

# **MINUTES: Executive Meeting**

## **Tuesday, October 18, 2011**

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

Meeting called to order by Debbie Cole at 2:05 p.m.

In attendance: Rob Bostelaar, Debbie Cole, Tony Cote, Gord Holder, Jacquie Miller, Julie Oliver, Jeff Parks, David Reevely; observer - Peter Bennet.

Absent: Blair Crawford, Jonathan Rotondo, Delta and DLR reps.

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

M/ by David Reevely to approve agenda. S/ by Julie Oliver. CARRIED.

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

(a) Good Standing Report:

Vice-President vacancy: M/ by Rob Bostelaar, S/ by Julie Oliver, to appoint Jeff Parks, (Citizen/Building Services) as Vice-President until the next general membership meeting in December 2011. CARRIED.

(b) Adoption of Minutes:

M/ by Jeff Parks to adopt the September 21, 2011 Minutes. S/ by Gord Holder. CARRIED.

(c) Correspondence: The Victoria/Vancouver Island Newspaper Guild sent letter regarding Times-Colonist's attempt to add HST to invoices for Guild leave and other costs. That local has so far refused to pay the HST on such invoices. The letter advises other locals to be aware of the matter.

Thank you letters from TNG for donation to 2011 Freedom Award Fund; from Canadian Journalists for Free Expression for ONG annual membership fee and donation; and from ODLC for donation to 2011 Labour Day March and Picnic.

(d) Congratulations and Condolences:

•Basket to Kristy Nease (Citizen/Editorial) - injury.

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

(a) Financial Report: (attachment) Sept. 30 was end of fiscal year. President/Treasurer Debbie Cole was to meet with the ONG bookkeeper to prepare the statements for the auditors, and it was expected that the audited final statements would be available in time for the December general membership meeting. The unaudited statements (see attachment) indicated a surplus of \$10,697.75 for the fiscal year.

Tony Cote (Retiree) raised example of other unions that used member trustees, but not board members, to examine financial statements, which would be less expensive than a full annual audit. During discussion, requirements for audits were cited in CWA and TNG Sector constitutions, as well as the CWA/SCA Canada requirement for an annual audit or prepared financial statement. President/Treasurer Debbie Cole was also to discuss the issue with the bookkeeper and the auditors.

M/ by Tony Cote, S/ by Rob Bostelaar, That, for the spring National Representative Council meeting of CWA/SCA Canada, this local put forth a motion exploring the idea of lessening the audit requirement while still maintaining other oversight options.

CARRIED.

(b) Executive Honorarium (President +): Since the election of Debbie Cole as Local President, she has also served as Treasurer, with the terms for both positions ending in December 2011. After discussion, it was the executive's consensus that it was appropriate for her to receive the pro-rated honorarium for President as well as the remainder of the honorarium for Treasurer. The executive honoraria amounts were previously included in the ONG annual budget and were approved by the general membership.

(c) Special Projects Fund - Service/Membership Awards: During the September general membership meeting, discussion of a possible ONG membership/service recognition award program was referred to the executive. President/Treasurer Debbie Cole discussed the aim of promoting Guild Awareness/Mobilization, which was also supported by Citizen Unit Chair Jacquie Miller and David Reevely. Julie Oliver raised a concern about possible costs. Tony Cote suggested that using Special Projects Fund to cover such a program was not satisfactory. No decision taken at this time.

## 5. **Unit Reports**

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

No report.

### **b) DLR International:**

No report.

### **c) Delta Reprographics:**

(a) Contract Bargaining: No report from Unit, but ONG executive assistant Pat Cavalier reported that Unit Chair Sam Chalati had indicated no negotiation meetings had yet been scheduled, though he was going to try to meet with unit members and CWA/SCA Canada staff rep Dave Wilson.

### **d) Ottawa Citizen**

(a) Photographers Grievance update: Pay-equity assessment forms were completed by two members. A meeting to present the completed forms to company management was to be scheduled.

(b) Assistant City Editor's position: President/Treasurer Debbie Cole to follow up on earlier discussion of sending letter to management.

(c) Article 2.3 Meeting requested with Management: Unit Chair Jacquie Miller to follow up on news desk scheduling matter. Some training for staff was being done.

(d) Editorial - Temporary Full-time Employees: A letter of agreement signed in late August said the company would hire the affected member as soon as a non-buyout vacancy was created. This has occurred, but there was not yet any documentation from the company confirming the hiring of this member on a full-time permanent basis. To be followed up.

(e) Editorial - LTD/Sick leave for two members: One member called President/ Treasurer Debbie Cole; advised that LTD eligibility period was to expire in early December unless it was extended; member wanted to return to work and had set up meeting with company; a previous return to work attempt had been unsuccessful; Citizen Human Resources wanted a representative from the insurer involved in the meeting. President/Treasurer Debbie Cole told company ONG would be happy to attend any meeting between the company and the member. Unit Chair Jacquie Miller was to be the Local's point person on this matter. Another member has used up his sick leave and was advised to apply for LTD. This member did so, and was accepted. Tony Cote suggests bringing up LTD as a bargaining issue and addressing it with the Postmedia caucus of CWA/SCA Canada.

6. **Arbitrations**

7. **Committees**

- (a) Personnel
- (b) Communications
- (c) Health & Safety
- (d) Grievance
- (e) Guild Awareness / Mobilization
- (f) Finance
- (g) Organizing
- (h) Elections
- (i) Bylaws - Article 5.06 (signing authority) Secretary Gord Holder volunteered to write proposed bylaw amendment that would allow for executive members other than the four table officers to be appointed as signing officers for the local. This would help cover in the event of vacancies, such as the recent vacancy for vice-president.
- (j) Retirees

8. **Internal Guild**

- (a) ONG Website

(b) Postmedia Network Caucus: Caucus chairwoman Lois Kirkup was trying to set up a conference call for Oct. 24 and had asked President/Treasurer Debbie Cole to join that call. There had been no further bargaining sessions set up between the Victoria/Vancouver Island local and the Times-Colonist. A membership meet was scheduled for Oct. 26.

9. **Outside Issues**

(a) ODLU Unions Counsellors: Info included in meeting package

(b) CLC Winter School: Course brochure included in meeting package

10. **Other Business**

11. **Lost Time Notification:** Lost time for Peter Bennet, Rob Bostelaar, Debbie Cole, Jacquie Miller, Julie Oliver, Jeff Parks, David Reevely.

12. **Upcoming Meetings:**

•Next Executive Committee meeting - **Tues., November 15, 2011, 12 noon**, Guild office

•Note - we have changed the date of the December executive meeting to  
**Tuesday, December 13, 2 p.m. start**

•Next General Membership meeting - **Wednesday, December 14, 2011,  
12 noon**, Ottawa Citizen Conference Centre

13. **Adjournment**

M/ by Gord Holder to adjourn at 3:20 p.m. S/ by Julie Oliver. CARRIED.