



**National Executive Committee Meeting  
Friday, February 22<sup>nd</sup>, 2019  
National Office (Boardroom 1967) 4<sup>th</sup> floor  
100 Queen St., Ottawa, Ontario**

**MINUTES**

**Present:** G. Phillips (*Chair*), O. Alarie, C. Awada, G. Kopytko, C. Lonmo, F. Lord, K. Mansfield, A. Nemec, A. Picotte, S. Rehman, M. Stiermann (*pm*), A. Trau, E. Venditti

**Staff:** J. Courty, D. Cooper, C. Danik, O. Kahriz, K. Thériault, C. Vézina

**Via Teleconference:** N. Bois, A. Coles, N. Giannakoulis (*am*)

**Regrets:** J. Atkins, H. Collins, H. Delnick, J. Lafontaine

**1. Call to Order**

The NEC meeting was officially called to order at 9:07 am and Chair Phillips confirmed quorum was achieved.

*\* At this time, CAPE's Statement on Harassment was read aloud*

**1.1 Review of Agenda**

The Agenda was briefly reviewed. There were no additions requested.

Motion to accept the NEC Agenda as amended

**Moved by:** C. Awada

**Seconded by:** K. Mansfield

**Abstentions (1)**

***By show of hands: Carried unanimously***

**1.2 Review of NEC public minutes (January 25, 2019)**

NEC members were provided 5 minutes to review the public minutes. There were no amendments requested.

Motion to accept the NEC public minutes dated January 25, 2019 as presented

**Moved by:** C. Awada

**Seconded by:** A. Picotte

**Abstentions (1)**

***By show of hands: Carried unanimously***

*(A. Nemec joined the meeting at 9:16am)*

***(Agenda Item #2a was reviewed in-camera)***

## **2. Decision Items**

- b) Approval Expenditure – Painting:** As a decade has passed since any refurbishment and with the veneer wearing out, the Management team is currently exploring options for office painting at the National Office. Several quotes for painting the hallways, doors and offices were received. As a non-budgeted item, the NEC’s approval was sought.

Motion to approve a budget of up to \$15K in expenditures towards interior painting for CAPE’s National Office

**Moved by:** K. Mansfield

**Seconded by:** A. Picotte

**Abstentions (2)**

***By show of hands: Carried unanimously***

- c) Approval Expenditure - Tablets:** The Management team is considering the acquisition of tablets for every NEC member and HQ staff to enable better automation of documents. Aside from the long-term cost savings to the Association, ecological benefits and time efficiency gained from eliminating binder preparation, the use of tablets will provide added protection and security when uploading and storing sensitive documents. The value/utility would be assessed through a trial period with the President, the NEC Secretary and 2 NEC members (*it would cost around \$35K for all the NEC members and staff*). The trial will entail trying both entry level tablets as well as premium models.

Motion to approve a budget of up to \$8K to launch a trial period for the use of tablets for 2 NEC members, the NEC Secretary and the President

**Moved by:** A. Picotte

**Seconded by:** K. Mansfield

A friendly amendment was put forth to forego the purchase of base models and opt for the premium ones (*priced at \$1300 each +tax*). The amendment was accepted.

**Discussion:** A recommendation was put forth to consider acquiring tablets for volunteers at the bargaining tables. While the majority of NEC members were supportive of the notion of increasing overall productivity and functionalities, a major concern related to perception by the membership was raised.

**Abstentions (1)**

***By show of hands: Carried unanimously***

## ***HEALTH BREAK***

- d) Approval Expenditure – Video Conferencing:** The Chair gauged the NEC’s interest on the potential procurement of videoconferencing equipment for the National Office. The technology would enable greater flexibility with modernized capabilities, reduce travel costs and allow participation by those unavailable to attend in person. Next steps will consist of seeking cost assessments, bids and exploring available options. Preliminary cost was estimated at \$40K to enable flexibility once a final proposal is received.

