

**CUPE LOCAL 3905
Annual General Meeting 2021
March 31, 2021
Zoom**

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. Nominations and Elections & Installations
11. New Business
12. Good of the Union

Attendance

S/N	Name	Dept/Faculty
1	Amy Hoad-Owen	Natural Resources Management
2	Ariadne Jevnikar	Education
3	Beverly Bannon	Education
4	Borys Komarov	Computer Science
5	Brandon Baldassi	Physics
6	Chen Chen	Natural Resources Management
7	Chon Long Chio	Biology
8	Christian Leblanc	Natural Resources Management
9	Ellen Silverio Vieira	Biology
10	Janak Khatiwada	Biology
11	Jonathan Diaz	Science and Environmental Studies
12	Leandra Howald	Social Sciences & Humanities
13	Ligia Simba	Natural Resources Management
14	Madison Maki	Social Sciences & Humanities
15	Mahsa Janati	Biology
16	Matthew Benoit	Social Sciences & Humanities
17	Oleksandr Grynko	Chemistry and Materials Science
18	Paul Benalcazar	Natural Resources Management
19	Rozita Zare	Natural Resources Management
20	Sai Peng	Natural Resources Management
21	Sarah Whorpole	Social Sciences & Humanities
22	Sarita Shrestha	Biology
23	Steven Beery	Natural Resources Management

24	Taylor Onski	Social Sciences & Humanities
25	Temitope Ojo	Natural Resources Management
26	Tristen Thibault	Physics
27	Vinicio Guaman	Natural Resources Management
28	Vira Grynko	Chemistry and Materials Science

Order of Business and decisions:

1. **Call to order:** Meeting called to Order by President Steven Beery at **04:44 PM**
2. **Equality Statement:** Read out by President, **04:45 PM**
3. **Roll Call of Officers:** President Steven introduced all the executives, **04:47 PM**
4. **Accept agenda:** Agenda presented **04:49 PM.**
Moved by: Matthew Benoit
Seconded by: Ellen Silverio Vieira
Discussion: None
Approved. Carried: All
5. **Minutes of Last Meeting:** Posted online in CUPE 3905 Site: Highlights Read out by President Steven. No further discussion. **04:51 PM**
Moved by: NA.
Seconded by: NA.
Minutes Accepted, Carried: All
6. **Matters rising: 04:51 PM**
 NA
7.
 - 7.1. **Treasurer's Report: 04:51 PM**
 Financial Report Presented by Oleksandr Grynko
Financial Statement May 2020 to April 2021
 - (1) Open balance of \$88,409.36
 - (2) \$91,625.75 in income from dues and our mutual fund.
 - (3) \$99,812.31 in expenses
 - (4) Total Deficit is \$ 8,186.56
 - (5) Retained earnings for 2020 /21 projected to be \$80,222.80.

Financial Statement March 15, 2021

BALANCE FROM PREVIOUS REPORT	\$88,409.36
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INCOME AND EXPENSES FOR THE PERIOD

INCOME

Dues	\$91,625.75
Other	\$0.00
TOTAL INCOME:	\$91,625.75

EXPENSES

CUPE Per Capita	\$36,313.76
Affiliation Fees	\$2,326.57
Salaries	\$7,200.00
Operating Expenses	\$610.64
Special Purchases	\$0.00
Executive Expenses	\$24,000.00
Bargaining Expenses	\$0.00
Grievances/Arbitration	\$0.00
Committee Expenses	\$0.00
Education	\$3,361.34
Contributions /Donations	\$26,000.00
Other	\$0.00
TOTAL EXPENSES:	\$99,812.31
Surplus / Deficit	-\$8,186.56
Retained Earnings - This Year	\$80,222.80

(6) Highlights:

- COVID has affected everyone's life;
- Usually the local supports orientation services through the GSA, the cost to attend training and conferences by members through the Personal Development Bursaries, supports the Grad Student Conference and the LU Financial Awards;
- This year most activities continued through virtual formats, substantially reducing the cost of these supports especially from lack of participation by members;
- We only had 10 Personal Development Bursaries (PDB) this year; totaling \$3,361.34, leaving a \$16,638.66 budget surplus;
- The virtual format adopted for orientation and meetings created an additional budget surplus of \$9,650.00;
- The Budget Committee identified a need to support members negatively impacted by the COVID pandemic by redirecting a large portion of the budget surplus to a COVID Bursary for our members;
- In November, the Budget Committee reviewed the 2020/21 budget and developed an updated budget for the remainder of the year to better use the budget surplus resulting from LU's COVID protocols;
- The Budget Committee recommended to the Executive Committee that the local provide Lakehead University with \$20,000 to distribute forty \$500 bursaries to CUPE local 3905 members that have a financial need;
- The LU Financial Award of three \$1,000 bursaries was double to six \$1,000 awards to support members that are single parents and foreign students with financial need;
- These budget adjustments will not affect the financial sustainability of the local;
- Closing bank balance for March 15 was \$98,852.92;
- CIBC Mutual Fund valuation is at \$70,372.80 Market Value as of March 15.

