.

Extended Health Plan: The finance committee recommends a maximum of \$400/applicant for the fiscal year 2015-2016.

Budget: The budget for the Fiscal year 2016-2017 for General and FAF along with the EHP budget 2016-2017 is attached (see below).

Best regards,
Abul Fahad Akon,
Finance Chair,
PSAC Local 610

Year-end Report from the Finance Chair

[Note: this report, including the proposed Local 610 budget, was sent on March 25, 2016 as part of the original April 7 AGM Agenda and Reports. It is reproduced here at the request of the Finance Chair.]

The FC has been meeting in the union office in order to finalize the budget for the fiscal year 2016-2017. This budget includes the General budget and the Financial Aid Fund budget for the fiscal year 2016-2017. This also includes the EHP budget for the fiscal year 2016-2017. There have been changes in a few of the line items. Budgets for a few line items have been increased, few have been decreased, and a few new line items have been introduced. The changes from the last year's budget have been highlighted on the proposed budget attached to this agenda. The line items have been revisited based on previous years' spending pattern and also considering some new expenditures expected in the upcoming year. The general goal of the FC was to prepare a budget for next fiscal year focusing more on the sustainability of the budget. There are some recommendations for the next years as well. In previous years the union has been drawing a lot from the general reserve. We have reached to a point where the union must do something to reduce drawing money from the reserve in order to ensure better financial operations for a longer period of time. The FC has tried its best to limit our spending based on our income so that we do not exhaust our reserve in just the next few upcoming years. The FC was able to prepare a budget which reduces the amount of draw from the reserve by around \$20,000.

Earlier this academic year, the EHP was temporarily cut down to \$250/applicant while we waited to receive money from the employer. Now, as we have very recently received the EHP money from the employer, the EHP cap was revisited with the recommendation from the EHP administrator and researcher. The proposed cap for EHP now stands \$400/applicant.

Best regards,
Abul Fahad Akon



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

Dear Members,

Here is the budget for the year 2016-17. The first one is the proposed general budget for 2016- 2017, the second one is the financial aid fund budget for 2016-2017 and the last one is the proposed health plan budget for 2015-2016

Abul Fahad Akon
 Finance Chair PSAC Local 610
 2014-2016

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	40,716.00		UWO	Received from UWO for EHP program
Funds for GTA Union	65,000.00		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
Draw from reserves	15,148.25	15,148.25		
Total Income		242,864.25		
net income		0.00		

Expense

Auditing Cost				
Accounting	3,700.00		Administrative Fee received from EHP	Auditing is done every year
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				
	180.00	180.00	Administrative Fee received from EHP	
Bargaining Expense				
Honorarium				Collective Agreement expires 2017
Bargaining Expense - Other	0.00		PSAC Dues	
Total Bargaining Expense		0.00		
Standing Committee Running Expenses				
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.
Food Bank Committee	1,000.00		PSAC Dues	
PAC/Social Justice Committee	500.00		PSAC Dues	
Communication Committee	250.00		PSAC Dues	
Scholarship Committee	250.00		PSAC Dues	
FA Committee	1,000.00		PSAC Dues	
Finance Committee	250.00		PSAC Dues	
Mobilization Committee	250.00		PSAC Dues	
Women's Committee	250.00		PSAC Dues	
PDA bargaining	2,500.00		PSAC Dues	
Total Committee Honoraria		6,500.00		include money (~\$3000) during bargaining year
Conferences & conventions				
		4,000.00	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			PSAC Dues	To support other labor organization, natural disaster etc. Subject to the approval of the executives. Please see "Donations" policy
General Donations	1,000.00			
Strike Support Donations	2,000.00			If not used, will go back to general reserve
Donations Total		3,000.00		
Education & Training				
		4,000.00	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 the president and community alliance needs pre-approval of the executives.
Finance Chair	250.00		PSAC Dues	
Internal Communication Chair	250.00		PSAC Dues	
External Communication chair	250.00		PSAC Dues	
Total Executive Expenses 250		1,000.00		
GSTA				
		5,000.00	PSAC Dues	Support provided to SOGS for graduate teaching assistant award . To be paid in June.
Office Supplies				
Postage	500.00		Administrative Fee received from EHP	To cover postal fees PSAC cards and other official letters
Stationery	1,500.00		Administrative Fee received from EHP	
Water	200.00		Administrative Fee received from EHP	To cover the cost of pen, clips, staplers, pins, etc.
Equipments and Office Furnitures	1,000.00		Administrative Fee received from EHP	To cover the drinking water supply cost
Office Supplies - Other	500.00		Administrative Fee received from EHP	For changing the computers, printers, shelf, desk etc.
Total Office Supplies		3,700.00		Miscellaneous

