



**National Executive Committee Meeting
Friday, January 25th, 2019
National Office (Boardroom 1967) 4th floor
100 Queen St., Ottawa, Ontario**

MINUTES

Present: G. Phillips (*Chair*), J. Atkins, C. Awada, N. Bois, A. Coles, H. Collins, H. Delnick, G. Kopytko, J. Lafontaine, C. Lonmo, F. Lord, K. Mansfield, A. Nemec, A. Picotte, S. Rehman, A. Trau, E. Venditti

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

Via Teleconference: N. Giannakoulis (*am*), M. Stiermann (*am*)

Regrets: O. Alarie

1. Call to Order

The NEC meeting was officially called to order at 9:06 am and Chair Phillips confirmed quorum was achieved.

1.1 Review of Agenda

The Agenda was briefly reviewed. In addition to shifting a couple of items (*i.e.: Revival of Communications Subcommittee and the NEC Rules of Procedures*), the Chair requested removing item 3e: HR subcommittee to meet and adding a new item: collective bargaining under “in camera”. There were no objections to the proposed changes.

Motion to accept the NEC Agenda as amended

Moved by: K. Mansfield

Seconded by: A. Trau

Abstentions (1)

By show of hands: Carried unanimously

** At this time, CAPE’s Statement on Harassment was read aloud. It was also noted that the Statement will be read at every CAPE event and meeting*

1.2 Review of NEC public minutes (November 30, 2018)

NEC members were provided 5 minutes to review the public minutes. There were no questions or comments raised.

Motion to accept the NEC public minutes dated November 30, 2018 as presented

Moved by: K. Mansfield

Seconded by: A. Picotte

Abstentions (1)

By show of hands: Carried unanimously

2. Decision Items

- a) **NEC Rules of Procedure:** The impetus for this agenda item was to re-introduce the notion of imposing time limits given the sheer size of the current NEC. In an effort to maintain control of the meetings, a set of governance rules will be established by the Chair whereby time allotted for comments will be limited to 3mins, and no Director will be assigned the floor a second time on the same issue. Although the Chair will exercise leniency to allow an opportunity for all NEC members to speak, measures will be taken to ensure meetings remain on schedule and to avoid unnecessary loquacity.

A recommendation was put forth to consider lessening the time allocated to review Committee reports by rendering them beforehand whenever feasible. It was also suggested facilitating a mechanism that will enable response to comments raised. On that point, NEC members were referred to Tab 19 "Rules at a Glance" which outlines various steps such as how to raise a point of order, object to a statement or how to clarify a mischaracterization of a statement, etc.

- b) **Approval of CBSA Local:** As it was recently discovered that no request for approving a local was put forth, this item was removed from agenda.
- c) **Donation Policy:** The Policy was previously circulated and encompasses comments submitted by NEC members subsequent to the last couple of meetings. Additionally, a \$1000 request for donation from Gil's Hootenanny was received.

Motion to approve the Donation Policy as currently drafted

Moved by: A. Nemec

Seconded by: K. Mansfield

Discussion: Some of the comments raised suggested the NEC should have input as to where support should be directed rather than the dollar amount to donate, and final determination should be made at the management level. Contrary-wise, others believed it is within the NEC's purview and the Committee shouldn't be barred from arguing the amount to ensure that the donations are not disbursed disproportionately to any specific cause or exhausted towards a single initiative and that any bestowal that exceeds \$100 should warrant discussion.

Abstentions (1)

By show of hands: Carried unanimously

**Due to unforeseen circumstances, Item 2d "Proposal of new Bylaws" was tabled for later to allocate adequate time for discussion. In the meantime, it was requested obtaining the motion in writing so it can be thoroughly reviewed by NEC members prior to being addressed*

3. Action Items deriving from the last NEC meeting

- I. Revival of Communications Subcommittee:** The Director of Communications expressed keen interest in re-establishing the Communications Subcommittee, and the process for lifting the temporary suspension was described. She hypothesized on the purpose of the committee, foreseeing the subcommittee acting in an advisory role on a number of initiatives beyond communications (*i.e.: member engagement, advocacy campaigns and government relations*) while leveraging the collective knowledge of the membership to ensure CAPE's vision is in full coalescence with their needs. In addition, the Communications Subcommittee would potentially meet on a quarterly basis to offer guidelines (*e.g.: social media*) and assist in mobilizing individuals on the ground.