7.2 Budget Committee: 5:01 PM

Presented by Brandon Baldassi

Proposed Budget

- (1) We have budgeted \$750 to support the GSA's Orientation activities subject to agreement between the local and GSA Executive Committees on projected outcomes;
- (2) As Ontario is plan to maintain COVID restrictions until September 2021, we are recommending budgeting to support 15 PDBs next year as directed by the bylaws;
- (3) We are proposing an operating budget of \$131,468 for 2020 /21, which includes forty \$500 COVID Bursaries and six \$1,000 LU Financial Awards;
- (4) We are projecting a year end retained earnings for April 2022 of \$90,488;
- (5) Recommend:
 - Support the broader Lakehead community by donating \$750 to Regional Food Distribution Association and \$750 to Roots to Harvest in April 2021;
 - Provide \$20,000 to Lakehead University for the forty \$500 COVID Bursaries in 2021/22 exclusively for CUPE local 3905 members;

- Provide \$6,000 to Lakehead University for the six \$1,000 LU Financial Awards exclusively for CUPE local 3905 members;
- Approve the operating budget outlined in the proposed 2021/22 budget.

Budget 2021/2022	
Account Description	Budget 2021 / 2022
3000 Retained Earnings - Previous Year	\$94,517.09
4200 Dues from Lakehead University	\$121,400.00
1100 Interest Income	\$6,000.00
Total Income	\$221,917.09
5010 CUPE National Dues	\$41,276.00
5020 CUPE Ontario Dues	\$1,942.40
5030 Bond Premiums	\$400.00
5110 Honoraria - Executive	\$26,000.00
5120 Honoraria - Committees	\$5,300.00
5140 Professional Services	\$7,200.00
5150 Professional Development	\$1,500.00
5160 Appreciation	\$0.00
5170 GSA Orientation	\$750.00
5200 Office Space (rent)	\$400.00
5210 Office Supplies and Equipment	\$350.00
5220 Printing	\$150.00
5230 Bank Charges	\$300.00
5240 Food	\$500.00
5250 Advertising	\$0.00
5260 Orientation	\$1,200.00
5270 Executive/General Meetings	\$1,000.00
5280 Bargaining	\$1,500.00
5290 Sponsorships/Donations	\$1,500.00
5300 Professional Development Bursary	\$7,500.00
5310 Travel and Training	\$5,500.00
5320 LU Financial Award	\$6,000.00
5330 Grad Student Conference	\$1,200.00
5340 CUPE Bursaries and Awards	\$20,000.00
Total Expenses	\$131,468.40
Retained Earnings	\$90,448.69

7.3 Trustee's report: 5:05 PM

Presented and Facilitated by Chon Long Chio

Reviewed the 2019 / 2020 financial statements and found everything in order.

- (1) As of April 30, 2020 the local owed CUPE National and affiliates \$6,265.20 for April's per capita payments and the bond. This was reconciled in December 2021.
- (2) The local's digital and paper filing and financial reporting systems complies with CUPE National directives.

Financial Statement Year-to-Date April 2019-2020		
BALANCE FROM PREVIOUS REPORT		\$67,466.41
3000 Retained Earnings - Previous Year	\$67,466.41	
INCOME AND EXPENSES FOR THE PERIOD		
INCOME		
Dues		\$124,692.93
4200 Dues from Lakehead University	\$124,692.93	
Other		\$0.00
1100 Interest Income	\$0.00	
TOTAL INCOME:		\$124,692.93
EXPENSES		
CUPE Per Capita		\$37,166.59
5010 CUPE National Dues	\$37,166.59	
Affiliation Fees		\$1,256.59
5020 CUPE Ontario Dues	\$1,256.59	
5030 Bond Premiums	\$0.00	
Salaries		\$7,200.00
5130 Employee	\$0.00	
5140 Professional Services	\$7,200.00	
Operating Expenses		\$2,298.58
5170 GSA Orientation	\$0.00	
5200 Office Space (rent)	\$400.00	
5210 Office Supplies and Equipment	\$320.84	
5220 Printing	\$0.00	
5230 Bank Charges	\$281.00	
5240 Food	\$39.78	
5250 Advertising	\$0.00	
5260 Orientation	\$500.38	
5270 Executive/General Meetings	\$756.58	
Special Purchases		\$0.00
5160 Appreciation	\$0.00	
Executive Expenses		\$23,601.80
5110 Honoraria - Executive	\$23,601.80	
Bargaining Expenses		\$282.50
5280 Bargaining	\$282.50	
Grievances/Arbitration		\$0.00
Committee Expenses		\$3,300.00
5120 Honoraria - Other - Committees	\$3,300.00	
Education		\$20,443.92
5150 Training and Professional Development	\$0.00	
5300 Professional Development Bursary	\$20,443.92	
5310 Travel and Training	\$0.00	
Contributions /Donations		\$8,200.00
5290 Sponsorships/Donations	\$1,000.00	
5320 LU Financial Award	\$6,000.00	
5330 Grad Student Conference	\$1,200.00	
5340 CUPE Bursaries and Awards	\$0.00	
Other		\$0.00
TOTAL EXPENSES:		\$103,749.98
Surplus / Deficit		\$20,942.95
Retained Earnings - This Year		\$88,409.36

