



**CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 374**

Oak Bay, North Saanich, Sidney, Colwood, Metchosin, Esquimalt, and Sooke Municipal Employees,  
Abilities Community Services & Together Against Poverty Society

**GENERAL MEMBERSHIP MEETING MINUTES**

**November 18, 2020**

Electronic Meeting via Zoom

*In accordance with CUPE National Directive of March 19, 2020 and April 8, 2020.*

**Call to Order**

The meeting was called to order at 7:06 pm by President Shireen Clark in the chair.

**MOTION:** THAT the agenda be amended to move Guest Speaker to come after Voting on New Members;

AND THAT Elections for Recording Secretary and Trustee be added to the agenda after Guest Speaker.

**M/S/C**

**Recognition of Territory**

Shireen Clark, President, acknowledged the land on which we gathered that is within the traditional territories of the Lkwungen, Esquimalt, and Songhees, Malahat, Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ peoples.

**Roll Call of Officers**

<b>Present:</b>	
President	Shireen Clark
Treasurer	Carol McNichol
Recording Secretary	Amanda Irving
Vice President – Abilities Community Services	Meredith Jenkinson
Vice President - Colwood	Gord Beauvillier
Vice President – Metchosin	Melissa Kirk
Vice President/EVP – Oak Bay	Gary Flynn
Vice President – Sidney	Ron Green
Vice President - Esquimalt	Steve Migliarese
Vice President - Sooke	VACANT
Vice President – North Saanich	Sarah Fairbrass
Vice President – Together Against Poverty Society	Isabelle Dehler-Hyde
<b>Guest:</b>	Trevor Davies, CUPE BC Secretary Treasurer Patrick Barbosa, CUPE National Rep
<b>CUPE Members:</b>	15

### **Reading of the Equality Statement**

The Equality Statement was read by members present.

### **Voting on New Members**

Abilities Community Services - 3  
Colwood – 3  
Esquimalt – 1  
Oak Bay – 2  
Sidney – 1  
Sooke – 2  
Together Against Poverty Society – 1

**MOTION:** THAT the new members be voted on as presented.

**M/S/C**

### **Guest Speaker**

Trevor Davies, CUPE BC Secretary Treasurer, provided the membership with an updated from CUPE BC.

Trevor gave an overview of his background as CUPE Local 374 President from October 2008 – 2015 and his home unit the City of Colwood. In October 2015 Trevor was elected as full-time secretary treasurer for CUPE BC. Since arriving at CUPE BC he has spent his time modernizing and now adapting to the impacts of COVID-19.

Trevor reported that CUPE BC launched a pandemic fund to eliminate financial barriers for Locals who do not have the funds to purchase equipment that will allow them to reach out to their members virtually. CUPE BC has invested in a media room to enable them to provide quality production for training and courses. There are several upcoming webinars and they are always looking for ideas. The 2021 CUPE BC convention and elections will be held entirely virtually for the first time.

### **Elections**

Recording Secretary (3-year term to 2023):

Shireen Clark called for nominations from the floor. Carol McNichol nominated Amanda Irving. There were no other nominations brought forward. Amanda Irving was acclaimed to the position of Recording Secretary.

Trustee (3-year term to 2023):

Shireen Clark called for nominations from the floor. Carol McNichol nominated Deborah Liske. There were no other nominations brought forward. Deborah Liske was acclaimed to the position of Trustee.

### **Reading of the Minutes**

The minutes of the June 17, 2020 General Membership Meeting were reviewed.

**MOTION:** THAT the General Membership Meeting minutes from June 17, 2020 be adopted as presented.

**M/S/C**

## Matters Arising from Minutes

There were no matters arising from the minutes.

### Treasurer's Report

#### **a. Financial Statement to October 31, 2020**

Carol McNichol, Treasurer, presented the treasurer's report to the membership as well as a chart showing the breakdown of the projected and actual expenditures. She noted that our actuals are a lot less than our budget, providing an estimated surplus of approximately \$87,000. This is due to lower operating expenses and no education or conventions due to COVID.

There were no questions from the membership.

