



2012 Annual General Membership Meeting

AUPE Local 69

Annual General Membership Meeting Agenda



Date: May 23, 2012
Time: 2:30 p.m.
Location: Athabasca: Governing Council Chambers
Calgary: Large Boardroom
Edmonton: Room 1222
St. Albert: Main Boardroom
Teleconference Phone number: 1-877-385-4099
Information: Participant Code: 27501

1. Call Meeting to Order

2. Statement of Equality

AUPE is committed that our functions will be protective of individuals' rights to contribute. Participants are expected to challenge and debate issues and not individuals. Participants shall engage in behaviors that are respectful of others race, gender, sexuality, ethnicity or occupation.

Behaviours that undermine participation such as harassment; racism; sexism; rude or crude remarks, take away from the rights of individuals to play a part in AUPE activities.

We encourage members to call each other "brother" and "sister". In doing so we promote our own solidarity and equality.

If you feel your rights are being violated, please deal with it, or talk to one of the staff or officers to assist you in dealing with your concerns.

3. Introductions

4. Adoption of Agenda

5. Adoption of Previous Minutes (pg.15-24)

6. Chair's Report (pg.4) – Wendy Jewell

7. Treasurer's Report (pg.5) – Ken Krawec

8. 2012/2013 Budget (pg.8) – Ken Krawec

9. Committee Reports

- a. P.E. Report and Calgary Area Council – Bonnie Nahornick
- b. Occupational Health and Safety (pg.9) – Heath Bowen / Aretha Smith
- c. Joint Benefits (pg.11) – Linda Soluk / Carla Yeaman
- d. Athabasca Area Council (pg.12) – Linda Soluk

10. Other Reports

- a. Support Staff Professional Development Fund (SSPD) (pg.13)
- b. Finance Budget Committee Representative (pg.14) – Brenda Richards
- c. AU Board of Governors Representative (pg.11) – Carla Yeaman

11. Election of Benefits Committee Representative

12. Election of Convention Delegates

- a. 36th Annual AUPE Convention will be held on October 18th to 20th at the Shaw Conference Centre.
- b. Election of four members and four alternates.

13. Election of Bargaining Team

- a. Wendy Jewell automatically sits on the bargaining team as Chair of Local 69.
- b. Election of three members and two alternates.

14. Union Membership Cards

15. Introduction to your Union Course

16. Long Service Pins

17. Other Business

18. Adjournment

AUPE GENERAL MEETING – May 23, 2012 Chair's Report

Hello Brothers and Sisters,

One year has passed since I became Chair of A.U.P.E. Local 069. Prior to taking on this post, I was not unfamiliar with the duties involved, having sat on the Executive for approximately 14 years in the capacity of Treasurer, Secretary and Vice-chair. I have found that the duties of Chair are substantially different due to the responsibility level. Nonetheless, decision-making involves communication with the entire executive, ensuring that a common goal is achieved. Last, but not least, we listen to our members. We stand together to protect our rights.

In addition, I would like to mention to all of you, that this is the first year in history, to my recollection, that the 3 union associations have come together in solidarity, to vote on a common concern within the institution. This was a commendable moment. Thank you to all members that participated in this process. Without you, we do not have a voice.

As you may or not be aware, AUFA is currently in negotiations. The employer has given a verbal costing of net zero, bottom line they are seeking a zero for COLA and a rollback on benefits. The institution's financial woe continues. AUFA has been inclusive on what is happening at the table. I anticipate that A.U.P.E. Local 069 executive will hear more after the next round. It has been rumored that they will be meeting again in early June.

On May 14, 2012 the A.U.P.E. executive, AUFA and CUPE met with the AUGSA (Athabasca University's Graduate Student Association executive) for lunch to gear towards relationship building. It was decided that 1 member from each association would get together quarterly to discuss common goals and concerns. I look forward to this initiative in the upcoming year. It is very important that we also listen to our students' needs.

