

MINUTES: Executive Meeting

Tuesday, March 18, 2008

Present: Lois Kirkup, Terry Garner, Gord Holder, Debbie Cole, Joanne Schnurr, Jackie Beingessner, Kate Jaimet, Claude L'Ecuyer, Charlene Ruberry, Jake Rupert and Pat Cavalier (staff).

Absent: Nancy Noel, Marc Laurin, Jean Renaud, Don Smith,

1. Call to Order

The meeting was called to order by Lois Kirkup at 11:05 a.m.

2. Approval of Agenda

Additions: 5 d. [g] Editorial: Pay Equity Forms; [h] RS&S: County DMs; [i] Unit: Vacations. M/ by Jake Rupert to approve the amended agenda. S/ by Jackie Beingessner. CARRIED.

3. Secretary's Report

a. Executive Committee – good standing report: Terry Garner advised that everyone is in good standing.

b. Adoption of Minutes:

M/ by Debbie Cole to adopt the February 12, 2008 Minutes. S/ by Gord Holder. CARRIED.

c. Correspondence - Terry Garner reported and circulated various correspondence items: Ottawa & District Labour Council Minutes, meeting notice and spring training information; Ontario Federation of Labour Women's Equality Campaign; OFL Pay Equity Campaign update; OFL-ODRT Worker's Compensation training workshops; OFL Accommodation Rights and Responsibilities conference call; OFL newsletter and Workers Under 30 newsletter. Thank you card received from Pat Cavalier for gift card and birthday cake. Thank you card for basket received from Susan Riley. Lois Kirkup also received a thank you note at work from Kristin Goff for the basket sent to her.

d. Congratulations & Condolences:

- Baskets were sent to the following Citizen/Editorial members who retired, or took early retirement, effective Dec. 31/ 07 with the newsroom voluntary buyouts: Tony Atherton, Julia Elliott, Kristin Goff, James King, Rod MacIvor, Susan Riley and Doug Yonson. Baskets were already sent in January to retirees Tony Cote and Jordan Juby. A Chapters gift card was mailed to Mike Gillespie who moved to Nanaimo, B.C. following his retirement.
- Donation to the University of Ottawa Heart Institute Foundation in memory of ONG member Gordon Moncrieff (Citizen/RS&S/Ramp).
- Donation to Ontario Heart & Stroke Foundation in memory of Genevieve O'Connor, mother of Cheryl Durling (Citizen/Financial Services).
- Advised the ONG should send get well wishes/baskets to Gary Jamieson (Citizen/RS&S) and

David Wilson (CWA/SCA Canada staff rep) who are both off on sick leave.

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4. **Treasurer's Report**

a. **Financial Report:** Gord Holder presented the financial statements to February 29, 2008, five months into the fiscal year. We are still watching revenue and expense figures in terms of the impact of the Citizen newsroom buyouts on the budget. February Conferences expenses included lost time for the sector conference and airfare expenses for the spring CWA/SCA Canada rep council meeting, but hotel charges for the sector conference in Rhode Island are not included yet. The Website charge is a monthly hosting fee. February was basically a break-even month in the General Fund. In response to questions about the Defence Fund, Gord advised it is generally used to cover grievance, arbitration and bargaining expenses. A discussion followed on benefits to members from the Defence Fund. Matter referred by Jake Rupert to the Finance committee to establish terms of a local policy concerning benefits, strike pay top up, etc., in the event of any labour dispute. February was a good month for the Defence Fund with the investments increasing about \$17,000.00. The February 29 value of the long-term investments was \$1,345,983.85. Gord spoke with our Wood Gundy advisor about one of the strip bonds that matures in April. Returns on strip bonds are modest, but the options for better returns also carry more risk. With an index or mutual fund, the principal is guaranteed, but the interest is not. Our usual practice is to purchase an investment and hold it to maturity. Executive discussion; as the bond market is the safest route, suggest we continue on that route and roll over the maturing investment into some kind of strip bond. Gord will reimburse the amount owing to the General Fund (Receivable from Defence Fund is currently about \$3,500), from the bond proceeds and reinvest the balance. We also have another strip bond maturing this summer.