**MOTION:** THAT the Treasurer's Report be received as presented.

M/S/C

#### **b. Trustee's Report/Treasurers Response**

Shireen Clark, President, reported that this year's trustee's audit took place in the Local 374 office August 18<sup>th</sup> and 19<sup>th</sup>. The three (3) trustees met in the Local Boardroom for two (2) days and the Treasurer and President were on hand for questions.

To perform the audit, access to all financial files were provided; including bank statements, investments, cheques (both cancelled and blank) and the monthly treasurer reports (including the ledger). The minutes of all Local Executive Board meetings and all Local General meetings displayed in a binder for easy access. Current Bylaws were available digitally with the ability to print. All per capita payments and calculations were available for review in a binder. A motions log was presented for easy review to ensure compliance with bylaws amounts verified.

Recommendations received from the trustees were as follows:

***We recommend that the local acquire a Credit Card to maintain subscriptions and other purchases to allow the local to operate. With this recommendation we suggest a Credit Card Policy.***

- The Executive Board will implement a secure and safe credit card policy as recommended by the trustees to be presented at a general membership meeting for approval.

***Going forward many files will be stored electronically; we want the ability to print some items for review. As well, access to a computer provided if future audits need to be done virtually.***

- Implement a procedure to make all documents available to trustees for future audits that may need to be done virtually.
- In the event that everything goes digital, have it available to print any documents that trustees require for future audits.
- To ensure access to a computer either from home or in an office if virtual audits be required in the future.

**MOTION:** THAT the Trustee's Report be received as presented.

M/S/C

## Correspondence

There was no general correspondence.

## Executive Committee Report

Shireen Clark, President, reported that since the last general meeting in June via zoom, we have been adapting to the new way of doing things. Going forward we will have the options of hybrid meetings and training, allowing for both virtual and in-person (when permitted to happen again) to take place at the same time.

The Executive Board was able to have the monthly executive meetings outside, at a social distance, during the summer. In September we were able to split into 3 groups and have our annual strategic meeting and review our bylaws. This provided a more thorough review and in-depth discussions. The pandemic has shown us more efficient ways to get work done.

CUPE BC has held a few all presidents meetings via Zoom allowing us to check in with everyone around the province.

Routine union business resumed in the summer. Grievances started being dealt with. We had one zoom arbitration, still waiting for the outcome. As well as one coming up in the next year. It was efficient and cost effective. Below is a chart listing our current grievance status to date.

GRIEVANCES	1st QTR	2nd QTR	3rd QTR	TOTAL
ACTIVE	11	3	2	16
RESOLVED		3	2	5
TOTAL	11	6	4	21

Finally, as the year comes to an end with most events and education cancelled, our budget has seen a positive outcome. While we wait for the final numbers to come in for the year, we will have a budget for 2021 to present early in the New Year. With the pandemic still in place, we are recommending that we hold 1 or 2 more general meetings in 2021 to keep members informed.

**MOTION:** To receive the Executive Committee Report

**M/S/C**

## Reports of Committees and Delegates

### **a) Vancouver Island District Council**

Sarah Fairbrass, North Saanich Unit Vice President, reported that the Vancouver Island District Council (VIDC) next meeting is scheduled for next weekend. She advised that they are working hard to put together a tech committee and will be doing meetings both in person and via Zoom. They will be accessing the CUPE BC fund to purchase equipment for virtual meetings.

### **b) Victoria Labour Council**

Isabelle Dehler-Hyde advised that the Victoria Labour Council is endorsing Stephanie Hardman in the City of Victoria by-election as pro labour and pro worker. All in-person events have been cancelled and there have been no virtual replacements. They are working with the BC Federation of Labourer for the Kim Manton CLC Winter

School Scholarship. They are writing a letter to the CLC President regarding their opposition of his endorsement of Bill Morneau for OECD Secretary General.

**MOTION:** To receive the Reports of Committee and Delegates.

M/S/C

### Unfinished Business

There was no unfinished business.

### New Business

#### **a) Kim Manton Spirit Award**

Shireen Clark, President, announced the winner of the Kim Manton Spirit Award – Hilary Mark!