Motion to reinstate the Communication Subcommittee, with the requirement to develop TORs to be presented at the April NEC meeting or provide a rationale if not finalized within that timeframe

Moved by: A. Nemeč

Seconded by: A. Picotte

Discussion: Numerous recommendations on the prospective mandate of the Communication Subcommittee were offered, including policy development, assistance on the website development, and considering a potential merge with the Educations Subcommittee given their content similarity. There was overall consensus to ensure expectations are apparent and for roles to be clearly defined since it will not function as a decision-making body. It was also echoed that notwithstanding the associated costs this will entail, reviving the Subcommittee might alleviate the workload of the Communications Department. Both S. Rehman and G. Kopytko volunteered to sit on the Communication Subcommittee.

Abstentions (2)

By show of hands: Carried unanimously

Action Item: K. Thériault was tasked to put out a general call to the membership in conjunction with the call for the ERC by the end of February. NEC members were requested to either directly submit their intention to sit on the Communication Subcommittee or await the general call

Action Item: J. Courty to include the list of all the committees in the reference binder

HEALTH BREAK

- II. Guidelines on Privacy Policy:** *A copy of the Privacy Policy was distributed to NEC members for review.* C. Vézina elaborated on the evolution of the case law on the protection of confidential information developed by CAPE's junior legal counsel. Although the IT Privacy Policy was rolled out last December, many local leaders have failed to return a signed copy, which is mandatory for gaining access to membership lists. Upon approval of the guidelines, a secondary roll call will be put out with the expectancy that it triggers a better response. As a side note, it was recommended in the near future for the NEC to consider running a RAND campaign so that the President can determine the level of the Committee's involvement at that time. NEC members were requested to submit feedback to C. Vézina's attention within the next 2 weeks in order for recommendations on proposed wording to be considered.

(N. Giannakoulis joined the meeting in person at 11:07am)

- III. Contribution to Women's March:** K. Thériault reported on the outcome of the event which yielded a great turnout and generated ample media and political attention. A final report will be published in the imminent future. The support provided by CAPE along with the aftermath was recapped. By and large, the Women's March induced positive outcomes.
- IV. Organize NEC retreat:** *It was noted that this agenda item was intended to read "Management retreat".* In light of CAPE's exponential growth and to better serve the membership, CAPE management staff will take part in a management retreat to be held on February 6 and 7. During that time, day-to-day operations at the National office will continue as per usual. The 2-day retreat will address the organizational structure, workforce planning and development, modernization and digitization of CAPE, controls and protocols within the organization, the review of internal policies, budget and current financial position from the management standpoint, as well as the assessment of roles and responsibilities. Afterwards, a presentation to the HR Subcommittee will be made, followed by the Finance Committee, and finally the President will report to the NEC on the outcome of any decisions and as well as matters that may require the NEC's approval.

(C. Awada joined the meeting at 11:26am)

This prompted further discussions on potentially holding a NEC retreat as a means of keeping new members up to speed as well as galvanizing the overall environment. The following motion was put forth:

Motion that a subcommittee of the NEC be established to look into organizing a NEC retreat this year and developing a proposal for the NEC's review

Moved by: S. Rehman

Seconded by: A. Nemeč
Abstentions (2)

By show of hands: Carried unanimously

S. Rehman offered to spearhead this initiative and N. Giannakoulis, A. Trau, and C. Awada volunteered to sit on the ad hoc subcommittee, which was in agreement with the NEC.

