



UNDE LOCAL 70611
MINUTES OF MONTHLY EXECUTIVE MEETING
HELD 15 OCTOBER 2019

Number of members attending: 5 (Huss Rahal, Chuck Whittaker, Mike Lepage, Pat Feghali, Lise Nault)

ITEM	DISCUSSION	ACTION BY
1.	Meeting called to order by UNDE Local 70611 President, Brother Huss Rahal. The UNDE Harassment Statement was read by President Rahal, identifying himself and UNDE Local 70611 Vice-President, Brother Mike Lepage as intervenors for the meeting.	
2.	Harassment Advisors: Pres Rahal informed the meeting that, from his recent OGUL meeting, DND would no longer be using the current Harassment Advisor system, and that, if a member's harassment complaint was not accepted by their management, that they should submit a grievance through their unit steward. National HQ will hopefully be setting up harassment training for union members in the future if DND will no longer be providing it.	
3.	UNDE Local 70611 Health and Safety Officer (HSO), Brother Chuck Whittaker provided the meeting with a number of new OHS documentation, cards and aides, including info on new violence prevention in the workplace programme. There was also info about a mental health first aid crse (\$250). He suggested we look into the budget to see if we have money to run this trg for our members.	Huss and/or Pat to investigate
4.	Pres Rahal also proposed recording the UNDE harassment statement in English and French to be played at the start of all UNDE meetings.	Huss to coordinate with Mike
5.	Pres Rahal discussed keeping the Local Executive to a small size to simplify things.	
6.	Pres Rahal asked VP Lepage to discuss the progress of a Stewards List. It was explained that the current list was based off a list from 2013, and that most of the names were out of date. A new list had been created on SharePoint, and that VP Lepage would send the link to all present, for them to check and add names if they knew anyone to add. However, any remaining blanks can either be filled up by asking Bob Spinney if he remembers anyone there, or by reaching out to units "cold-call".	Mike to send SP link to Lise and Chuck; Lise and Chuck to see if anyone should be added off the top of their heads. Mike to reach out to units cold call if nec.

7.	It was also discussed whether the current set-up of associating members with locations/buildings makes sense. HSO Whittaker informed the meeting that there is a national reorganization to come, since units are increasingly dispersed, especially at Carling Campus. Organization by unit rather than building might make more sense, although possibly not.	
8.	Pres Rahal said that some locals have been turning away new members because they are not geographically collocated; on the other hand, we will try to help them out, either by taking them or finding someplace more appropriate if necessary.	
9.	Pres Rahal also mentioned that people are have to switch themselves OUT of locals, and that locals cannot push people out of locals when they move.	
10.	Pres Rahal stated that he would like the Local's stewards to meet four times per year, at a meeting to include a paid meal. All present agreed.	Huss and Mike to look at a date to get stewards together.
11.	HSO Whittaker asked to get a copy of the latest MUD sheets, due to pay issues and inconsistent union dues being removed.	Mike to send.
12.	Pres Rahal stated that he would like to have monthly executive meetings, on the second Tues of the month.	Huss to send out invite if not already done.
13.	VP Lepage stated that, while he is still working on the Steward List on SharePoint, his priority has been to pull names of Local members from the MUD sheets to a spreadsheet from which to populate email and unit info from the DWAN GAL. This in turn would be used to create an email dist list to reach all local members, but also to group members according to their unit name based on the DWAN GAL.	Mike to finish dist list. Huss or Mike to send out introductory email to determine who is where and who wants to be a steward.
14.	HSO Whittaker asked about getting access to the Local website to update contact info. Pres Rahal said that he was just talking with someone at National about getting that access, and would like to add photos as well as upcoming events.	Huss to follow up on.
15.	Pres Rahal mentioned getting business cards created.	Huss to follow up on.
16.	UNDE Local 70611 Secretary Treasurer (Sec-Tres), Brother Pat Feghali, asked if every civilian at his workplace (Leitrim) was part of our Local? It was agreed that that would depend on their classification and the collective agreement. However, while they might be covered by our collective agreement, they might still be	Huss to distribute spare union cards to everyone in the Local.

