

MINUTES: Executive Meeting

Thursday, October 16, 2008

Present: Lois Kirkup, Terry Garner, Gord Holder, Debbie Cole, Joanne Schnurr, Claude L'Ecuyer, Charlene Ruberry, Don Smith and Pat Cavalier (staff).

Absent: Nancy Noel, Jackie Beingessner, Jake Rupert, Marc Laurin, Jean Renaud.

1. Call to Order

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

2. Approval of Agenda

M/ by Terry Garner to approve the agenda. S/ by Joanne Schnurr. CARRIED.

3. Secretary's Report

a. Executive Committee – good standing report: Terry Garner reported that Marc Laurin (DLR) and Jean Renaud (Delta) have not attended any meetings in 2008.

b. Adoption of Minutes:

M/ by Joanne Schnurr to adopt the September, 2008 Minutes. S/ by Don Smith. CARRIED.

c. Correspondence: Various items circulated; annual report from CJFE; OFL conferences, training/workshop info and newsletters; Carswell publications.

d. Congratulations & Condolences:

·Basket sent to Janice Kennedy (Citizen/Editorial) who took newsroom voluntary buyout eff. Dec. 31/07 and her early retirement was effective June/08.

·Donation to Naomi Bulka Cancer Fund (Ottawa General Hospital Campus) in memory of Margaret Colwin, mother of Pauline Colwin (Citizen/Editorial).

·Donation to Carleton Lodge in memory of Vicky Armitage, mother-in-law of John Ruttle (CTV Ottawa).

·TNG advised that Charles Perlik, retired president of The Newspaper Guild from 1969-1987, died at the age of 84 on Sept. 17, 2008. In lieu of flowers, the family requested donations be made to the TNG Freedom Award Fund. M/ by Gord Holder that the ONG send a \$100.00 donation to the TNG Freedom Award Fund, in memory of Charles Perlik. S/ by Terry Garner. CARRIED.

4. Treasurer's Report

a. Financial Report: Gord Holder presented the financial update to September 30, 2008, which is the fiscal year-end date. The bookkeeper has the ONG files for the past year to prepare for the auditors. Bouris, Wilson advises that the audit report should be completed in time for the December membership meeting. Gord said there may be some adjustments to these year-end figures from the bookkeeper and/or auditors. On the whole, the Guild was

pretty close to budgeted figures for the financial year. Membership Dues Revenue was about \$3,000 over budget for the year. Under Expenses, adjustments were made for lost time to Conferences and Meetings accounts, resulting in the negative amounts this month.

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Total expenses were more than \$15,000 under budget for the fiscal year, but money was also spent on ONG mugs, etc. The General Fund Balance Sheet has an Accounts Receivable amount of just over \$31,000. Gord advised this is a bookkeeping item and most of the amount comes from the Receivable from Defence Fund and the transfer of funds from Wood Gundy at the end of September to cover monies paid out on behalf of the Defence Fund. The Defence Fund Balance Sheet records the value of the long-term investments at \$1,286,125.49. In accordance with accounting rules, we declare the market value of investments; September figures show a loss of \$10,413.22 on one mutual fund and a reduced value of \$26,715.43 on the strip bonds. On the year as a whole, the strip bonds did increase by more than \$45,000 in value, but September was an ugly month for long-term investments. The Guild has a pretty conservative investment strategy that has served it well over the years. Fiscal year Arbitration costs total \$22,664.44 (DLR; Family Day Stat) and Citizen and Delta Bargaining costs total \$26,976.95.

Gord also reminded the executive committee that the office lease with Minto will expire at the end of June 2009 and we should contact Minto soon after the NRC meeting in Kingston. Updated emergency contact info for Minto: Gord Holder and Pat Cavalier remain, and add Don Smith who lives in the area.

b. Carmichael HVAC: Gord Holder advised the executive of a quote received from Carmichael Engineering for \$879.00, plus GST. The technician detected a problem during the maintenance inspection of the rooftop HVAC system that requires a new ventor motor and sensor. We will notify Carmichael to proceed with the work.

5. Unit Reports

a. CTV Ottawa (CJOH)

[a] Member change from PT to FT status: Joanne Schnurr reported that the 6 o'clock co-anchor has returned to full-time status. The company combined two part-time jobs to make one full-time position and the change back to full-time also includes a special arrangement about covering off a minimum of 4 weeks/year vacation leave (maximum of 5 weeks/year) for the late night news anchor. Discussion; suggested that the Guild should address a new anchor rate/classification at the next round of contract bargaining.

[b] Modified work week request: A four-day work week was requested, and agreed to, for the full-time Editorial Assistant.

Joanne reported there is one person working on the company website and the Guild had a meeting with management concerning the overload of work.

Joanne also advised that Kimothy Walker has stepped down as the unit co-chair at CTV Ottawa.

b. DLR International

[a] Grievance update: Nothing new to report.