Printing & Copying (incl. chqs.)		3,000.00	Administrative Fee received from EHP	To cover the cartridges and paper for the printers
Promotion & Ads				
Sogs Handbook	0.00		PSAC Dues	Cost for one page advertisement in SOGS daily planner
GTA Union Guidebook	2,000.00		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
Total Promotion & Ads		6,200.00		
Labour Research Program Scholarship		1,250.00		
Scholarships (TA)	10,000.00		PSAC Dues	
Scholarships (PDA)	500.00			
Total Scholarship		10,500.00		
Special Events				
General Meetings	2,500.00		PSAC Dues	Cost to arrange 3 general meeting in a year.
Election Reception	1,500.00			
Stewards Meetings	2,000.00			
Special Events - Other	1,000.00			
Room Booking Fees	500.00			As needed.
Child Care Subsidies	500.00			
Total Special Events		8,000.00		
Officer Stipends				
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	0.00		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
External Communication 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
Internal 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
Non-Executive Officers				
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
Officer Totals		75,891.25		
Staff Expenses				
Office Manger	32,640.00		Administrative Fee received from EHP & PSAC Dues	Based on the Contract of Office Admin Post
EHP Administrator	22,723.00			Based on the Contract of Office Admin Post
Temp Staff	2,500.00			
O/HS Inspection	1,880.00			
Staff Benefits	2,500.00			Health Plan and Bus Pass per staff contracts
Staff Expense Total		62,043.00		
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		13,000.00		Allocated for programming and projects (i.e. Stewards Hospitality Events, or other initiatives as proposed by members).
20 years of PSAC		2,000.00		
UGTA CAUCUS		1,000.00		
Labour Library	500.00		PSAC Dues	Buying books, periodicals, equipments towards enriching the labour library
Uncategorized Expenses	1,500.00		PSAC Dues	
Total Expense		242,864.25		
Net Income		0.00		

Financial Aid Fund Budget

Income

	Amount	Source	Notes
Financial Aid Fund Payment 1	100,000.00	UWO - CA	Received from UWO on January 31st as outlined in CA
Other Income	0.00		
Total Income	100,000.00		

Expense

Auditing	2,000.00	UWO	Auditing is done every year
UHIP Disbursement	40,000.00	-8,000.00 UWO	Maintaining the ratio of UHIP

TA Assistance Program			UWO	Financial Aid fund (To be categorized by the FAC)
Medical/Personal	34,500.00			
Academic/Childcare	11,500.00			
Food Bank	12,000.00	4,000.00	UWO	
Total Expense		100,000.00		
Net Income		0.00		Amount to be balanced forward for 2016-2017

Health Budget

Income

	Amount	Source	Notes
Health Plan Receipts	339,300.00	UWO	Based on 2262 TAs (All fall 2015 TAs + new winter 2016 TAs)
Interest Income	1,000.00	Term Deposit at Meridian	Received yearly from the term deposits.
Total Income		340,300.00	

Expense

Health Plan Disbursement	294,884.00	Health Plan Receipts	\$400 maximum cap. Similar recommendation for the 2016-2017 budget
Administrative Charge	40,716.00	Health Plan Receipts	Goes to the general (12% of Health Plan receipts)
Accounting Fees	3,700.00	Health Plan Receipts	Auditing is done every year
Total Expense		339,300.00	
Net Income		1,000.00	