	part of another local. VP Lepage encouraged establishing a relationship with them to determine if they felt supported by their local, or if they wanted to join ours by signing a union card and coming to our meetings to get free pizza, \$5K insurance, and good company.	
17.	Pres Rahal said that managers cannot prevent an employee's involvement in the union, although they can ask for the employee to take union leave to do so. Sister Nault informed the meeting that there are two different kinds of leave, one for union business and one for union training, and that it should be clear which is which.	Huss to ask National which union leave is which.
18.	Sister Nault said that having an official letter of appointment from the Union (National? Local?) can help Local executives and stewards getting support for their work from their managers. Pres Rahal said that he and VP Lepage will prepare a letter.	Huss to ask National if they will sign off on appointment letters or if that is done at the Local level.
19.	Pres Rahal reminded the meeting to encourage members to be vigilant for mental health of others, to encourage taking of breaks or lunch away from workstations, to avoid burn-out. HSO Whittaker explained to the meeting that, should a person need to take sick leave, medical chits can be required by management, but that management must be prepared to pay for said chit. Any questions should be directed to HSO Whittaker.	All agreed to be vigilant, and to encourage members to take breaks/lunches.
20.	The need to document injuries was also discussed. Any injury, no matter how seemingly small, should be documented, even if only a Band-Aid is removed from the first aid box.	
21.	VP Lepage discussed briefly the policies concerning union communications via email and via Union boards. DAOD 6002-2 states that the use of DWAN for union business is generally authorized within certain parameters (namely, written permission from management, and not using it for planning strikes, etc.). DAOD 5008-1 goes into more detail about union boards, specifically that all posts must be bilingual, and that they are approved by either Director General Labour Relations and Compensation (DGLRC) or the Labour Relations Division of the Treasury Board.	Huss and Mike to prepare a list of things to get approved for posting on Local's Union boards, including executives and unit reps.
22.	Pres Rahal discussed upcoming events, namely the new executive trg run by PSAC on 31 Oct-2 Nov (to be	

	attended by Pres, VP and Sec-Tres). There is also training in Kingston running 20-22 Nov.	
23.	Pres Rahal discussed setting a date for the Local AGM, and proposed the second week in Nov. This was supported by all. He proposed using approx. \$100 of Local funds to pay for a few UNDE t-shirts, hats and Timmies cards (\$15) to be used as door prizes. All supported this idea, and HSO Whittaker said that this had been done in the past.	Huss and Pat to work with Lise to ensure proper procurement and remuneration.
24.	Pres Rahal and Sec-Tres Feghali explained that they had decided to move the Local's bank account from Alterna Savings at Billings Bridge to TD at Bank and Hunt Club, since it is much closer to work and has better client service. They also explained that this move would hopefully be done later this week, and hopefully they could start paying outstanding claims. Pres Rahal asked where to get the claim form, and Sister Nault explained that it, along with many more forms, are available on the National UNDE webpage. Pres Rahal suggested that the cheques could be prepared and paid at the monthly meetings, and all agreed with this proposal. Sister Nault explained that Sec-Tres Feghali would not be able to sign the cheques since he would be doing the budgeting, and thus cheques would have to be signed by both Pres and VP.	Huss, Pat and Mike to take the bank account to TD and get set up for cheques by end-Oct, and to hopefully be ready to pay for claims by next monthly executive meeting mid-Nov.
25.	Sec-Tres Feghali then asked Sister Nault, former secretary-treasurer herself, how and where she did all this financial work, whether she did it at home or at work. Sister Nault said she did it at work, which was likely more secure than her home computer. Sec-Tres Feghali then said that due to the circumstances of his workplace, he might have difficulty getting online access to the banking webpage and other resources. Pres Rahal said that he would provide him with the UNDE laptop and printer that should be secure enough to meet his needs.	Huss to provide Pat the UNDE laptop/printer.
26.	Pres Rahal then asked Sec-Tres Feghali and Sister Nault if they think the financial statement/summary will be ready for the AGM next month. They both said that it will be.	Pat and Lise to prep Local financial statement/summary for AGM next month.
27.	Pres Rahal discussed other points that he thought should be on the AGM agenda following the financial statement/summary, namely: a discussion on mental health support and resources; unit steward vacancies and responsibilities within the Local; a round-table	Huss to ask National how many reps they will cover from our Local to attend. Pat and