I have volunteered to sit on the Education Sector Conference committee this year, which is being held in Canmore, AB on June 7-9, 2012. The theme is "Sustaining Education". The line of focus is, "What are the challenges that students, employees, universities and government are facing in education?" The future of education is a point of interest in today's economy. I look forward to listening to great speakers. I will ensure that I provide a full report after the conference.

In closing, after the Ed Sector Convention in October, 2011, I submitted an application supporting Jerry Nolan's active role with the union, by nominating him for a Life-Time Membership with the Alberta Union of Provincial Employees. I am pleased to announce that Jerry Nolan has been accepted as a Life-Time Member. I look forward to seeing him at the 2012 Convention in the fall.

All the best to you in the upcoming year!

Yours in Solidarity!

Wendy Jewell, Chair, A.U.P.E. Local 069

AUPE Local 69 Treasurer Report

Submitted May 16, 2012

Dear Brothers and Sisters,

Another year has gone buy and I am happy to report that we are doing well financially.

Although, it has been a bit quiet recently.

I have attached the following for your review and approval.

- 1) Bank Balance Sheet (As of May 15/2012)
- 2) Profit and Loss Statement (As of May 15/2012)
- 3) Proposed Budget ((As of May 15/2012)

Note: The “Current yr. proposed budget” will stay the same, but the “Current Yr. Actual” will change as the year spending will continue until year end, June 30/12.

I will be meeting with Hua Zhang and Bill Dechant at AUPE Headquarters at the end of June for our annual audit of our financial books.

Any questions, concerns, or suggestions please do hesitate to contact me by phone (6323) or email (kenk@athabascau.ca).

Respectfully Submitted,

Ken Krawec

AUPE Local 69 Treasurer

Balance Sheet - As of 5/15/2012
As of 5/15/2012 (in Canadian Dollars) (Accrual Basis)

5/15/2012

Page 1

Account	5/15/2012 Balance
ASSETS	
Cash and Bank Accounts	
1111 Bank Chequing	66,246.62
1116 Bank Savings	0.00
1211 Term Deposits	44,234.96
TOTAL Cash and Bank Accounts	110,481.58
TOTAL ASSETS	110,481.58
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
3111 Accounts Payable	0.00
TOTAL Other Liabilities	0.00
TOTAL LIABILITIES	0.00
EQUITY	110,481.58
TOTAL LIABILITIES & EQUITY	110,481.58

Profit & Loss Statement - YTD

7/1/2011 through 5/15/2012 (in Canadian Dollars) (Accrual Basis)

5/15/2012

Page 1

Category Description	7/1/2011- 5/15/2012
INCOME	
5111 Revenue - Rebate	25,821.39
5219 Revenue - Sundry	0.03
TOTAL INCOME	25,821.42
EXPENSES	
7114 Honorariums	2,495.00
7145 Printing & Reproduction	914.74
7154 Office Supplies	46.84
7171 Telephone	0.64
7252 Mileage	1,800.23
7252A Parking	216.80
7252B Taxi	53.00
7253 Accommodation	3,045.75
7254 Meals	1,612.96
7255 Miscellaneous	258.16
7256 Time off	3,153.55
7259 Per Diem	120.00
7265 Promotion	1,906.73
7354 Donations	500.00
7502 Void Cheques	0.00
TOTAL EXPENSES	16,124.40
OVERALL TOTAL	9,697.02

ATHABASCA UNIVERSITY
AUPE LOCAL 69
Occupational Health & Safety Report
2011/12

As AUPE Local 69 representatives to Athabasca University Occupational Health and Safety Committee here are things that went on this year.

Primary focus has been on the following items:

1. Hazard Identification, Assessment and Control (Creating Policy and Procedures)
2. Workplace Health, Environmental Sensitivity (Includes “Scent Free” work place.
3. Recreating/instituting WHMIS online training for AU staff and possibly onsite students.
4. OHS Policy and OHSC Organizational Review

There were other things such as the OHS website review, but due to Nichole Collins being on leave, Joelle Jackson has had to prioritize and some items have been put on hold.

