



**National Executive Committee Meeting
Friday, June 28th, 2019
National Office (Boardroom 1967) 4th floor
100 Queen St., Ottawa, Ontario**

MINUTES

Present: G. Phillips (*Chair*), J. Akins, O. Alarie, C. Awada, N. Bois, A. Coles, H. Collins, H. Delnick, N. Giannakoulis, G. Kopytko, C. Lonmo, F. Lord, A. Picotte, A. Trau

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

Via Teleconference: K. Mansfield, A. Nemec (*pm*), M. Stiermann, S. Rehman, E. Venditti

Regrets: J. Lafontaine

1. Call to Order

The NEC meeting was officially called to order at 9:12am and Chair G. Phillips confirmed quorum was achieved.

1.1 Review of Agenda

The Agenda was briefly reviewed, and several amendments were requested as follows: a new item related to TRs will be discussed following agenda item 4.5; agenda item 2g will be deferred until K. Mansfield's arrival; the NEC member's name under agenda item 2e will be removed and discussed in-camera, and agenda item 2f will be rescheduled to the afternoon upon legal counsel's arrival.

Motion to accept the NEC Agenda as amended

Moved by: H. Delnick

Seconded by: A. Picotte

Abstentions (1)

By show of hands: Carried unanimously

1.2 Review of NEC public minutes (May 31, 2019)

There were no comments or amendments requested.

Motion to accept the NEC public minutes dated May 31, 2019 as presented

Moved by: H. Delnick

Seconded by: C. Lonmo

Abstentions (3)

By show of hands: Carried unanimously

** At this time, CAPE's Statement on Harassment was read aloud in both official languages*

2. Decision Items – Approval of NEC members to subcommittees

(Agenda Item 2a was reviewed in-camera)

- b) Creation of Full-Time VP Position:** A 'Constitutional Amendments Proposal' document was circulated for review. Recent discussions held during the CBC, HR and Finance Committee meetings prompted the notion to consider tabling a resolution endorsing the creation of a full time VP position. The basis for the proposal is to alleviate the duties and tasks of the President and facilitate growth of the organization. NEC members debated the pros and cons while considering risk mitigating solutions attributed to conflicting political views. Overall comments indicated disinclination towards hiring a full time VP at this time. As an alternative, NEC members supported the notion of harnessing knowledge and expertise from this table to provide assistance on various projects when required.

Motion to amend Section 12.3 of the Constitution to reflect that Vice Presidents shall be ex-officio members of all subcommittees, with the exception of the ERC

Moved by: A. Picotte

Seconded by: N. Giannakoulis

Discussion: Two friendly amendments were proposed to reflect that *and at least one VP shall become ex-officio*. In addition, it was requested that this motion be considered a 'Statement of Principle' to be forwarded to the CBC so they can determine the proper phraseology for this section to be reviewed at the regular scheduled September NEC meeting. Both the mover and seconder accepted the amendments.

Abstentions (1)

By show of hands: Carried unanimously

- c) CRC Decision:** The CRC report on the CRC's decision related to the complaint (*File 2019-2*) was circulated for review.

Motion to accept the CRC recommendation to proceed with an investigation

Moved by: F. Lord

Seconded by: A. Coles
Opposed (1), Abstentions (2)

By show of hands: Motion Carried

Motion to accept the recommendation by the CRC to engage the services of an external investigator to assist with or conduct the investigation under the supervision of the CRC

Moved by: F. Lord

Discussion: NEC members engaged in a lengthy debate to determine whether to engage an outside investigation if circumstances warrant. It was stated that in accordance with Section 5.3.9 of the Constitution, a 3-person subcommittee of the NEC must be established to investigate the complaint and decide whether to adopt the CRS's recommendation. The CRC's role is strictly limited to screening and reviewing the complaint, rather than conducting the investigation.

Motion ruled out of order

Further discussions on this matter were deferred to the afternoon session, during which time volunteers to sit on the 3-person subcommittee will be called upon

d) Proposal of change to TOR for the Constitution & Bylaw Committee:

(K. Mansfield joined the meeting by conference call at 1:19pm)

Motion that the TORs of the CBC be modified to reflect that 3 to 10 CAPE members will sit on the Constitution & Bylaw Committee and that under meeting frequency, the TORs will read that 'the subcommittee will hold 9 regular meetings each year, scheduled in the same months during which the NEC sits'.

Moved by: F. Lord

Seconded by: A. Trau

Abstentions (1)

By show of hands: Carried unanimously

(Agenda Items 2e and 2f were reviewed in-camera)

g) Creation of a local at ISC: Having obtained 11 signatures of members in good standing, the minimum requirement for the establishment of a local has been met and the NEC supported the creation of an ISC local.

Motion to create the local at ISC Department

Abstentions (1)

By show of hands: Carried unanimously

****Discussions on Agenda item 2c resumed**

A. Coles, M. Stiermann and K. Mansfield volunteered to sit on the 3-person subcommittee

Motion to strike a 3-person committee to begin the investigation process

Moved by: A. Picotte

Seconded by: C. Lonmo

Discussion: As a measure of caution, a friendly amendment was requested to add a caveat that an email will be submitted to the CRC asking them to confirm their position/intent through C. Vézina. Both the mover and seconder accepted the amendment.