	<p>discussion for members to ask questions (usually closes out the meeting); and a vote on sending Pres Rahal on an annual UNDE national trip to St. John's (which would be paid for by National, but would be voted on for maximum transparency). To this latter point, HSO Whittaker explained that the annual UNDE trip was often not just one person representing the Local, but that two or even three persons were often sent. He thought that it was even possible for UNDE National to pay for two representatives to attend, and that a third person would be voted on by Local membership to get the approval to spend Local funds, although he was not certain whether National would pay for one or two reps. Either way, Sister Nault stated, it would be the Sec-Tres who would provide info on the budget so that everyone could see if there was enough money for this expenditure.</p>	<p>Lise to be prepared to provide the budget info at the AGM to state whether or not money is available to send additional reps.</p>
28.	<p>Sec-Tres Feghali asked Sister Nault how/why Local funds are typically spent. Sister Nault explained that \$1 per member per month goes into the Local's Savings Account, to be used only for strike payments. Only the Chequing account can be used for things like the St. John's trip. She asked him if he got a September bank statement; he said that he had had difficulty with Alterna Savings, that a call centre representative had told him that he had to go to the branch to get the statement, but then once at the branch, the bank teller told him he needed a bank card to do it, but that he could have requested one from the call centre. Pres Rahal asked Sister Nault and Sec-Tres Feghali to keep trying to work it out. Sister Nault agreed, and also suggested that they try to ask TD to "bridge" from Alterna Savings, which would simplify the process of moving the account over, and possibly avoid having to go back to Alterna Savings to close the account, and that TD would do it as part of the bridging.</p>	<p>Pat and Lise to try to get Sep statement from Alterna. Huss, Pat and Mike to try to get TD to bridge the Local's account over from Alterna.</p>
29.	<p>At this point, it was made clear that Sister Nault was a critical member of the team and should be part of the executive, and that she had only left for personal reasons but that she would like to help out in some official manner, to work with the executive to support the Local. Pres Rahal asked whether Sister Lise Nault would like to take on any existing/traditional titles or if a new one should be created. It was agreed by all present that her having a formal title would be required, so this was discussed. Pres Rahal proposed "Local Financial</p>	<p>Mike to add Lise to the Local Executive/Reps list on SharePoint. Huss to add Lise to the executive monthly invites, if not already done.</p>

	Auditor," whose role would be to work with Sec-Tres to verify his work and to provide financial support in his absence. Sister Nault said that this would be suitable. All present supported, and Sister Nault was added to the Local executive team as UNDE Local 70611 Local Financial Auditor (LFA).	
30.	Pres Rahal mentioned that he would like to start every monthly meeting with a quick financial summary/statement, to ensure everyone was up to date. HSO Whittaker said that this was common practice in the past. Sec-Tres Feghali and LFA Nault said that this should be doable.	Pat and Lise to have financial statement/summary ready for every monthly executive meeting.
31.	Pres Rahal opened the table for further questions or points to discuss. HSO Whittaker recommended scheduling future monthly executive meetings at 12:30 or even noon, for scheduling purposes, as well as for appearances. All supported this proposal.	Huss to look at rescheduling the monthly executive meeting for 12-12:30.
32.	There were no further points of discussion. Pres Rahal adjourned the meeting at 1400hrs.	Mike to prepare minutes and distribute for verification.