

# MINUTES: Executive Meeting

## Wednesday, April 18, 2007

**Present:** Lois Kirkup, Janet Hunter, Nancy Noel, Gord Holder, Debbie Cole, Joanne Schnurr, Tony Cote, Terry Garner, Jordan Juby, Claude L'Ecuyer, Don Smith and Pat Cavalier (staff).

**Absent:** Marc Laurin.

1. Call to Order  
The meeting was called to order by Lois Kirkup at 1:05 p.m.
2. Approval of Agenda  
Add: 5 c. Citizen [c] Editorial - Miscellaneous  
M/ by Gord Holder to approve the updated agenda. S/ by Janet Hunter. CARRIED.
3. Secretary's Report
  - a. Executive Committee – good standing report.  
This is the third consecutive meeting missed by Marc Laurin of DLR and a letter advising loss of standing will be sent to him. Nancy Noel advised that all other executive committee members are in good standing.
  - b. Adoption of Minutes:  
M/ by Debbie Cole to adopt the March 21, 2007 Minutes. S/ by Terry Garner. CARRIED.
  - c. Correspondence:
    - Nancy Noel circulated OFL and ODLIC correspondence, including April 28, National Day of Mourning information - poster info will be posted on Guild bulletin boards.
    - Thank you letter from TNG Washington for ONG donation to Freedom Fund Award.
    - Thank you letter from COPE Local 343 for our recent strike donation.
    - Thank you letters from Alzheimer Society and Heart & Stroke Foundation for memorial donations.
    - Thank you message from Charlie Greenwell for 'great basket and kind letter' sent to acknowledge his retirement from CTV Ottawa.
  - d. Congratulations & Condolences:
    - Donation to The Perley & Rideau Foundation in memory of Earl Brennan, father-in-law of Nancy Noel (Citizen/Financial Services).
    - Donation to Ontario Heart & Stroke Foundation in memory of Earl James Etue, father-in-law of Carol Anne Meehan (CTV Ottawa).
    - Basket to Charlie Greenwell - retirement from CTV Ottawa.
    - Flowers to Zev Singer (Citizen/Editorial) - surgery.
    - Basket to Danny LaPlante (Citizen/RS&S) - surgery.
    - Donation to Alzheimer Society of Ottawa in memory of Winnifred Ann Walker, grandmother

of Kimothy Walker (CTV Ottawa).

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**4. Treasurer's Report**

a. Financial Report: Gord Holder presented the financial update to March 31, 2007, which is halfway through the fiscal year. ONG dues revenues are on track for midway through the budget year. March expenses were fairly normal; there is a negative amount under Meetings to adjust re the lost time billing (quarterly invoice) from CanWest. Gord advised that overall the numbers are what should be expected for this point in the fiscal year. The March Transfer to Defence amount of \$880.64 is for payments made on behalf of the Defence Fund. The total Receivable from Defence Fund amount on the Balance Sheet is \$4,905.00 and the plan is to wait until closer to the fiscal year-end and pay back monies owed by the Defence Fund to the General Fund. There was little change in value in the long term investments this month; the Defence Fund Balance Sheet lists the value at \$1,294,419.91.

d. ONG Budget - 2007/2008: The fiscal year-end date of the ONG is September 30, 2007. With no executive meeting scheduled for August, the Finance committee has to prepare the 2007/2008 budget for the executive committee to present to the general membership meeting which is currently scheduled prior to the executive meeting on Wednesday, September 5. We will check about booking the Citizen Conference Centre to hold the membership meeting later in September and prepare the next budget for the executive committee for the September 5 meeting.

**5. Unit Reports**

**a. CTV Ottawa (CJOH)**

Joanne Schnurr reported that the pension meeting went well. Tony Cote attended on behalf of the Guild executive. CTV Ottawa has a good pension. There are presently two plans, with the older plan (a defined benefit plan) in place for members hired before a specific date, and the newer plan for the remainder of employees is a defined contribution plan. Reported that Max Keeping turned 65 on April 1st and has signed a new 5-year contract with the company.

**b. DLR International**

[a] Report from Contract conciliation April 5, and approval of new collective agreement: Claude L'Ecuyer reported on the April 5 contract conciliation meetings he attended with staff rep Dave Wilson and lawyer Julie Skinner. The meetings didn't end until after 6 p.m. The executive committee reviewed the various contract changes. The new agreement is effective Nov. 17, 2005 to Nov. 17, 2008, and includes a 3% wage increase retroactive to Nov. 17/06, with a further 3% increase in Nov. 2007. The updated contract will have to be translated into French. The agreement has to be sent to CWA Canada and needs to be ratified by the unit members. M/ by Terry Garner to approve the new 3-year Collective Agreement. S/ by Claude L'Ecuyer. CARRIED.