Hilary was nominated by the Volunteer Coordinator for the Together Against Poverty Society and describes Hilary as follows:

*Hilary Marks embodies the spirit and intention of the Kim Manton Spirit Award. She is generous and caring, and deeply committed to the well-being and dignity of those living in poverty, as her significant involvement in the community demonstrates. She is passionate in her fight for the rights of people struggling on low incomes, those who are homeless, and those dealing with addiction or mental illness. She fights for the social inclusion of people in poverty at all levels of government, and within businesses and not-for-profit societies. She works, in her words, "to be a voice for those who cannot speak because they have been downtrodden for too long, to listen to and fight for those suffering because of a lack of will in government. People who know me, know that I am a doer, a go-getter and I will do as I say and get answers."*

Congratulations Hilary!

#### **b) Bylaw Review**

Shireen Clark, President, brought forward 20 items of CUPE 374 Bylaws for review. Each item was voted by the membership.

### Review #1

**Changed to SECTION 5 (e) – REGULAR AND SPECIAL MEMBERSHIP MEETINGS as per the National Constitution**

(e) The order of business at the Annual General Membership Meetings is as follows:

1. ~~Call to Order~~ *Acknowledgement of Indigenous Territory*
2. Roll call of officers
3. Reading of the Equality Statement
4. Voting on new members and initiation
5. Guest Speakers (if any)
6. Reading and approval of minutes of previous meeting
7. Matters arising out of the minutes
8. Treasurer's Report and approving expenditures

- ~~9. Correspondence~~ *Communications*
10. President and Executive Board Report
- ~~11. Executive Board Recommendations~~
12. Reports of committees and delegates
13. *Nominations, Elections, or Oath of Office*
14. Unfinished business
15. New business and Action Plan
- ~~16. Nominations, Elections, or Oath of Office~~
17. Good of the Union
18. Adjournment

*In Favour 24 – Not in Favour 0*

**Review #2**

The addition of article (g) in SECTION 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS

**SECTION 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS**

*(g) All unit reports, president’s and treasurer’s reports provided to Recording Secretary by Friday before scheduled meeting.*

*In Favour 24 – Not in Favour 0*

**Review #3**

The addition of “*(see Appendix for Virtual Meeting Guidelines)*” in SECTION 6 –UNIT, REGION or SITE MEETINGS (a)

**SECTION 6 –UNIT, REGION or SITE MEETINGS**

*New:*

Each Unit Vice President shall hold a minimum of two (2) Bargaining Unit membership meetings during a calendar year. Additional meetings may be held at the discretion of the Unit Vice President. *(see Appendix for Virtual Meeting Guidelines)*

*In Favour 23 – Not in Favour 0*

**Review #4**

Addition of article (i) in SECTION 8 – EXECUTIVE BOARD

**SECTION 8 – EXECUTIVE BOARD**

Members of the Executive Board shall act in a manner to promote solidarity, unification and cooperation between the bargaining units to create a strong union local which benefits all members.

*(i) see Appendix for Virtual Meeting Guidelines*

*In Favour 22 – Not in Favour 0*

**Review #5**

Additional points in article (c) of SECTION 9 – DUTIES OF OFFICERS AND ALTERNATE UNIT VICE PRESIDENTS

(c) The Treasurer shall:

- Be bonded through the master bond held by CUPE National. Any Treasurer who cannot qualify for the bond shall be disqualified from office. *Sign the Local Signing Authority form upon taking the Oath of Office.*
- *Ensure all Signing Authorities sign the Local's Signing Authority form.*

*In Favour 22 - Not in Favour 1*

**Review #6**

**Change in of members to employers in article (c) of SECTION 9 – DUTIES OF OFFICERS AND ALTERNATE UNIT VICE PRESIDENTS?**

(c) The Treasurer shall:

- Notify all ~~members~~ *employers* who are one month in arrears and report to the Executive Board all ~~members~~ *employers* two or more months in arrears in the payment of union dues.

