



**National Executive Committee Meeting
Friday, November 30th, 2018
National Office (Boardroom 1967) 4th floor
100 Queen St., Ottawa, Ontario**

MINUTES

Present: N. Giannakoulis, (*Presiding Chair*), O. Alarie, A. Coles, H. Collins, H. Delnick, G. Kopytko, F. Lord, K. Mansfield, A. Nemec, A. Picotte, A. Trau

Staff: M. Clarke, D. Cooper, C. Danik, K. Thériault, C. Vézina

Via Teleconference: N. Bois, G. Phillips and M. Stiermann

Regrets: E. Venditti, J. Courty

1. Call to Order

The NEC meeting was officially called to order at 9:00 am and Presiding Chair N. Giannakoulis confirmed quorum was achieved. New Director of Communications Katia Thériault was officially introduced to the NEC and took the opportunity to share details of her professional background. A brief round of introductions immediately followed.

1.1 Review of Agenda

The Agenda was briefly reviewed. It was requested adding the NEC Christmas lunch party under Item 2 and under Item 5, discuss the EC classification review, locals' structure and dues related issues.

Motion to accept the NEC Agenda as amended

Moved by: A. Picotte

Seconded by: A. Nemec

Abstentions (1)

By show of hands: Carried unanimously

(N. Bois joined the meeting via conference call at around 9:08 am)

1.2 Review of NEC public minutes (October 26, 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 October 26, 2018 as presented

Moved by: H. Delnick

Seconded by: A. Picotte

Abstentions (1)

By show of hands: Carried unanimously

1.3 Review of NEC in-camera minutes and SNEC minutes (October 26, 2018 and November 14, 2018)

** A folder containing the in-camera and SNEC minutes was distributed to be retrieved afterwards. NEC members were provided 10 minutes to review both the in-camera and SNEC minutes.*

There were no additions or comments raised on the in-camera minutes.

Motion to accept the NEC in-camera minutes dated October 26, 2018 as presented

Moved by: A. Picotte

Seconded by: H. Delnick

Abstentions (1)

By show of hands: Carried unanimously

There were no additions or comments raised on the SNEC minutes

Motion to accept the SNEC minutes dated November 14, 2018 as presented

Moved by: H. Delnick

Seconded by: A. Picotte

Abstentions (1)

By show of hands: Carried unanimously

2. Decision Items

- a) Terms of Reference (TORs) for subcommittees:** A progress report was provided in which K. Mansfield stated that the HR subcommittee TORs are in the process of being reviewed and D. Cooper confirmed the analysis has been performed. A meeting (*potentially with the entire HR subcommittee*) has been scheduled the week of December 10th to conduct a final review. The HR subcommittee TORs will be presented to the NEC for approval at the January meeting.

Discussion: One of the members expressed great displeasure with the constant delays and insisted this be handled as a priority, which was noted for the record. After reviewing the IOG report, it was observed that the Constitution fails to cover various key elements that should be included in TORs. Given the lack of standardization with subcommittees' TORs, it was recommended and agreed to setting firmer deadlines for undertaking the review process. In addition, it was

strongly urged that the first order of business for each subcommittee at the beginning of the 3-year mandate be to review the TORs for the NEC's subsequent review and approval.

C. Danik offered to share a template, which should also include the support staff role

It was noted that recognizing that only subject matters directed by the NEC should be reviewed, a right balance must be struck in allowing each subcommittee the flexibility or autonomy to propose what is deemed appropriate to raise. The following motion was raised:

Be it resolved that Chairs of subcommittees chaired by NEC members commit to present Terms of Reference (TORs) for these subcommittees to the NEC by March 29th, 2019, and that the NEC request other subcommittees to present such TORs to the NEC by May 25th 2019, and that such TORs shall include terms on the purpose of the subcommittee, the composition of its membership, both voting and non-voting members, the responsibilities of the subcommittee, the respective Chairs' responsibility including reporting to the NEC, the meetings frequency, the reporting of its minutes, and in consultation with the President, services CAPE staff will provide to assist subcommittee Chairs with the performance of their duties.

Moved by: F. Lord

Seconded by: A. Nemeč

**As requested, a written copy of the motion was circulated to the NEC and emailed to NEC members attending via teleconference*

Discussion: Overall comments from NEC members indicated great support of the motion. It was requested convening further discussions on reviewing the policy to ensure congruence with Sections 11-16 of the Bylaws and Constitution. It was also requested obtaining TORs for the NEC itself in order for new members to have a clear understanding of NEC members' roles, functions and responsibilities. The President reminded the NEC to be mindful not to increase the workload of the support staff by including terms in the TORs that may not be agreeable with Management.