**c. Citizen**

[a] Unit - Security card swiping: Lois Kirkup advised that she has received a response from Debbie Bennett to our letter of concern. There had been complaints about a part-time cleaner leaving early so a warning was issued and then card swipe times were checked. Earlier this year the supervisor had issued a general reminder memo to all part-time cleaners about working their full 3-hour shifts.

[b] Building Services Issues: Nancy Noel will be attending a meeting tomorrow regarding some night shift mailroom cleaner issues.

[c] Editorial - Miscellaneous: Executive committee discussions concerning vacation time, online and workload and desk issues. Advised that the A-Channel blurbs (similar to Rogers) are strictly voluntary. Thorough discussion on vacation and scheduling issues as members try to use up the balance of 2006-2007 vacation days by the end of May. The Guild has reminded members about using up their vacation entitlement and getting 2007-2008 vacation requests submitted to their supervisors within the proper time lines. Executive believes that if members are refused the time off in order to use up remaining vacation days and then the company tries to take the time away, that this is a grievance; watch vacations situation. Discussion concerning online, file to online and workload on the desk. Janet Hunter will request a meeting with supervisors Ruth Dunley and Melanie Coulson to discuss several issues raised by the executive committee and Guild members. Employees are worried about workload and not knowing what's going on. Workload has increased as people are expected to file online. There are staff on weekdays, but no staff assigned to those duties on nights and weekends.

## **6. Arbitrations**

## **7. Committees -**

- a. Personnel -
- b. Communications -
- c. Health & Safety -
- d. Grievance -
- e. Guild Awareness / Mobilization -
- f. Finance -
- g. Organizing - Report on potential new group (Delta Reprographics). Small printing firm in downtown Ottawa with 5 employees. Dave Wilson and Debbie Cole met with a couple of employees in early April and have 3 cards signed. Dave is setting up another meeting with the remaining employees to get cards signed.
- h. Elections -
- i. Bylaws -

## **8. Internal Guild**

- a. ONG Local website: "ottawanewsguild.ca"

Some website training was held at the end of March. David Hunter is to send Janet Hunter a mini version of the web manual and committee members will practice updating and posting information for about 3 months. Tony Cote said that Charlie Gordon is currently writing a couple of books so isn't available to work on a local history project at this time. Some of the other names mentioned were: Jim McCarthy, Dan Drolet, Heather Bishop, Donna Balkan. Janet will pursue further.

- b. Report from TNG Canada/CWA National Representative Council Meeting, Toronto, ON, April 14-15, 2007: Executive members were advised of the national union name change at the NRC meeting from TNG Canada/CWA to "CWA/SCA Canada". The budget was passed and Gord explained the Labour Fund. Also informed of a \$1,000 local subsidy for each local to send a local rep to the Toronto meetings. The per capita questions are not yet settled with CWA. Chris Grogan was elected as Secretary for the new one-year term; Gord Holder is Treasurer and Lois Kirkup is the Eastern Canada Vice-President. Overview of CanWest issues provided. Halifax will be the location of the fall NRC meeting, to be held on the third or fourth weekend in October.

- c. TNG Sector Conference - Toronto, ON, July 13-14, 2007 &
- d. CWA Convention - Toronto, ON, July 16-17, 2007: The five ONG sector delegates are Debbie Cole, Janet Hunter, Gord Holder, Lois Kirkup and Nancy Noel. Discussed hotel reservations and travel arrangements. Need to make our hotel reservations soon at the Fairmont Royal York as reservations opened April 16. Need also to confirm travel dates and make VIA reservations. Lois and Debbie are the two CWA convention delegates but we need an extra person to stay for the convention as per discussions at the rep council meeting. Determined that Janet Hunter will remain in Toronto to attend the CWA convention as an ONG observer.

**9. Outside Issues**

Congratulations & Condolences item – following the death of journalist and broadcaster June Callwood this past weekend, M/ by Tony Cote that the ONG send a \$100.00 donation to her foundation (Casey House Foundation) in her memory. S/ by Janet Hunter. CARRIED.

**10. Other Business**

**11. Lost Time Notification**

Lost time recorded for Debbie Cole, Tony Cote, Terry Garner, Jordan Juby, Lois Kirkup, Claude L'Ecuyer, Nancy Noel, Don Smith, Joanne Schnurr.

**12. Upcoming Meetings**

☆ Next Executive Meeting - **Wednesday, May 16, 2007 - 1 p.m.** - Guild Office.

**13. Adjournment**

M/ by Janet Hunter to adjourn the meeting at 2:52 p.m. S/ by Don Smith. CARRIED.