

**CUPE LOCAL 3905
Annual General Meeting 2019
November 08, 2019**

LUSU boardroom (UC 2020)- Lakehead campus and OA 3041- Orillia

Agenda

1. Call to order
2. Equality Statement
3. Roll Call of Officers
4. Presentation of agenda
5. Minutes of Last Meeting
6. Matters Rising
7. Treasurer's Report
8. Communications and Bills
9. Executive Committee Report
10. Personal Development Bursary
11. Nominations and Elections & Installations
12. Unfinished Business
13. New Business
14. Good of the Union

Attendance

S/N	Name	Dept/Faculty
1	Joseph Tassone	Computer Science
2	Ruth Joseph	Geology
3	Katelyn Wheeldon	Master of Public Health
4	Helen Otterman	Master of Public Health
5	Ellen Caroline Silverio Vieira	Graduate Studies
6	Ruth Amanna	Biology
7	Hongli Lyu	Graduate Studies
8	Mackenzie Simpson	Computer Science
9	Christian Leblanc	Natural Resources Management
10	Justin Stiles	Physics
11	Amy Hoad-Owen	Natural Resources Management
12	Wenhuan Xu	Natural Resources Management
13	Mahdieh Samavi	Graduate Studies
14	Oleksandr Grynko	Graduate Studies
15	Vira Grynko	Graduate Studies
16	Xuantong Chen	Biology
17	Chon Long Chio	Biology
18	Sarita Shrestha	Biology
19	Sai Peng	Natural Resources Management
20	Steven Beery	Natural Resources Management
21	Chen Chen	Natural Resources Management

Order of Business and decisions:

1. **Call to order:** Meeting called to Order by President Steven Beery at 4:47 **PM**
2. **Equality Statement:** Read out by President Steven Beery, 4:47 **PM**
3. **Roll Call of Officers:** President Steven Beery introduced all the executives, 4:48 **PM**
4. **Accept agenda:** Agenda presented 4:50 **PM**
Moved by: N/A
Seconded by: N/A
Discussion: None
Approved. Carried: All
5. **Minutes of Last Meeting:** Posted online in CUPE 3905 Site:
http://www.cupe3905.lakeheadu.ca/?attachment_id=1280
Highlights Read out by President Steven Beery. No further discussion. 4:50 **PM**
Moved by: N/A
Seconded by: N/A
Minutes Accepted, Carried: All
6. **Matters rising:** 4:52 **PM**
(1) N/A
7. **Treasurer's Report:** 4:52 **PM**
Financial Report Presented by Oleksandr Grynko
Financial Statement May 2019 to October 2019
 - (1) Open balance from 2019/20 retained earnings of \$67,466.41
 - (2) Income from union dues year-to-date \$31,997.98.
 - (3) Expenses year-to-date \$37,078.85.
 - (4) Retained Earnings as of October 31, 2019 is \$62,385.54, which is \$18,252.84 over last year at this time.

Financial Statement October 31, 2019	
BALANCE FROM PREVIOUS REPORT	\$67,466.41
INCOME AND EXPENSES FOR THE PERIOD	
INCOME	
Dues	\$31,997.98
Other	\$0.00
TOTAL INCOME:	\$31,997.98
EXPENSES	
CUPE Per Capita	\$10,879.31
Affiliation Fees	\$511.97
Salaries	\$3,600.00
Operating Expenses	\$2,037.57
Special Purchases	\$0.00
Executive Expenses	\$14,800.00
Bargaining Expenses	\$0.00
Grievances/Arbitration	\$0.00
Committee Expenses	\$0.00
Education	\$5,000.00
Contributions /Donations	\$250.00
Other	\$0.00
TOTAL EXPENSES:	\$37,078.85
<i>Surplus / Deficit</i>	<i>-\$5,080.87</i>
Retained Earnings - This Year	\$62,385.54

(5) Highlights:

- 15 Personal Development Bursaries (PDB) so far this year; totaling \$7,500.
- The executive committee reviewed the orientation packages to determine forms better suited for web based support rather than printing. This resulted in the total cost of the orientation packages of \$500.38, which produced a \$699.62 savings.
- Closing bank balance for October 31 - \$68,372.75.
- CIBC Mutual Fund valuation is at \$64,287.52 Market Value as of October 31.
- The budget committee has reviewed the 2019/20 Budget and has developed an updated Budget for the remainder of the year which they are recommending to the membership.

