

## New Federal Workers and new locals Sub-Committee Meeting

Thursday May 8<sup>th</sup>, 2025

12PM

Via TEAMS

### Record of Decisions

Via Teams: A. Yeo (Interim Chair, Vice-President EC, LoP, OPBO), S. Qurbany, W. Harrison (Volunteer)

Regrets: N. Prier (President), A. Brabant (Chair), D. Podkowka (Volunteer), A. Slizak (Volunteer), J. Hutt (Senior Advisor to the President), J. Courty (Local Liaison Officer)

Staff via Teams: A. Poliquin (Director of Representation and Education), S. Newman (Administrative Assistant)

1. Opening of the meeting
  - Meeting was officially called to order at 12:07pm.
2. Approval of Agenda
  - A. Yeo removes item #6 from the agenda. Be it resolved that the amended May 8<sup>th</sup>, 2025, agenda be approved unanimously.

3. Approval of Record of Decisions from April 10<sup>th</sup>, 2025

- Be it resolved that the April 10<sup>th</sup>, 2025, Record of Decisions were approved unanimously.

- **In favour: 2**

**Opposed: 0**

**Abstentions: 1**

***Motion carried.***

4. Local Clinic 1-Pagers

- The purpose of the local clinic is to support locals with low capacity.
- The clinic aims to build capacity to engage more community members and hold more meetings and events.
- Knowledge products will be created and shared with clinic attendees.
- A list of potential topics for the one-pagers is as follows:
  1. Understanding the CA
  2. How to orchestrate an AGM
  3. How to write a Newsletter
  4. How to Write a survey
  5. What are your rights as local leader?
  6. What can you do in the physical office/Online organizing?
- A. Yeo plans on sharing the information with A. Slizak for her to review and provide feedback.
- A. Yeo presents the first document, being Tips and tricks on developing local surveys.
- A. Yeo also shares her checklist "Local Hybrid meeting/event planning" being a breakdown on how to hold events.

- A. Poliquin recommends for A. Yeo to consult J. Courty regarding the "Local Hybrid meeting/event planning" document.
- S. Qurbany volunteers to review topic #6 from the list of potential topics for the one-pagers.
- A. Poliquin mentions that S. Qurbany could consult J. Hutt regarding topic #6.

## 5. Worksite posters

- W. Harrison mentions the challenge is creating a poster that's informative without being a hard-to-read wall of text. We should aim for a balanced, in-between approach.
- The plan is to use a QR Code that links to content (like one-pagers) on the Canva website.
- This approach avoids cluttered posters by linking to more detailed information, keeping visuals eye-catching and readable.
- W. Harrison requests for help from the sub-committee members.

## 6. Involvement in Caucus (William)

*Removed from the agenda.*

## 7. Closing of meeting

The meeting was adjourned at 12:55pm.

The above record of decisions is accepted as a true representation of the New Federal Workers and new locals Sub-Committee meeting held on May 8<sup>th</sup>, 2025.