4. Discussion Items

4.1 Use of official languages at CAPE: This matter was brought forward by one of the members considering a trend observed whereas matters are not always carried in a bilingual context and the use of translation services is not being fully taken advantage of. In accordance with CAPE's statute on official languages, it was strongly urged fulfilling the Association's obligation to promote a work environment conducive to the equal use of both official languages by hiring bilingual candidates at the National Office in order to deliver bilingual services to the members. The following motion was put forth:

On the premise that it is constitutionally valid, be it resolved that the NEC directs the President to direct the Director of Policy to draft a policy that embraces the equal use of both official languages at CAPE National Office, particularly in the context of hiring policies

Moved by: N. Bois

Seconded by: F. Lord

Discussion: Mindful that hiring practices is under the sole authority and discretion of the President, NEC members debated the pros and cons of formalizing a policy. While most were in agreement with the motion in principle, the term "equal" was deemed to be somewhat of a contentious issue as it may create constitutional challenges. CAPE has committed to reassess the budget allocation for language training internally to ensure increased opportunities for staff.

A friendly amendment was put forth to reflect that "*the President will direct the Director of Policy to further expand on a policy on bilingualism so that within that context they can determine if it's constitutional to require for candidates to be bilingual*". Both the mover and seconder accepted the friendly amendment.

Abstentions (6)

By show of hands: Motion Carried

Action Item: C. Danik will prepare a policy to be presented for the NEC's review and input in the near future

LUNCH BREAK

(C. Lonmo departed the meeting at 12:10pm)

(M. Stiermann joined the meeting in person at 1:00pm)

5. In-Camera Issues *(Agenda Item #5 was reviewed in-camera)*

HEALTH BREAK

(E. Venditti departed the meeting at 2:41pm)

6. Committee Updates

6.1 Finance Committee: *The financial statements dated October/November 2018 were circulated.* The Finance Committee has met on 2 occasions since the last NEC meeting, during which time a review of the investment policy was undertaken along with discussions related to the budget planning process. A curtailed high-level overview of specific budget line items was presented. The Finance Committee is looking at instituting a new budget schedule whereas the Budget that will be voted on at the AGM would be for a budget commencing February of the subsequent year and going forward, a 3-year budget will be presented to initiate the process. Further discussions on how this will be coordinated with the Constitution Bylaws Committee will be convened. In addition, with the Association projecting a substantial surplus this year, thought is being given to augmenting videoconferencing to enable external members increased participation, etc. Lastly, the Association is shifting to a more robust financial system that will enable extracting at a more detailed level, as well as rendering more customized reports. The new system is anticipated to go live externally in the next fiscal year as of May 1.

NEC members were encouraged to forward any questions directly to N. Giannakoulis or the Finance Committee's attention.

6.2 HR Subcommittee: The HR subcommittee met yesterday with General Counsel to finalize the TORs, which will be presented to the NEC for approval at the February meeting. Also, a call will soon be put out for 2 additional new NEC members to sit on the HR subcommittee.

(N. Giannakoulis departed the meeting at 3:58pm)

6.3 Constitution & Bylaws Committee: The Constitution & Bylaws Committee met in December and is expected to meet again this week to review comments put forth by NEC members on the proposed Bylaw 5 process. The CBC was also mandated to formulate provisions for emergency disciplinary powers/authority, which is underway and near completion. Prior to deciding whether PBO should be represented at the NEC table, the CBC will be further expanding discussions to first determine the appropriate composition so that the right balance between representation and effectiveness is struck. The TORs will be ready to be presented to the NEC for approval at the next meeting. Lastly, NEC members were informed that any constitutional or bylaw amendments that may impact elections must be handled forthwith in order for a constitutional resolution to be passed for the next AGM.

Discussion: In the case of the President's position, it was recommended tasking the Constitution & Bylaws Committee to explore a new election method/voting system (*i.e.: Plurality with Elimination Method*) that has proven successful with other unions. Aside from 2 abstentions, by a show of hands there was unanimous consensus among the NEC to pursue.