8. Budget Committee: 4:55 PM

Presented by Justin Stiles

(1) Reviewed expenditures and income for Q1 & Q2:

- Office supplies costs higher than budgeted due to inflation;

- Orientation costs reduced to reflect actual costs;
 - Proposed liaison position between CUPE, LUSU and the GSA has been removed reducing Donations budget by \$6,500; and
 - Number of members currently 497 compared to 410 in October 2018.
- (2) Adjusted budget to account for observed income trends.
- (3) Adjusted projected retained earnings for year end is \$74,670, which would provide the local with \$9,260 over the target of \$65,410.
- (4) Increased Professional Development Bursary budget by \$10,500 to reflect the high demand for support this year.
- (5) Recommend:
- Approving the 17 PDBs currently not funded.
 - Adjusting the 2019/20 Operating Budget as presented.

Account Description	Budget 2019 / 2020	Adjusted Oct 2019	Difference
3000 Retained Earnings - Previous Year	\$68,000.00	\$67,466.41	-\$533.59
4200 Dues from Lakehead University	\$95,000.00	\$128,500.00	\$33,500.00
1100 Interest Income	\$6,000.00	\$6,000.00	\$0.00
Total Income	\$169,000.00	\$201,966.41	\$32,966.41
5010 CUPE National Dues	\$32,300.00	\$43,690.00	-\$11,390.00
5020 CUPE Ontario Dues	\$1,520.00	\$2,056.00	-\$536.00
5030 Bond Premiums	\$300.00	\$300.00	\$0.00
5110 Honoraria - Executive	\$26,000.00	\$26,000.00	\$0.00
5120 Honoraria - Committees	\$5,400.00	\$5,400.00	\$0.00
5140 Professional Services	\$7,200.00	\$7,200.00	\$0.00
5150 Professional Development	\$1,500.00	\$1,500.00	\$0.00
5160 Appreciation	\$0.00	\$0.00	\$0.00
5170 GSA Orientation	\$750.00	\$750.00	\$0.00
5200 Office Space (rent)	\$400.00	\$400.00	\$0.00
5210 Office Supplies and Equipment	\$220.00	\$350.00	-\$130.00
5220 Printing	\$150.00	\$0.00	\$150.00
5230 Bank Charges	\$650.00	\$650.00	\$0.00
5240 Food	\$500.00	\$500.00	\$0.00
5250 Advertising	\$0.00	\$0.00	\$0.00
5260 Orientation	\$1,200.00	\$600.00	\$600.00
5270 Executive/General Meetings	\$1,000.00	\$1,000.00	\$0.00
5280 Bargaining	\$1,500.00	\$1,500.00	\$0.00
5290 Sponsorships/Donations	\$7,500.00	\$1,000.00	\$6,500.00
5300 Professional Development Bursary	\$10,000.00	\$20,500.00	-\$10,500.00
5310 Travel and Training	\$5,500.00	\$5,500.00	\$0.00
5320 LU Financial Award	\$6,000.00	\$6,000.00	\$0.00
5330 Grad Student Conference	\$1,200.00	\$1,200.00	\$0.00
5340 CUPE Bursaries and Awards	\$1,200.00	\$1,200.00	\$0.00
Total Expenses	\$103,590.00	\$127,296.00	-\$15,306.00
Surplus / Deficit	\$65,410.00	\$74,670.41	\$9,260.41

9. Trustee's report: 4:57 PM

Presented and Facilitated by Ellen Caroline Silverio Vieira

- (1) Reviewed the 2018 / 2019 financial statements and found everything in order.
- (2) Recommendations from the October 26, 2018 Trustees' Report has been implemented.
- (3) The local's digital and paper filing and financial reporting systems complies with CUPE National directives.

Financial Statement Year-to-Date		
BALANCE FROM PREVIOUS REPORT		\$46,540.34
3000 Retained Earnings - Previous Year		\$46,540.34
INCOME AND EXPENSES FOR THE PERIOD		
INCOME		
Dues		\$110,554.13
4200 Dues from Lakehead University	\$110,554.13	
Other		\$0.00
1100 Interest Income	\$0.00	
TOTAL INCOME:		\$110,554.13
EXPENSES		
CUPE Per Capita		\$37,596.77
5010 CUPE National Dues	\$37,596.77	
Affiliation Fees		\$1,989.19
5020 CUPE Ontario Dues	\$1,768.87	
5030 Bond Premiums	\$220.32	
Salaries		\$6,000.00
5130 Employee	\$0.00	
5140 Professional Services	\$6,000.00	
Operating Expenses		\$5,244.91
5200 Office Space (rent)	\$400.00	
5210 Office Supplies and Equipment	\$2,639.47	
5220 Printing	\$61.92	
5230 Bank Charges	\$284.00	
5240 Food	\$180.08	
5250 Advertising	\$0.00	
5260 Orientation	\$860.55	
5270 Executive/General Meetings	\$818.89	
Special Purchases		\$0.00
5160 Appreciation	\$0.00	
Executive Expenses		\$22,000.00
5110 Honoraria - Executive	\$22,000.00	
Bargaining Expenses		\$560.00
5280 Bargaining	\$560.00	
Grievances/Arbitration		\$0.00
Committee Expenses		\$4,900.00
5120 Honoraria - Other - Committees	\$4,900.00	
Education		\$14,250.00
5150 Training and Professional Development	\$0.00	
5300 Professional Development Bursary	\$14,250.00	
5310 Travel and Training	\$0.00	
Contributions /Donations		\$7,950.00
5290 Sponsorships/Donations	\$7,950.00	
5320 LU Financial Award	\$0.00	
Other		\$0.00
TOTAL EXPENSES:		\$100,490.87
Surplus / Deficit		\$10,063.26
Retained Earnings - This Year		\$56,603.60

