

## Local 071 Council Meeting Minutes

Friday, January 28, 2022

9:00am – 5:00 pm

Via MS Teams

**1. Call to Order**

🕒 9:01 am

**2. Roll Call**

🕒 See attached list.

**3. Statement of Equality and Land Acknowledgement**

🕒 Read by Peter and Jenn.

**4. Moment of Silence**

**5. Introductions & Welcome**

Chair & PE Rep- Peter Steward (Bow Valley College- 011)

Vice Chair- Jill Siewert-Lemieux (Lethbridge College- 001)- regrets

Secretary- Jenn Carkner (Bow Valley College- 011)

Treasurer- Karl Marten (Lethbridge College- 001)

OH&S Liaison- Michael Doughty (Lethbridge College- 001)

Staff Rep- Susan Anderson

Guests- Sandra Azocar, Darren Graham, Mike Dempsey, Susan Slade, Bobby-Joe Borodey.

**6. Adoption of Agenda**

(M/S/C)

🕒 Moved by Peter, seconded by Karl. Carried.

**7. Adoption of Minutes- October 22, 2021**

(M/S/C)

🕒 Moved by Peter, seconded by Randy. Carried.

**8. Business Arising from Minutes**

🕒 Everything is included in today's agenda or completed.

**9. Reports of the Officers**

(M/S/C)

🕒 Chair & PE Rep

o See attached report.

o AUPE strongly encourages all meetings be held remotely.

o All chapters in Local 071 are currently in bargaining, and are facing challenges, particularly as monetary proposals are tabled.

o Lethbridge U and MRU faculty associations have reached impasse and are currently in a 2-week cooling off period.

o UNA ratified their new CA yesterday.

o All PSE AUPE bargaining teams will be invited to a strategy session in February/March.

o Chapter AGMs begin February 15<sup>th</sup>. Seven of 13 Local 071 Chapters have booked their meeting.

o Local 071 website has been updated with new resources.

- o Swag is being sent out as it arrives. Five members chose the in-kind donation to the AUPE Scholarship fund.
- o Labour School has been postponed until November 20-24, 2022.
- o Local Town Hall will be April 20, 2022.
- o Moved by Peter, seconded by Karl. Carried
- ☒ Vice-Chair (M/S/C)
  - o See attached report
  - o Moved by Peter, seconded by Melissa. Carried.
- ☒ Secretary (M/S/C)
  - o See attached report
  - o Moved by Jenn, seconded by Shahnaz. Carried.
- ☒ Treasurer (M/S/C)
  - o See attached report
  - o Moved by Karl, seconded by Cydney. Carried.

## 10. Chapter Meetings

- Each chapter is required to host 3 meetings for the membership per year as per the AUPE Constitution (clauses 23.06 and 23.12).
- Local reps, please push your Chapter Exec to hold more regular Executive meetings AND Chapter meetings.
- What are some barriers to holding meetings?
  - o Time
  - o COVID- distancing requirements and burnout
  - o Members- fear of being branded a “troublemaker”
  - o Lack of member contact information
  - o **Action: Peter to work with Chapter Execs around overcoming these barriers where possible.**
- Member engagement events count as meetings.
- What has been going well with Member Engagement?
  - o Ch.002- Walk-by grab a coffee and ask a question.
    - Planning a “drive-thru” engagement event.
  - o Ch.001- Gave out vouchers for food services- chatted as members picked them up.
    - One-on-one discussions can be more easily social-distanced, and some people are more comfortable that way.
    - Important lesson learned- offer a variety of times/days, when possible, to include members who work non-standard hours.
  - o Ch.011- Social events online with Q&A section and games.
    - Monthly Newsletter (The Buzz).

-----10:30- 15-minute break-----

## 11. Committee Reports & Recommendations

- ☒ Executive Committee
  - o Motion to be considered (attached)
    - ☒ Carried.
    - ☒ Who is interested in participating?

- Shannon Ball (Ch. 007), Leslie Marquardt (Ch. 010), Dan Gibbons (Ch.013), Colin Taylor (Ch. 002).
  - **Action- Vice-Chair will reach out to these members and begin the committee work.**
- ☒ Finance Sub-Committee
  - Error in one of the spreadsheets provided
    - ☒ See corrected version attached.
  - Motions to be considered (attached)
    - ☒ Motion #1
      - Motion to amend- see text in red.
    - Provide a list of guidelines/best practices re care and shipping of computers (e.g.- recommended shipper, packaging, etc.).
    - Purchase computer cases/laptop bag for each Exec computer. This would fall under “office equipment” and is discretionary.
    - Motion to amend moved by Melissa, seconded by Thomas. Carried.
    - Motion as amended moved by Peter, seconded by Melissa. Carried.
  - ☒ Motion #2 carried.

-----11:55- 60-minute lunch break-----

- ☒ Collective Agreement Sub-Committee
  - No meetings since last reported;
  - **Action: Melissa to organize next meeting.**
  - Would like to create a list of interesting clauses and language to be distributed to Chapters for bargaining.

## 12. Local Committees

- ☒ How do we want to approach the increasing call for sub-committees at the Local level (OH&S, EDI, etc.)
  - Often the same people stepping up- leads to lots of work.
  - OH&S- might be premature at this point
    - ☒ Before convention, the AUPE OH&S standing committee decided they needed to take a step back and re-evaluate due to legislation changes.
    - ☒ We should wait for direction from the standing committee before moving any further.
    - ☒ We will be able to appoint or elect OH&S liaisons at the Chapter level this year if there are openings. Ideally, the Local OH&S liaison would chair a committee of the Chapter OH&S reps.
  - EDI- It is part of the AUPE Strat Plan that each Local will develop an EDI committee.
    - ☒ AUPE is currently putting the finishing touches on Terms of Reference for Local sub-committees.
    - ☒ Goal is to elect an EDI committee at the AGM in May 2022.
    - ☒ Ideally, there will be cross-pollination between Local EDI committees across AUPE.

