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**SPECIAL MEETING**  
**SATURDAY, MAY 10, 2008**  
Hyland Crest Senior Citizens' Home - Minden

**MINUTES**

**CALL TO ORDER AND ROLL CALL**

<u>POSITION</u>	<u>NAME</u>	<u>ATTENDANCE</u>
<b>Executive Committee</b>		
President	Lynn Raback	Present
Vice- President	Irene Redwood	Present
Recording Secretary	Fiona Williams	Present
Secretary-Treasurer	Tracey Benson	Present
<i>Chief Stewards</i>		
Custodial	Herb Pounder	Present
Maintenance	John Roycroft	Present
Office, Clerical	Vacant	N/A
Technical	Bill Campbell	Present
Educational Assistants	Debbie Gillan	Present
<b>Officers</b>		
Warden-Conductor	Tom Steinberg	Present
Trustees ...		
3 Year – to Dec 31 2010	Rob Parish	Absent
2 Year – to Dec 31 2009	Lisa Wokral	Present
1 Year – to Dec 31. 2008	Mary McKelvey	Excused

**PURPOSE OF THE SPECIAL MEETING AND BACKGROUND**

The Special Meeting was called to “debate and vote” on proposed changes to the CUPE Local 997 By-Laws.

The “Notice of Special Meeting” and a copy of “Proposed By-Laws Changes” was forwarded to all worksites, via the TLDSB Board Courier, to all 997 Communicators for Posting and circulation to all 997 Members; additionally, this information was posted on the CUPE 997 web site - [www.cupe997.ca](http://www.cupe997.ca) – Meeting Information February 29, 2008.

The proposed By-Law changes, as posted were reviewed section-by-section, both the original By-Laws and proposed changes viewed by overhead and screen. (Pages 3-5 attached to these Minutes.)

The proposed Motion regarding each of the Section and language changes came forward by our Recording Secretary, Fiona Williams with the Secunder being a “member in attendance” with then the opportunity for questions and debate and following closure of debate the “Motion was put to the Members” for a vote. The list of the Sections and Secunders is included below.

Upon completion of the review - completion of the “business of the Special Meeting”, the meeting adjourned – 10:35 a.m.

Motion: Irene Redwood                      Secunded: Kirk MacFarlane                      Carried

**SUMMARY Re Proposed Changes – CUPE Local 997 By-Laws – May 10, 2008**

- **Motion: Fiona Williams**
- **debate and vote – all changes “Carried”**

Section #	Section Name	Secunder
3	Meetings	Debbie Gillan
6	Executive Board and Officers	Lisa Wokral
8	Duties of Officers	John Roycroft
10	Standing Committees - Communicators & Good & Welfare	Tom Steinberg – Wendy Gliddon
15	Conferences, Conventions and Educationals	Irene Redwood
17	Elections – By-Elections	Herb Pounder
21	Out-of-Pocket Expenses	Irene Redwood
22	Standing Motions	Tracey Benson
App A	Expense Guidelines	Jerilyn Roycroft

**CUPE Local 997 Proposed By-Law Changes** – To be posted in all worksites. The proposed changes will be debated and voted on at a “Special Meeting” Saturday, May 10, 2008 – Hyland Crest Senior Citizens’ Home – Minden – commencing at 10:00 a.m. We will move into our Regular General Meeting following adjournment of the “Special Meeting”.

**SECTION 3 – MEETINGS**

3 Meetings per year: October, February and May at a central location of Trillium Lakelands District School Board; ~~to be held on the 2<sup>nd</sup> or 3<sup>rd</sup> Saturday of the month.~~

**Add**

In the event a quorum is not present for any Regular General or Special Meeting, following 15 minutes after the scheduled start time for the beginning of the meeting, the Chairperson shall declare all business referred to the Executive Committee for their execution and shall adjourn the Meeting.

**SECTION 6 - EXECUTIVE BOARD COMMITTEE AND OFFICERS**

Change references in all Sections of the By-Laws from “Executive Board” to Executive Committee.

