25 June 2018

**MINUTES OF THE UNDE 30910 GENERAL MEETING**

**HELD AT THE BASE TRAINING CENTRE**

**AT 1200 HRS MONDAY 25 JUNE 2018**

**23 Members In Attendance (signed in), Quorum reached**

**INTRODUCTORY REMARKS**

Bro Peter Devlin, local President, called this meeting to order at 1210 hrs.

**UNDE HARASSMENT POLICY**

Chief Shop Steward 2, Bro Patrick Taylor, read the policy.

**REVIEW AND ACCEPTANCE OF AGENDA**

Members reviewed the agenda. No changes. *Approved.*

**REVIEW AND ACCEPTANCE OF PREVIOUS MINUTES**

Members reviewed the minutes from the General Meeting 26 March 2018. Correction to # members in 2nd last paragraph to show 20 vice 33 and correction to Elections/Treasurer paragraph to read Sis Kandie Devlin nominated by Sis Rita White. Moved by Shelley Rayner, seconded by Kim Lund to approve the minutes as corrected. Carried.

**REPORTS FROM EXECUTIVE OFFICERS**

President, Peter Devlin, read out his report. He attended a week-long Grievance course that was instructed by Brendalee Blaney the UNDE Labour Relations Officer. It was an intensive and informative course. Did you know: Article #10 states that the employer is to supply each employee with a copy of the collective agreement. The last coll agree was signed in 2017 and no one has received a copy yet. He advised of two courses coming up. (1) Understanding your Collective Agreement 12-13 Sep 18. (2) Mental Health Course in Nov 18. Both course offerings are now posted on the Training Calendar and we recommend anyone who can attend submit the Training Request Form as required. There will be lunch, 2 snacks and refreshments provided at these courses.

Chief Shop Stewards’, Shelley Rayner & Patrick Taylor advised the members that the local union office is moving again. New location is in Bldg R1 – gym/theatre. There are repairs to be made to the office before we can move in and currently all our belongings are stored in a trailer. We have been busy dealing with grievances, complaints, issues, pay issues, etc. If you or anyone else has questions, concerns, pay or general issues, have them contact one of us. Patrick Taylor – local 5109, Shelley Rayner – local 4266.

Treasurer, Sis Kandie Devlin, provided the monthly financial reports for May 2018. Moved by Kandie Devlin, seconded by K. Lund to approve the monthly report as presented. Carried. Copy attached to minutes.

**REPORTS FROM EXECUTIVE OFFICERS**

Health & Welfare Portfolio, Sis Cindy Woodall, reported that 2 cards issued in May, she received a batch of new cards from former Treasurer. Her contact information is through her work email and her local is 4518.

Health & Safety Portfolio, Bro Kim Lund, stated that no issues were brought forward so he has nothing to report.

Update from Josh Clapper, Base General Safety Officer regarding the EDSC Report. The Base will need to comply with each “order” on the report which is approx. 110 actions. If there is an item in your area, ensure you include a date for completion as it is now required by the EDSC. The Safety committees will need to be run well, employees need to volunteer and then the Local President will appoint them. If appointed as an employer rep and you don’t perform the duties, you can be disciplined. If appointed as an employee rep and you don’t perform the duties, the union will action the discipline.

**REPORTS FROM SUB-COMMITTEES**

Membership Appreciation Committee: Committee Members: Bro Patrick Taylor, Sis Carey Berstad, Sis Kandie Devlin as ex-officio as Treasurer.

Deadline for proposal: General Meeting 20 June 2018

Deadline for completion: 30 September 2018

Gift Cards will be purchased from Superstore as approved by the membership at last meeting. Amount of gift cards still to be determined once membership list reviewed and number of active members confirmed. Cards will be purchased by Treasurer and will be ready for distribution to members at the AGM on 31 Oct 18.

Pat Taylor is in contact with UNDE National Office to get information on boutique items such as T-shirts, touques, etc. Will canvas membership for interest once details confirmed.

Budget, Bylaws, Audit Committees are required immediately to complete the required actions prior to the AGM. Sis Kandie Devlin volunteered (and as new Treasurer would be an ex-officio to each of these committees). No volunteers came forward.

**SECRETARY POSITION**

Andrea Schneider is returning from leave and will confirm if she will retain the Executive position of Secretary upon her return. Depending on her answer, there may be an election for secretary at the AGM on 31 Oct 18.

**GIFT CARD DRAW**

Sis Cindy Woodall won a gift card

Bro Peter DeLauw won a gift card

**ADJOURNMENT**

Bro Peter Devlin adjourned the meeting at 1235 hrs.

Bro Peter Devlin Sis Shelley Rayner

UNDE 910 President Chief Shop Steward 1