



PROFESSIONAL STUDENT SERVICES PERSONNEL DISTRICT 12, OSSTF

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PSSP D12 EXECUTIVE MEETING DRAFT MINUTES September 21, 2011

Present: Olga De Melo, Nancy Vogel, Sharon De Four, Rowena Maclure, Carmel Turner, Sarah Fairweather, Peter Mallouh, Lucy Somers Heather Johnson, Cathy Renfrew

Regrets: Vladimir Vallecilla-Orozio, Harvey Bischof

1. Adopt Agenda: Moved: Carmel, Seconded: Heather CARRIED
2. AGM Wrap-up: Feedback from the AGM was given including one member who said that for some accessibility was awkward getting into the school and to the auditorium. The Draft minutes will be reviewed at a later date.
3. Approval of June 22, 2011 Minutes: Moved: Rowena, Peter CARRIED
4. BUSINESS ARISING: Exec members were informed of the procedures for claiming expenses. Seven members attended the Labour Day Parade which had a large showing from the District as OSSTF was leading the parade this year. Olga and Sharon attended the OSSTF D12 booth at the Pride Parade and there was lots of support and interest from LGBT students.
5. PROVINCIAL EXECUTIVE REPORT: Cathy Renfrew handed out a report from the Provincial Executive. She highlighted a number of points as detailed below including internal restructuring and personnel changes at OSSTF/FEESO. Although the Structures and Review Committee recommendations were not approved at AMPA, the Provincial Executive passed a motion last spring to continue the Committee's work and present a report to AMPA 2012. A review of the governance of OMERS is due under legislation and will occur this year. Premiums may be increased in 2012. OSSTF is looking for new presenters for workshops.
6. President's Report:
 - Pay Equity is progressing well.
 - OT/PT issue: November 18, 2011 is the next date set to meet with the Ontario Labour Review Board.
 - Executive Roles and Responsibilities: Executive members are now obliged to sit on at least two additional committees under the Constitutional changes enacted in June 2011.

- New Member Workshop: There was discussion about what would be relevant for new members such as information on: benefits, member engagement, role of the union, review of how meetings are run with Roberts Rules, professional boundaries, avoiding culpable behaviours, the possibility of Webinar on the new website, and helping members understand how PSSP is connected with D12 and Provincial Office. Discussion occurred regarding accessing PD and supplementary funds from Provincial Office to create workshops this year.
- Executive Planning for 2011-12: Training options for Executive were discussed. Topics of interest for Executive Members were: Meetings, Minutes and Motions and The Role for Exec members to Assist with Members' Concerns.

It was suggested that Executive members could attend staff meetings to give a brief update of Bargaining Unit issues on a regular basis. This will be on the agenda going forward.

- GALA/PD: We are holding the second annual PSSP Gala on April 4, 2012. The Gala will be held at a school and we need to consider possible student award candidates, as well as a location that will suit the event and be accessible to the students and their families. Trustee Bolton, among others, has been requesting information about this year's date for the PSSP Gala. More information to follow.

PD Day on February 17th was discussed. The format of the day was discussed. Last year's survey results indicated that many Members prefer discipline specific PD. Many of our members are invited to do PD workshops on that day. The PD Committee will begin working on the event early this Fall.

- October General Meeting: This will be on October 26th. It will be in a school but the location is still to be confirmed. The Bargaining Unit finances from the past two years will be on the agenda.
 - Grievance Update: A Grievance that was settled in our favour in Arbitration is being appealed by the Board. There are several other Grievances proceeding at different stages. Most people who were on Home Assignments are now back at work, but two members are still on Home Assignment. There was a large number of Members sent home last year as was the case with other Bargaining units within the Board. All Itinerant CYWs are to be given telecommunication devices so Exec will be checking to ensure this occurs for all involved.
7. Committee Assignments: The assignments were assigned and discussed. Members will be invited to volunteer for Committees at the District and Bargaining Unit levels.
 8. TEOF: Toronto Education Opportunity Fund. This is a program to support student nutrition. We have contributed each year by buying a table. It will be held on Nov. 25 at the CNE and will consist of a dinner, silent and live auction. Tickets are \$100 each. If Executive members want to attend we will purchase tickets.

MOTION:

BIRT PSSP purchase a table at the TEOF Fundraiser with a cost up to \$1000.00.

Moved: Heather Johnson, Seconded: Sharon De Four, CARRIED

9. Vice- President's Report:

- The District is focused this month on the election and is coordinating a number of volunteer activities for the endorsed candidates. All Executive members are encouraged to volunteer and to reach out to encourage Members to volunteer and vote.
- Office Space Update: Our current space is not accessible and many members have indicated it would be preferable if we had a more central location. The pros and cons of renting versus owning were discussed as Nancy and Olga have been looking at rental properties this summer with a real estate agent. To get a central and accessible location, rents are in the \$2500/monthly range. We are currently paying under \$1200/monthly. The real estate agent began an initial search for commercial condos and there are some available near the Board Office at 5050 Yonge Street. Further discussion with the Membership is required and will be pursued this year. In the meantime it looks as if we will stay in our current location as the available, centrally located rental market is more expensive than our budget allows this year.
- The Access for Ontarians Disabilities Act (AODA) package for Executive Members was discussed as all union executives must be trained by January, 2012 on the Act. Executive will decide on training methods/dates at the next Exec meeting. Cathy Renfrew will attempt to forward us an Electronic version of the material.
- Leadership Conference Information for Executive Officers was shared regarding the rules of quorum and the meaning of the phrase, 'present and voting', as it affects our Executive Meetings.
- Website Update and Member Contest: It is hoped the new website will be running by September 29th. Discussion ensued about holding a contest to encourage Members to go to the website to complete a Member Information Form that will provide much needed up-to-date contact information. Executive was shown options for a new logo and discussed formatting. We will have the ability to put surveys on the website and share information more readily with the Membership.
- Last spring we hired an Accountant to do an Audit of the 2009-10 books while the Bookkeeper worked on the 2010-11 books. Unfortunately the Accountant is closing his business as a result of a personal situation, and has not forwarded work completed to PSSP. We have been able to retrieve the documents and equipment given to the accountant last spring, but were unable to get the work he had completed up to early June (about half of the audit, he informed us). This situation dragged out all summer as the accountant kept making appointments with the Vice-President and then rescheduling or not showing at the appointed day/time. We are pursuing another accountant to complete the work, being aware of the deadline of the GM in October.

10. Treasurer's Report:

BIRT the Treasurer will provide the Year-to-Date Report at the next Executive Meeting.
 Moved: Sharon de Four, Seconded: Sarah Fairweather CARRIED

The Treasurer reported on the Balance Sheet. Since the auditor's report is not available, she is unable to present an accurate budget report so will defer this to the October 12th Executive Meeting. Our investments have been moved to GICs as they will earn higher interest. New Visa cards have been issued to Olga and Nancy. We are receiving funds from the District based on 700.30 FTE.

11. Vacant Executive Positions: We have an opening for an Executive Officer and an Ed. Services Officer. Sharon De Four volunteered to be the Ed Services Officer as she held the position previously and would like to continue. The duties include liaison with other Bargaining Units and Provincial Office. Discussion occurred regarding this year's training and duties. Members will be asked to join committees.

BIRT PSSP approve up to \$600 to send 2 Executive Members to the Ed Services Conference in October 2011.

Moved: Sharon, Seconded Olga

CARRIED

12. Meeting Adjourned at 8:20pm
Moved: Nancy Vogel Seconded: Heather Johnson