To address this issue, the following friendly amendment was put forward so the motion now reads: *as provided by the President* rather than *in consultation with the President*. Both the mover and seconder were in agreement with the proposed amendment.

HEALTH BREAK

Action Item: In consultation with C. Danik, K. Thériault will update the website to reflect the information on the Collective Bargaining subcommittee, including its membership and the team selected to sit at the table.

Results/Vote on motion:
Abstentions (3)

By show of hands: Carried unanimously

- b) Donation Policy:** Amendments to the original draft of the Donation Policy were applied to include comments from the NEC and were reviewed during the October meeting.

Motion to approve the Donation Policy as currently drafted

Moved by: F. Lord

Seconded by: A. Picotte

Discussion: When referring to NEC, CAPE/ACEP, to maintain consistency with the terminology used throughout the Policy document, it was suggested adding a notation in brackets indicating their meaning at the first instance and then pursue with acronyms thereafter.

Action Item: C. Vézina will apply those amendments

NEC members engaged in a lengthy discussion primarily to address a concern raised with respect to #9 referring to items ‘a to g’ as agreed upon CAPE principles (*e.g.: equity, social justice etc.*), fearing that the broad definition of some of these concepts are equivocal and subject to interpretation, which may become problematic moving forward. It was however restated that Article 8 under “Principles” clearly underlines the need for donations to be consistent with the interests of CAPE. Several members believed that attending events where there will be an expectation to make a donation (*e.g.: Snowsuit Fund of Ottawa or other NGC related functions*) or that falls outside the purview of the Donation Policy should be at the President’s discretion. Additionally, having a presence at these events constitutes good governance and management practice for the Association, as well as providing networking opportunities with other union leaders in attendance. To that end, it was recommended to create an additional budget line item to mitigate those types of contingencies and “one-offs” so that funds can be allotted in the budget accordingly.

**At this time A. Picotte momentarily presided over the meeting. N. Giannakoulis returned soon after*

The notion of removing Section #9 altogether and simply stating that the NEC will review each request on its merits was proposed. While some members expressed strong support in the concept of making donations with limitations, other members were strongly opposed given CAPE’s status as a member-funded not for profit organization.

Results/Vote on motion:
In Favour (3)

Opposed (8)
Abstentions (3)

Motion Defeated

Action Item: NEC members were requested to forward their input/modifications to C. Danik in writing who will then apply the necessary changes and re-circulate the Policy for review at the January meeting.

In addition, a request for a monetary donation from Women's March Ottawa Chapter was received. N. Giannakoulis read the letter, which provided an overview of the event which will be held on January 19, 2019, and information on what is being sought. More information can be found at:

<http://www.womensmarchottawa.ca>

Discussion: Based on the merit of the request, it was requested a donation of \$250 be made to the cause. Participation to the event could also be leveraged through social media platforms and the actual request letter used to mobilize members (*e.g.: provide CAPE emblems, banners etc.*) and increase visibility. C. Vézina offered to prepare a message to all employees seeking any interested volunteers to attend the event. In the foreseeable future, it was recommended and agreed to holding further discussions on the acquisition of generic and reusable apparels for other events in support of similar initiatives and in an effort to control expenditures, a cap on swag and promotional materials would be imposed at the discretion of the President.

Motion to make a monetary donation in the amount of \$500 to the Women's March Ottawa Chapter to support their business requirements

Moved by: A. Coles

Seconded by: K. Mansfield

Discussion: The rationale for initially proposing \$250 was to allow the possibility to donate to other causes/charities during the remainder of the fiscal year. In addition, it was confirmed that year to date, \$250 was disbursed to the Ottawa Pride Parade, which is well under the budgeted threshold of \$1000.

A friendly amendment was proposed to revert back to the original amount of \$250 as a donation. Another friendly amendment was proposed to instead provide a range of \$250 to \$500 to allow for greater flexibility.

Motion to rescind the original motion to donate an amount of \$500 to the Women's March Ottawa Chapter

Abstentions (3)

By show of hands: Carried unanimously

Motion to make a monetary donation in the amount of \$250 on behalf of CAPE to the Women's March Ottawa Chapter

Moved by: K. Mansfield

Seconded by: A. Trau

In Favour (10)
Opposed (1)
Abstentions (3)

By show of hands: Motion Carried

- c) Inclusiveness & Equity Policy:** Amendments to the original draft of the Inclusiveness & Equity Policy were applied to include comments from the NEC and were reviewed during the October meeting.