## 13. Election of YAC Representative

- ☒ Abou is stepping down as YAC rep and Local rep.
- ☒ Nominees: Shane Schrey (decline), Molly Garstad (accept).
- ☒ **Molly Garstad** elected by acclamation.

#### 14. Old Business

- ☐ Actions and Decisions Log
  - Attached.
  - An easy and user-friendly way to track actions and decisions.

#### 15. New Business

- ☐ New Chapter Member Orientation Packages
  - Peter has put out a call to all Local 071 Chapters to send current orientation materials.
    - ☐ **Action: Peter to compiling these and develop a generic Local 071 new member orientation package for use by all chapters.**

#### 16. Round Table

- ☐ What are your challenges? Successes? Do you need anything from your Local Exec?
- ☐ Ch. 001- Lethbridge College
  - Vouchers were a success.
  - College is doing an EDI survey at the moment, and the results will remain confidential.
  - College President is resigning as of end of May.
  - Bargaining- met last week, and there has been some movement on the monetary proposal: rollbacks and hour cuts have been taken off the table. Now proposing 4 years at 0%.
- ☐ Ch. 002- Olds College
  - Will we get new copies of the revised Constitution?
    - ☐ Digital copies are available online.
    - ☐ **Action: Peter will put out a call for anyone who wants a paper copy, and will order them from HQ**
  - Last met with employer in December- monetary was proposed- tried to rollback certain benefits and offered small increase.
    - ☐ Currently at impasse. Will hold a Town Hall with negotiator to determine way forward.
  - Chapter Exec is currently in flux (no Chair, Secretary stepping down).
- ☐ Ch. 004- Lakeland College
  - Bargaining committee has met once so far. Next meeting is Feb. 9; no monetary yet.
  - Had a couple a good member engagement event (pizza).
  - Workload and COVID has been an issue- people having to work from home while sick; people taking on extra duties to cover-off sick time.
  - TRC was not recognized.
    - ☐ Started a petition and got 100+ signatures to have this recognized.
- ☐ Ch. 005- Medicine Hat College
  - Bargaining has met twice- no monetary yet.
  - Pretty good relationship with the College.
  - New building being completed now with Indigenous Student Centre.
  - Giving out gift cards- but members are not liking this much. Looking at doing a drive-thru event.
- ☐ Ch. 006- AU Arts
  - Bargaining met in December- next scheduled meeting is Feb 14<sup>th</sup>.
  - Lots of damage to College infrastructure as a result of the extreme cold snap.
  - Lots of students on campus due to nature of curriculum.
  - One problem is the ever-expanding Executive at the expense of students and staff.
- ☐ Ch. 007- GPRC

- o GPRC is about to become “Northwestern Polytechnic”.
- o New president is good so far- signs that they are reversing some of the more destructive decisions of past president.
- o Paid parking has been removed, so it’s now free (again).
- o Becoming top-heavy. Continuing staff cuts, and more exec positions created.
  - ☒ Workload is an issue.
- o Not much re bargaining- no monetary. Likely nothing more until the spring.
- ☒ Ch. 008- Portage College
  - o Next bargaining meeting in March- waiting to see what everyone else does.
    - ☒ TRC was brought up at bargaining- it was made very clear that it should not be considered a day off.
    - ☒ May end up in mediation.
- ☒ Ch. 009- Northern Lakes College
  - o Going into budgeting- no updates so far.
    - ☒ No mention of cuts thus far, but there’s not much more to take- already barebones.
  - o Started lunch ‘n learns with new speakers every month.
- ☒ Ch. 010- NorQuest College
  - o Might be going to a compressed work week- just a rumour at this point.
  - o Top-heavy as well.
  - o Bargaining met yesterday- all non-monetary is signed off. No monetary proposal yet.
    - ☒ Looking at March for next meeting.
  - o AGM set for March 31<sup>st</sup>.
- ☒ Ch. 011- BVC
  - o Two major online social events- one in May and one in December.
    - ☒ Good combo of info, games, and prizes.
  - o Began a monthly newsletter in early 2021- includes info on courses, AUPE discounts, Collective Agreement articles, etc.
  - o Bargaining- last meeting on Jan 18<sup>th</sup>; next on Feb 17<sup>th</sup>.
  - o AGM is set for March 16<sup>th</sup>.
  - o Did a workload survey of members for bargaining.
- ☒ Ch. 012- Living Waters
  - o Bargaining- Employer is trying to “tier” employees based on education background and changing sick time.
- ☒ Ch. 013- Edmonton Catholic
  - o Brand new Executive and Local committee.
  - o Bargaining will meet on March 2<sup>nd</sup>.
  - o TRC was given off.
  - o Lots of inclusivity training.
  - o Lots of temp staff being hired (20-30 new members).
  - o New superintendent coming soon.
- ☒ Ch. 014- Red Deer Polytechnic
  - o Bargaining met last week and will meet again next week. It’s been very challenging.
  - o Lost staff due to vaccine mandates.
  - o Mostly working from home until Feb 22<sup>nd</sup>.

**17. Date of Next Meetings**

☐ AGM- May 27, 2022- Hopefully in person!

