

**Union of Taxation Employees Local 00013**  
**Central Council Minutes**  
**Wednesday, September 10, 2014 @ 5:30 pm**

**In Attendance:**

	<b><i>Presiding</i></b>		<b><i>Clerk</i></b>
Robert Hamilton	Vice-President – TSO	Ryan Ward	Secretary
Sheila Reuben	A/Vice-President – TCC	Eric Range	Treasurer
Lloyd Brown	Director – TSO	Dian Wright	Director – TSO

**Absent**

Linda Collins	President	Kevin Dalton	Director – TSO
Iain MacFarlane	Director – TCC	Ben Miller	Director – TSO
Patrick Tanedo	Director - TSO		

**Special Guests**

Manni Mifsud (Steward), Paula Bartley (Steward)

**Call to Order**

Robert Hamilton called the meeting to order at 5:30 pm.

**Approval of Agenda**

THAT the agenda be approved.

*Moved: Eric Range / Seconded: Dian Wright / Carried*

**Approval of Past Minutes**

THAT the minutes for August 11, 2014 be approved

*Moved: Ryan Ward / Seconded: Eric Range / Carried*

**Reports**

***President's Report***

There was no President's Report provided.

***Vice-President - TSO Report***

Robert Hamilton reported that:

A grievance tracking chart was drafted

Handling a 10-day suspension (Level 3), Pending investigation against same member, failure to duty to accommodate settlement to be signed, continuing termination and failure duty to accommodate, ATIP CD's finally arrived but information is missing from 6 crucial people, grievance for expenses denied, continuing harrassment grievance with transfer request from a member, grievance for a disciplinary action, duty to accommodate due to a disability which resulted in possible disciplinary action is in process. 4 members at the Call Centre are dealing with a situation. Petition investigation - held a bogus investigation with a section manager handling the situation. Always ask

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management if they are considered a trained investigator if any fact finding results in an investigation at all. The petition was not a good way to go.

If you find someone who is doing a medical assessment referral letter, request a review take place by an experienced member of the executive as management is drafting referral letters with directives and leading questions so the doctor can only make certain conclusions.

Ken Bye is the new UTE Regional Vice-President and explained how the bank account works. For the GCWCC, it was left to each Local how we would handle the campaign. UTE originally said we will run our own campaign for GCWCC and they are working to have recognition for UTE/PSAC. Follow up with Sharon DeSousa on this matter.

Bob Campbell said he would like to see donations go to the International Children's Awareness Fund. No UTE President's will be attending the kick-off events. Representatives will be spearheading a bargaining event to promote bargaining. Request that everyone wear red and black. Bargaining event will take place on Wednesday, October 8 and Thursday, October 9. Everyone is requested to wear red and black as a show of solidarity. We need to create a poster to get everyone to wear red and black. Ryan will find out if the PSAC shop steward t-shirts are available.

Anytime you feel the CBA has been violated in some way, a grievance should be filed.  
PSE Survey - Make sure everyone fills out the survey and pass it around to everyone that it should be filled in. This is being requested by UTE.  
UMA - The National Office has withdrawn from UMA after the national office was blindsided by the Commissioner.  
President's Conference - Robert Hamilton is attending in place of Linda and Kevin Dalton will be the observer.

Union Development Program: If anyone has a real interest in being a part of the union process in a significant way, this is an important program to sign up for. The deadline to sign up is Friday, October 3<sup>rd</sup>. The web site can be found here:

<http://ontario.psac.com/the-new-union-development-program-udp-0>

*Vice-President - TCC Report*

Sheila Reuben reported that:

Informed yesterday, 57 terms have been extended until May 1. There are 10 who have been terminated as of September 26.

Dealing with ergonomic issues for several members. The chairs that are being provided are not meeting the standards.

The union cabinet that has been fully cleaned out completely. There needs to be a new spot to store things because renovations are being completed across all 4 floors.

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*Treasurer's Report*

Eric Range reported that:

We will be in deficit this year as a result of the convention cost.

**South Africa Volunteer Mission**

Paula Bartley reported that:

In May took humanitarian trip to South Africa for 3 weeks to visit towns to visit children and see what they go through. Stayed in Cape Town and travelled back and forth to the individual towns.

As part of the trip, we answered questions and helped the children. We went to encourage them to continue education and provide information on where they can go to find resources so they can stay in school. After getting back, Linda Collins overheard about the trip and encouraged her to apply to our Local for funds.

"Golden Future South Africa" is a non-profit organization located in Toronto. Their web site is [www.goldenfuture.ca](http://www.goldenfuture.ca).

The Toronto Chapter has about 15-20 members, 8 of them are management, the rest are volunteers. They partner with universities, the University of Guelph and University of Alberta both attended. Their schools paid for most of their trip.

