

# **MINUTES: Executive Meeting**

## **Tuesday, September 14, 2010**

### **1. Call to Order**

Meeting called to order by Lois Kirkup at 12:05 p.m.

In attendance: Debbie Cole, Blair Crawford, Randall Denley, Terry Garner, Gord Holder, Lois Kirkup, Julie Oliver, Joanne Schnurr.

Absent: Delta & DLR reps, Jacquie Miller, Jeff Parks, David Reevely.

### **2. Approval of Agenda**

M/ by Terry Garner to approve agenda. S/ by Julie Oliver. CARRIED.

### **3. Secretary's Report**

(a) Good Standing Report: Andrea Sirman (Citizen/Editorial) is considered resigned, creating a vacancy for a Member-at-Large.

(b) Adoption of Minutes:

M/ by Gord Holder to adopt the August 10, 2010 Minutes. S/ by Terry Garner. CARRIED.

(c) Correspondence: Notices for Living Wage forum Sept. 22 at Ottawa City Hall and Rock for Public Services fundraiser at Civic Centre on Sept. 25 were circulated.

(d) Congratulations and Condolences:

- Donation to Canadian Diabetes Association in memory of Edgar Stimpson, father of Scott Stimpson (Citizen/Building Services).

- Donation to Ontario Heart & Stroke Foundation in memory of Claire Barrette, mother of Claude Barrette (Citizen/Financial Services).

- Donation to United Way Ottawa in memory of Carl B. Crawford, father of Blair Crawford (Citizen/Editorial).

### **4. Treasurer's Report**

(a) Financial Report: (attachment) Debbie Cole reports an expected surplus on the General Fund of approximately \$10,000 by the end of the current fiscal year on Sept. 30. This is due in part to slightly higher revenue than budgeted, but also due to budgeted funds that were not spent in some line items. Conferences line item, which had been budgeted at \$15,000, came in slightly below that when all expenses from CWA Convention/TNG Sector Conference in July were included.

(b) 2010 - 2011 Budget: (attachment) Treasurer Debbie Cole, Secretary Gord Holder and Member-at-Large Randall Denley met recently to develop a proposed budget for 2010-2011 fiscal year. Most of the cost items are fairly stable and fixed, meaning there is little flexibility, and some of these items are rising faster than the local's revenues, which are based on members dues. A few items, such as conferences and strike donations, are more discretionary.

A key line item, as always, is conferences. Next year's list includes CWA Convention in Las Vegas, TNG Sector Conference in Orlando and CWA/SCA Canada Representative Council meeting in Montreal. Given delegate entitlements and available funds, the budget includes funding for one delegate to CWA, two to TNG and four to CWA/SCA Canada.

During discussion, Randall Denley spoke in general about creating a stabilization fund from accumulated savings of previous fiscal years. Debbie Cole is to discuss the concept with auditors so executive can then consider how this might be done.

Another item of discussion was the ONG website and its related costs. The site was developed under contract, but has proven too complex. Andrea Sirman had been working on the site, but is no longer on the executive. President Lois Kirkup has discussed with a CWA/SCA Canada member in Victoria who has worked on sites for two locals there the idea of redesigning/reworking the site. Quotes have been in the range of \$1,000 to \$1,500, depending on the work involved. Executive must discuss further what we want the website to do for us.

M/ by Terry Garner and S/ by Blair Crawford, that we contract with Gord Rufh of Victoria to redesign/tweak the ONG website at an approximate cost of \$1,000 to \$1,500.

CARRIED.

M/ by Debbie Cole, S/ by Gord Holder, to approve the proposed budget as presented and to take it to the membership for their approval on Sept. 22. CARRIED.

(c) 2009 - 2010 Audit: Bouris Wilson LLP, which has performed audits of ONG financial statements for several years, has submitted a quote of \$5,675 plus taxes for 2009-10. The proposal will be forwarded to the membership meeting on Sept. 22.

(d) HVAC Maintenance agreement: Bill for previous service call by Carmichael Engineering was \$430. The Guild will not sign a service agreement, but will ask for required maintenance to be performed.