**18. Adjournment**

☐ 3:09 pm

**Jan 28 2022- Local 071 Council Meeting Attendance**

<b>Name</b>	<b>Chapter</b>	<b>Attendance</b>
Doughty, Michael	1	X
Marten, Karl	1	X
Reed Boogaart, Melissa	1	X
Siewert-Lemieux, Jill	1	Regrets
Marla Grossman	2	Regrets
Taylor, Colin	2	X
Boothman, Lonnie	4	X
Kastendieck, Andrea	4	X
McAleer, Thomas	4	X
Restoule, David	5	X
Angie Schaan	5	X
Gardner, Bill	6	X
Ball, Shannon	7	X
Ulliac, Linda	8	X
Bigstone, Lisa	9	X
Mbaye, Aboubakrine	9	X
Garstad, Molly	10	X
Marquardt, Leslie	10	X
Rodriguez, Cristina	10	X
Santos, Jessica	10	X
Carkner, Jennifer	11	X
Penalagan, Nadine	11	X
Raja Abid, Shahnaz	11	X
Steward, Peter	11	X
White, Stacey	12	X
Brown, Robert	13	X
Gibbons, Daniel	13	X
Malo, Dean	13	X
Schrey, Shane	13	X
Butler, Randy	14	X
Howey, Cydney	14	X
Marshall, Rhonda	14	X

<b>Guests</b>
Susan Anderson
Sandra Azocar
Bobby-Joe Borodey
Susan Slade
Mike Dempsey
Darren Graham

## **LOCAL CHAIR/PROVINCIAL EXECUTIVE REPORT TO LOCAL 071**

***Prepared by: Peter Steward, January 21, 2022***

### **INTRODUCTION**

Hello Local Council Members,

Happy New Year and welcome to the first Local Council meeting of 2022. I hope you each had an opportunity to take some time over the holidays to relax and refresh.

While I am sure we all had hoped for the new year to bring relief from the COVID situation we have been living with for the past 20 months, it seems Omicron had a different plan for us all. While we had initially planned for this meeting to be virtual, we are unsure what the next couple of months have in store and will need to evaluate the plan for the AGM planned for May 27.

AUPE released an [Update on In-Person Advisory for AUPE Member Activities](#), with this directive, at this time, it is recommended that no in-person meetings take place. The Local Executive will continue to monitor the situation and consult with the AUPE Executive as we get closer to the AGM date.

We continue to see challenges at the bargaining table. We are starting to see employers table monetary proposals that look very similar to the GOA agreement ratified in December. AUPE is looking to host a strategy session meeting with all PSE bargaining committees to look at how we can all support the various PSE tables and identify strategies to move address these challenges that will help lead us to successful negotiations outcomes for all our members.

We are seeing more and more faculty associations stepping up to push back on employers, most recently leading this charge was the Concordia University of Edmonton Faculty Association which made history as the first faculty association in Alberta to take job action. Currently, after failed mediation, the University of Lethbridge Faculty Association is in a two-week cooling-off period and will likely look to hold a strike vote following if they are unable to reach a deal.

While nobody ever hopes to be in a strike position, the strike action from CUEFA is inspiring and proves, that When We Fight, We Win! Thank you to all who supported the CUEFA be it on the picket line, participating in the letter campaign, or promoting awareness through conversation, social media, etc. Your support made a difference.

Additional updates and information follow. I Look forward to seeing you all virtually on January 28<sup>th</sup>.



## LOCAL CHAIR REPORT

I have been trying to send out any important information in my monthly updates to Chapter Executives so there is not too much to add here but I would like to reiterate some important information and provide a few general updates below.

### CHAPTER AGMS

Chapters can now begin booking their AGMs. Chapter Chairs need to contact their regional AUPE Vice President to book their AGM which must be held between February 15 – April 30, 2022. It is recommended that AGMs be held virtually, but there may be an opportunity to hold an in-person meeting depending on when your AGM is booked. If your Chapter is planning to hold an in-person meeting, where possible, a virtual option should be made available for members who choose not to attend in person and all COVID restrictions in place at the time of the AGM must be followed.

### VICE PRESIDENT REGIONAL ASSIGNMENTS AND STANDING COMMITTEE CHAIR APPOINTMENTS

AUPE Vice Presidents have been assigned their regional assignments and Standing Committee Chairs have been appointed. Please follow the links below for more information.

- [VP Regional Assignments](#)
- [AUPE Executive Contact Information](#)
- [Standing Committee Chair Appointments](#)
  - Standing Committee Chairs had until January 20, 2022 to make their committee appointments following the new amended Policy 15-6. Members appointed to a Standing Committee will be notified shortly following this date.

### LOCAL 071 WEBSITE UPDATES

We continue to build on our website for Chapters to easily access information and resources. Recent updates include:

- [Chapter Logos](#) – We have created a logo for each chapter, feel free to use these in your documents, communications, email signatures, etc.
- [Resources](#) – We will continue to build on this page but to start we have included some meeting resources including a meeting agenda and minutes template, as well as the new statement of equality, and treaty land acknowledgements which must be included in all AUPE meetings and events as directed in the [AUPE Constitution](#).
- [Meeting & Events Calendar](#) – All Local 071 events and large AUPE events are included in the Meetings & Events Calendar. If you have an event you would like to add to the calendar, please submit it using the [Chapter Event Form](#) or

send me an email. I ask that you please send me your AGM dates as they are booked.

If there is anything you feel is missing and should be added to the Local 071 website, please let me know. We are currently developing a general orientation package which will be posted to the website when complete.

## **2021 ANNUAL AUPE CONVENTION**

The 2021 Annual AUPE Convention was held virtually from December 1 to 4. I would like to thank all the Local 071 delegates who attended, while it was a much different experience than in person, Local 071 was well represented and we found ways to engage together as a group in the virtual world. Convention notes for each day can be found through the following links:

- [Day 1 – Convention Notes](#)
- [Day 2 – Convention Notes](#)
- [Day 3 – Convention Notes](#)
- [Day 4 – Convention Notes](#)

## **LOCAL SWAG**

The Local swag that was approved at the last Local Council meeting has been purchased and is slowly being received. For those who selected the jacket option, those have all been received and have been shipped to those individuals and should have received them or will receive them in the coming days. I am still waiting to receive the other items and will get those shipped as soon as I get them. 5 individuals opted out of a Local swag gift and chose to donate in-kind to the Members' Benefits Education Fund, we averaged the cost of swag to be \$150/person, so a donation has been sent for \$750.00 to the fund.

## **LOCAL 071 TOWN HALL**

The Local Executive is currently in the process of planning our next Local 071 town hall for all Local 071 members. We are looking at holding 2 virtual town halls each year. The next Local 071 virtual town hall will be held on April 20, 2020 6:00 p.m. to 8:00 p.m.