Incidents from the Incident Report form have reviewed. Only Joelle, Nichole, and the Incident Investigator see names of those involved. The committee reviews the what happened, and discuss how to prevent it from happening again and make recommendations. Safety concerns brought to the committee have also been discussed.

Due to budget issues First Aid training has been put on hold, except where required (TBC, AU Calgary) to meet compliance. Nichole will schedule training once back from her leave, as she is a First Aid Trainer.

Emergency Preparedness and Response, Fire Wardens/Marshalls, has been put on hold from the OHSC side for now as it being reviewed by VPFA.

**Please remember that all incidents and injuries need to be reported.
This can be done with the online Occupational Health and Safety Form.**

If you have any questions regarding any health and safety matters, please do not be afraid to ask as our member safety is what's important.

Have a great day,

Heath Bowen / Aretha Smith

JOINT BENEFITS COMMITTEE

Linda Soluk and I represent AUPE on this committee. We meet quarterly to review reports received from the AOL agent – updates regarding our benefit usage and cost projections. Our last meeting was in February 2012. Here is a summary of projected increases for next year. Our final review is conducted in June and annual renewal is in August.

EXTENDED HEALTH BENEFITS

We are projecting that Blue Cross will propose a 9.0% increase to the current premium rates at the August 1, 2012 renewal.

VISION

We are projecting that Blue Cross will propose a 10.0% increase to the current premium rates at the August 1, 2012 renewal.

DENTAL

We are projecting that Blue Cross will propose a 3.0% increase to the current premium rates at the August 1, 2012 renewal.

These estimates are subject to usage in the last quarter. Our increases are in keeping with AUFA experience and significantly lower than CUPE increases.

AU BOG Representative

My role on the BOG (formally Governing Council) is to attend quarterly board meetings and review submissions such as the annual report, strategic university plan, and annual budget.

I sit on two subcommittees – the Institutional Advancement Committee and the Honorary Awards Committee.

With Institutional Advancement, we review reports from the Enrolment Management Committee and plans made by Advancement and Communications & Creative Services department. An example is the plans brought forward to pursue heraldry and a fundraising campaign.

The Honorary Awards Committee reviews Convocation plans and nominations for the Order of Athabasca University and Honorary degrees.

Respectfully submitted by:

Carla Yeaman

AUPE AREA COUNCIL – ATHABASCA

2011 ACTIVITIES

2011 Athabasca Centennial Parade

Members from the various Union sites in our area came together to join the parade and hand out candy and frozen freezies to the crowds. Thanks to all who came out. We had a good time!

Magnificent River Rats Festival 2011 Tickets

The Council subsidized the cost of tickets for our members and sold approximately 300 tickets.

Harvest Halloween Party

115 attendees
106 tickets sold

Bill Dechant, AUPE Treasurer, and Erez Raz, AUPE VP, along with Erez's family attended the party.

Bowling, various penny carnival games, prizes, temporary tattoos, coloring, and lots of burgers and hot dogs and all the fixin's kept everyone busy and happy. Costume parades for both children and adults gave our celebrity judges (Erez, his wife, and sister) tough choices to make.

Donation to Santa's Anonymous

\$212 raised from ticket sales were donated--along with \$38 dollars from our general fund to make an even \$250, and leftover toys from Halloween--to Santa's Anonymous to ensure that one local family had a wonderful Christmas, both dinner and presents.

Thank you to all the members who volunteered their valuable time over this past year. Please don't hesitate to contact the Area Council Executive if you have any questions or ideas.