*In Favour 22 - Not in Favour 1*

**Review #7**

**Addition to one point in article (e) of SECTION 9 – DUTIES OF OFFICERS AND ALTERNATE UNIT VICE PRESIDENTS**

(e) A Bargaining Unit Vice President shall:

- Ensure at least two (2) membership meetings occur annually in their bargaining unit. *(see Appendix for Virtual Meeting Guidelines)*

*In Favour 23 - Not in Favour 0*

**Review #8**

**Removal of article (a)6 in SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS**

(a) Nominations

6. ~~No member will be eligible for nomination if they are in arrears of dues and/or assessments.~~

*In Favour 20 - Not in Favour 0*

**Review #9**

**Addition of article (a)6 in SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS**

(a) Nominations

6. **See Appendix for Virtual Meeting Guidelines**

*In Favour 21 - Not in Favour 0*

**Review #10**

**Changes in article (b)1 in SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS to remove the transition that has now taken place**

**(b) Elections**

1. The President, Treasurer and Recording Secretary will be elected at the Annual General Meeting every three (3) years. The transition will take place as follows:
 

President	3 Year Term	Fall 2019 to Fall 2022
Treasurer	2 Year Term	Fall 2019 to Fall 2021
Treasurer	3 Year Term	Fall 2021 to Fall 2024
Recording Secretary	1 Year Term	Fall 2019 to Fall 2020
Recording Secretary	3 Year Term	Fall 2020 to Fall 2023

1. *There will be elections at the AGM every year, alternating the President, Treasurer, and Recording Secretary. No term shall expire on the same year. If any incumbent leaves their term early, an election will take place for the remainder of the term.*

*In Favour 21 - Not in Favour 0*

**Review #11**

**Changes in article (c) in SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS to reflect the current practice in place**

**(c) Installation**

The terms of office for Trustees shall be so that ~~one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National Constitution.~~ Each year thereafter, the Local Union shall elect one Trustee for a three year period *term, every year at the AGM*. No member who has been a signing officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.

*In Favour 21 - Not in Favour 0*

**Review #12**

**Additional point in article (c) of SECTION 11 – FEES, DUES, AND ASSESSMENTS**

**(c) Monthly Dues**

The monthly dues shall be 1.75% of gross wages. Dues may be changed at a regular or special membership meeting. Notice of at least seven days at a previous meeting, or 60 days in writing, must be given. *Monthly Dues shall increase in accordance with any increase to per capita payments to CUPE BC or CUPE National.*

*In Favour 18 - Not in Favour 2*

**Review #13**

**Revision in article (e) of SECTION 15 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS**

(d) Delegates to the ~~VDC, VLC~~ **affiliations** shall be approved by Executive.

*In Favour 22 - Not in Favour 0*



## Review #14

### **Removal of the list and the re-order at the start of SECTION 16 – COMMITTEES**

The following are the committees of this Local:

- (a) — Bargaining
- (b) — Labour Management
- (c) — Grievance
- (d) — Health & Safety
- (e) — Job Evaluation (Unit specific)
- (f) — Constitution and Policies
- (g) — Communications
- (h) — Administration Committee
- (i) — Ad hoc Committees

### Committee Elections

- When an election is necessary for any committee delegates, or for any other reason when the members required will be more than one, the Committee will be selected in order of the votes obtained; the alternates, if any, will also be declared from the same ballot in descending order. If the President is an automatic nominee to any Committee, then the meeting assembled will vote on one less member than is required on that committee.
- Where Committees are not elected at the annual meeting, the President and Executive shall, before the next meeting, appoint the above committees.
- These Committees shall stand for a period of one year at a time.

The following are the committees of this Local:

#### (a) Bargaining Committee(s)

A Unit Bargaining Committee shall be elected at a unit bargaining unit meeting prior to collective bargaining...

*In Favour 21 - Not in Favour 0*

## Review #15

### **Additional member in article (h) of SECTION 16 – COMMITTEES**

#### **(h) Administration Committee**

- This Committee shall consist of the President, Executive Vice President, Treasurer **and Recording Secretary.**

*In Favour 18 - Not in Favour 3*

## Review #16

### **Change in part 10 of the appeal process in SECTION 17 – RECALL PROCEDURE AND TRIALS**

Appeal Process:

10. The decision of the Executive is ~~final~~ and unless new and cogent evidence arises there will be no further appeal. **may be appealed through the Office of the National President as per the National Constitution.**

