



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

November 13th, 2024

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 7:00 pm by President Shireen Clark, 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 W̱SÁNEĆ peoples.

ROLL CALL OF OFFICERS

Present: President Treasurer Recording Secretary Vice President – Colwood Vice President – Metchosin Vice President – Oak Bay Vice President – Sidney Vice President - Sooke Vice President – North Saanich Vice President – Together Against Poverty Society Absent: Vice President – Abilities Community Services Vice President – BC Healthy Communities Society Vice President – Esquimalt CUPE Members: 11	Shireen Clark Sarah Monaghan-Covacic Rachel Mason Shaun Bradley Jennifer Miller Simon Vickers Ron Green Andrew McNeill Sarah Fairbrass (Dan Oshakek acting) Gillian Gaffney David Smith (excused) Stacy Chappel (excused) Steve Migliarese (excused) Dawn Gould Debbie Liske Jill Preston Parm Lalari Rebecca Manson Rob Letts Ryan Stofer Russell Friesen Sophie Chen Bryden Lloyd Patrick Casera
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READING OF THE EQUALITY STATEMENT

The Equality Statement was read by Shireen Clark, President.

VOTING ON NEW MEMBERS

Esquimalt - 6
North Saanich - 1
Sidney - 1

MOTION: THAT the new members be received.

M/S/C

GUEST SPEAKERS

None

READING OF MINUTES

General Membership Meeting April 3rd, 2024

MOTION: THAT the minutes of the General Membership Meeting April 3rd, 2024, be adopted as presented.

M/S/C

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

TREASURER’S REPORT

The Treasurer presented her report and shared the income statement and spoke about the Trustee’s Financial Audit, the recommendations made, and the recommendations implemented.

CUPE LOCAL 374			
INCOME STATEMENT			
For the Month Ended October 31, 2024			
Revenue			
Union Dues	\$	78,336.91	
Other Income		92.86	
Net Income	\$	78,429.77	
Expenses			
Operating	\$	2,974.54	
CUPE Per Capita Fees		31,069.19	
Affiliation Fees		5,873.87	
Wages		17,893.35	
Training & Development			
Total Expenses	\$	57,810.95	
Net Operating Income	\$	20,618.82	
Membership Secured Investments			
Community Savings Credit Union:			
Savings Account	\$100,005.48		Transferred \$100,000 from chequing account to savings account.
Redeemable	\$113,602.89	2.5%	
Term Deposit 13 Apr 2025	30,488.41	4.4%	
Term Deposit 15 Jan 2025	58,743.24	4.4%	
Total		\$302,840.02	
Seamark Investments:			
Pooled Balance d Fund	\$	41,531.41	
Total	\$	41,531.41	
Total Investments		\$344,371.43	

Treasurer's Response to Trustee Recommendations

Local 374 Trustee Report January 1 – December 31, 2023

This year's Trustee Financial Audit took place in-person at the new CUPE BC Office at 737 View Street, on September 10 & 11, 2024. Both the Local President and Treasurer were available in a separate room for any questions and to provide requested materials for the audit process.

To facilitate the completion of the audit, the trustees had access to financial records and documentation, including: the electronic Ledger, bank and financial statements, monthly treasurer's reports, Executive and General Membership meeting minutes, and cheque images. The trustees additionally reviewed the Local's newly adopted bylaws, per capita calculations and payments, member dues, reviewed financial motions, authorization vouchers, and checked against bylaws and amounts confirmed.

Review of 2022 Recommendations

The trustees spoke with the President and Treasurer to confirm the adoption of the 2022 Financial Audit recommendations, all of which were completed in 2024.

RECOMMENDATION	PRIORITY	STATUS	NOTES
Adjust folder and documentation naming conventions to be more specific and to allow for easier organization and use by the trustees	Medium	Completed early 2024	
Provide a listing of all automatic, regular, payments for the year (listing payee and amount) at the beginning of the year, which will satisfy the requirement of having 2 signing authorities	Medium	Completed 2024	
Create and maintain a tracking Action List of all approved motions from the general and executive meetings to ensure all required actions are taken. This will help to provide information on when the motion was first actioned to when it was completed.	High	January 2024	
Create an itemized list of all the local's assets sometime in 2024.	Medium	Completed 2024	

Recommendations from the 2023 Audit:

The following is my response to the list of recommendations for the 2023 Financial Audit:

- 1) Ensure correct and accurate naming corresponds to documents..