Yours in solidarity,

Kim Richter (kim.richter@gov.ab.ca), Chair

Susan Stahl (susans@athabascau.ca), Vice Chair

Kathleen Buss (Kathleen.Buss@gov.ab.ca), Secretary-Treasurer

April 1, 2011 to March 31, 2012 SSPD Approvals		TRAIN	HW/SW	JRM	TOTAL APPROVED
1ST QUARTER: April 1, 2011 to June 30, 2011 Number of Applicants = 17 SUB TOTAL - APPROVED ALLOTMENTS		10,530.45	850.00	0.00	11,380.45
QUARTER ALLOTMENT CARRYOVER FROM PREVIOUS QUARTER		12,500.00 0.00			
AVAILABLE FUNDS		12,500.00			
ACTUAL TOTAL-1ST QTR		11,380.45			
DIFFERENCE CARRIED TO NEXT QUARTER		1,119.55			
2ND QUARTER - July 1, 2011 - September 30, 2011 Number of Applicants = 26 SUBTOTAL-APPROVED ALLOTMENTS		2,805.00	10,844.46	55.07	13,704.53
QUARTER ALLOTMENT CARRYOVER FROM PREVIOUS QUARTER		12,500.00 1,119.55			
AVAILABLE FUNDS		13,619.55			
ACTUAL TOTAL 2ND QTR		13,704.53			
DIFFERENCE CARRIED TO NEXT QUARTER		-84.98			
3RD QUARTER - October 1, 2011- December 31, 2011 Number of Applicants = 26 SUB TOTAL- APPROVED ALLOTMENTS		6,183.80	6,214.83	386.13	12,784.76
QUARTER ALLOTMENT CARRYOVER FROM PREVIOUS QUARTER		12,500.00 -84.98			
AVAILABLE FUNDS		12,415.02			
ACTUAL TOTAL- 3RD QTR		12,784.76			
DIFFERENCE CARRIED TO NEXT QUARTER		-369.74			
4TH QUARTER - January 1, 2012 - March 31, 2012 Number of Applicants = 24 SUB TOTAL- APPROVED ALLOTMENTS		1,603.95	7,552.56	150.00	9,306.51
QUARTER ALLOTMENT CARRYOVER FROM PREVIOUS QUARTER		12,500.00 -369.74			
AVAILABLE FUNDS		12,130.26			
ACTUAL TOTAL- 4TH QUARTER		9,306.51			
DIFFERENCE		2,823.75			
		\$ 21,123.20	\$ 25,461.85	\$ 591.20	\$ 47,176.25

----- Original Message -----

From: "Brenda Richards" <brendar@athabascau.ca>

To: "Dawn Lewis" <dawnl@athabascau.ca>

Sent: Monday, May 14, 2012 11:12:34 AM GMT -07:00 US/Canada Mountain

Subject: REVISED - AUPE Budget Committee Rep - Summary

The experience of being the AUPE representative on the budget committee was an enjoyable one, thank you for electing me.

The purpose of the initial Budget Committee meeting in November 2011 was to review each department/centre presentations. The Budget office provided detailed summaries for each department which followed the required submission format as per the Budget Guideline instructions. The committee was provided with all detailed submissions for review and reference during the Department Budget presentations.

New to the process this year was the addition of the Department Profile. This document, was a general overview of each department and served to provide great insight into each departments roles and responsibilities. I found the addition of this document to the high level budget dollar summaries to be very information and value added.

The committee roles and responsibilities were outlined to ensure understanding that each representative would participate on the committee to hear the presentation, ask questions, and provide value added recommendations to the budget process.

The Budget office was responsible for collecting all input/questions for further clarification and recommendations from the committee which would form the final consolidated Budget Committee Recommendation reporting.

The Budget Committee met one more time in January 2012 to review the information that was gathered at the initial meeting. The consolidation of recommendations were reviewed by the committee and any changes or items which may have been missed in the initial collection were corrected or added as necessary.

As the AUPE rep on the committee, this process served as a great learning experience to understand the complete budget process. I am personally involved in the interdepartmental level of the budget process, thus understanding the vetting process once our budgets are submitted was very informative.

I hope my past knowledge and understanding of the budget process allowed me to provide value added input as the AUPE rep on the committee.

Regards

*Brenda Richards
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1 University Drive
Athabasca, Alberta
T9S 3A3
Phone 780.675.6335
brendar@athabascau.ca*

AUPE Local 69
Annual General Membership Meeting
May 12th, 2011, 2:30pm
Governing Council Chambers
Teleconferencing to Regional Offices

1. Called to Order:

The meeting was called to order by Wendy Jewell, Acting Chair of Local 69 at 2:40 pm.