Abstentions (6)

By show of hands: Motion Carried

3. Action Items deriving from the last NEC meeting

- I. Welcome letter to C. Lonmo and S. Rehman (CBC):** *Completed*
- II. Welcome letter to J. Akins and G. Kopytko (HR Subcommittee):** *Completed*
- III. Welcome letter to C. Awada (Finance Committee):** *Completed*
- IV. Welcome letter to S. Rehman (Health & Wellness Subcommittee):** *Completed*
- V. Welcome letter to N. Giannakoulis, C. Lonmo, A. Picotte & H. Delnick (Governance Review Subcommittee):** *Completed*
- VI. Revision of the Defense Fund TORs (A. Trau):** *Completed*

4. Discussion Items

4.1 By-law 5 process: The CBC developed a final version of the By-law 5 process proposal and will be brought before the NEC for review and approval at the September meeting. F. Lord will forward the draft to J. Courty's attention.

4.2 Review of NEC Retreat expenditures: Expenditures were assessed at virtually half of the original budget.

4.3 President's & Local Leadership Councils: A general trend has been observed nationwide whereby AGM attendance has been increasing. Conversely, President's Council meetings have been poorly attended for quite some time.

Motion to refer to the CBC to propose an amendment to the wording of the Constitution to the effect that Local Leadership Councils meetings will convene on an ad hoc basis on the premise of either a request by the National President, or at the behest of 3 local presidents

Moved by: H. Delnick

Seconded by: C. Awada

Abstentions (3)

By show of hands: Carried unanimously

Several NEC members shared their observations and experiences having attended the AGMs alongside the President. With the NEC expressing great interest towards this undertaking on a yearly basis, a policy will be developed accordingly to establish a solid, ongoing standing practice.

(S. Rehman joined the meeting by conference call at 1:56pm)

4.4 MBM: The meeting was well attended and generated great discussions. By and large, most members were satisfied with the answers provided. The consultation process will continue.

4.5 Special Membership Meeting (EC): Intended to discuss the Collective Agreement, advantages and gains were reviewed and discussed in substantial detail. Major contentious issues were mainly related to parental leave provisions and benefits. Given the increased turnout/meeting attendance, larger accommodations will be necessary. Management is currently exploring viable options for this year with a few possible locations amenable by the NEC.

(K. Mansfield arrived at the meeting in person 2:08pm)

(N. Giannakoulis arrived at the meeting in person 2:12pm)

4.6 TR Issue: A 1-pager detailing the background of the issue was circulated and N. Bois further elaborated on the matter. Challenges related to the devolution of responsibilities and level of a Translator compared to those of a Proofreader still remain. Following an assessment of the job descriptions performed by Paquette Consulting, results propose that Translators be remunerated at the level of Proofreaders. The Employer was informed of the TRs position and of potential classification grievances that may be filed which may lead to challenges for all departments associated with the transition to artificial intelligence.

(S. Rehman rejoined the meeting in person at 2:15pm)

Motion that the NEC directs the President to meet with the Translation Bureau (*CEO Stéphan Déry*) to request the establishment of a Working Committee to discuss the transition and address questions related to classification and auto translation, and to grant the necessary resources for establishing this Working Group

Moved by: N. Bois

Seconded by: O. Alarie

Abstentions (1)

By show of hands: Carried unanimously

(A. Nemeč joined the meeting by conference call at 2:29pm)

HEALTH BREAK

5. In-Camera Issues

(Agenda Item #5 was reviewed in-camera)

6. Committee Updates

6.1 Finance Committee: Nothing to report.

6.2 HR Subcommittee: The subcommittee met yesterday to discuss the potential creation of the VP position, the org chart and President reclassification. The next meeting to be scheduled for September.

6.3 Constitution & Bylaws Committee: F. Lord recommended coordinating with other subcommittees chairs to attempt to scheduled meetings a week prior to the NEC in order to accommodate schedules and furthermore, any matters to be presented to the NEC will be fresh.

6.4 Elections and Resolutions Committee: The ERC met earlier this week and are preparing the call for resolution to be posted on the website next week.

7. Reports

7.1 President's Report: The President has been attending regional AGMs. G. Phillips will be on holidays for the next 2 weeks and during his absence, A. Picotte will serve as Acting President.

(K. Mansfield departed the meeting at 6:12pm)

7.2 VP's Report: Nothing to add.

7.3 Executive Director Report: C. Vézina has been attending Phoenix Damage Committee meetings on a weekly basis and an update will be provided in September.

7.4 Director of Policy Report: Discussed in-camera

7.5 General Counsel Report: Report previously circulated

7.6 Director of Communications Report: A total of \$60K has been allocated in the budget for fiscal years 2019/2020 (\$30K and \$30K) towards the website renewal. Following an analysis of the scope of work and expectations, a revised quote from the firm was forwarded. Although above the budgeted amount (\$67K U.S.), it will ensure CAPE's full compliance. In response to concerns raised by the NEC with respect to the revised quoted price and related to uncertainties of future costs, K. Thériault confirmed a clause preventing further increases without the consent of the client was included in the contract and reviewed by General Counsel. In addition, extensive discussions took place with the firm to ensure deliverables, measurements of milestone for payments and parameters have been clearly stipulated.

Action Item: The Director of Communications will contact the CLC to obtain feedback of their experience with that company.

Motion to revise the draft budget for fiscal years 2019/2020 and 2020/2021, and transfer \$30K from the budget line item allocated towards the website to the next fiscal year, and cap the amount at \$90K

Moved by: C. Lonmo

Seconded by: A. Picotte

Opposed (1), Abstentions (2)

By show of hands: Motion Carried

7.7 Finance Manager Report: The auditors have completed their onsite audit and will follow up with the Audit Committee on additional questions. Although requested by the Audit Committee, the President declined tabling the approval of their TORs at this meeting pending further review and legal opinion if necessary.

The NEC meeting adjourned at 6:24 p.m. EDT

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The above minutes are accepted as a true representation of the National Executive Committee meeting held on June 28th, 2019

APPROVED by:

Chairperson

Date