

Occasional Teachers' Local Executive Meeting

Teachers' Local Office

Tuesday, June 26, 2018

1:30 pm

Present: Kim Finlayson, Wendy Hastings, Gayle Van Altena, Sarah Kyle, Luke Van Schaik, Mindy Deichert, Toni Gale, Mark Reble and Amber Townsend

Regrets:

1. Meeting called to order at 1:30pm
 - Welcome to new members :)

2. Reading of the ETFO Harassment Policy and FMNI Statement by Gayle Van Altena.

3. Approval of the agenda - Mover: Gayle Van Altena, Seconder: Wendy Hastings
Carried

4. Approval of the minutes - Mover: Luke Van Schaik, Seconder: Sarah Kyle
Carried

5. Business arising from the last meeting(s) and/or action items from May Executive meeting:
 - All minutes should be up to date
 - Post the AGM minutes in draft for (Gayle or Kim)
 - New Hire Planning meeting set for this Thursday's June 28 has been rescheduled to July

6. Health and Safety Report, Wendy Hastings

No Report as I was unable to attend last JHSC Meeting due to illness

- 2018-19 Meeting Dates: Thursday, September 20th at 1:30pm at the Board Office
- Violent incidents still increasing
- OTs reminded to visit our website <http://occasionalteachers.com/> and click on "Let us Know" to access forms (Employee Accident/Incident Report & Safe Schools) that need to be filled out every time there is an incident.

7. PL Chairs' Report, Kim Finlayson

Committee meeting is being held on Tuesday, June 26 at 1pm. I will update the executive in September of planned PL and the response from members who attended this year and plans for next year's sessions.

Upcoming Professional Learning

- Sept. 17th Crayola (Offered first to those on last year's waiting list)

8. Communications Officer Report, Gayle Van Altena

- New Executive members create a etfo gmail account for union business.
- We received \$5000 from OTIP.

9. Grievance Update, Kim Finlayson

- Step 2 Meeting is being held Tuesday, June 26 at 10am.

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

11. Political Action Report, Gayle VanAltena - No Report

12. Goodwill Committee Report, Kim Finlayson, No Report

13. Constitution Committee, Toni Gale

Constitution reviewed at AGM and minor edits approved. Gender-neutral pronouns will be discussed in the Fall.

14. Motion to accept committee reports

Mover: Mindy Deichert, Seconder: Luke Van Schaik and carried

15. Treasurer's Report, Kim Finlayson & Luke Van Schaik

a. Current Balance in our accounts as of June 25th, 2018

Chequing	\$ 50,297.87
GICs 1+1	\$ 5,069.98
Money Market	\$ 3,295.08
Total Balance of	\$ 58,662.93

- b. See attached treasurer's report of actual spending in comparison to the budget. Mover: Luke Van Schaik, Seconder: Mark Reble, Carried
- c. Secretary to sign cheques.
- d. Should invest more in GICs to meet the \$15 000 to \$18 000 in savings, evaluation financial situation.
- e. Auditors: Jane Marie Mitchell and Michael Keen
- f. Expenses handed in, cheques written. Encouraged to deposit cheques today so they clear by Friday.
- g. Introduction of Union Release Tracking Chart.

16. Collective Bargaining Report, Kim Finlayson, No Report

17. President's Updates

- ★ Labour Management Meeting - Due to a medical appointment I was unable to attend the last meeting since it was postponed a week. Next meeting is Wednesday, June 27.
- ★ Update from POTS in Timmins
 - Annual Meeting Motions

18. New Business

- Fill Committees and Submit chart to ETFO (trecords@etfo.org)

19. Next meeting dates:

OT Executive - Wednesday, September 12 - Local Office at 4:30pm
 Upcoming PL - September 17 - Crayola
 ETFO Leadership - September 2018
 Leadership Training - Wednesday, September 26 PM & Thursday, September 27
 Paid PA Day - September 28 (Classroom Management/H&S - TBC)
 ETFO Treasurers' Training - October 10th - TBC
 General Meeting - Thursday, October 25 @ 4:30pm at Local Office - TBA , May
 Representative Council - May
 Collective Bargaining Conference - March

20. Adjournment - Mover: Toni Gale, Seconder: Luke van Schaik, Carried

To do:

- Amber & Mark to create etfo gmail account
- Toni
 - Finish AGM minutes * Draft
 - Email Kim re. H&S meeting release Sept
 - Need to create letter so Luke and Gayle can have signing authority
- Gayle
 - Website Posts
 - Draft Constitution
 - Approved OT Fall General Meeting Minutes *approved at Spring meeting so no longer draft
 - Post draft OT Spring GM Meeting Minutes
 - Reminder email to OTs in August re: Our website & Let us Know Tab, Flow Charts and Forms
- Set new hire meeting date - SK, GV & KF **July - TBC
- Kim
 - Book Local office for Sept 12 meeting & AGM on Oct 25
 - Send out Fall Leadership Registration to chairs