## 5. **Unit Reports**

### **a) CTV Ottawa:**

(a) Posting grievance update: More change with appointment of a new news director. Need to schedule a new meeting with management to finalize the grievance settlement and to conduct another meeting with the membership as a whole, as was stipulated in the settlement.

(b) Newsroom Ergonomics: Problems were brought up at health and safety committee; committee's response was that desk lighting should be sufficient. Unit members will propose ergonomic assessment at next health and safety committee meeting. Quote from one firm is \$850 before taxes.

M/ by Debbie Cole, S/ by Terry Garner that ONG offer to pay for an ergonomic assessment of the work areas of members at CTV Ottawa while also asking company to pay for half. CARRIED.

(c) New news director hired. Previous director left and was replaced by former A Channel news director.

**b) DLR International:** No report.

**c) Delta Reprographics:** Former member who left company in February 2009 and had issues with tax form and vacation pay contacted Treasurer Debbie Cole. She met with company management and it appears that the paperwork provided by the employer was legitimate.

(a) No new dues cheque has been received from the company, which is supposedly seeking another new accountant.

**d) Ottawa Citizen**

(a) Unit - Postmedia Network: No response yet from Paul Godfrey, head of Postmedia, about meeting between him and the PostMedia caucus representatives of CWA/SCA Canada.

(b) Unit - Voluntary Buyout Offers: 70-90 people have reportedly shown interest. Company is seeking certain salary figure reductions. No information yet on what company will look like after buyouts and what the workload for remaining employees/members will be. Postmedia conducted layoffs at non-union papers in Edmonton and Calgary. Executive members are advised to tell interested members that jobs will change over time.

(c) Financial Services - B-3 Agreement: One person who had been splitting time between switchboard and higher classification will now be paid at higher classification full-time.

(d) Editorial - Member LTD claim update: Senior writer had been denied by ManuLife, but with advice of ONG legal counsel, the claim is being revised. Case is still active.

(e) Editorial - Member Sick leave/LTD update: Online department employee. Claim approved.

(f) Editorial - Newsroom training: Posting for four temporary copy editors was put up to cover Saxotech training period for current members/employees. Scheduling of training not yet available.

(g) Editorial - Scheduling: Student who had been working as page designer and then copy editor, both on internship, had been part of University of Ottawa internship program, for which she was required to sign up for a \$400 summer course.

6. **Arbitrations**

No report.

7. **Committees**

(a) Personnel

(b) Communications

(c) Health & Safety - ONG JHSC representative Terry Garner is one of those employees considering a Postmedia buyout proposal. Executive to check with at-large member Jeff Parks about becoming certified member of the JHSC as he is already a committee member.

(d) Grievance

(e) Guild Awareness / Mobilization

(f) Finance

(g) Organizing

(h) Elections

(i) Bylaws - look at changes needed re Retired members; meeting to be scheduled for October.

8. **Internal Guild**

(a) ONG Website: See above.

(b) Postmedia Network Caucus

(c) Delegates to TNG Sector Conference, February 2-6, 2011, Orlando, FL  
President Lois Kirkup proposed herself and Secretary Gord Holder as delegates, with Treasurer Debbie Cole as alternate. Proposal to be forwarded to ONG general membership meeting on Sept. 22.

(d) Delegates to CWA Convention, July 11-13, 2011, Las Vegas, NV  
Lois Kirkup will be the suggested delegate for consideration at Sept. 22 membership meeting.

9. **Outside Issues**

a. Workers Health & Safety Centre Training - course info attached.

10. **Other Business**  
Executive will make formal request to Citizen management for meeting in October to discuss employee morale and other related matters.
11. **Lost Time Notification:** Lost time for Debbie Cole, Blair Crawford, Terry Garner, Lois Kirkup, Julie Oliver.
12. **Upcoming Meetings:**
  - Next General Membership meeting - **Wednesday, September 22, 2010**, 12 noon, Ottawa Citizen Conference Centre.
  - Please note date change for the next Executive Committee meeting - **Tuesday, October 19, 2010**, 12 noon, Guild office.
13. **Adjournment**  
M/ by Gord Holder to adjourn at 1:30 p.m. S/ by Julie Oliver. CARRIED.