(H. Collins departed the meeting at 4:05pm)

6.4 Elections and Resolutions Committee: No report at this time

(J. Atkins departed the meeting at 4:08pm)

7. Reports

7.1 President's Report: As appointed to the Translation Bureau's 'Chief Executive Officer Advisory Panel, The President attended the first meeting held yesterday, where discussions mainly revolved around the future of the Translation Bureau. In attendance was PSAC, DMs along with university representatives, who were all unequivocal in the goal to support and promote the Translation Bureau into the future. The President will provide a more fulsome report once the meeting minutes are available.

While unable to attend the last Next Generation HR & Pay System Committee meeting, the President reported on ongoing discussions related to the potential adoption of SAAS (Software as a Service) Cloud-based pay system and HR management software. Although the infrastructure has yet to be determined, consultations with different communities will take place to discuss usability and ensure top tier security is implemented.

As a side note, A. Picotte informed the NEC of a special meeting called by the Consultation Committee on the Workplace 2.0 last week during which time it was discovered that the transformation initiative at the Public Service and the Department of the Translation Bureau has been initiated in the past year, however without informing the unions. While it may be favourable, unions were disgruntled of not being apprised beforehand.

7.2 VP's Report: No report at this time

7.3 Professional Services Report: C. Vézina reported on updates on the labour relations front which are moving at a slow pace and keeping LROs quite busy. He cited ongoing Phoenix issues being dealt with by LROs along with numerous harassment complaints particularly at the RCMP, in addition to dealing with allegations of violence in the workplace. Another training session will be organized in the coming months to allow new NEC members to partake. On the staffing side, with 2 LROs and a Research Officer prepare to take leave in the coming months, those positions will require staffing. A Phoenix-related policy grievance was presented to the ADM last week by one of the LROs and if this results in a denial, the matter will then be referred to adjudication.

7.4 Director of Policy Report: A new staff member with interests encompassing both research and labour relations was recently hired and is currently being mentored by C. Danik to familiarize herself with collective bargaining and agreements. Initially the focus will be on aspects involving collective bargaining and will progressively shift towards labour relations in order to effectively administer and defend the collective agreements.

7.5 General Counsel Report: D. Cooper has been extensively working on Constitution & Bylaws and HR Subcommittee issues. Health Care Plan negotiations continue to occupy considerable time. A report from the Administration Authority outlining benchmarking from across the country is eagerly expected to be presented Monday morning.

7.6 Director of Communications Report: K. Thériault's report focused on post AGM communication activities, update on the website and media engagement. The first email-based newsletter mainly focusing on a summary of the AGM was launched and well-received by both staff and members alike. With an above average open rate (*i.e.*: 27% English readers and 23% French readers), success will continue to be measured to ensure continuous improvement through lessons learned and feedback. The Communications Department will begin the search for a web design firm next week, with the aim of conducting a broad consultation with all members of CAPE staff to help inform the design and structure. The consultation process is projected to be 6 to 8 months; however a launch in concert with the next AGM is the goal if feasible. On the media front, ongoing activities at CAPE have spurred considerable attention from different media outlets, generating several requests. Ultimately, clear guidelines on media strategies will be developed.

Comments: With the exception of minor logistical challenges, overall comments by NEC members indicated contentment with the AGM, including the impressive turnout and the inclusion of the 3 guest union Presidents. The Director of Communications was acknowledged for her diligent efforts despite contending with illness.

8. Meeting Adjournment

Motion to adjourn the NEC meeting

Moved by: H. Delnick

Seconded by: K. Mansfield

By show of hands: Carried unanimously

The NEC meeting adjourned at around 4:59 p.m. EDT

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The above minutes are accepted as a true representation of the National Executive Committee meeting held on January 25th, 2019

APPROVED by:

Chairperson

Date