**Discussion:** The acquisition of other technological enhancements such as a projector or portable units was recommended for consideration. Upon weighing pros and cons, the NEC requested obtaining a more encompassing proposal that clearly describes how ‘Conference room/IT updates’ would be applied prior to making an informed decision. The Management team will solicit various quotes and report back to the NEC with recommendations at the March meeting.

- e) Approval Expenditure – Broadbent Institute Summit:** A request from ESDC was received seeking approval to send some local members to the Broadbent Institute Summit to be held in Ottawa on March 27-29. A 1-pager summarizing the event was included in the binder for review. The Association would be responsible for registration costs as well as reimbursement of salary while attending the event.

Motion that the NEC endorses sending an individual(s) to attend the Broadbent Institute Summit later to be identified

**Moved by:** G. Kopytko

**Seconded by:** A. Coles

A friendly amendment was put forth that as a pre-condition to attending, the individual(s) must prepare a report on the outcome of Summit. The friendly amendment was accepted. A second friendly amendment was proposed to further reflect that failing to produce a report would result in refunding the cost of the event. This amendment was rejected.

**Discussion:** Being political in nature, NEC members attempted to determine if such an event falls within the Association’s mandate and is of any benefits to the membership. It was suggested that conceivably attendance could occur outside of work hours.

**Recorded vote:**

**In Favour: (14)** O. Alarie, C. Awada, N. Bois, A. Coles, N. Giannakoulis, G. Kopytko, C. Lonmo, F. Lord, K. Mansfield, A. Nemeč, A. Picotte, S. Rehman, M. Stiermann, E. Venditti

**Opposed: (1)** A. Trau

**Abstention: (1)** G. Phillips

***Motion Carried***

Prior to determining costs and identifying potential attendees, the Chair outlined the different packages available.

Motion that participation at the Broadbent Institute Summit encompasses both local leaders as well as NEC members

**Moved by:** A. Coles

**Seconded by:** G. Kopytko

**Discussion:** Many viewpoints were shared, including the importance of controlling the number of attendees, limiting participation to only one representative per local and extending the invitation to local members as well as other locals beyond ESDC. NEC members discussed the benefits of attendance by local leaders rather than locals, though it was suggested that only NEC members should attend as the voice of CAPE to ensure that content is representative of the Association.

**In Favour (6), Opposed (7)**

**Abstentions (1)**

***Motion Defeated***

Attendance at the Broadbent Institute Summit will be limited to NEC members only. By a show of hands, only one NEC member volunteered to attend.

**Action Item:** A. Coles volunteered to attend and will provide a summary report of the Summit at the April NEC meeting.

- f) Guidelines on Privacy Policy:** C. Vézina and O. Kahriz recently attended a 2-day Conference in Toronto on Privacy, gaining a deeper insight into data sharing and protection and how the mishandling of information can result in increased liability to the Association. With regards to the membership list, while the information is safeguarded internally, it can be problematic if shared externally. To mitigate potential risks, the Management team is recommending the establishment of a centralized communication strategy facilitated through the National Office, whereby information from local leaders would be relayed by the Communications Department.

Several NEC members expressed reluctance in sharing their private email addresses to communicate with local leaders. A recommendation was put forth to table the issue of privacy on the agenda at the next Local Leaders meeting and President's Council meeting.

**Next Step:** C. Vézina and O. Kahriz are in the process of developing a document outlining the importance of adhering to strict protocols on information that can be shared and on the challenges encountered in providing the information to local leaders. Once finalized, the proposal will be presented to the NEC for approval.

***LUNCH BREAK***

*(N. Giannakoulis joined the meeting in person at 1:06pm)*

- g) PSES Status:** Since discussions held in December, the President sent an email to Treasury Board a week ago and is awaiting feedback on the consultation process. An historical background on what led to the development of the Survey and on the issue at hand was described to the NEC. It was speculated that low participation was attributed to having delegated the work to a 3<sup>rd</sup> party company.