Motion to approve the Inclusiveness & Equity Policy as currently drafted

Moved by: F. Lord

Seconded by: G. Kopytko

Abstentions (3)

By show of hands: Carried unanimously

It was noted that the Statement of Harassment will be read aloud at the AGM during which time, D. Cooper will act as the Harassment Prevention Officer and provide assistance should any member require it.

- d) Defense Fund:** Although several recommendations related to the Defense Fund were put forth at the last Finance Committee meeting, a consensus among the Committee members to adopt a new strategy was subsequently reached whereby it was decided not to repeal the Defense Fund but rather, broaden the TORs to be unconfined by its use. Following the commencement of the new Finance Officer next week, a more holistic review of the investment policy will be conducted to enable diversification of investments, maximize ROI while safeguarding and maintaining a reasonable amount of cash or cash equivalents to meet daily obligations. In light of the many details and time required to organize the particulars, a decision on the Defense Fund will be deferred until a later time.

- e) NEC Christmas Lunch Party:** All NEC members expressed interest in holding a Christmas Lunch Party. National Office staff will make the necessary arrangements.

Action Item: Along with the President, C. Vézina will organize the lunch during the week of collective bargaining on the week of December 10th

3. Action Items deriving from the last NEC meeting

- I. Organize meeting with or email S. Hassan from TB regarding PSES Survey:** *Not yet completed. An update will be provided in January*
- II. Update on the HR Subcommittee Terms of Reference:** *Previously discussed*

LUNCH BREAK

**After the lunch break, the President confirmed having emailed Sandra Hassan concerning the PSES Survey, to which it was indicated that a response is forthcoming.*

A. Picotte momentarily presided over the meeting and confirmed quorum was achieved. Soon after N. Giannakoulis arrived and officially reconvened the meeting

4. In-Camera Issues **(Agenda Item #4 was reviewed in-camera)**

Motion to go in camera at around 1:11pm

Moved by: A. Picotte

Seconded by: A. Nemec

By show of hands: Carried unanimously

5. Discussion Items

5.1 New EC Directors: With 5 new EC Directors beginning in January, both the President and VP N. Giannakoulis will meet with the Directors to present a high-level orientation of the NEC and apprise them of key events and issues from the past year, with the possibility of engaging Peter Engelmann to debrief the newly appointed Directors concerning what is expected of the NEC. The webcast video of the Candidates' Debate is now available on the website. The session was moderated by the ERC Chair and overall went well. The actual ballot for the bi-elections will go out following the AGM.

5.2 Update on Pension Conference: The International Federation of Employee Benefit Plan (IFEBP) held a conference November 18-21, 2018. N. Giannakoulis elaborated on the well-attended conference and on key takeaways from the various sessions, which were deemed interesting and valuable information. As members sitting on the CAPE Pension Committee, the Payroll & Accounting Assistant along with the President and VP N. Giannakoulis attended the event, which also consisted of 3-day training to achieve certification.

5.3 EC Classification review: ESDC members have expressed concerns regarding the Employer's overall direction and on the impact on employees within several sub-streams where re-alignment and convergence of EC to AS positions have occurred. C. Vézina stated that following meetings with the Office of Chief Human Resources Officer (OCHRO) senior officials in 2017 and 2018, the impact to date towards ECs has been favorable and the report from OCHRO indicated that positions will remain as ECs. In addition, LROs have been made aware of the ongoing review of some of those positions. A dedicated resource at the National Office (Claude Archambault) has been assigned to closely monitor this issue. NEC members were requested to bring forward any talks pertaining to CO and PO positions within their respective areas to the National Office's attention so that individual cases can be dealt with as they arise.

5.4 Locals Structures: It was observed that several locals are running their structure differently, whereas some are in conformity with the traditional framework with

an organizational model led by a President, VPs, Secretary Treasurers etc., while others operate with stewards at large without a core executive body established.

(M. Stiermann joined the meeting in person at around 3:30pm)

Discussion: It was noted that good governance stipulates that locals must operate within a hierarchical structure with some uniformity to organization. Locals seeking access to the membership list must demonstrate accountability for the privacy of that list, and it is difficult to rationalize disclosing personal information in the absence of elected members (*whether it be by acclamation or by vote*) or a local leader. The size of a local must also be taken into consideration.

Action Item: It was suggested and agreed to deferring this matter to the Constitution and Bylaws subcommittee so a systematic review of all the local bylaws can be performed, including an evaluation to assess what can be ratified and ensure no conflict with the main Bylaws, and prepare a proposal for the NEC's review.