This recommendation has been implemented to ensure correct and accurate naming of all documents.

- 2) Ensure that all cheque numbers are recorded in the Ledger and that all cheques made payable are documented according to date written.

Cheques written will be recorded in the Ledger with cheque numbers in the month they are written.

- 3) Ensure that all invoices and receipts are attached to all completed and signed vouchers.

All invoices received and receipts will be attached to completed and signed Expense Vouchers.

- 4) Ensure paper monthly bank statements are scanned electronically to help facilitate efficient completion of future audits.

This has been implemented effective October 2024.

- 5) Ensure digital scans are taken for any dues paid by cheque to act as documentation similar to EFT statements.

This has been implemented effective October 2024.

- 6) Develop list of all required documents and materials needed for completion of annual trustee financial audit.

A list of required documents and materials needed for future audits will be developed in conjunction with items listed on the Trustees' Checklist document.

This concludes our response to the Trustee Recommendations for the 2023 Audit.



Shireen Clark, President

Sarah Monaghan-Covacic, Treasurer

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

M/S/C

COMMUNICATIONS

The President discussed having two meetings a year instead of three, and there was discussion about clarifying the application deadline for the annual scholarship.

EXECUTIVE COMMITTEE REPORTS

Executive Board

Shireen gave an update on Sarah and discussed her contributions and dedication to CUPE 374 over the years.

Bargaining

Shireen discussed upcoming bargaining and looking for volunteers to appear in a commercial.

Grievances

Shireen spoke about resolved and outstanding grievances this year.

GRIEVANCES	4th QTR	1st QTR
NEW	6	1
ACTIVE	7	6
RESOLVED	2	1
TOTAL ACTIVE	5	5

MOTION: THAT the executive committee report be received.

M/S/C

REPORTS OF COMMITTEES AND DELEGATES

VANCOUVER ISLAND DISTRICT COUNCIL REPORT

Sarah Fairbrass, Vice President, CUPE Vancouver Island District Council

No report received

VICTORIA LABOUR COUNCIL

Vacant

No Report Received

Shireen Clark, President, noted that we are looking to fill this position and to reach out to her for a delegation form.

National Convention Reports

None

UNFINISHED BUSINESS

None

NEW BUSINESS

MOTION: THAT Sarah Fairbrass and Trevor Davies be made lifetime members of CUPE 374.

M/S/C

GOOD OF THE UNION

None

NOMINATIONS, ELECTIONS OR OATH OF OFFICE

Treasurer Sarah Monaghan-Covacic - acclaimed

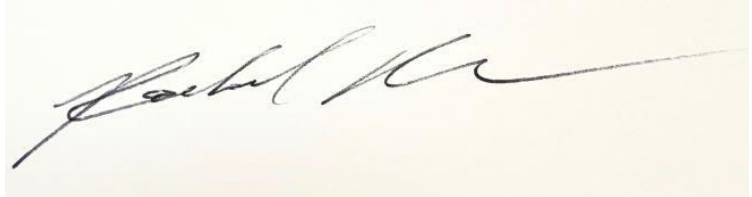
Trustee Sarah DeMelo - acclaimed

ADJOURNMENT

Meeting was adjourned at 7:19 pm.



Shireen Clark, President

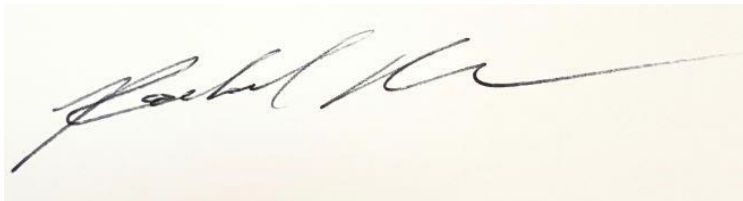


Rachel Mason, Recording Secretary

Preliminary Signed by existing signors acknowledging minutes represent what took place at the general membership meeting November 15, 2023. Minutes to be passed at the next general membership meeting.



Shireen Clark, President



Rachel Mason, Recording Secretary