*In Favour 23 - Not in Favour 0*

#### **Review #17**

**Addition in the description under the President Compensation in the CUPE 374 EXPENSE POLICY**

#### **PRESIDENT COMPENSATION**

**FULL/PART TIME PRESIDENT or Designate**

*In Favour 22 - Not in Favour 0*

#### **Review #18**

**Change in section of 4 of President Compensation in the CUPE 374 EXPENSE POLICY**

#### **PRESIDENT COMPENSATION**

4. The President will be provided with an ~~Education Fund~~ on an annual **Training Allowance** basis of a minimum of \$5,000 per year not including the annual CUPE and CLC Schools. ~~If the amount is to exceed \$5,000, the excess will be approved by the Executive Board from the approved budget.~~

*In Favour 21 - Not in Favour 0*

#### **Review #19**

**Revised Out of Pocket Expenses in the CUPE 374 Expense Policy**

#### **OFFICERS OUT-OF-POCKET EXPENSES**

The Officers of Local 374 can be booked off from work to conduct unit or local business, subject to approval by the President.

All out-of-pocket expenses (Per Diems and mileage rates) are to follow the CUPE BC expense policy except in the following instances:

1. The Officers of Local 374 can be booked off from work to conduct unit or local business, subject to approval by the President.
2. All out-of-pocket expenses (Per Diems and mileage rates) are to follow the CUPE BC expense policy except in the following instances:
  - a) ~~The maximum amount of out of pocket expenses for meetings within the Capital Regional District [Greater Victoria Area] shall be equal to the half (1/2) day amount as per CUPE BC Expense Policy for full day and seventeen dollars (\$17.00) for half day. Conventions and Conferences will not be considered meetings.~~

#### **Revised**

- a) *The maximum amount of out of pocket expenses for meetings within the Capital Regional District [Greater Victoria Area] shall be as follows:*  
*Full Day: Equal to the half (1/2) day amount as per CUPE BC Expense Policy.*  
*Half Day: Equal to one half (1/2) of the Full Day amount as above.*

*Conventions and Conferences will not be considered meetings.*

b) ~~At~~ *Members attending* local Education *and Training* courses where meals are supplied the per diem shall be ~~seventeen dollars (\$17.00) per day.~~ *be per the CUPE BC Expense Policy article (f).*

3. Members, who without good reason are unable to attend the union function, must return to the local union any and all funds related to that function.

4. *For Virtual Meetings, there will be no out-of-pocket expenses provided.*

*In Favour 20 - Not in Favour 0*

## **Review #20**

### **Addition of section 3 under Guidelines for Donations in the CUPE 374 Expense Policy**

#### **Financial Donations**

The donation policy of the Local upholds basic labour principles of solidarity, equality and equity. The Local donates only to Labour Support and Community organizations and groups that support these principles. The Local does not make donations to individuals. The Executive Committee shall be given the responsibility to decide on donations to a maximum of five hundred (\$500) per donation. The Local will establish a yearly budgetary limit for all such donations.

#### 1. Solidarity

As a Local we uphold the basic union principles of equality, democracy and anti-oppression. Our mission is to assert workers' rights by supporting social justice activities locally and globally. Upon Executive recommendation, Local 374 may donate up to two thousand (\$2000) annually to organizations which uphold the same principles and values.

#### 2. Member Recognition

CUPE 374 recognizes members of longstanding. Upon retirement and as approved by the Executive Board, the member will receive a gift in the value of \$10 per each year of service within Local 374. (This includes recognition of CUPE Local 333 members prior to transfer of jurisdiction).

#### 3. Member Good & Welfare

*Member good and welfare will be provided up to \$1,000. This request will come through the Executive Board either at an Executive Board Meeting or General Membership Meeting.*

*In Favour 18 - Not in Favour 2*

## **Good of the Union**

It was discussed that the winner of the Kim Manton Spirit Award be publicly recognized. Trevor Davis, CUPE BC Secretary Treasurer, suggested that an article be put in the Public Employee Magazine

**MOTION:** THAT the winner of the Kim Manton Spirit Award be publicly advertised in the local newspaper.

**M/S/C**

**Next Meeting Date**

At the direction of the Chair.

**ADJOURNMENT**

Meeting was adjourned at 8:33 pm.

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Shireen Clark, President

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Amanda Irving, Recording Secretary