



PROFESSIONAL STUDENT SERVICES PERSONNEL DISTRICT 12, OSSTF

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PSSP EXECUTIVE MEETING MINUTES January 12, 2011

Present: Olga De Melo, Kim Perry, Rowena Maclure, Gerry McLellan, Carmel Turner, Nancy Vogel, Sarah Fairweather, Peter Mallouh, Lasburn Gordon, Sharon De Four, Craig Brockwell
Regrets: Paul Elliot, Vladimir Vallecilla

1. ADOPT AGENDA: Moved: Peter Mallouh, Seconded: Nancy Vogel, CARRIED
2. APPROVAL OF DECEMBER MINUTES as Amended: Moved Nancy Vogel, Seconded: Carmel Turner, CARRIED

REVIEW OF DRAFT MINUTES FROM NOVEMBER 30, 2010 GENERAL MEETING: These were endorsed by Executive, and will be posted on the website for members to review. In February Executive will review the Draft Minutes from the June AGM.

3. BUSINESS ARISING: To be covered under appropriate agenda items.
4. PRESIDENTS REPORT:

MOTION:
BIRT we move into Executive Session
Moved: Rowena Maclure, Seconded: Olga De Melo
CARRIED

MOTION
BIRT we rise from Executive session
Moved Gerry McLellan, 2nd Sharon De Four
CARRIED

Executive received an update on Pay Equity and Grievances during Executive Session. Olga met with Chris Bolton, Chair of the Board to discuss our services and hopes to develop a positive working relationship.

MOTION:

BIRT PSSP Exec approve up to \$1500 to create a kiosk that would serve the purpose of promoting our services.

Moved: Gerry McLellan, Seconded: Lasburn Gordon

CARRIED

Olga, Gerry, Lasburn and Sharon and will meet to develop the appropriate material. Craig advised Executive of possible support from Provincial Office
Olga will be away from the office from Jan. 19-26, 2010.

5. **TREASURER'S REPORT:** Kim presented an up to date financial balance sheet. She will be attending a workshop at the Provincial Office on January 17, 2011. Concern was raised that the 2009/2010 financial accounts have not been closed as of yet. In response to a question from a member regarding the reporting of the honorariums granted to the President and Treasurer on November 30, 2010 for tax purposes, direction will be sought from Provincial Office as to the appropriate protocol.

MOTION:

BIRT PSSP Executive direct the Treasurer to complete and close the 2009/2010 financial accounts no later than January 31, 2011 with the assistance of the Provincial Office.

Moved: Sharon de Four, Seconded: Lasburn Gordon

MOTION:

BIRT the PSSP Executive direct the Treasurer to update the 2010/2011 financial accounts through January 31, 2011 no later than February 28, 2011 and develop best practices and procedures going forward, with the assistance of Provincial Office.

Moved: Sharon De Four, Seconded: Lasburn Gordon

CARRIED UNANIMOUSLY EN BLOC

6. **PD REPORT:** The PD day on February 18, 2011 will be a joint venture with management. The Chiefs should be communicating information about location shortly to their staff. It will be held at 89 Chestnut St. at the University of Toronto Conference Centre. There is space for several break-out rooms. The theme will be "From Protection to Practice". The day will include self-care and best practices. The keynote speaker is Kelly Walker who is well recommended. We will explore the possibilities of have outside registrants for a fee. Cavendish Books will attend and there may be a fee from them which we discussed donating to a worthy cause. OSSTF will be presenting 4 workshops.

7. **SOCIAL WORK NOTES:** This issue is continuing to be explored with Management.

8. **URBAN HIGH SCHOOL PRIORITY PROGRAMS:** There are difficulties with the roles and responsibilities of our members in these programs and there will be further discussion with Management to work towards solutions.

9. CUPE REQUEST: CUPE is proposing to give gift cards to some of the Office Administrators at the February PD Day and has requested that all the Federations contribute towards this venture.

MOTION

BIRT PSSP donate \$200 to CUPE in support of their February 18th initiative.

Moved Kim Perry, Seconded Gerry McLellan

CARRIED

10 COMMITTEE REPORTS: Executive members reported on the Committees they sit on.

11. COMMUNICATIONS UPDATE: Kim reported that the website is now up and running. No one has posted on the blog as yet. There will be a meeting on February 23, 2010 to develop it further. Executive Members are asked to visit the new website and bring suggestions to the next meeting or email them to Committee members.

12. PROVINCIAL STANDING COMMITTEES: Nominations are now being taken for vacancies on Standing Committees. The information was made available to Executive to see if they wish to volunteer.

13. BUSINESS ARISING:

- Sharon requested that she have the ability to send out mass emails to the membership related to her role as Health and Safety Inspector.

BIRT THE PSSP Health and Safety Inspector be given the ability to send out mass emails to the members related to Health and Safety topics upon the approval from the President.

Moved: Sharon Seconded Gerry

CARRIED

- Review of Professional Support Services: There was an item in the summary of the Board minutes from December 15, 2010, indicating there is a proposal for an audit of our services by an outside agency. Olga will be enquiring further about the implications of this and reporting back to Executive.

MOTION TO ADJOURN: Moved: Carmel Turner, Seconded: Gerry McLellan, **CARRIED**
Meeting Adjourned at 7:55pm