## **AUPE LABOUR SCHOOL**

There were 4 applications from Local 071 which were approved to attend Labour School from March 6 to 10, 2022.

- Colin Taylor, Chapter 002
- Jill Siewert-Lemieux, Chapter 001
- Lisa Cerny, Chapter 006
- Peter Steward, Chapter 011

Unfortunately, due to the current COVID situation with Omicron, PE has decided to postpone Labour School until November 21 to 25, 2022.

## **PROVINCIAL EXECUTIVE REPORT**

MEETING DATES: OCTOBER 28 & 19, 2021\* AND NOVEMBER 30, 2021

*\*Due to a schedule conflict with bargaining, I was unable to attend the October 28 & 29 PE meeting, Leslie Marquardt as PE alternate attended in my place.*

The next PE meeting is scheduled for February 3 & 4, 2022.

### **KEY UPDATES TO LOCAL COUNCIL**

- As part of the Enhanced Leadership Training in the Strategic Plan, PE participated in the Anti-Racism Workshop facilitated by the Alberta Civil Liberties Research Centre. This was the first of several training models that will be part of Enhance Leadership Training Initiative and will hopefully be rolled out to other Leadership groups in the future.

### **EXECUTIVE REPORTS AND COMMITTEE SUMMARIES**

- [Executive Officer Reports – October 2021](#)
- [AUPE Standing Committee Summaries](#)
- [Presidents Report – November 2021](#)

### **FINANCIAL STATEMENTS**

AUPE Financial statements are reviewed and approved at each PE meeting.

- [August and September Financial Statements](#)

### **STRATEGIC PLAN UPDATE**

The 2021 Strategic Plan was reviewed, and President Smith gave an update on the status of the goals, strategies, and indicators of success. Adding that many of the goals have not been met because of the pandemic. Key points were:

- Direct action for bargaining – about 450 captains are trained to run a picket line when required, this training can be utilized in all sectors if needed; organizing can assist Locals with workplace mapping
- Enhanced leadership – PE had the first workshop on anti-racism, the plan is to continue this training at Local and Chapter levels. Suggestions for training topics were public speaking, how to lobby, building solidarity in bargaining groups by sector. Vice President Borodey confirmed that the next Enhanced Leadership Training topic will be how to run a meeting followed by public speaking.
- Building solidarity – Some Chapters and Locals have been working together to share common struggles and find solutions
- Worksite direct action – some actions around bargaining, OHS, short staffing petitions, march on the boss, shows solidarity to the employer
- Political direct action – anti-privatization campaigns, met with MLAs, door knocking, constituency offices, networking with other committee leaders

- Education – core courses online completed, about 600 members took online courses since June
- IDE – recognizing the IDE barriers, policy changes through an IDE lens (ex. Labour school application), some Locals have IDE committees, Locals to review all local policies with the IDE lens (ex. Gender-neutral language)
- External outreach – continuously meeting with other major unions to share information and support
- HQ – the new building is complete and ready to open when safe.
- A new format and process for building and implementing the Strategic Plan is being developed for 2022, which will incorporate more PE, Local leadership, and staff input. This new process will not be fully developed and ready to be implemented until mid-2022. The current Strategic Plan will continue to be utilized as it is relevant to the goals and objectives of the union in the current context.

## **MOTIONS CARRIED**

### **Executive Committee**

- MOTION: To recommend to Provincial Executive to schedule the 2022 Provincial Executive Meetings as follows:
  - February 3 & 4, 2021
  - April 7 & 8, 2022
  - June 3 & 4, 2022
  - September 8 & 9, 2022
  - October 26, 2022 (pre-convention)
  - December 1 & 2, 2022
- MOTION: To recommend to Provincial Executive that Locals and Chapters book their 2022 AGMs with their assigned regional Vice-President. Scheduling can begin on January 15, 2022 and meetings will be held beginning on February 15, 2022. Locals and Chapters are encouraged to hold their AGMs virtually. When deemed necessary to meet in person, a hybrid model, where possible, should be made available for members who choose not to meet in person and current Covid restrictions are to be followed.
  - This motion was Carried at the November 30, 2021 pre-convention PE meeting and has been communicated to all Local and Chapter Chairs. Please see Chapter AGMs above.

### **Finance Committee**

- MOTION: To recommend to Provincial Executive to fund and open a Third-Party Advertising account.
  - This motion was carried at PE and \$20,000 was moved out of the Fightback campaign to the Third-Party Advertising account.

## Human Rights Committee

- MOTION: To recommend to Provincial Executive that Policy 15-6 Standing Committee Appointments and Form 15-11 Standing Committee Application Form be amended.
  - [Policy 15-6 Standing Committee Appointments](#) was amended as concerns were raised about the selection process, to be more inclusive, deleting the name from the application to remove any inherent biases, selection would be based on the criteria only, the form will be revised accordingly.

## Membership Services Committee

- MOTION: To recommend to Provincial Executive acceptance of Jim Wilson for AUPE Life Members.
  - Jim Wilson was a member of Local 060, a strong Union advocate who held many leadership positions during his tenure as a Union member including multiple terms on the Provincial Executive.
- MOTION: To recommend to Provincial Executive to amend Policy 10-5 Worksite Contact.
  - [Policy 10-5 Worksite Contacts](#) was amended to update the responsibilities of worksite contacts and the process for members to become worksite contacts.

Visit the AUPE website <http://www.aupe.org> for the most up-to-date union news, bargaining updates and campaign information. Always ensure your personal contact information is up to date by using the [Member Information Update Form](#). For Local specific information visit [www.aupelocal071.com](http://www.aupelocal071.com).

Thank you for taking the time to read my report, I hope you have an opportunity to review the additional reports and documents linked throughout. Should you have any questions or would like additional information please feel free to contact me. This report will be presented for discussion at our January 28, 2022 Local Council Meeting.

