

MINUTES FOR THE RCEA EXECUTIVE COMMITTEE MEETING
Stone House – Building M-1B
Tuesday, 13 September 2016

ATTENDEES:

NRC:		Present	Absent
Fraser, Cathie	President, RCEA	√	
Zaluski, Marvin	1 st Vice-President, ICT, M-50	√	
Ly, Dao	Treasurer, M-54, HHT, Ottawa		√
Beasley, Jim	AERO, U-61	√	
Birt, Michael	AST, U-89	√	
Fletcher, Shaun	AERO, M-2	√	
Hewitt, Daniel	DFS, M-4	√	
Holbrook, Bernard	MSS, M-36	√	
Holmes, Gina	MSS, M-36		√
Lowery, Mark	CONST, M-24	√	
Lussier, Steve	KM, M-55, AD Chair	√	
Robertson, Sandra	AERO, M-13		√
Toll, Floyd	EME, M-12, TO Chair	√	
Smith, Shannon	AERO, M-7		√
Zerhloul, Amal	CONST, M-23A	√	
VIA TELECONFERENCE:			
Benson, Vaughan	St-John's		√
Cloutier, Martin	Edmonton	√	
Condie, Janet	Saskatoon	√	
Desjardins, Véronique	Boucherville	√	
Gallant, Jeffrey	Halifax		√
Hoffmann, Anthony	Penticton	√	
Lévesque, Michelle	2 nd Vice-President, Montreal	√	
Macfarlane, Michelle	Oakville	√	
Martin, Cédric	Fredericton	√	
McDonald, Cathy	Halifax		√
Melnychuk, Geoffrey	Victoria		√
Moraw, Franz	Vancouver		√
Polvi, Sandra	Saskatoon	√	
Raymond, Nathalie	Boucherville	√	
Santos, Nelson	London	√	
Simard, R.-Michel	Saguenay	√	
Tom, Roseanne	Montreal	√	

The meeting was called to order at 5:00 p.m. Marvin Zaluski chaired the meeting.

1. **Approval of the Agenda of the Executive Committee Meeting of September 13, 2016**

B. Holbrook, could the order of agenda items 4 and 5 be swapped?”

Motion: “That the remaining agenda of September 13, 2016 be approved.”
Moved by B. Holbrook, seconded by F. Toll.
Approved.

2. (a) **Approval of the Minutes of the Executive Committee Meeting of May 17, 2016**

Michelle Lévesque stated ‘Engagement dans l’excellence’, should be corrected to ‘Engagement envers l’excellence’ in the May minutes. The acronym is EEE.

Motion: “That the minutes of May 17, 2016 be approved with these changes.”
Moved by S. Lussier, seconded by S. Fletcher.
Approved.

(b) **Business Arising from the minutes of May 17, 2016**

C. Fraser reported that the PSLREB hearing dates for the unfair labour practice has been scheduled for December 19-21, 2016.

C. Fraser responded to a question that was asked about Bill C-4. Since the last Executive meeting the Liberal Government has begun procedures to repeal part of that Bill. The determination of which employees will be deemed as essential designation will be changed, and the dispute resolution route will also been changed. This means if a collective agreement is unable to be negotiated, the dispute resolution could go to arbitration, where before the only resolution was strike or conciliation. The RCEA notified the NRC on June 7, 2016 that we will go back to “pre Bill C-4” and return to arbitration if needed. We also notified Treasury Board and Minister Brison, President of the Treasury Board, in a letter on August 24, 2016.

B. Holbrook commented on the fast turnaround the RCEA had in sending the “return to pre-Bill C-4” letter that had been sent to Minister Brison, President of Treasury Board.

3. **President’s Report and Correspondence – C. Fraser**

Please welcome a new steward Michael Birt, U-89 in Ottawa.

Thank you to our steward in Charlottetown, Adriana Catalli, who will be stepping down as she has taken on a new position. Thank you to Kerry Foster, an Ottawa steward for over 10 years, and chair of the CS bargaining group, who retired in August.

The RCEA has a new member benefit provider, Choice Hotels. Members will be able to find out all the information on the RCEA website.

On May 30, 2016, C. Fraser met the acting NRC President Maria Aubrey, and on September 14, 2016 she will be meeting the new NRC President, Iain Stewart. This meeting is a ½ hour “meet and greet”.

Over the summer C. Fraser met with NRC several times:

- a) Update on the TO generic project.
- b) Corporate Services gave the RCEA and PIPSC a debrief on their new MyZone client services.
- c) NRC Harassment Policy consultation with RCEA and PIPSC.
- d) Joint Consultation Committee meeting on June 9, 2016 had a full agenda with items including Phoenix, LLMCC, Security cameras, probation, termination and notification of new members, personal and vacation leave in Sigma, staffing and priority lists, accommodation for nursing mothers, and performance improvement plans. The next JCC is September 15, 2016 and also has a full agenda. The minutes for the JCC can be found on MyZone, green zone.

