



**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 and BC Healthy Communities Society

**GENERAL MEMBERSHIP MEETING MINUTES  
September 22, 2021**

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 7:35 pm by President Shireen Clark in the chair.

**MOTION:** THAT the agenda be approved as presented.

**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 WSÁNEĆ 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 - Sooke	Andrew McNeill
Vice President – North Saanich	Sarah Fairbrass
Acting Vice President – Together Against Poverty Society	Thea McDonagh
Vice President – BC Healthy Communities Society	Johanna Henderson
<b>Absent:</b>	
Vice President - Esquimalt	Steve Migliarese
<b>CUPE Members:</b>	34

**READING OF THE EQUALITY STATEMENT**

The Equality Statement summarized by Shireen Clark, President.

**VOTING ON NEW MEMBERS**

Colwood: 7  
Sidney: 3  
Sooke: 3  
TAPS: 1

**MOTION:** THAT the new members be received as presented.

**M/S/C**

**GUEST SPEAKERS**

There were no guest speakers.

**READING OF THE MINUTES**

The minutes of the May 12, 2021 General Membership Meeting were reviewed.

**MOTION:** THAT the General Membership Meeting minutes from May 12, 2021 be adopted as presented.

**M/S/C**

**MATTERS ARISING FROM MINUTES**

There were no matters arising from the minutes.

**TREASURER’S REPORT**

Carol McNichol, Treasurer, presented the general ledger to August 30, 2021. The trustees’ report was presented, and recommendations were made as follows:

1. Anticipated total for Sea mark investments account should be noted as a book value amount in savings/GIC/long term deposits portion of ledger until investment reaches maturity and actual interest accrued can be added to initial deposit sum.
2. Due to the discovery of financial-related motions (in the minutes of meetings) that have not been completed, the creation of a financial motion log to track actions approved by the executive and membership during said meetings would be useful to help track these motions through to completion.
3. Minutes on record must be signed by the President and the Recording Secretary after adoption, and a clear answer needs to be ascertained as to whether hard copy back-up of the electronic version should be kept.
4. Monthly ledger entries for individual units' dues deposits should include specific dates for reference by trustees during audit.
5. As per the recommendations for honorarium payments, a process for withholding and remitting income taxes and CPP should be instituted by the local to satisfy CRA regulations.
6. A list of all Local 374 assets needs to be created and listed in the ledger. As well, the insurance policy needs to be reviewed at annual renewal to ensure adequate coverage in case of claim for losses.

**MOTION:** THAT the Treasurer’s Report and the Trustee’s Report be received as presented.

**M/S/C**

**COMMUNICATIONS**

No communications to report.

**EXECUTIVE COMMITTEE REPORT**

Shireen Clark, President, reported that the Local has been working with members and employers regarding questions around mandatory vaccinations. She also advised that the Local is actively bargaining with District of Sooke and BC Healthy Communities Society and that there will be upcoming collective bargaining beginning at the end of the year for six units – Colwood, Esquimalt, Sidney, North Saanich, Metchosin and Oak Bay. Currently she is working with several employers on job evaluation programs.

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

**M/S/C**

**REPORTS OF COMMITTEES AND DELEGATES**

Nothing to report.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

There was no new business.

**GOOD OF THE UNION**

Carol McNichol advised that the employers have started sending listings of retirements and she will provide this at the next meeting.

**NOMINATIONS, ELECTIONS OR OATH OF OFFICE**

There were no nominations, elections or oath of office.

**ADJOURNMENT**

Meeting was adjourned at 7:49 pm.

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Shireen Clark, President

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Amanda Irving, Recording Secretary