There are several video's on Youtube and a photo collage can be put together for the next Annual General Meeting.

The breakdown of funds are as follows:

Fundraiser to raise money \$525.00

Total Out of Pocket cost: \$2,921.00 after fundraising money.

Total amount in Diana Gee Fund: \$5,600

Annual funds issued from head office: \$1,000

Small Donations: \$100-200

Given to students: \$1,200

There was approximately \$7,000 at the start of 2014.

Motion to give Paula Bartley \$1,500 from Diana Gee Trust as a one-time payment.

*Moved: Eric Range / Seconded: Ryan Ward / Carried*

Paula Bartley will present a video/powerpoint at the Annual General Meeting next year.

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**Grievance Committee policies**

Kevin Dalton has drafted a group of policies that will be provided to the executive and will be re-considered in October.

**Meeting Dates**

The executive decided Wednesday's were the only day of the week that worked for the greatest number of executive members.

**Web Site**

Ryan Ward reported that:

Ryan and Patrick will refer costs to the Finance Committee for the web page. We need to find out what our members want on our web page. Toronto East has 85% of their members on an email tree. There is a growing discontent from our members because they haven't had a contract for 2 years. We should have constantly changing information. Tune more people in to going to our web site and disseminating information to our members.

Toronto Centre has approximately 20% of our members by email.

**Business Cards**

Ryan Ward reported that:

Prior to going to Windsor, an order was placed by Staples to get proper business cards done. When Ryan Ward went to the Staples to pick them up they looked horrible and we refused them outright. After getting back to Toronto, contact information was provided from Vona Martin concerning a printer she knows at Yonge and King. A template was sent to them and a quote and mockup of the design was supposed to be provided. For about 4 weeks Ryan had not heard from the printer after sending on the designs and he realized he had not sent this so earlier this week, a mockup was provided but no price for the printing.

Request that a price be quoted for the cards and alternative options for printing business cards including Vista Print be looked at.

**Christmas Gifts**

A decision should be made concerning ordering Christmas Gifts for members families, working on a Christmas Party as we did in the past or doing some kind of alternative.

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Instead of giving gifts to the members children, give gifts to sick children and give the members a card.

Give our members a small piece of cake and a card for everyone in the offices.

It was pointed out that this is our members' money and there could be issues with our members if we decided to give them a card or some other item.

Suggestion to have a questionnaire to ask members if they would be willing to contribute gifts to a children's charity rather than give gifts to our members.

Suggestion that the party idea be brought back but ask for a small amount of money for our members to pay for it.

Saturday, December 6 would be the date of the Christmas Party. Limit the amount of grandchildren but allow for all of your children to attend (0-12 years old).

Ryan Ward will check immediately about the Hall availability. Dian Wright, Ryan Ward and Manni Mifsud will coordinate the party.

### **Expense Claim Procedure**

Robert Hamilton reported that:

We need to be beyond reproach with all of our expense claims. UTE allows for 90 days for expenses at a national level, it is important to be above board for everything.

Source documents need to be provided, for the event taking place. If any costs are over \$20 the receipts should be provided to the Local.

Policy:

- Expenses for reimbursement shall only be on account of authorized Union business.
- Advances are to be utilized only for the authorized union business intended. Expenses must be approved by two (2) of the President, Vice-President's and the Treasurer.
- Receipts must be attached where they are issued by the service provider and should be requested in each case. These will include hotel, transportation, meals (if not covered by per diem) parking or essential miscellaneous expenses. This is to apply for all amounts twenty dollars (\$20) or more. The reasons for each expense claimed should be indicated as clearly as possible.
- An approved advance for any member shall only include costs for travel, hotel and per diem. A fully completed Expense Claim Form as provided by National Office or the Local must be submitted within thirty (30) days of the event.

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- Outstanding overpayments are to be paid back to the Local within that thirty (30) day period.
- Expenses for Regional and National Conferences or Conventions will be limited to and as stipulated by the Union of Taxation Employees National Office, Regulations and By-Laws and policies.
- The Local shall be guided by the Union of Taxation Employees Regulation No. 13 in the administration, approval and payment of expenses.

THAT the Expense Claim procedures be accepted.

*Moved: Eric Range / Seconded: Dian Wright / Carried*

### **Roundtable**

Ryan Ward: Vic Johal has requested to be a steward at the regional office and this is approved by the executive.

Sheila Reuben: Request for voicemail has not been given and is required for her to do her job.

Robert Hamilton: He was selected to the UTE staffing committee.

Lloyd Brown: Attended the People's Social Forum and it was an awesome experience.

### **Adjournment**

The meeting was adjourned at 7 pm.