

MINUTES OF THE NATIONAL EXECUTIVE MEETING
HELD AUGUST 13, 2011
IN THE HARBOURVIEW E AND F ROOM
DELTA HOTEL, ST.JOHN'S, NL

PRESENT WERE:

Doug Marshall, National President
 Eddie Kennedy, National Executive Vice-President
 Karoline Klüg, National Vice-President for Human Rights
 Daniel Toutant, Assistant National Vice-President for Human Rights
 Angela Decker, Regional Vice-President, Atlantic
 Stella Penney, Assistant Regional Vice-President, Atlantic (NFLD and Labrador)
 Pat Leblanc, Human Rights Representative, Atlantic
 Isaac Armstrong, Assistant Regional Vice-President, Atlantic (
 Jean Pierre Naud, Regional Vice-President, Quebec
 Yvon Beaudoin, Assistant Regional Vice-President, Quebec
 Benoit Dubeau, Assistant Regional Vice-President, Quebec
 Garry Larouche, Regional Vice-President, Ontario
 Rejean Amyotte, Assistant Regional Vice-President, Ontario
 Sandra Bello, Assistant Regional Vice-President, Ontario
 Mary Anne Walker, Assistant Regional Vice-President, Ontario
 Michael Freeman, Human Rights Representative, Ontario
 Richard Balance, Regional Vice-President, NCR (TB)
 André Poliquin, Assistant Regional Vice-President, NCR (TB)
 Michèle. Milotte, Regional Vice-President, NCR (SE)
 Holly Serle, Regional Vice-President, Manitoba
 Martin Kaminski, Assistant Regional Vice-President, Manitoba
 Paulette Gaudet, Assistant Regional Vice-President, Manitoba
 Chris Gagné, Assistant Regional Vice-President, Manitoba
 Marc Danis, Human Rights Representative, Manitoba
 Omar Murray, Regional Vice-President, Saskatchewan
 Janette Husak, Human Rights Representative, Saskatchewan
 Kevin King, Regional Vice-President, Alberta, NWT and Nunavut
 Mike Leblanc, Assistant Regional Vice-President, Atlantic (NB & PEI)
 Jennifer Chieh Ho, Regional Vice-President, BC and Yukon
 Louise Patrice, Regional Vice-President, Outside Canada
 Jean-Pierre Ouellet, Assistant Regional Vice-President, Outside Canada

1. Call to order

National President, Brother Doug Marshall called the first meeting of the incoming Executive to order at 8: 45 a.m.

2. **PRESIDENT'S REMARKS**

Brother Doug Marshall wished to congratulate everyone on their election. He also thanked everyone for their hard work this week either as a delegate, regional team member or Convention Committee member. In conclusion, Brother Doug Marshall advised that he was looking forward to working with everyone as part of an effective team to move the ambitious agenda of the Union of National Employees forward.

3. **ROUNDTABLE:**

A roundtable check-in ensued.

4. **ROLES AND RESPONSIBILITIES:**

Brother Doug Marshall called to everyone's attention Bylaw NEN 2 which clearly describes duties and responsibilities of Union of National Employees Executive Officers.

A USB key has also been distributed containing orientation information.

Brother Doug Marshall stated that we expect full co-operation amongst the regional team to ensure that duties are carried out.

Brother Doug Marshall informed that an orientation session of the National Executive will be held in October in conjunction with the National Executive meeting dealing with unfinished Convention Business.

5. **STANDING COMMITTEES**

Brother Doug Marshall informed that the National Executive members are assigned to the Standing Committees and that Assistant Vice-Presidents may be asked to participate on these committees depending on the need. He requested that the National Executive review and fill out the competency questionnaires that was distributed and provide him with a list of Committees they would be interested in participating on.

6. **NATIONAL EXECUTIVE MEETING DATES**

Brother Doug Marshall informed that meeting dates for the year 2012 will be provided during the October National Executive meeting.

Brother Doug Marshall informed that a generic letter to employers would be tailored to correspond with everyone's information regarding the requirement for time off to deal with union activities as well as to improve labour management relations.

7. EXECUTIVE SHARES

Brother Georges St-Jean informed that Executive Officers are provided with an allowance each month to help defray their expenses for union business. In this regard, they were advised that this was a taxable income and that receipts would be required to cover the monthly share.

8. REGIONAL BUDGET TEMPLATE

Brother Eddie Kennedy informed that the Regional teams review their Regional Budgets template, which is primarily based on the expenses of the Regional Vice-Presidents. He also asked that they develop their own regional budget template and to submit this before the first Finance and Human Resources Committee meeting. He added that should regions require additional funds that they will be able to apply for Tear two. He also wished to clarify that the budget carried during convention would only be effective in 2012.

10. TECHNICAL DETAILS

i) Electronic Devices:

Brother Doug Marshall informed that in accordance with the Union of National Employees Policy NEN 9, the National Executive, Assistant Regional Vice-Presidents and Human Rights Representatives are entitled to a basic start-up package which includes a personal computer, a smart phone, etc. to carry out their union business. He also added that the Component office would be responsible for purchasing personal computers and smart phones as well as installing programs and then distributing them to the appropriate Executive Officer.

It should be noted that an email account will automatically be created for every Executive Officer. It was further noted that the Union of National Employees IT section will be providing IT training to members on how to use their electronic devices at the October National Executive Meeting.

ii) Business cards:

Brother Doug Marshall stated that the Component would provide business cards to everyone. Executive Officers are required to inform the office what contact information they would like printed on their cards.

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11. FORMS

Executive Officers were asked to complete the following forms:

- Confidential Record Form
- Confidentiality Agreement
- Direct Deposit Form
- National Executive Personal Data Sheet
- Competency Profile – National Executive Standing Committees

12. INSURANCE POLICIES

Brother Doug Marshall informed that Executive Officers are covered for accidental death and dismemberment insurance.

13. ACCOMMODATION AND TRAVEL

Brother Doug Marshall informed that the Component utilizes the services of Saskatoon Co-Op, a unionized travel agency (toll free number 1-800-667-8401). He also advised that travel booked through Saskatoon Co-Op is billed directly to the Component, unless otherwise specified.

14. EXPENSE CLAIM

Brother Doug Marshall stated that all information with respect to expense claims could be found in the Union of National Employees Policy FIN 6.

15. RAND CAMPAIGN

Brother Doug Marshall reminded Executive Officers of the need to organize locals in their regions and monitor their regional membership statistical report which is distributed monthly.

16. CHECK-OUT ROUND TABLE

A round table check-out ensued.

17. ADJOURNMENT

There being no further business, the meeting of the National Executive Committee of the Union of National Employees was adjourned at 11:35 a.m.

In Solidarity,

Doug Marshall
National President
Union of National Employees (PSAC)