C. Fraser would like to thank Shaun Fletcher who attended the NCOSH meeting in June, with our other RCEA representative, Gord Fougere.

C. Fraser had quite a few meetings with the National Joint Council and the other Bargaining Agents over the summer months. Most of the meetings with the Bargaining Agents had been to deal with problems to do with the new Phoenix pay system. The RCEA would like to thank the NRC who has kept the RCEA informed of how many cases they are dealing with for every pay period since Phoenix was started at NRC in May, 2016. I have only had one request from a member who was having problems with their pay and it was dealt with by NRC within a day. If stewards know of any member who needs help with Phoenix, please let them know that the RCEA can help if they contact us.

The National Joint Council seminar is being held on Wednesday September 21, and as C. Fraser is the Chairperson of the organizing committee, the Union Management Relations Committee, she has been asked to give a talk at the seminar. My talk will reflect on our work at the RCEA and how all Unions and Employers need more communications and collaboration to be able to move ahead in the future.

The RCEA Annual General Meeting will be 5pm EST Tuesday October 18. This year it will be at the Stone House, via teleconference and live streamed. All the information will be sent to all members about 10 days prior. All information will also be posted on the website.

The next Executive meeting will be held at the Stone House and via tele conference on Monday October 17 at 5pm EST. This year the annual steward reports will be presented at this meeting, and put into those minutes. Please have the reports ready.

M. Lowery asked if the reports needed to be sent into the RCEA office prior to the October 17, 2016 meeting. C. Fraser said no, but there are some guidelines to remember. The reports are about union only issues, no member names are to be included, the report should generally reflect the steward and/or the members' issues, feelings, correspondence over the past year. The verbal reports can be given in French or English at the October 17, 2016 meeting. The written reports can be sent at any time to the RCEA office as they will be sent for translation for the minutes.

5. Proposed amendments to the RCEA constitution – S. Lussier

S. Lussier read the following summary of changes to the Policy Manual:

1. The Constitution and Policy Manual have been divided into two separate documents. The Policy Manual requiring Executive Committee approval.

2. Extensive editorial and grammatical updating.
3. Policy #4 – Area of Jurisdiction of Stewards.
 - a. Defines area of jurisdiction as a geographic area which may be a building, branch, portfolio or metropolitan area. The area of jurisdiction is determined by the President.
4. Policy #5 – Annual and Special Meetings
 - a. Moved to Constitution.
5. Policy #10 – Reimbursement of Expenses or Leave
 - a. Updates policy with respect to how expenses of members engaged in union business shall be approved and reimbursed.
 - b. Clarifies which types of leave taken by a member in order to engage in union business will be reimbursed: leave without pay for union business, annual leave, or compensatory leave will be reimbursed.
6. Change throughout document Executive Council to Executive Committee.
7. Change throughout document Representative(s) to Steward(s).

B. Holbrook commented that the Policy Manual was well written. S. Fletcher inquired about the change in wording in Policy 5 b). Meetings, regarding how many meetings a steward may miss before their position is declared vacant. After discussion it was decided to add some language as there may be extenuating circumstances, and for regional stewards who attend Executive meetings after or during working hours. New language voted (no objections? no) and carried are:

Should a steward be absent from three consecutive Executive Committee meetings, the Executive Committee may, upon receipt of a recommendation from the President and review by the Management Committee, declare his or her position vacant.

S. Lussier read the following summary of changes to the Constitution:

1. The Constitution and Policies have been divided into two separate documents, with the Constitution only requiring member approval.
2. Extensive editorial and grammatical updating.
3. Article 7 – Elections and Terms of Office
 - a. Clarifies residency requirements of President, 1st Vice President and Treasurer.
 - b. President must be prepared to relocate to the National Capital Region.
 - c. 1st Vice President and Treasurer must be residents of the National Capital Region at time of election.
4. Article 11 – Membership Dues
 - a. Increases the amount of automatic annual dues increase from \$.50 to \$1.00.
 - b. Maintains the authority of the Executive Committee to waive this annual increase.
5. Article 13 – Discipline
 - a. Clarifies and updates the process and grounds for loss or suspension of RCEA membership.
6. Appendix B – List of Associate Honorary and Associate Members
 - a. This Appendix has been deleted.
7. Change throughout document Executive Council to Executive Committee.
8. Change throughout document Representative(s) to Steward(s).

B. Holbrook asked about Constitution Article 7.2 and 7.3 Eligibility Requirements for President and Vice Presidents.

Question: Should the length of service for an RCEA President or VP candidate on the Executive Committee be shortened?

After discussion about a candidate possibly bringing in “new ideas” who may not have the years required, the discussion changed to maybe more years are required and the existing requirements are too low. Questions were asked about Executive member turnover, that it may be feasible to have relevant experience without being on the Executive, and presentation of resumes. With further discussion and a vote (any objections? no) it was determined this Article would not change.