5. **Unit Reports**

a. **CTV Ottawa (CJOH):**

Joanne Schnurr advised it's been fairly quiet at CTV Ottawa. At a recent meeting with the company, Guild reps discussed the clothing allowance again, asking for more money for the members since no sponsor has been found yet. The company will think on this and get back to the Guild.

b. **DLR International**

[a] Dismissal grievance & [b] Unfair Labour Practice complaint: Lois Kirkup reported that David Wilson talked with Guy Laurin last week about our letters sent to the company re circulation of a petition letter to decertify the union and dismissal notice issued to a member. The Guild notified the company we would file an unfair labour practice complaint and Guy advised it was all a misunderstanding. Another member remains off work on EI sick benefits and the Guild has also not yet finalized the pay rate for a job classification in the wage grid.

c. **Delta Reprographics**

[a] First contract update: No new bargaining meetings arranged yet to address the salary grid.

d. **Ottawa Citizen**

[a] Editorial - Newsroom Re-organization: A new amoeba desk, with 10 work stations, has been installed in the newsroom at a cost of \$20,000.00. The carpet was cleaned around the new desk, at a cost of \$350, but the carpeting in the rest of the newsroom is filthy and it doesn't appear that it's going to be cleaned. Lois attended the health and safety inspection of the newsroom conducted yesterday. Newsroom employees believe the state of the carpets is a health and safety issue.

Lois said we need feedback from members on the newsroom reorganization so that the Guild can address any concerns with the company.

We need an item in a bulletin or newsletter about filing for overtime. People need to get authorization to work overtime and then they must claim for overtime worked; otherwise, the company has no grounds to claim the need for additional staff.

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[b] Building Services - Discipline grievance: Lois Kirkup said we haven't heard anything new on this case; the Guild had asked that the member work an extra hour on his shift instead of repaying money to the company.

[c] Editorial - Courthouse parking: Debbie Cole and Jake Rupert will attend the standing committee meeting for this grievance tomorrow morning.

[d] Editorial - E-2 rate for reporters on week of evening Rewrite shifts: Lois Kirkup provided background on this issue; people who had worked the shift of evening rotation had been paid at the copy editor (E-4) rate, but the company has addressed this issue and agreed to pay the E-2 rate retroactively for reporters working the week of evening shifts in the Rewrite position.

[e] Unit - Family Day grievance: This grievance was denied by the Citizen and was discussed further by the parties at a meeting on February 20. Discussion about course of action now for the Guild; do we proceed with the case to arbitration or address at contract bargaining. The executive committee already approved a motion at the February executive meeting to refer the grievance to arbitration. The Guild will send a letter to HR to advise that we intend to proceed to arbitration on the Family Day Stat grievance.

[f] Building Services - Letters to members: Executive committee discussed advisory letters issued by the company to two members concerning leaving work early before the completion of their shifts.

[g] Unit - HR Pay Equity Forms: A newsroom member talked with Kate Jaimet about difficulty in completing the outdated pay equity review job questionnaire in relation to her job. These are the same forms as used for pay equity in 1989, so they don't relate well to online or web jobs. There is an area at the back of the form for the employee to address any concerns and provide additional information and comments about job duties. Also a Guild issue for bargaining that there should be separate online job classifications.

[h] RS&S - Country DMs: Debbie Cole reported there have been a lot of carrier and delivery problems this winter for the country district supervisors because of carriers quitting. As there is currently no V-P for Reader Sales, suggest the district supervisors ask for a meeting with Jim Orban. Debbie will work with the members on the list of problems and concerns they want to address with the company.

[i] Unit - Vacations: Jake Rupert raised the subject of the balance of vacation days to be used by members by the end of May. Important that we remind members about using up their vacation allotment by May 31, as well as the contract time lines for booking 2008-09 vacation requests.

Contract Bargaining: Lois Kirkup advised we are looking at having staff rep Dave Esposti help out with this round of Citizen bargaining. The department bargaining reps will be elected March 19. Committee members will need to meet to go through the contract and we will look at holding a one-day bargaining school, possibly on Saturday, April 19. Reviewed and updated the bargaining questionnaire headings. The pre-bargaining questionnaires will be distributed to Citizen unit members by the end of this week, asking that completed forms be returned to the Guild by Monday, March 31.

The plan is to hold departmental meetings as follows in the Guild office for members to discuss their issues and priorities with the bargaining team.