7.4 Business arising: 5:06 PM

(1) Motion 1:

Motion to accept the proposed 2021/22 Budget recommended by the Budget Committee.

Moved by: Ellen Silverio Vieira

Seconded by: Matthew Benoit

(2) Motion 2:

Motion to support the broader Lakehead community by donating \$750 to Regional Food Distribution Association and \$750 to Roots to Harvest in April 2021.

Moved by: Matthew Benoit

Seconded by: Amy Hoad-Owen

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

Moved by: Matthew Benoit

Seconded by: Chen Chen

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

Moved by: Beverly Bannon

Seconded by: Matthew Benoit

8. Communications and Bills, 5:17 PM

N/A

9. Executive Committee Report

(1) President's Report: 5:18 PM

Due to the COVID, LU allowing off-campus work, extending deadline for GAs paperwork in this term. Looking into the future, Steven suggested the following executives resolve issues surrounding field school GAs; revisit grievance process (shorten timelines); find new ways to give back to membership (funding, time, etc.)

Presented by Steven Beery

Moved by: Oleksandr Grynko

Seconded by: Matthew Benoit

(2) Vice President's Report: 05:25 PM

The main duty is to lead the bargaining team and have done two days of bargaining with LU. We have reached a new collective agreement and will call an addition meeting later next month to get members' approval. Matthew also highlighted the main changes in the new collective agreement.

Presented by: Matthew Benoit

Moved by: Ellen Silverio Vieira

Seconded by: Beverly Bannon

(3) Report of the Stewardship Committee: 05:35 PM

Have received reported issues including:

- GA Position and Covid-19 Concern. Have communicated with HR and agreed to extend the deadline of GA's registration in this term.
- Have clarified to the members that GAs can access health benefits when not holding full-time GA Position.
- GA Positions & maternity Leave. Under current agreement GAs cannot have maternity leave during the first year of appointment.
- Permitting GAs for the field course will need future solutions.

Presented by: Sai Peng

Moved by: Madison Maki

Seconded by: Beverly Bannon

10. Nominations and Elections & Installations, 05:43 PM

Steven Beery facilitated the session. All executive positions were open. Anyone who is getting TA/GA next year (2021-2022) can run for the office.

(1) Trustees – Term of Office

Trustee for three years: Janak Khatiwada, **Nominated by:** Chon Long Chio

Trustee for two years: Sarita Shrestha, **Nominated by:** Chon Long Chio

Trustee for one year: Jonathan Diaz, **Nominated by:** Ellen Silverio Vieira

(2) Nomination for President: Temitope Ojo

Proposed by: Steven Beery

Temitope Ojo declared elected for this position

(3) Nomination for Vice-President: Paul Benalcazar

Proposed by: Matthew Benoit

Paul Benalcazar declared elected for this position

(4) Nomination for Secretary Treasurer: Vira Grynko

Proposed by: Oleksandr Grynko

Vira Grynko declared elected for this position

(5) Nomination for Chief Steward: Beverly Bannon

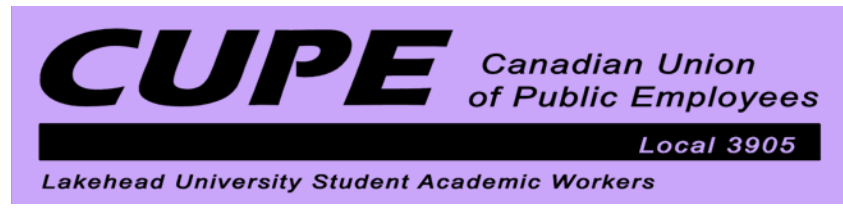
Proposed by: Sai Peng

Beverly Bannon declared elected for this position

(6) Nomination for Recording Secretary: Madison Maki

Proposed by: Chen Chen

Madison Maki declared elected for this position



11. New Business 05:54 PM

12. Good of the Union

Good of the Union and the AGM adjournment motion at 05:55 PM

Moved by: N/A

Seconded by: N/A

Motion Carried.

Adjourned: 05:55 PM

MINUTES COMPILED AND WRITTEN BY: Chen Chen

Date: March 31st 2021