In Solidarity,

### Peter Steward

Local 071

Local Chair/Provincial Executive Rep

P: 403-650-7678

E: [chair@aupelocal071.com](mailto:chair@aupelocal071.com)

Vice Chair Report – January 28, 2022

Please accept my regrets for not being able to attend this meeting.

Things have been quiet since the last meeting. I had the opportunity to meet with the Chair and discuss the Vice Chair role a bit. Currently the role does not have a clear direction of roles and responsibilities to follow, but we are working on changing that.

I did attend Convention at the beginning of December. This was my first convention and I found it to be very beneficial. I was proud to be part of the democratic process in action. It was interesting to see it navigated in our virtual world.

Our Chapter will be back to meeting with the Employer this week. It is about time that these meetings resume so contract negotiations can continue.

I am working at getting trained in the software needed to keep the website up to date. Currently this has been falling to the responsibility of the Chair and to ease his workload, I welcome the opportunity to take this on.

I have been working on gathering data for a Local 71 Professional Development / Education fund. This is one of the topics that will be on the agenda today and I look forward to everyone's input on it.

In Solidarity

Jill Siewert-Lemieux

Vice Chair, Local 071



## Secretary's Report to Local 071 Council Meeting

January 20, 2022

Prepared by: Jenn Carkner

Hello Council Reps:

Happy New Year! I hope you're all weathering the latest wave of the pandemic with self-compassion and many, many deep breaths.

A lot has happened since we last met: Convention delegate training in November, Convention 2021 in December, and your Executive Committee met today, January 20<sup>th</sup>.

I'm happy to report that 24 delegates attended Convention Orientation on the afternoon of November 19<sup>th</sup>, and 27 of 28 delegates represented Local 071 at Convention 2021 from December 1-4 (one fell ill just before Convention began). Convention went quite smoothly considering that we all had to adapt to the virtual environment. Several of the Local 071 delegates participated in an online chat room throughout the four days, which brought some of the Convention spirit and camaraderie into our homes. We also hosted a candidates' forum after the formal agenda on the second day, and were thrilled to have many of the executive candidates drop by. There was some excellent discussion!

In other areas, I have completed the transition of our Local files to the MS Teams environment to ensure continuity and clarity for future Executive Committees; I have worked closely with your Chair to compile swag requests from the Local Council members and Convention delegates; And I am in the process of managing Time-off Requests and building the meeting package for our January 28<sup>th</sup> Council meeting.

You can contact me at [secretary@aupelocal071.com](mailto:secretary@aupelocal071.com), or via our website at <https://www.aupelocal071.com/>.

Thank you so much for the opportunity to serve as Local Secretary. I look forward to hopefully seeing you all in person someday soon, and virtually on Friday!

In Solidarity,  
**Jenn Carkner**

Local 071 Secretary

P: 403-617-9097

E: [secretary@aupelocal071.com](mailto:secretary@aupelocal071.com)

## January 2022 Treasurer Report

They say a picture is worth 1,000 words – well, this report then will have several thousand words for your enjoyment. As you can see from our Balance Sheet, we are doing quite well, mostly due to our reduced costs because of no in-person meetings. As an Executive, we are working on ways to get more money spent on our members at large, but we need buy-in from everyone on council.

Our Income Statement shows good and bad news, depending on your point of view – we earned over \$10,000 of interest from our investment this year - that's the good news. The bad news is that only two Chapters have requested their annual disbursement so far this year. I've included a "picture" of what each Chapter is eligible for – please go back to your Chapter and find ways to use this money for your members.

On the plus side, our membership is slowly rising over this time last year, but it is still far short of our pre-pandemic, pre-post-secondary funding rape by the UCP government. I've attached a spreadsheet showing our AUPE membership over the last few years.

Please feel free to discuss any questions or concerns you have regarding the information presented.

In Solidarity,

Karl Marten

Treasurer, AUPE Local 71



**AUPE Local 071**  
**Balance Sheet**  
As of January 19, 2022

	<b>Total</b>
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalent</b>	
1111 Bank Chequing	325,614.61
1116 Bank Savings	36,149.72
<b>Total Cash and Cash Equivalent</b>	<b>\$ 361,764.33</b>
1134 A/R - Member	0.00
1136 A/R - Member Expense Advances	0.00
1212 Investment - AUPE HQ	200,000.00
<b>Total Current Assets</b>	<b>\$ 561,764.33</b>
<b>Non-current Assets</b>	
1328 Capital Assets	6,855.94
1329 Accumulated Amortization - Capital Assets	-4,113.57
<b>Total Non Current Assets</b>	<b>\$ 2,742.37</b>
<b>Total Assets</b>	<b>\$ 564,506.70</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
3111 Accounts Payable - AUPE HQ	0.00
3112 Accounts Payable - Member	0.00
<b>Total Current Liabilities</b>	<b>\$ 0.00</b>
<b>Total Liabilities</b>	<b>\$ 0.00</b>
<b>Equity</b>	
Opening Balance Equity	351,807.86
Retained Earnings	144,190.82
Profit for the year	68,508.02
<b>Total Equity</b>	<b>\$ 564,506.70</b>
<b>Total Liabilities and Equity</b>	<b>\$ 564,506.70</b>

**AUPE Local 071**  
**Income Statement**  
 July 1, 2021 - January 19, 2022

	<b>Total</b>
<b>INCOME</b>	
5111 Revenue - Rebate	92,317.87
5211 Revenue - Interest	10,797.58
<b>Total Income</b>	<b>\$ 103,115.45</b>
<b>GROSS INCOME</b>	<b>\$ 103,115.45</b>
<b>EXPENSES</b>	
7154 Office Supplies	1,343.10
7175 Cell Phone	990.00
7197 Postage	2,672.12
7198 Courier	45.90
7256 Time-Off	13,621.39
<b>7272 Chapter Financing</b>	
001	0.00
002	0.00
004	0.00
005	3,097.04
006	0.00
007	0.00
008	0.00
009	0.00
010	0.00
011	4,060.00
012	0.00
013	0.00
014	0.00
<b>Total 7272 Chapter Financing</b>	<b>\$ 7,157.04</b>
7352 Gifts, Awards, Presentation - Members	1,300.00
7354 Donations	5,738.00
7400 Convention	1,739.88
<b>Total Expenses</b>	<b>\$ 34,607.43</b>
<b>NET INCOME</b>	<b>\$ 68,508.02</b>