B. Holbrook requested that wording be changed in Constitution Article 11 1 b) Membership Dues, to add “in consultation with Executive Committee”. Voted on (any objections? no) and was carried with word changes.

B. Holbrook asked about Constitution Article 13.2 Discipline. After discussion it was decided a 2/3 (two-thirds) vote would be needed by the Executive Committee to remove a member for discipline. Voted on (any objections? no), carried with words added.

6. Finance Committee – L. Ernst

(a) Treasurer’s Reports, Nos 11,12 and 1 – L. Ernst

No questions regarding report No. 11. As for report No. 12, clarification was requested for cheque #12001, re cells. L. Ernst responded that there were two month’s fees for C. Fraser’s phone, J. Van Den Bergh purchased a new one, so there were costs for both old and new.

As for the inquiry regarding the cost of a calculator in Treasurer’s Report #1, it was explained that it’s a large printing calculator that is used extensively.

R-Michel Simard asked what legal costs are for? L. Ernst explained that these costs vary from general legal advice, to issues and questions about WSIB, grievances, arbitration, collective agreement/negotiation.

(b) Investment Reports, May June July 2016 – L. Ernst

It was reported that a GIC valued at \$94,000 matured. Two GIC’s were purchased totalling \$99,900.

(c) Update and Approval of 2016 Audit – L. Ernst

During the first week of August, Deloitte performed their annual audit of the RCEA’s finances for the fiscal year July 1, 2015 to June 30, 2016.

Deloitte is responsible for providing an opinion on our financial statements, that the financial statements are free from material misstatements – either by error or fraud.

To review the audit report, please turn to:

Page 3, Statement of Operations

Revenue: Revenue increased by 16.46% to \$847,534 compared to last year. This can be attributed mostly to the dues increase of \$5/month to \$40 effective last July.

Expenses – General:

Audit/Consulting and Legal expenses of \$100,566 increased from last year, though less than forecast. Legal fees doubled, half of the total due to WSIB cases.

Office expenses increased by \$13,171 from last year (again less than forecast). This increase is mainly due to a severance payout.

The Excess of Revenue over Expenses is \$178,748, a 54.54% increase (\$97,331) over last year.

Page 4, Statement of Financial Position

Assets: Cash (in our CIBC banking account) has increased from last year. Some of this cash will be invested in RBC's Investment Savings, where interest will be earned, and will still be accessible at any time if needed. Accounts Receivable and Prepaid Expenses can vary each month, dependent upon revenue receipt or payment of invoices.

Liabilities: Simply dependent upon when payments are made.

Contingency and Commitments:

\$350,000 Internally Restricted: This is estimated for 6 months of operation. These funds were set aside by Management at the recommendation of Deloitte and for legal reasons of dissolution. These funds cannot be used unless approved by the Executive.

During the past two years, the RCEA's financial situation has continued to improve. We have now eliminated the previous deficit, with a surplus of \$130,705 this year. To continue to strengthen our financial situation and to provide us some protection from unforeseen expenses, we will continue to exercise controlled expenses and to save operational costs wherever possible.

Based on this year's audit, Deloitte's opinion as stated on page 2 of their audit report states:

"In our opinion, the financial statements present fairly, in all material respects, the financial position of the Association as at June 30, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations."

Motion: "That the 2016 Audit be approved."
Moved by S. Fletcher, seconded by J. Beasley.
Approved.

7. Management Committee Report and Recommendations – M. Zaluski

M. Zaluski requested approval to purchase 2 new office computers, as per recommendations from our IT firm, Starbeam Systems. They will replace computers purchased in 2012. The estimated cost for both is \$3500.

Motion: "That the purchase of two computers is approved."
Moved by F. Toll, seconded by B. Holbrook.
Approved.

8. Grievance Committee Report – C. Fraser

Four grievances have been filed since the last Executive Meeting Two are for discipline. One is a staffing grievance and one is about sick leave. Three are in the National Capital region. One is from Saskatoon.

9. Category & Group Committee Reports – C. Fraser

The RCEA is still looking for bargaining group team members for AD, AS, CS, OP and PG. If you are interested or know of members who may be, please contact Joan at the RCEA office. joan@rcea.ca

(a) AD Group - S. Lussier

No report.

(b) AS Group - C. Fraser

(c) CS Group

(d) OP Group

(e) PG Group

No reports.

(f) TO Group - F. Toll

NRC has contacted the RCEA about a first meeting with the TO group. This meeting will be to exchange demands and for the committees to meet. A date has not been scheduled yet.

10. New Business

C. Fraser stated:

“The President’s current term will be ending in December 2016. All eligibility requirements can be found in the RCEA Constitution, Article 7. If you have any questions, please contact Laurette in the RCEA office at Laurette@rcea.ca. Deadline is September 27.

After much thought and some deliberation, I submitted my completed nomination form to the RCEA office on Friday September 9, 2016, as I will be seeking a second term.”

11. Adjournment

The meeting adjourned at 6:34 pm.