

## ***Occasional Teachers' Local Executive Meeting***

***Thursday, November 16, 2017***

***Teachers' Local Office***

***4:30pm***

Present: Kim Finlayson, Darlene Ellison, Wendy Hastings, Toni Gale, Gayle Van Altena, Sarah Kyle, Mindy Deichert

Guest: Luke VanSchaik

Regrets:

1. Meeting called to order by Kim Finlayson at 4:37pm.
2. ETFO Harassment Policy and FMNI Statement read by Toni Gale. Toni Gale and Kim Finlayson are the Harassment Officers.
3. Approval of the agenda. Nothing to add. Moved by Gayle, seconded by Darlene, carried.
4. Approval of the minutes from the last meeting on . Moved by Darlene, seconded by Gayle, carried. Gayle will post the September minutes on the new website.
5. Business arising from the last meeting(s) and/or action items from June Executive meeting:
  - Status of new website. Need to update the website with Executive minutes from the current year. New "Let us know" tab will be added so we can track any violent incidents i.e. evacuations. Email blast will come out to notify our members when completed.
  - Darlene shared resources from the Leadership Conference which she attended at the Social Justice and Equity Rep.
6. **Health and Safety Report, Wendy Hastings, No Report**  
2017-18 Meetings: Sept 28, Nov 30, Jan 25, Mar 29 & May 31 \*1:30-3:30
7. **PL Chairs' Report, Kim Finlayson**
  - Discuss "no show" policy. Tabled until the PL Committee meeting in June 2017.

### **Upcoming Professional Learning**

- November 20 Artiful Expression, Crayola (Full)
- November 27 Classroom Management for OTs (Part Two)
- December 6, 7 Brain Gym (Two session, full)
- January 18 and 25 Two part Reading and Writing Assessment
- March 28 and April 4 Two part Inquire and Inspire Primary
- April 12 Voice Care Workshop
- TBA Interview Skills
- April 23 Mining Matters

#### **8. Communications Officer Report, Gayle Van Altena**

- Website continues to be updated. Be sure to check out the soon to be completed **LET US KNOW** tab where the Workplace Violence, Safe Schools and Classroom Evacuation Surveys can be found that will allow us to track the frequency and nature of these incidents.

#### **9. Grievance Update, Kim Finlayson - No Report**

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

#### **11. Political Action Report, Gayle Van Altena - No report**

#### **12. Goodwill Committee Report, Darlene Ellison - No report**

#### **13. Constitution Committee, Toni Gale - No report**

#### **14. Motion to accept committee reports.** Moved by Gayle moved, seconded by Sarah, carried.

#### **15. Treasurer's Report, Kim Finlayson**

##### **a. Current Balance in our accounts as of Monday, November 13, 2017**

Chequing	\$74 370.29
GICs 1+1	\$ 5069.98
Money Market	\$ 3249.59
Total Balance of	\$82 689.86

- b. See attached treasurer's report of actual spending in comparison to the budget. Motion needed to accept the treasurer's report. Moved by Kim, seconded by Darlene, carried.
- c. Confirm September Pay for Executive Members, billing issues. Then report back to Michelle Ahrens.
- d. Toni recommends that Luke VanSchaik be added as a Member at Large in order that he may assist with the Treasurer's duties under Kim Finlayson's direction. Moved by Wendy, seconded by Sarah, carried.

## **16. Collective Bargaining Report, Kim Finlayson (No Report)**

### **17. President's Updates**

- Unfilled Jobs - Share POTs solutions
- Cap Monitoring - Paula Wallis was at a conference this week, I will receive the LTA and Contract stats I need to finish the November check early next week.

### **18. New Business**

- Correspondence Folder (Empty)
- Kid's Help Phone Sponsorship
  - Last year we sponsored 1 week for 101.7
  - Moved by Mindy, seconded Wendy, carried to purchase 2017 Christmas spot and going forward we will only support an ad during that time of year.

### **19. Next meeting dates:**

Executive Meeting - December, 20 at 5pm

ELHT Employee Life and Health Trust Meeting - December 7 (Kim)

Representative Council - February 7-8, 2018 (Kim)

General Meeting - May TBA

ETFO Treasurers' Training - 2018

ETFO Leadership - September 2018

### **20. Adjournment**

Meeting adjourned at 5:30pm. Moved by Luke, seconded by Wendy, carried.

To Do:

Gayle - post September minutes and share Social Justice resources with Exec

Kim

- add OTIP column under Income

- report back to Michelle re. September pay

- follow up regarding Kid's Help Phone ad, to call Bistro II in Blyth

- book Executive Holiday dinner on Wednesday, December 20th at 5pm

- send email to Wendy re. OTs not getting keys