5.5 Dues related issues: One of the NEC members described a specific case where a member working at the Alliance as an indeterminate AS-5 and acting as an EC-5 has been experiencing issues with her dues, having recently received a notice of dues owing. C. Vézina confirmed the Membership Services Group is reviewing this case; an issue attributed to dues reconciliation along with Phoenix as a root cause of the problem resulting in significant impact on some groups.

In the interest of time, it was requested to address Agenda Item #7 in lieu of the Committee Updates

Moved by: F. Lord

Seconded by: A. Coles

By show of hands: Carried unanimously

7. Reports

7.1 President's Report: The AGM agenda was circulated to NEC members. This year, three guest speakers (*Chris Aylward, Debi Daviau and Dany Richard*) have been invited to the AGM to make a presentation, to be followed by a Q&A period. K. Thériault provided a detailed breakdown of the program and elaborated on the information that will be presented and defined how the 2-part session will unfold. Concept-wise, the theme of the AGM will have an emphasis on "strength and unity" to convey a strong message of teamwork and collaboration, which will also be the premise for the President's speech. A video producer has been invited to interview all 4 Presidents on various issues and to capture key messages that will be posted online. An electronic bulletin will be prepared and circulated to the membership the week of December 11th. To avoid any ambiguities, an addendum to the Privacy Policy underlining the governing rules related to use of the membership list will be applied.

Action Item: For the next NEC meeting, the Chair recommended revisiting the idea of having a retreat for NEC members to perform a long-term visioning exercise for the Association

7.2 VP's Report: Nothing specific to report at this time

7.3 Professional Services Report: C. Vézina reported that the Security and Privacy Policy was recently rolled out to all the staff and have all been signed. All questions from the internal union were addressed. NEC members were reminded to sign the Policy if not yet completed. In addition, the hiring of the Director of Communications and the Finance Officer will involve a thorough review of the organizational structure in the coming months.

7.4 Director of Policy Report: C. Danik reported that a 3rd policy on prevention of harassment of members against members is in the process of being developed and will potentially be presented to the NEC for review at the January meeting.

**At this time the President confirmed having heard back from the Executive Director at OCHRO regarding the PSES and a meeting has been scheduled next week to further discuss the consultation process*

7.5 Director of Communications Report: K. Thériault shared the proposed collective direction towards the improvement of communications and identified 4 priority areas of focus for next year:

1. Member engagement
2. Reputation and issue management
3. Advocacy and campaigns
4. Media outreach

She further expanded on a number of communication objectives, including but not limited to increasing transparency and accountability, further engaging and mobilizing members, raising CAPE's profile and influence, and working closely with other Directors of Communications in local unions to collaborate on communication and advocacy work. With respect to upcoming projects, the website will take precedence above all and will be undertaken through a consultative process. Increasing social media presence and improving communication with members were also recognized as high priority targets.

K. Thériault requested the NEC consider reviving the Communications subcommittee.

Action Item: Further discussions on the matter will be tabled for the next meeting

(Agenda Item #7.6 was reviewed in-camera)

Motion to go in camera at around 4:56pm

Moved by: H. Delnick

Seconded by: A. Picotte

By show of hands: Carried unanimously

6. Committee Updates

6.1 Finance Committee: The Finance Committee met on November 8th and the most substantive item of discussion was on the Defense Fund. A minor discrepancy on the reporting of the amortization expense regarding the differential between 2017 and 2018 was noted. N. Giannakoulis will draft a note to the Audit Committee Chair requesting further clarification and will copy the Finance Committee. Financial statements can be expected to be presented either at the January or February NEC meeting.

6.2 HR Subcommittee: This item was already discussed

6.3 Constitution & Bylaws Committee: The Committee is awaiting D. Cooper's note for consideration on the new Bylaw 5 on December 13th with the hope of making a formal proposal to the NEC at the January meeting.

6.4 Elections and Resolutions Committee: The ERC will present a short report at the AGM. Voting will begin December 5th to December 18th and a meeting has been scheduled with the ERC December 19th where results will be announced through the scrutineers. C. Vézina will then work with K. Thériault to inform the staff accordingly.

8. Other Business

The Analytical Working Group held their inaugural meeting a few weeks ago which was well attended. The Working Group's first order of business will be to perform an analysis of general collective bargaining.

9. Meeting Adjournment

Motion to adjourn the NEC meeting

Moved by: A. Nemec

Seconded by: H. Delnick

By show of hands: Carried unanimously

The NEC meeting adjourned at around 5:07 p.m. EDT

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The above minutes are accepted as a true representation of the National Executive Committee meeting held on November 30th, 2018

APPROVED by:

Chairperson

Date