

CUPE LOCAL 4366
MEMBERSHIP MEETING MINUTES
Virtual Meeting of: January 26, 2024

Present:

Union Executive: Vice President: Eileen Gallagher, Recording Secretary: Kate Bastarache, Secretary
Treasurer: Emma Maxwell, CUPE National Rep: Bonnie Wong, Regrets: President: Deb LeBret

Members: Anah Mustapha, Megan Hutt, Brianna Allen, Anna Joson, Nicholas. Fujiwara, Zukhruf
Hanif, Kevin Uy, Chantal Sphero, Anna Cansick, Barb Bunting, Gloria Smelko

1. Secretary Kate called the meeting to order at 6:48 pm.
2. The Land Acknowledgment was given by Kate Bastarache

Milton Public Library operates on treaty lands and the traditional territory of the Mississauga's of the Credit First Nation, Neutral, Huron-Wendat and Haudenosaunee people. As we centre the truth and support reconciliation across Milton, our commitment to provide the highest quality service for all is inspired by First Peoples traditional knowledge, laws, and philosophies. First People, Beautiful People.

3. Roll Call of Officers and Titles

Eileen Gallagher - Vice President
Kate Bastarache - Recording Secretary
Emma Maxwell - Secretary Treasurer

4. Reading of Equality Statement

Statement was read by Eileen Gallagher

5. Voting on New Members and Initiation

- N/A
- Could not introduce new members as they had not received membership cards

6. Reading of the minutes

The minutes from the December 1, 2023 meeting were not available. The minute taker for that meeting, President Deb LeBret experienced last minute technical difficulties, and she was unable to join us online.

7. Business Arising Out of the Minutes

8. Treasurer's Reports

- Secretary Treasurer, E. Maxwell read the December report.

Motion that CUPE Local 4366 accept the December Treasurer's report.

Moved by K. Bastarache, seconded by E. Gallagher.

Carried.

- a) Cupe has not received audit from 2017-202.
- b) CUPE National Rep, B. Wong, followed up with Monique Drapeau to determine the status of the missing audits.
- c) CUPE Local 4366 engaged the services of M. Drapeau a retired CUPE member, to act as a

Trustee and conduct the audit for the years 2017 through 2021 (5 years total). Ms. Drapeau sent the completed audit package using Canada Post tracking in February of 2021, to B. Wong. Tracking confirmed it arrived at the Peel office. The Peel Office was in lockdown due to COVID restrictions. The office staff were only in the building intermittently, and the package went missing.

- d) B. Wong spoke with Cupe National on behalf of CUPE Local 4366 to assist the local in sorting this out.
- e) M. Drapeau, emailed her audit report for the period of January 1, 2017, up to and inclusive of December 31, 2021, with the list of recommendations to B. Wong.

The Trustee's recommendations read by Secretary Treasurer; E. Maxwell are as follows:

- That the secretary-treasurer attach a copy of the motion to the expense voucher.
- The local should have an inventory list of their assets (equipment).
- That all original documents are kept for 7 years.
- That the cheques be issued in the first 15 days of the month so that they have ample time to clear the bank on the last day of the month.
- The Secretary-Treasurer should maintain full and complete records for all initiation fees received by the local.
- The bylaws should clearly indicate that expenses do not include alcohol.
- Original receipts should always be attached to the expense voucher.
- The signing officers should not sign a cheque for any item unless an authorized and completed voucher for the funds accompanies the request for payment. For example, in the case of a member requesting reimbursement of expenses for attending a meeting, the request for funds should include such details as: 1) the location of the meeting; 2) the purpose of the meeting; 3) who authorized the member to claim expenses; 4) the original invoice for any requests for reimbursement; and 5) a signature from someone (usually the President), indicating that the expenditure has been approved by the members (either by pre-approval at a meeting, or within the bylaws of the local).
- Journal entries should be made after the cheque has been in circulation for over 6 months to show cancelled, lost or stale dated cheques.
- Changes to the bylaws, and submission of the bylaws to the National President's office, must be done in accordance with the requirements set out in Section B.VII of the CUPE Constitution.
- The local should also review payments of out-of-pocket allowances (as per honorariums and lost wages) to ensure they are in line with CRA regulations.
- Please refer to the information below concerning out of pocket allowances (honorariums) and review the payment of same.
- The local should be deducting and remitting income taxes, EI, QPIP, and CPP/QPP on any honorarium paid to members and/or the Executive. The local must also prepare a T4 at year-end. The Secretary-Treasurer should contact the nearest district taxation office to receive more information.

- The local should discuss direct remittance to CUPE National

**The Secretary Treasurer moves adoption of the Trustees report. Seconded by A. Cansick,
There was no discussion on the motion**

All members present, voted in favour.

The Motion to adopt the Trustee's recommendations was carried.

- f) The Secretary Treasurer indicated the Zoom membership needs to be renewed – The annual fee is \$242. 83. We have better attendance with virtual meetings so it would be in the Local's best interest.

**The Secretary Treasurer moves the renewal of the Zoom account. Seconded by M. Hutt. C
There was no discussion on the motion-**

All members in attendance voted in favour of renewing Zoom.

9. Communications and Bills

- N/A

10. Executive Report

- N/A
- In December Eileen and Deb met with Town to get information on new HR process as town is now looking after HR
- No new meetings were set up
- Town will have a health and safety representative - may work out to be better for us

11. Reports of Committees and Delegates

- N/A

12. Nominations, Elections, of Installations

- N/A

13. Unfinished Business

- a) Going back to Bylaws B. Wong, explained a three (3) year term of office for Executive positions as proposed bylaws, does not work. The Executive should be 2-year terms that overlap so that the President and Vice President are on opposite years. - vote was unanimous.
- b) Once schedule is posted the "Are you asking me or telling me?" if they are asking that is a voluntary basis, if they are directing then go with the change and then file grievance, section 8.04 of contract
- c) Labour Management should have a reminder that shifts cannot be changed outside of the 4 week schedule
- d) Anna Cansick asked about training - she has been instructed to create a how to guide; Bonnie advised that this is not management level - if it is a program that you know and it has been delegated to you and it's not outside your qualifications then it is okay
- e) Discussion ensued about not having enough time and about doing work at home - stated that this is not to happen at all

14. New Business

- N/A
- Health and Safety list needs to be updated - Christina will have to look after this

15. Good of the Union

- N/A

16. Adjournment

Motion: To adjourn the meeting at 7:35pm .

It was moved by Emma Maxwell ; seconded by Megan Hutt

Carried unanimously

Milton Public Library/Cupe Local 4366
Virtual General Membership Meeting
Friday January 26, 2024

6:45 pm

Meeting Facilitators: Deb LeBret, Eileen Gallagher, Emma Maxwell, Kate Bastarache
CUPE National Representative Bonnie Wong

1. Land Acknowledgement- KB
2. Roll call of Officers
3. Reading of Equality Statement EG

4. Voting on new members and initiation
 5. Reading of the minutes – December 01, 2023 KB
 6. Matters arising from last minutes –
 7. Secretary-Treasurer's Report - EM
 - a. 2017-2021 audit
 8. Communications and Bills
 9. Executive Committee Report DL,EG
 10. Reports of Committees and delegates -
 11. Nominations, elections, or installations
 12. Unfinished business - EG
 13. New Business – EG
 14. Good of the Union
 15. Adjournment
- Next Meeting Date: February