Chapter Disbursements for 2021/2022															
Chptr	Members	Funding	30 Jun 2021	2021 AGM	Actual	People at	Additional	Total	Amount in	Instalment One	Cheque #	Instalment Two	Remainder		
(Average 2020,2021)			Bank Balance	Reimbursement	Funding	Multiple Site	Funding	Eligible Funding	Abvance	Amount	Date	Amount	Date	Cheque #	
1	327	450.00	\$4,486.47	1,230.00	0.00	3	250.00	250.00	450.00						250.00
2	157	630.00	3,543.48	630.00	0.00	0	0.00	0.00	630.00						0.00
4	277	600.00	4,775.89	600.00	0.00	25	1,000.00	1,000.00	600.00						1,000.00
5	155	630.00	682.96	450.00	397.04	8	250.00	647.04	232.96	3,097.04	2021-09-17	3838			(2,450.00)
6	81	2,720.00	2,134.87	1,110.00	1,695.13	0	0.00	1,695.13	1,024.87						1,695.13
7	52	1,230.00	1,142.53	300.00	387.47	0	0.00	387.47	842.53						387.47
8	107	630.00	1,363.55	1,140.00	406.45	25	1,000.00	1,406.45	223.55						1,406.45
9	112	630.00	4,533.95	990.00	0.00	25	1,000.00	1,000.00	630.00						1,000.00
10	386	450.00	3,213.66	690.00	0.00	25	1,000.00	1,000.00	450.00						1,000.00
11	331	450.00	1,980.31	2,010.00	450.00	8	250.00	700.00	0.00	4,060.00	2021-09-17	3839			(3,360.00)
12	75	1,230.00	882.25	570.00	917.75	25	1,000.00	1,917.75	312.25						1,917.75
13	352	450.00	2,837.59	750.00	0.00	25	1,000.00	1,000.00	450.00						1,000.00
14	263	600.00	2,134.87	1,410.00	0.00	0	0.00	0.00	600.00						0.00
	2674	10,700.00	33,712.38	11,880.00	4,253.84		6,750.00	\$11,003.84	\$6,446.16	\$7,157.04					3,846.80

**Chapter Membership from AUPE Headquarters - 2021-2022**

(Reflecting)	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Average
Chapter Count	2021/Jul	2021/Aug	2021/Sep	2021/Oct	2021/Nov	2021/Dec	2022/Jan	2022/Feb	2022/Mar	2022/Apr	2022/May	2022/Jun	
1	307	272	264	241	285	342							285
2	152	182	175	190	196	172							178
4	232	262	268	246	254	251							252
5	141	133	133	109	121	137							129
6	70	65	56	56	56	74							63
7	38	39	37	30	33	32							35
8	90	87	84	84	83	89							86
9	96	131	96	98	90	92							101
10	353	375	385	357	349	375							366
11	255	237	256	255	263	277							257
12	95	89	94	28	63	86							76
13	369	366	366	370	363	375							368
14	206	195	197	188	204	243							206
<b>Total Disbursements</b>	<b>2404</b>	<b>2433</b>	<b>2411</b>	<b>2252</b>	<b>2360</b>	<b>2545</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2401</b>
	<b>\$15,403.52</b>	<b>\$15,523.29</b>	<b>\$15,432.43</b>	<b>\$14,775.76</b>	<b>\$15,221.80</b>	<b>\$15,985.85</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$92,342.65</b>

**Chapter Membership from AUPE Headquarters - 2020-2021**

(Reflecting)	Apr-20	Apr-20	Jun-20	Jun-20	Aug-20	Aug-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Average
Chapter Count	2020/Jul	2020/Aug	2020/Sep	2020/Oct	2020/Nov	2020/Dec	2021/Jan	2021/Feb	2021/Mar	2021/Apr	2021/May	2021/Jun	
1	284	246	216	208	245	245	311	307	307	321	321	321	278
2	150	151	129	131	151	151	145	176	176	144	149	156	151
4	259	257	248	221	238	238	239	247	247	241	225	235	241
5	163	137	115	108	110	110	143	145	145	145	136	137	133
6	72	56	58	50	62	62	56	58	58	64	66	67	61
7	45	43	40	37	38	38	36	35	35	35	36	39	38
8	92	88	86	88	84	84	87	106	106	85	90	86	90
9	114	100	99	93	91	91	96	97	97	95	95	97	97
10	381	377	367	353	320	320	335	340	340	348	352	353	349
11	322	312	367	231	254	254	256	267	267	306	247	312	283
12	82	75	20	10	54	54	91	92	92	81	84	87	69
13	362	351	285	280	340	340	360	365	365	365	365	365	345
14	200	175	171	157	171	171	190	191	191	195	192	188	183
<b>Total Disbursements</b>	<b>2526</b>	<b>2368</b>	<b>2201</b>	<b>1967</b>	<b>2158</b>	<b>2158</b>	<b>2345</b>	<b>2426</b>	<b>2426</b>	<b>2425</b>	<b>2358</b>	<b>2443</b>	<b>2317</b>
	<b>\$15,907.38</b>	<b>\$15,254.84</b>	<b>\$14,565.13</b>	<b>\$13,598.71</b>	<b>\$14,387.54</b>	<b>\$14,387.54</b>	<b>\$15,159.85</b>	<b>\$15,494.38</b>	<b>\$15,494.38</b>	<b>\$15,490.25</b>	<b>\$15,213.54</b>	<b>\$15,564.59</b>	<b>\$180,518.13</b>

