

Occasional Teachers' Local Executive Meeting
Thursday, September 7, 2017
Teachers' Local Office

Present: Kim Finlayson, Darlene Ellison, Wendy Hastings, Toni Gale, Gayle Van Altena and Sarah Kyle (Observer)

Regrets: None

1. Meeting called to order by Kim Finlayson at 4:27pm
2. ETFO Harassment Policy and FMNI Statement read by Toni Gale.
**Officers: Kim Finlayson & Toni Gale
3. Approval of the agenda.
Mover: Gayle Van Altena, Seconder: Darlene Ellison and carried
4. June 28, 2017 Executive Meeting minutes approved and posted by Lindsay McNichol.
Mover: Wendy Hastings, Seconder: Gayle Van Altena and carried
5. Business arising from the last meeting(s) and/or action items from June Executive meeting:
 - Need to update the new website with Executive minutes from the current year. ***Be prepared for Exec photos to be taken at GM Meeting
 - H& S Questions/Issues:
 - Slippery floors
 - Alternative seating (e.g. window sills, shelves, etc.), challenges for OT classroom management and cleaning system
 - Height restrictions (displays, shelves)
 - Ensure Plowing Match monies is covered in the Budget, including the 5 days of release and the trailer expense etc.
6. **Health and Safety** - No Report
Confirmed Representative: Wendy Hastings
Confirmed Alternatives: Toni Gale & Darlene Ellison
2017-18 Meetings: Sept 28, Nov 30, Jan 25, Mar 29 & May 31 *1:30-3:30

7. PL Chairs' Report, Kim Finlayson

- Lindsay will be giving the PL binder to Kim on Friday, September 8.
- Co-PL Chair confirmed: Toni Gale agreed to assist with planning PL Workshops this year with the resignation of Lindsay McNichol.
- PL Facilitators confirmed: Gayle VanAltena & Wendy Hastings
- Kim & Toni will book next workshops during PL meeting on Monday, September 11 at 12pm

8. Communications Officer Report

- Confirmed new communications officer - Gayle Van Altena

9. Grievance Update, Kim Finlayson - No Report

10. Social Justice and Equity Report, Kim Finlayson - No Report

11. Political Action Report, Gayle VanAltena

IPM takes place September 19-23. Looking forward to discussing our Building Better Schools campaign with members of the public.

12. Goodwill Committee Report, Darlene Ellison - No Report

13. Constitution Committee, Toni Gale - No Report

14. Motion to accept committee reports.

Mover: Darlene Ellison, Seconder: Wendy Hastings and carried

15. Treasurer's Report, Kim Finlayson

Due to Lindsay resignation, the Year End and Financial Statement will be shared with the executive, via drive, at a later date for review.

Mover: Darlene Ellison, Seconder: Wendy Hastings and carried that Toni Gale will attend the OT Treasurer Workshop in Midhurst on October 12th in light of Lindsay's resignation and the new Executive elections are set for October 24th.

a. Current Balance in our accounts as of

Chequing	\$	
GICs 1+1	\$	3 160.05
Money Market	\$	
Total Balance of	\$	

b. Treasurer's report of actual spending in comparison to the budget will be sent via email.

- c. Year End Report - This will be completed by Monday, September 11 and shared with the Executive online. Lindsay and Kim are meeting in the evening on Friday, September 8th (to minimize class disruption so early in the year and will receive a half day to a day in lieu later this term) to finalize this and the Outstanding Release Report which is due September 30th as well.

16. Collective Bargaining Report, Kim Finlayson

The missing one sheet of signatures in the Collective Agreement has been found and will be placed on The Core.

17. President's Updates

- We congratulate Lindsay McNichol on the acceptance of her full time contract position at Shakespeare Public School. We wish her well as she embarks on her new career full time. :)
- Lindsay's acceptance of this contract leaves the Treasurer and Vice President Executive positions vacant. The Collective Bargaining Committee Representative will be fulfilled through Executive after General Meeting.
- OTIP and Edvantage links have been updated on the website. Review site to provide suggestions for improvement. New website photos will be taken at the GM in October.

18. New Business

- Correspondence Folder (Empty)
- The Executive discussed our 2017-18 focus on recruitment (e.g. Members-at-large) & invite observers *Mention Executive benefits at each PL workshop
- Fall & Spring General Meetings set

19. Next meeting dates:

ETFO Leadership - Toni PL Co-Chair, Darlene SJ/E Rep. on September 19-20.

PL Chair/Co-chair - Monday, September 11, 2017 *KF & TG

ETFO Treasurers' Training - October 12 (Toni attending, Local pays for overnight accommodation the night before, mileage and the cost of the meeting)

Representative Council - October 18-19, Kim registered

Fall General Meeting - Tuesday, October 24 4:30-6:30pm at Local Office **ALL

Spring GM - Monday, May 28, 2018 4:30-6:30pm at Local Office**ALL

20. Adjournment - Moved by Darlene at 5:36pm

TO DO:

Wendy

- Send H&S emails to Toni & Darlene and ask to have Lindsay removed from H&S contact list - Done :)

Kim & Gayle

- Set Communication meeting scheduled after plowing match and draft letter to educate our members e.g. online questionnaire of OT FAQs, Executive Benefits (food, mileage, childcare, only one year commitment, release time provided for some positions, minimal number of meetings/year)

Kim

- Get copy of teachers' IMP pencils invoice for reimbursement
- Send the Executive year end report & budget once completed
- Send email to all OTs tomorrow via Google Group & personal addresses and include the following info:
 - Welcome all OTs to register for the Fall & Spring GM meetings
 - Invite OTs to fill vacant Executive positions (7-9 members?)
 - Ask OTs to email questions they'd like answered at the GM Meeting
- Start list of questions on Google group that will be answered at GM e.g. SEMS, reactivation, online training, documenting key information, etc.
- Notify Executive of future meeting dates
- Get gift cards (Dollarama & Wendy's) and card for LM and give her at GM or Christmas meeting ****DON'T SHARE WITH LM**
- Submit release time for Darlene & Toni - Leadership Meeting

All

- Read & update October GM Agenda - email questions to KF
- Start expense forms to submit regularly

Toni

- Email former Secretary to get any outstanding documents & files
- Set up separate ETFO gmail account - Done
- Post September Minutes to Website **need code from Kim F.