10. Business arising: 4:58 PM

(1) Motion 1:

Motion to accept to fund the following PDBs:

Sanaz Sabaghi (500)	Jane Harder (500)
Ashley Salamon (500)	Vira Grynko (500)
Yurii Shepelytskyi (500)	Joseph Tassone (500)
Chon Long Chio (500)	Mackenzie Simpson (500)
Devon Lee (443.04)	Matthew Nagorski (500)
Mayisha Choudhury (500)	Peizhi Yan (500)

Shakira Mohammed (500) Umme Saika Kabir (500)
Justin Stiles (500)
Holly Fleming (not CUPE member this term; 250)
Brontë Vollebregt (not CUPE member this term; 250)
Moved by Steven Beery
Seconded by Chen Chen

(2) Motion 2:

Motion to accept the 2019 /120 Adjusted Budget recommended by the Budget Committee.
Moved by: Joseph Tassone
Seconded by: Ellen Caroline Silverio Vieira

(3) Motion 3: Motion to accept the Trustee's Report.

Moved by Sai Peng
Seconded Joseph Tassone

(4) Motion 4: Motion to accept the Treasurer's Report

Moved by: Ellen Caroline Silverio Vieira
Seconded by: Chen Chen

11. Communications and Bills, 5:01 PM

N/A

12. Executive Committee Report

(1) President's Report: 5:02 PM

As the bargaining is approaching, the President would like to work with all CUPE members for this bargaining. He encourages all members to actively take part in the bargaining by fill the surveys in the next semester and feedback all the concerns. He also joined the Health and Safety Committee routinely.

Presented by Steven Beery
Moved by: Joseph Tassone
Seconded by: Chen Chen

(2) Vice President's Report: 5:04 PM

N/A

(3) Report of the Stewardship Committee: 5:04 PM

Stewards for this year are as follows

- Natural Resources Management: Paul Benalcazar
- Engineering: Joseph Tassone; Niloofar Alipoormazandarani
- Sciences and Environmental Studies: Vira Grynko
- Social Sciences & Humanities: Matthew Benoit; Richard MullinCote
- Health and Behavioural Sciences: Katelyn Wheeldon
- Education: Robin Faye; Beverly Banno

- Business: No Steward
- Orillia: No Steward

During the past half year, there were several GA issues rising up. The main issue is about repaying GA scholarship. One of our CUPE member was asked to repay his money after he withdrew from Ph.D. program. His instructor said he did nothing on his GA duties. In order to solve this, we asked our CUPE member to give us the proof of his work. More importantly, it's wrong for instructor to judge that someone didn't do his job or had a bad performance after GAs finish the whole semester. Based on our Collective Agreement, there is no tracing back rule. The instructor should notify the work issue during GA work. After several meetings with HR, our CUPE member doesn't need to repay the scholarship at all. The second thing is that it's reasonable for one to have GA on the extended year if you don't hold four full-time appointments during the previous year. Lastly, it's mandatory for us to subscribe the GA benefits based on the Collective Agreements. You can not opt-out even you can have benefits from your spouse. Instead, your spouse and dependent can share the benefits with you.

Presented by: Sai Peng
Moved by: Joseph Tassone
Seconded by: Wenhuan Xu

(4) Secretary's report: 05:40 PM

- The Membership Committee has finished composing the bargaining survey (24 Q in total);
- Will submit a proposal to the Institutional Survey Management Committee of LU for permission to proceed;
- To encourage participation, we suggest do random draw among members finishing the survey and give bonus.

Presented by: Chen Chen
Moved by: Sai Peng
Seconded by: Wenhuan Xu

13. Unfinished Business: 05:42 PM

N/A

14. New Business 05:42 PM

N/A

15. Good of the Union

Adjourned: 05:42 PM

MINUTES COMPILED AND WRITTEN BY: Chen Chen

Date: November 8th 2019