**Chapter Membership from AUPE Headquarters - 2019-2020**

(Reflecting)	Apr-19	Apr-19	Jun-19	Jun-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Average
Chapter Count	2019/Jul	2019/Aug	2019/Sep	2019/Oct	2019/Nov	2019/Dec	2020/Jan	2020/Feb	2020/Mar	2020/Apr	2020/May	2020/Jun	
1	389	389	308	308	334	339	382	390	375	373	392	382	363
2	172	172	183	183	177	176	157	165	171	167	153	157	169
4	279	279	278	278	274	286	272	272	279	284	283	394	288
5	172	172	141	141	135	170	171	169	168	175	177	173	164
6	105	105	86	86	70	85	98	99	106	79	95	98	93
7	58	58	60	60	59	62	56	55	54	53	58	60	58
8	126	126	116	116	106	118	122	120	121	112	112	116	118
9	123	123	122	122	110	119	120	120	117	115	116	115	119
10	398	398	390	390	380	383	388	397	404	407	397	401	394
11	334	334	332	332	330	338	343	347	350	347	343	339	339
12	101	101	101	101	48	89	99	102	95	93	99	90	93
13	378	378	398	398	378	378	364	363	365	364	365	372	375
14	304	304	248	248	269	327	327	326	286	304	313	300	296
<b>Total Disbursements</b>	<b>2939</b>	<b>2939</b>	<b>2763</b>	<b>2763</b>	<b>2670</b>	<b>2870</b>	<b>2899</b>	<b>2925</b>	<b>2891</b>	<b>2873</b>	<b>2903</b>	<b>2997</b>	<b>2869</b>
	<b>\$17,613.07</b>	<b>\$17,613.07</b>	<b>\$16,886.19</b>	<b>\$16,886.19</b>	<b>\$16,502.10</b>	<b>\$17,328.10</b>	<b>\$17,447.87</b>	<b>\$17,555.25</b>	<b>\$17,414.83</b>	<b>\$17,340.49</b>	<b>\$17,464.39</b>	<b>\$17,852.61</b>	<b>\$207,904.16</b>

**Chapter Membership from AUPE Headquarters - 2018 - 2019**

(Reflecting) Chapter	Apr-18 2018/Jul	May-18 2018/Aug	Jun-18 2018/Sep	Jul-18 2018/Oct	Aug-18 2018/Nov	Aug-18 2018/Dec	Nov-18 2019/Jan	Dec-18 2019/Feb	Dec-18 2019/Mar	Jan-19 2019/Apr	Feb-19 2019/May	Mar-19 2019/Jun	Average
Count													
1	371	325	312	296	330	353	370	389	372	362	381	378	353
2	156	182	171	159	163	173	157	158	171	169	155	163	165
3	25	30	29	27	21	27	31	33	0	0	0	0	19
4	267	297	285	278	273	289	283	283	277	265	283	289	281
5	184	172	157	145	165	165	166	163	162	164	161	170	165
6	97	94	79	71	66	70	90	95	99	82	102	98	87
7	59	71	60	58	60	60	55	56	57	55	58	58	59
8	121	124	114	102	107	117	123	124	123	128	124	127	120
9	116	113	113	106	106	107	111	114	118	119	119	123	114
10	351	354	347	343	349	371	371	382	395	379	386	410	370
11	328	334	332	326	321	322	327	331	329	323	332	332	328
12	118	119	110	92	75	107	98	105	101	100	108	104	103
13	347	350	356	345	346	345	346	344	356	358	360	380	353
14	300	255	251	219	286	320	344	334	322	327	324	323	300
Total	2840	2820	2716	2567	2668	2826	2872	2911	2882	2831	2893	2955	2815
Disburse- ments	\$17,204.20	\$17,121.60	\$16,692.08	\$16,076.71	\$16,493.84	\$17,146.38	\$17,336.36	\$17,497.43	\$17,377.66	\$17,167.03	\$17,423.09	\$17,679.15	\$205,215.53

Chapter Disbursements for 2021/2022

Chptr	Members	Funding	30 Jun 2021	2021 AGM	Actual	People at	Additional	Total	Amount in	Installment One			Installment Two			Remainder
(Average 2020-2021)			Bank Balance	Reimbursement	Funding	Multiple Site	Funding	Eligible Funding	Abayance	Amount	Date	Cheque #	Amount	Date	Cheque #	
1	327	3,810.00	\$4,486.47	1,230.00	553.53	3	250.00	803.53	3,256.47							803.53
2	157	3,080.00	3,543.48	630.00	166.52	0	0.00	166.52	2,913.48							166.52
4	277	3,440.00	4,775.89	600.00	0.00	25	1,000.00	1,000.00	3,440.00							1,000.00
5	155	3,080.00	682.96	450.00	2,847.04	8	250.00	3,097.04	232.96	3,097.04	2021-09-17	3838				0.00
6	81	2,720.00	2,134.87	1,110.00	1,695.13	0	0.00	1,695.13	1,024.87							1,695.13
7	52	2,720.00	1,142.53	300.00	1,877.47	0	0.00	1,877.47	842.53							1,877.47
8	107	3,080.00	1,363.55	1,140.00	2,856.45	25	1,000.00	3,856.45	223.55							3,856.45
9	112	3,080.00	4,533.95	990.00	0.00	25	1,000.00	1,000.00	3,080.00							1,000.00
10	386	3,810.00	3,213.66	690.00	1,286.34	25	1,000.00	2,286.34	2,523.66							2,286.34
11	331	3,810.00	1,980.31	2,010.00	3,810.00	8	250.00	4,060.00	0.00	4,060.00	2021-09-17	3839				0.00
12	75	2,720.00	882.25	570.00	2,407.75	25	1,000.00	3,407.75	312.25							3,407.75
13	352	3,810.00	2,837.59	750.00	1,722.41	25	1,000.00	2,722.41	2,087.59							2,722.41
14	263	3,440.00	2,134.87	1,410.00	2,715.13	0	0.00	2,715.13	724.87							2,715.13
	2674	42,600.00	33,712.38	11,880.00	21,937.77		6,750.00	\$28,687.77	\$20,662.23	\$7,157.04						21,530.73

### 11.1. Motion from the Executive Committee:

#### 19. AUPE Local 071 Personal/Professional Development Fund Proposal

(M/S/C)

**MOTION:** To recommend to Local 071 Council to establish a Personal/Professional Development Committee to develop processes for implementing a Local 071 Personal/Professional Development Assistance Fund to be made available to any active Local 071 members effective July 1, 2022.