2. Statement of Equality:

Erez Raz, Vice President of AUPE read the statement.

3. Introductions of the head table:

Wendy Jewell – Vice Chair

Linda Soluk – Secretary

Ken Krawec – Treasurer

Bonnie Nahornick – P.E. Rep.

Gloria Rein – AUPE MSO

Mac McNaughton – AUPE NEGOTIATOR

Eraz Raz – VICE PRESIDENT, AUPE

4. Adoption of Agenda:

Motion to adopt new agenda.

Moved by: Susan Stahl. 2nd by Heath Bowen

Motion: Carried.

5. Adoption of Previous Minutes.

Motion to adopt previous minutes.

Moved by: Heath Bowen. 2nd by Carle Yeaman

Motion: Carried

6. Chair Report - Wendy Jewell (Acting)

Wendy talked about her report which is attached.

Mac talked about negotiations around the province. Contracts are settling at 2%. Our negotiations start on June 17th.

Motion to adopt the Chair Report.

Moved by: Audrey Krawec, 2nd Heath Bowen

Motion: Carried

7. Treasurer's Report-Ken Krawec

Ken went over his report and attached his report.

Question was asked as to why we have a big bank account? Ken explained the process as to how we get our money and that staff will be attending conferences, negotiations are coming up and for a social fund.

Janice Green made the comment that she didn't like the comment of social activity.

Lorraine Duma asked what time off meant. Ken explained that time off is when any member attends any function that head office pays the university for time off.

Staff employee from Edmonton Office pointed out a typing error.

Motion to adopt the Treasurer's Report.

Moved by: Audrey Krawec, 2nd Dwayne Morrill

Motion: Carried

8. P.E. Report and Calgary Area Council-Bonnie Nahornick.

Bonnie mentioned that there is portal for the P.E. reps and alternates.

P.E. meets 6 times a year.

Bonnie gave us the Calgary Area's Council website for all kinds of functions.

Motion to adopt the P.E.'s Report.

Moved by: Wendy Stuckel, 2nd Dwayne Morrill

Motion: Carried

9. Report of the Committees:

Occupational Health and Safety- Aretha attached her report.

Benefits- Linda talked about her report which is attached.

Mac talked a little about benefits also.

Motion to adopt the Committee's Report.

Moved by: Susan Stahl, 2nd Carla Meade

Motion: Carried

Athabasca Area Council – Gloria Rein

Gloria talked about how this council has money to spend for functions in Athabasca for union social activities. There are 800 AUPE members in Athabasca. There is a meeting on May. 19th, 2011 at the Athabasca Office and that we need members to volunteer in order to keep this council running. If there are no volunteers then the money will go back to head office and the council will fold.

Union Stewards

Gloria mentioned that we only have 5 union stewards and we need more. Education is important for mobilization. If we can get enough staff interested then we can have a course here in Athabasca.

10. Occupational and Health and Safety – Nominations

Duane McCallum – stand
Aretha Smith – stand
Carla Meade – stand
Heath Bowen – stand

It was decided that the 4 of them will get together and decide on alternating 2 and 2 for each meeting

Election of Officers:

Chair – Wendy Jewell - elected and acclaimed as chair.

Vice Chair – Nominations:

Adam Tuttle – stand
Linda Soluk – stand - elected
Ken Krawec – decline
Kim Anderson – stand

Secretary – Dawn Lewis - elected and acclaimed as secretary.

Treasurer – Ken Krawec - elected and acclaimed as treasurer.

P.E. Rep. – Nominations:

Bonnie Nahornick – stand - elected
Susan Stahl - stand
Adam Tuttle – stand – alternate elected
Kim Anderson - stand
Heath Bowen – stand

Convention – Nominations:

Carla Yeaman – stand – elected 2
Ken Krawec – stand – elected 1
Les Hatherley – stand – elected 3
Susan Stahl – stand – elected 2nd alternate
Adam Tuttle – stand – elected 4
Heath Bowen – stand – elected 5th alternate
Kim Anderson - stand – elected 6th alternate
Dawn Lewis - stand – elected 1st alternate
Aretha Smith – stand – elected 4th alternate
Linda Soluk - decline
Evan Ryscyk - stand – elected 3rd alternate
Audrey Krawec - decline

While waiting for results Erez Raz handed out years of service pins and certificates.