**SECTION 8 - DUTIES OF OFFICERS**

The **President** shall: **Add**

- authorize and record all release for Executive and Committee Members
- have first preference as a delegate to the CUPE National *and CUPE Ontario* Conventions and have first choice on attending any Conferences, *Educationals – Workshops* while he is in office

The **Secretary Treasurer** shall: **Add**

- sign all cheques and drafts on the bank

**SECTION 10 - STANDING COMMITTEES**

**997 Communicators**

- keep up-to-date CUPE Local 997 information ~~Binders~~ received via Board Courier or by e-mail
- maintain a phone tree, ~~and home addresses~~ *and home/alternate e-mail addresses* of the CUPE members at their worksite
- upon resignation, or upon request by the Executive ~~Board~~ Committee the 997 Communicator will ensure the CUPE Local 997 Information ~~Binder and contents are~~ is returned to the Recording Secretary of the Local or turned over to their successor

**Good and Welfare**

In the event of the death of a 997 Member, their spouse, son, or daughter, a flower arrangement OR donation to the charity of the family's choice shall be sent to the family, not to exceed ~~\$75.00~~ **\$100.00**

**SECTION 15 – CONFERENCES, CONVENTIONS AND EDUCATIONALS**

**(See also Appendix A)**

Delegates to Conferences –Conventions and participants of Educational-Leadership Workshops will be paid transportation expenses, a maximum per diem allowance of ~~\$75.00~~ **\$85.00** per day for personal expenses and an amount equal to any loss of salary necessitated by attendance at the Conference –Convention – Educational. Accommodation will be provided including accommodation of a member's special needs, where required. ~~Same sex delegates shall share a double room.~~ (See Appendix A)

**SECTION 15 – Continued**

Delegates are authorized to make a donation in the name of the Local up to a maximum of \$200.00 for special collections at any Convention or Conference. Strike appeals will be to a maximum of ~~\$50.00~~ **\$100.00** for each strike. ....

**SECTION 17 – ELECTIONS**

**By-Elections**

Should an office fall vacant, a by-election will occur by advertising the vacancy as soon as possible to the members, with the by-election being held at the next Regular ~~General membership~~ Meeting.

**ADD:** The Executive Committee shall have the discretion to fill the vacant Office in the interim as per Section 16 b) and c).

**SECTION 21 - OUT- OF- POCKET EXPENSES**

The "per annum" allowance for miscellaneous expenses for the Executive Officers of Local 997 shall be as follows, paid semi-annually:

President*	\$1,000.00	
Vice-President	300.00	
Secretary-Treasure	<del>900.00</del>	500.00
Recording Secretary	<del>400.00</del>	500.00
Chief Stewards **	<del>500.00</del>	600.00
Chief Stewards ***	<del>350.00</del>	
Warden/Conductor	<del>400.00</del>	50.00
Trustees	50.00	

\* The President shall be on full time release as negotiated from time to time with the employer and approved by the membership.

~~\*\* Units with over 50 members~~

~~\*\*\* Units with 50 or under members~~

~~Determined by the number of members per unit in the month the out-of-pocket expenses are paid.~~

**SECTION 22 – STANDING MOTIONS**

3. Upon request ~~That~~ a cheque in the amount of \$100.00 will be given to a graduating student at each secondary school ..... at the graduation ceremonies.

8. On an annual basis 2 bursaries in the amount of \$500.00 each shall be ~~afforded~~ awarded to a son/daughter/ dependent of a CUPE 997 Member in good standing.

**ADD:**

CUPE Local 997 shall forward a donation of \$50.00 in response to "Personal Appeals" correspondence from School Board Locals or Locals serviced by the CUPE Peterborough Office.

**APPENDIX A – Expense Guidelines**

	* Mileage	Per Diem	Receipts	Accommodation	Details
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**CONVENTIONS, CONFERENCES**

Conventions	Yes	<del>\$75.00</del> per day <b>\$85.00</b>	Not required	Yes	
Conferences	Yes	<del>\$75.00</del> per day <b>\$85.00</b>	Not required	Yes	

**SEMINARS, WORKSHOPS, EDUCATIONALS**

- per diem shall be adjusted where any meals are included
- dependent upon location, time of event

- ½ day	Yes	\$ 15.00	Not required	No	
- all day	Yes	\$ 30.00	Not required	As determined by Executive	Dependent on travel distances and weather conditions
- evening/overnight	Yes	<del>\$ 75.00</del> per day <b>\$85.00</b>	Not required	Yes	

- Where a meeting occurs over a meal period, reimbursement shall be provided as follows:
- receipts must be submitted
  - the Local will not reimburse for liquor or incidental expenses (e.g.: movie rentals)
  - maximum allowable amounts: Breakfast - \$15.00 – Lunch - ~~\$15.00~~ **\$20.00** – Dinner - ~~\$30.00~~ **\$40.00**

\* Mileage – per employer’s rate – Car pooling is to be arranged whenever possible.

CUPE Local 997 By-Laws Review – September 07 to February 08

Feb 29 08 - Posted on CUPE 997 Web Site – [www.cupe997.ca](http://www.cupe997.ca) – Member Resources – CUPE Local 997 By-Laws and Meeting Information and hard copy to all Worksites via Courier.

To be debated and voted at Special Meeting – May 10, 2008 – 10:00 a.m. – Hyland Crest Senior Citizens’ Home – Minden