The Committee will be responsible for producing the following recommendations to be presented for approval by Local 071 Council at the Local 071 AGM on May 27, 2022.

- Develop a Personal/Professional Development Committee Terms of Reference with the direction that:
  - The Local Vice-Chair shall Chair the Personal/Professional Development Committee
  - The Committee will consist of no more than ~~5~~6 Local Council members **in addition to the Chair.**
- To develop a policy for the management and allocation of the Personal/Professional Development Fund
- To develop a set of criteria for the allocation of Personal/Professional Development Funds
- To develop a Personal/Professional Development Fund application form
- Determine application periods
- Determine maximum per-request allotment based on \$15,000.00 being allocated annually in the Local 071 Annual Budget (to be approved at the Local 071 AGM)

**Rationale:** Our members are important to us. By offering financial assistance to members who are looking to develop themselves, we are benefiting the Local/Union as a whole. Funds will go to assist in the financial cost associated with personal/professional development activities members wish to pursue.

Moved by Peter, seconded by Jenn. Carried.

### 11.2. Motions from the Finance Sub-committee:

#### 20. AUPE Local 071 Computer Policy (see draft policy attached)

(M/S/A/C)

**MOTION:** To recommend that Local 071 Council pass the attached Draft Local 071 Computer Policy and add it to our Policy Manual.

**Rationale:** We do not currently have a policy in place to govern the computer equipment owned by the Local. This has led to a few problems, so it would be prudent to ensure there are clear expectations.

Moved by Karl, seconded by Jenn

Amendment proposed by Melissa, seconded by Thomas. Carried.

Motion as amended moved by Peter, seconded by Melissa. Carried.

## **AUPE Local 71 Computer Policy**

### **PURPOSE**

The purpose of this policy is to define the requirements for the management and replacement of all computers owned by Local 071.

Computer hardware has a limited lifespan. To ensure AUPE Local 071 can provide a computing environment for executive use that is sustainable, consistent, reliable, and technically current, a defined computer replacement and deployment policy is required.

### **SCOPE**

This policy applies to computers used by Local 071 executive.

### **POLICY**

#### **1. Acquisition and Replacement of Computers**

1.1. All computers for the Executive of Local 071 will be acquired and managed by the executive committee.

1.2. Local 071 Council funding approval for evergreening computers will be secured prior to the acquisition or replacement of any computers.

1.3. Replacement of individual computers will occur on a regular five (5) year Evergreen cycle. The fiscal year in which a system reaches its 5th year anniversary will be used to determine the end of the Evergreen cycle for the computer.

1.4 The **choice** to evergreen the computer after the fifth year would be optional until the 7<sup>th</sup> year, at which point the computer would be required to be evergreened

1.5. Exceptions to this policy may be made where requirements dictate that computers be replaced at a different rate. These exceptions require approval of Local Council.

1.6. Computer upgrades will not be performed except as required to support unforeseen or vendor mandated changes to software requirements that may render the device unsuitable for its original intended purpose prior to the end of its five-year life span.

1.7 Replacement laptops would have a maximum cost of \$2,000, not including GST and recycling charges (to be reviewed every evergreen cycle)

1.8 Evergreened laptops would be made available **for purchase by Local Council members**, with current Executive having the right of first refusal, by way of raffle, for a cost of \$200 or the undepreciated capital cost, whichever is greater.

#### **2. Redeployment of computers**

2.1. All computers remain the property of Local 071 until **evergreened** and are assigned to each executive position.

**2.2. Each laptop will be deployed to the Executive member with a carrying case as a measure to safeguard the computer from unintentional damage.**



2.3 It is the responsibility of the executive member to care for the computer ensure the computer is kept in good working condition. **If there was negligence on behalf of the Executive Member, as determined by the finance committee, the member may be responsible for replacing a lost, stolen, or damaged computer.**

2.4 When a position changes, the computer will be reassigned to the new member within two weeks of the election of the new member. If the computer is required to be shipped, care must be taken **to ensure that the computer can be safely shipped without damage.**

**The member shall:**

- **ensure that shipping insurance is purchased, and a copy of the certificate of insurance and tracking number is provided to the receiving member and Local Treasurer.**
- **ensure the computer is packaged following the guidelines of the shipping company as to not void the shipping insurance.**

#### **DEFINITIONS**

For the purpose of this policy, the following definitions shall apply:

Computer - **references computers acquired and managed by Local 071.**

**Evergreening – the process of replacement and subsequent disposal of a Local 071 computer at the end of its life span.**

### **21. Chapter Funding Disbursements for 2022/2023**

**(M/S/C)**

**MOTION:** To recommend to Local Council that any funds deducted from a Chapters' disbursement for the 2022/2023 fiscal year as required under Local 071 Policy 10.1.(a) shall be held in abeyance for a Chapter, and should a Chapter exhaust their funding disbursement for 2022/2023 before May 31, 2023, they shall be able to request such funds held in abeyance for the Chapter strictly for the purpose of hosting member engagement activities before June 30, 2023.

**Rationale:** Circumstances are quite like those that led us to pass the same motion for the 2020-21 fiscal year funds- costs are lower due to the inability to meet in person, but we are still encouraging chapters to undertake member engagement. We want to enable chapters to this end as much as we can.

Moved by Karl, seconded by Melissa. Carried.