Motion that the NEC endorses a no consultation, no participation campaign with regards for the 2019 PSES

**Moved by:** A. Nemec

**Seconded by:** G. Kopytko

**Discussion:** A recommendation was put forth to develop a narrative on this matter and take imminent action as CAPE. The President was encouraged to contact other Union Presidents to see if similar concerns are shared. It was also urged to raise these concerns at the NJC meeting in March.

**Abstentions (1)**

*By show of hands: Carried unanimously*

### **3. Action Items deriving from the last NEC meeting**

- I. Harassment Prevention Policy:** A draft will be re-submitted for comments and further discussion at the next NEC meeting.

**Action Item:** K. Thériault to launch widespread campaigns to raise awareness of the Inclusiveness Policy: one directed to local leaders and another towards the membership

- II. List of Committees:** The list is updated on an ongoing basis and once finalized, will be inserted in the binders/tablets by the NEC Secretary.
- III. Organize NEC Retreat:** The Working Group recently convened a meeting to discuss viable options to ensure the NEC retreat achieves meaningful outcomes and is money well-invested benefiting of the Association. The Working Group eventually agreed on a Concept Note and printed copies were circulated to the NEC for review. Acknowledgement was imparted to the President, K. Thériault, J. Courty, as well as members of the Working Group for providing input on the objectives. March 21-22 were suggested as potential dates for holding the retreat.

**Discussion:** NEC members thoroughly reviewed the Objective & Rationale section. Notwithstanding associated costs, comments largely indicated strong support to pursue with a NEC Retreat. It was suggested reconsidering the proposed date and alternatively aim for an early April timeframe.

*(M. Stiermann arrived at the meeting in person at 1:54pm)*

Motion to approve the Objective and Rationale for the NEC Retreat as outlined in the Concept Note

**Moved by:** S. Rehman

**Seconded by:** A. Trau

**Opposed: (1), Abstention: (1)**

*Motion Carried*

**Location of Retreat:** NEC members deliberated on the proposed locations and assessed the advantages and drawbacks of holding the retreat in the NCR. Consideration of Ontario venues in addition to Quebec was requested. It was noted that the effectiveness of a team building exercise hinges upon the vicinity of the retreat, hence the need for a remote destination.

By a show of hands, three (3) NEC members were in favour of Option #1 whereas twelve (12) were in support of Option #2. By majority vote, it was decided to hold the Retreat outside of the NCR.

**Budget:** The NEC reviewed the different price packages and a rationale for the proposed sites selected was provided by the Chair of the Working Group.

Motion to approve a budget of up to \$60K towards the NEC retreat, thereby creating a buffer for unforeseen expenditures

**Moved by:** S. Rehman

**Seconded by:** C. Awada

**Discussion:** Several NEC members raised concerns related to the costs and bad optics. It was suggested consideration be given to a weekend retreat versus work days to negate salary reimbursement needs. An observation was made that a NEC retreat would have had superior impact had it been held at the beginning of members' tenure.

**Recorded vote:**

**In Favour: (9)** O. Alarie, C. Awada, N. Bois, A. Coles, N. Giannakoulis, K. Mansfield, A. Picotte, S. Rehman, M. Stiermann

**Opposed: (6)** G. Kopytko, C. Lonmo, F. Lord, A. Nemec, A. Trau, E. Venditti

**Abstention: (1)** G. Phillips

*Motion Carried*

#### 4. Discussion Items

**4.1 CAPE Email address:** The creation of a CAPE email address for NEC members was offered. Overall statements predominantly indicated little interest to obtain a CAPE email address or to share personal emails as a means of communicating with members. The Management team will perform a preliminary analysis and possibly contact PIPSC for insight into their system, and report back to the NEC.

