

# **MINUTES: Executive Meeting**

## **Tuesday, February 12, 2008**

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

**Absent:** Kate Jaimet, Marc Laurin and Jean Renaud.

1. **Call to Order**

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

2. **Approval of Agenda**

M/ by Joanne Schnurr to approve the agenda. S/ by Gord Holder. **CARRIED.**

3. **Secretary's Report**

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

·Confidentiality issues - Executive talked about confidentiality of matters discussed by the executive committee and rules of order on how business is conducted, motions, emergency meetings, email polls, etc.. Names of members discussed at the meetings are usually not included in minutes or newsletters to shield identity. The Guild does not have a written policy in place and it is recommended that the ONG draft up a formal policy for consideration of the executive.

b. Adoption of Minutes:

M/ by Gord Holder to adopt the January 14, 2008 Minutes. S/ by Nancy Noel. **CARRIED.**

c. Correspondence - Terry Garner reported on and circulated various correspondence items: Canadian Labour Congress Convention last week of May in Toronto; SEIU Canada info; Union Mission newsletter and request for donations; OFL correspondence and newsletters; Workers Health & Safety Centre newsletter. Thank you cards were received from Janet Hunter and Tony Cote for baskets sent by the Guild.

d. Congratulations & Condolences:

Advised that payroll/personnel updates from CanWest indicates that the majority of Citizen Editorial department members who took the voluntary buyout package in December 2007 have retired or taken early retirement. Discussion; we will order baskets for the retiring newsroom members, as ONG policy for the past couple of years has been to send a letter from the ONG and a \$50 basket to retirees.

4. **Treasurer's Report**

a. Financial Report: Gord Holder presented the financial report to January 31, 2008, four months or one-third way through the fiscal year. He advises that Revenue figures are on track

and that Expenses figures are also in line. Money under the Education line covers the new officers training seminar in Washington, while the Conferences amount covers some airfare expenses for the upcoming national representative council meeting in Vancouver and adjustments re the lost time invoice from the Citizen.

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The Balance Sheet indicates that the Special Projects account was topped back up to \$25,000 in January. There is an amount of \$2,124.16 Receivable from Defence Fund that represents invoices paid on behalf of the Defence Fund. The Defence Fund Balance Sheet records the value of the long-term investments at \$1,327,238.13.

b. Budget Update: Gord Holder and Debbie Cole of the finance committee met yesterday to review the budget following the Citizen newsroom buyouts in December 2007. They reviewed revenues and expenses and variances in the budget for the past five years. They reviewed the figures with 12 less dues paying members for revenue purposes, and the per caps amount payable will also drop accordingly. Finance committee estimates there will be approximately \$7,000 difference between revenues and expenses. However, as we usually estimate budget figures conservatively, committee believes we can find the shortfall from several account lines without changing the budget at this point. Gord expanded on the accounts and amounts the committee projects can be used to absorb the \$7,000.00. We will keep a close eye on figures.

Gord also brought up the matter of the ONG Travel Insurance policy – as the Citizen and CTV Ottawa Manulife insurance covers members 24/7, 365 days a year, it was decided not to renew the Local's travel insurance policy that expires February 24, 2008. The policy premiums have increased substantially over last year and if travel insurance is needed for members in other units, coverage can be purchased on an as-needed basis.

## 5. Unit Reports

### a. CTV Ottawa (CJOH)

Joanne Schnurr informed that the station's website is up and running as of yesterday. Concerning the clothing allowance letter signed at contract bargaining, Joanne updated that the company has not been able to find any clothing sponsor(s). Discussed Guild opinions; Joanne will raise this issue at a meeting scheduled with the company later this week. Also noted that the ONG should add paid parking to the next contract bargaining.

### b. DLR International

[a] Meeting Update: Several issues were discussed at the January 28 meeting with the company and the ONG needs to decide the wage rate for one classification.

### c. Delta Reprographics

[a] Contract Bargaining Update: Lois Kirkup and Debbie Cole to meet with rep Dave Wilson re contract negotiations.

### d. Citizen

[a] Editorial - Newsroom Issues: Newsroom re-organization is happening and some people are being moved around. Lois Kirkup wrote a letter to members. Lois reported on the joint meeting she attended January 20 in Toronto. Mike Bocking from CEP, as well as CWA/SCA Canada local presidents/ reps from Vancouver-Victoria, Montreal, Ottawa and Regina, attended the CW caucus to strategize and compare notes about the issue of newspaper pages being sent to Hamilton for processing. Victoria was the only shop

not offered buyouts.

Number of questions raised by executive members: what other CanWest papers are up for negotiations this year; we will check with CWA/SCA Canada. We should ask to send people to Hamilton to observe the operations: editor or page designer. Is there a better way to do this? Lois and Blair Crawford will speak further with the company members of the joint committee.

[b] Building Services - Sick leave grievance: Debbie Cole updated that a one-day suspension was assessed for repeated instances where the member failed to comply with procedure of reporting absences to the company, but that sick leave was paid for the member.