[b] Contract expires November 17, 2008: Speak with Dave Wilson about contacting DLR.

c. Delta Reprographics

[a] Dues Grievance: No dues received to date and no response from the company. The ONG will check with our lawyer to see what we can do and what do we have the right to do in this situation. We will contact the unit leader to see if union dues are being deducted and then contact Dougald Brown. We have received invoices from Delta for the buttons ordered during the Citizen bargaining campaign and we will hold off on payment of the invoices until we hear about the dues.

d. Ottawa Citizen

[a] Unit: Contract ratified September 21, 2008: The contract is being updated but the new agreement is not signed yet; we need to forward copies to Arnold Amber (CWA/SCA Canada) when signed. M/ by Gord Holder that the executive committee approve the new ONG/Ottawa Citizen contract, as required under ONG bylaws. S/ by Charlene Ruberry. CARRIED. We need to hold the vote at the Citizen Unit meeting to destroy the strike vote and contract ratification ballots.

[b] Editorial: Request ONG members to withhold bylines in support of Montreal Newspaper Guild and subsequent grievance filed by ONG: No response has been received yet to the grievance letter. Lawyer Dougald Brown will contact us early next week with a legal opinion on this matter. Extensive discussion; Guild should have advised our members on how to withhold their bylines. Jacquie Miller has offered to prepare a bulletin about the Montreal situation for ONG members when updated information is received. Lois Kirkup will be contacting the Canwest caucus people.

There is a newsroom night desk meeting next Sunday and Lois Kirkup will attend. We need to revive the joint union/management committee re newsroom issues. Problems continue as the company is not involving the employees with the changes. The Guild has to be an advocate for its members and keep the company accountable. The bargaining process did get our members involved and we need to keep the mobilizing and communications going. Gord Holder raised example of participating in United Way campaign individually instead of through the Citizen. He has contacted the United Way to get information about a union program.

Discussion about communications and contacting executive members about issues. It's important to keep people apprised in a timely manner, but believe it's best we not use company emails unless it's necessary because of an emergency. We need home email addresses for the executive, but not everyone has email at home. We can set up a "phone tree" for executive issues if home emails aren't available.

It was also suggested that an emergency email could be sent to the work address to advise there is an important issue and to contact the Guild office or an executive member asap. We can also ask people with work emails to contact others that might not have work emails.

Following the election of the new executive slate, direct the Communications committee early in 2009 to develop a policy for internal (executive committee) communications.

6. Arbitrations

- Ottawa Citizen Family Day Statutory Holiday grievance - no decision yet from the August hearing.
- DLR Sick Leave Pay & Wage Rate grievances

7. Committees -

- a. Personnel - committee met Oct. 16/08; M/ by Gord Holder to go in-camera to discuss personnel issues. S/ by Charlene Ruberry. CARRIED.
M/ by Gord Holder to leave in-camera session. S/ by Charlene Ruberry. CARRIED.
- b. Communications -
- c. Health & Safety -
- d. Grievance -
- e. Guild Awareness / Mobilization - Mugs deposit refund - no report.
- f. Finance - Gord Holder reported the bookkeeper has advised that he won't be working

for the ONG after the year-end work is completed.

- g. Organizing -
- h. Elections - Executive elections for 2009-2011 term (Dec. 3/08 membership meeting).
Gord Holder will draft up a pre-election poster about the executive positions to be filled.
- i. Bylaws -

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8. Internal Guild

a. ONG Communications Policy update:

b. ONG Local Website & Local History: It's important that the Guild get the history project completed; Claude L'Ecuyer will obtain a printing quote from Citizen In-House printing. Next year is the 60th anniversary of the Local.
We also need to look for volunteers for putting content on the website; what direction do we want the website to go; ask for help on newsletter to members.

c. CWA/SCA Canada Fall National Rep Council meeting - Kingston, ON, October 24-26, 2008

d. CWA/SCA Canada Organizing School, Toronto, Nov. 21-23/08: information sheet in package

e. Canwest Caucus: Nothing new from Montreal; Lois Kirkup will ask for more information.

9. Outside Issues

10. Other Business

11. Lost Time Notification

Lost time recorded for Debbie Cole, Terry Garner, Claude L'Ecuyer, Charlene Ruberry, Joanne Schnurr.

Advised that Don Smith used two vacation days during contract bargaining and would like to book Guild leave for Thursday and Friday, December 4 and 5, 2008 to replace his vacation days.

12. Upcoming Meetings

- Next Executive Committee meeting - **Tuesday, November 11, 2008, starting at 11:00 a.m.**
- Next General Membership/Citizen Unit meeting - **Wednesday, December 3, 2008, 12 noon**, Ottawa Citizen Conference Centre

13. Adjournment

M/ by Gord Holder to adjourn the meeting at 1:10 p.m. S/ by Charlene Ruberry. CARRIED.