#### 5. In-Camera Issues

*(Agenda Item #5 was reviewed in-camera)*

## **HEALTH BREAK**

### **6. Committee Updates**

**6.1 Finance Committee:** *CAPE's 2018/2019 Draft Budget proposal was circulated for review.* The Finance Committee recently met to examine the proposed new org structure deriving from the Management Retreat. Budget line items were reviewed, along with an explanation of what each column signifies. The Chair alluded to expenditures required towards lease hold improvements, particularly the construction of offices to accommodate new staff and optimize workspace layouts.

Motion to approve the Draft Budget as recommended by the Finance Committee and move forward with the membership consultation process in the summertime

**Moved by:** F. Lord

**Seconded by:** C. Awada

**Discussion:** As a one-off, it was suggested considering changing the process to move the budget ahead by one fiscal year to avoid approving a budget 8 months retroactively. The recommendation will be discussed offline with the Finance Committee.

**Abstentions:** (3)

**By show of hands:** *Carried unanimously*

With respect to the investment portfolio piece, several firms presented a strategy for managing a \$7M portfolio which the Finance Committee narrowed down to 2 firms. A local investment firm was also contacted and have agreed to make a presentation. A Finance Committee meeting is scheduled to take place in March/early April to receive a presentation by the 3 firms and make a final decision. The NEC was reminded that in accordance with the Constitution, the Finance Committee has full authority to make decisions related to investments of the Association. A revised Investment Policy will be brought forward to the NEC for approval shortly.

*(G. Kopytko departed the meeting at 4:59pm)*

**6.2 HR Subcommittee:** The HR subcommittee met on January 24<sup>th</sup> to review the changes to the TORs which were submitted to legal counsel Colleen Bauman of Goldblatt Partners LLP for final analysis. The HR Subcommittee originally intended to present the TORs at this NEC meeting but a decision was reached to wait until the return on of the member for any additional final comments. The HR Subcommittee is scheduled to meet again on March 7<sup>th</sup> and the TORs will undoubtedly be presented to the NEC for final approval at the March meeting.

*\*At this time, F. Lord gave notice of his intent to table a motion at the next meeting to rescind the motion passed on February 22<sup>nd</sup>, 2019 to approve organizational changes to the National Office*

**6.3 Constitution & Bylaws Committee:** The objective was to perform an exhaustive review of the amendments but in the interest of time, NEC members were requested to submit comments to J. Courty's attention by the end of next week. Comments will then be forwarded to F. Lord for review.

**6.4 Elections and Resolutions Committee:** A call for volunteers to sit on the Elections and Resolutions Committee was put out to the membership in addition to a personal call to former Committee members to request consideration of extending their terms.

**6.5 Communications Subcommittee:** A call for volunteers to sit on the Communications Subcommittee was put out to the membership. Thus far 13 individuals have put their names forward and it was reiterated that the deadline is one week away. The list of names was circulated to NEC members for review and it was requested advising K. Thériault if there is interest to sit on the Communications Subcommittee. Concerns related to the names on the list should be directly forwarded to the President's attention.

*(A. Nemeč departed the meeting at 5:04pm)*

## **7. Reports**

**7.1 President's Report:** A report will be rendered at the next NEC meeting.

**7.2 VP's Report:** A report will be rendered at the next NEC meeting.

**7.3 Professional Services Report:** A report will be rendered at the next NEC meeting.

**7.4 Director of Policy Report:** A written copy of the report was previously circulated to NEC members and included in the meeting binder.

**7.5 General Counsel Report:** A written copy of the report was previously circulated to NEC members and included in the meeting binder.

**7.6 Finance Manager Report:** A written copy of the report was previously circulated to NEC members and included in the meeting binder.

**7.7 Director of Communications Report:** A written copy of the report was previously circulated to NEC members and included in the meeting binder.

**The NEC meeting adjourned at 5:19 p.m. EDT**

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*The above minutes are accepted as a true representation of the National Executive Committee meeting held on February 22<sup>nd</sup>, 2019*

**APPROVED by:**

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Date