- 4:30 p.m. Thursday, April 10 - Financial Services; In-House Printing; and Building Services
- 9:30 a.m. Saturday, April 12 - Editorial
- 2:30 p.m. Saturday, April 12 - Reader Sales & Service

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6. Arbitrations

7. Committees -

- a. Personnel -
- b. Communications - We need home email addresses for ONG members. Kate Jaimet has a number of home addresses for newsroom members and will forward this information to the Guild office. However, we also need home emails for other departments and units.
The email newsletter info written up by Kate Jaimet will be emailed to the ONG office, to be forwarded to executive members for review before distribution.
- c. Health & Safety -
- d. Grievance -
- e. Guild Awareness / Mobilization - Jackie Beingessner presented two versions of updated ONG logo created by member Dennis Leung and she will make copies of the sheets to distribute at the membership meeting.
Jackie reported on the price quotes she obtained for fleece vests and stainless steel mugs. Executive opinion is that the mugs would be the more visible and better mobilizing / Guild awareness tool. Cost for 450 mugs would be roughly \$3,500.00, plus taxes and shipping, while fleece vests would cost several times that amount. Jackie will make the Special Projects Fund proposal to the March 19 membership meeting.
- f. Finance - committee needs to draft a local policy (see Finance Report)
- g. Organizing -
- h. Elections - Add Jake Rupert and Terry Garner to Elections committee
- i. Bylaws -

8. Internal Guild

- a. ONG Communications Policy: The legal opinion received on the proposed communications policy was included in the meeting package. A Communications committee meeting is arranged for Saturday, April 12, from 11:30 to 12:30, between the departmental bargaining meetings.
- b. ONG Local Website "*ottawanewsguild.ca*"
Local History - editing update: website training session
Kate Jaimet has finished editing the hard copy of the local history and we'll send her the electronic files to update. Discussion of printing options and costs and distribution ideas for the finished product, as well as posting on the website.
The website training session with David Hunter scheduled for this afternoon has been postponed; we'll check with David to see if he is available for training on the afternoon of Tuesday, April 8.
- c. ONG Stewards Seminar – Look at a Saturday in May or June; Lois Kirkup will check with Arnold Amber.
- d. Report from TNG Sector Conference - Providence, RI, February 2008 and additional Guild leave day request: Lois Kirkup was nominated for the position of Sector Chairperson, with elections to be held at the end of April.
A request was received to cover an additional day of Guild leave following the sector conference for Nancy Noel, for Monday, March 3. Lois Kirkup and Debbie Cole explained about flight delays etc. on the return trip from Providence, meaning the flight didn't arrive in Ottawa until after 8 p.m. on Sunday night. M/ by Terry Garner to approve an additional day of Guild leave for March 3/08 for Nancy Noel. S/ by Claude L'Ecuyer. DEFEATED.

- e. CWA/SCA Canada Spring National Representative Council Meeting, April/2008 - Vancouver, BC:

Deadline for submitting agenda items is April 13. Ask other locals about confidentiality

issues.

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f. CWA/SCA Canada - call for nominations for positions of Canadian Director and Deputy Director; nominations period ends March 31, 2008. Debbie Cole is chair of the national elections committee.

g. TNG Sector April/2008 Election - Sector Chairperson, President, Secretary-Treasurer, VP Canada East Region: The voting period for the upcoming elections will run from April 24 to 29. As a number of our executive will be away at the CWA/SCA Canada national rep council meeting April 25 to 28, we will arrange to hold the Citizen unit voting on Tuesday, April 29, and will try to arrange the CTV Ottawa poll for April 24 or 25. There will also be some mailed ballot voting in our Local.

h. Scholarship for CWA/NETT Academy: Lois Kirkup suggested that the ONG consider a proposal to fund a \$1,000 scholarship (or two \$500 scholarships) for online training from the Special Projects Fund. Discussion; no motion and no action taken.

9. Outside Issues

a. ODLC - Spring 2008 Training Courses: Information sheets included in package.

b. CLC 2008 Ontario Region Summer School brochure included in package.

10. Other Business

a. Citizen/CEP Negotiations (Mailers): Lois Kirkup provided an update. The Guild will need to inform its members of their rights and obligations in the event of a CEP strike or lockout. We can prepare an information sheet confirming that Guild members have to cross a picket line to go to work; that they don't have to do any struck work, but do have to report to work and do their Guild work.

11. Lost Time Notification

Lost time recorded for Jackie Beingessner, Debbie Cole, Claude L'Ecuyer, Lois Kirkup, Charlene Ruberry, Jake Rupert, Joanne Schnurr.

12. Upcoming Meetings

❖ Next Executive meeting is scheduled for **Tuesday, April 15, 2008 – 11:00 a.m.**

13. Adjournment

M/ by Debbie Cole to adjourn the meeting at 2:05 p.m. S/ by Kate Jaimet. CARRIED.