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[c] Building Services - Discipline letter & suspension: Don Smith reported on the discipline meeting and two-week suspension assessed a member. The Guild will file a grievance concerning excessive discipline about having to pay back money to the company.

[d] Unit - Family Day grievance update: Reported that the grievance has been denied by the Citizen. M/ by Jake Rupert that the Guild refer the Family Day grievance to arbitration. S/ by Jackie Beingessner. CARRIED. The ONG will request to proceed to Standing Committee on the Family Day stat grievance.

[e] Editorial - Member schedule 5-day week: Lois Kirkup advised that the member is a full-time member who is on a reduced, 4-day work week; to check further.

[f] Editorial - Courthouse parking update: Lois Kirkup spoke with Rob Warner and he can't remember the arrangements when member moved to this job. We have a clause in the contract that says expenses are covered when in the service of the company. Guild will request to proceed to Standing Committee on the grievance; Jake Rupert and Jackie Beingessner will attend meeting with the company.

[g] Editorial - Member pay update: Lois Kirkup received email opinion from our lawyer concerning Article 7.2.1 and Lois and Kate Jaimet will discuss pay rate while on rewrite rotation further with the company. ONG may need to address language at bargaining.

[h] Unit - Contract bargaining; department committee reps: In 2003, the ONG elected the Citizen bargaining committee department reps at the March general membership meeting and then held individual department meetings early in April to discuss bargaining issues. We will give notice concerning the election of bargaining committee members at the March 19 membership meeting.

## 6. Arbitrations

## 7. Committees - members indicated their committees of interest.

- a. Personnel - Family Day stat holiday approved for staff member.
- b. Communications - communication with members:  
Jake Rupert advised that Kate Jaimet would like to compile home email address info for members and issue more frequent updates than the monthly newsletter. We also need to clarify earlier information issued to members that they can ask for a Guild rep to attend meetings with their supervisor.
- c. Health & Safety - Claude L'Ecuyer volunteered to serve as alternate rep on the Citizen joint committee; interim appointment by the executive until the March membership meeting.
- d. Grievance -
- e. Guild Awareness / Mobilization - ONG logo and promotional items:  
Jackie Beingessner obtained price quotes on promo items: \$2,015 for 267 mugs; fleece

vest \$9,016 or \$37.45/member (quantity 267); lanyards \$3.50 each. Samples of new ONG logo circulated and discussed. The ONG could look at Special Projects Funds as a one-time thing. The Guild Awareness committee will prepare a detailed proposal for the March executive meeting that can be presented to the March 19 membership meeting.

- f. Finance -
- g. Organizing -
- h. Elections -
- i. Bylaws -

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**8. Internal Guild**a. ONG Local website "*ottawanewsguild.ca*"

Local History - editing update: Jake Rupert reported that Kate Jaimet is part-way through the local history edit. David Hunter is now working on moving the website to a much less technical content management system and we will set up a training meeting in March with David. Discussed proposal received from Tony Cote about updating the website for the ONG; no action taken.

## b. Report from TNG-CWA Residential Seminar for New Local Officers - Jan. 18-21/08, Washington:

Jackie Beingessner and Charlene Ruberry attended the new officer training and reported that the long weekend was rather overwhelming, but very informative. They enjoyed the experience; lots of content and information, communications and role playing.

Lois Kirkup said we need to hold a Steward seminar for all ONG executive members and she will check with Arnold Amber about training.

## c. Report from CWA/SCA Canada Equity Training - Jan. 25/08, Montreal, QC:

Debbie Cole and Nancy Noel attended the one-day session coordinated by CWA/SCA Canada and the Steelworkers Union.

## d. TNG Sector Conference - February 2008 - Providence, RI:

Lois Kirkup, Nancy Noel and Debbie Cole are ONG delegates to the sector conference.

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

· Deadline for submission of bylaws changes is March 12; deadline for agenda items is April 13. Discussed Guild leave for the meeting; Sunday evening flight and fairly late return. We will book Guild leave for Monday, April 28 for Debbie Cole, Nancy Noel and Jackie Beingessner.

**9. Outside Issues**

a. Canadian Labour Congress: The annual CLC convention will be held May 26-30, 2008 in Toronto, ON.

**10. Other Business**

a. At-Large membership: Chris Grogan - IUE (CWA/SCA Canada Secretary) has requested at-large membership in the ONG. M/ by Terry Garner to accept request for membership. S/ by Jackie Beingessner. CARRIED.

b. Citizen/CEP Negotiations (Mailables): Reported that contract negotiations between the Citizen and CEP unit have broken down. Executive discussed letter posted by company and old ONG complaint to OLRB (1987) about unfair labour practices concerning bargaining.

**11. Lost Time Notification**

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

**12. Upcoming Meetings**

\_ Next Executive meeting is scheduled for **Tuesday, March 18, 2008 – 11:00 a.m.**

\_ Next General Membership meeting is **Wednesday, March 19, 2008, 12 noon**, in the Ottawa Citizen Conference Centre.

**13. Adjournment**

M/ by Gord Holder to adjourn the meeting at 1:36 p.m. S/ by Terry Garner. CARRIED.