Motion to destroy the ballets: Susan Stahl, 2nd Heath Bowen

Motion: Carried

11. Motion: to adjourn at 4:05 pm

Moved by Dawn Lewis, 2nd Heath Bowen

Motion Carried

Treasurers Report - AUPE Local 69

Submitted by Ken Krawec

Dear Brothers and Sisters,

Please accept the following treasury report for the 2010/2011 current year as well as our proposed budget for the 2011/12 year.

Respectfully submitted for your approval,

In solidarity,

Ken Krawec

Profit & Loss Statement - YTD

7/1/2010 through 5/10/2011 (in Canadian Dollars) (Accrual Basis)

5/10/2011

Page 1

Category Description	7/1/2010- 5/10/2011
INCOME	
5111 Revenue - Rebate	29,603.41
TOTAL INCOME	29,603.41
EXPENSES	
7114 Honorariums	2,495.00
7139 Equipment Rental	77.35
7145 Printing & Reproduction	830.71
7252 Mileage	1,006.72
7252A Parking	108.50
7253 Accommodation	1,871.16
7254 Meals	1,255.81
7255 Miscellaneous	55.28
7256 Time off	251.56
7259 Per Diem	70.00
7265 Promotion	2,120.81
7352 Gifts & Awards	294.10
7354 Donations	1,000.00
TOTAL EXPENSES	11,437.00
OVERALL TOTAL	18,166.41

Balance Sheet - As of 5/10/2011
As of 5/10/2011 (in Canadian Dollars) (Accrual Basis)

5/10/2011

Page 1

Account	5/10/2011 Balance
ASSETS	
Cash and Bank Accounts	
1111 Bank Chequing	55,130.78
1116 Bank Savings	0.00
1211 Term Deposits	44,234.96
TOTAL Cash and Bank Accounts	99,365.74
TOTAL ASSETS	99,365.74
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
3111 Accounts Payable	0.00
TOTAL Other Liabilities	0.00
TOTAL LIABILITIES	0.00
EQUITY	99,365.74
TOTAL LIABILITIES & EQUITY	99,365.74

ATHABASCA UNIVERSITY
AUPE LOCAL 69
Occupational Health & Safety Report
2011

As AUPE Local 69 representative to Athabasca University Occupational Health and Safety Committee here are things that went on this year.

- There is a new incident reporting form being designed.
- A few subcommittees were created to re-examine the AU OHSC policy to make sure we are current and up to date.
- There is a creation of a new award to hi-lite an employee's contribution to OHSC with the university policy. This award will be called Heath and Safety Excellence (AHSE)
- In the works is an online course that will be offered to employee's and for students who will be attending a lab at AU Central

Courses that are or have been offered over the past year

- Respect in the workplace
- First Aid
- How to lift boxes
- New people were trained with ergonomic assessment
- WHIMIS & Hazards training & retraining, it's the 2 day training course we did back in the spring
- Smoking cessation (OHSC or Heath & Wellness)

Have a great day,

Aretha Smith
Examinations Clerk
Exam Services AU Calgary
3rd Floor, 1040-7th Ave. SW
Calgary, Alberta T2P 3G9
Work: 403-294-7318
Email: arethas@athabascau.ca

May 12, 2011

Benefits Update:

We had a meeting in February. AU has mentioned to us that they are thinking about combining our benefits with the University of Alberta. Reasoning for this is it will save the university money because of a larger pool to draw from. As soon as we know more, we will let you know.

Any staff that are using our EFAP program please fill out the survey when you are done dealing with them. We need this done in order to see how we are utilizing the program.

Our Benefits:

Extended Health Care – We have a small decrease.

Vision – There will be a rate increase. This is due the increased usage.

Dental – We have a small decrease.

Submitted by: Linda Soluk