

New Federal Workers and new locals Sub-Committee Meeting

Thursday October 23, 2025

12PM

Via TEAMS

Record of Decisions

Via Teams: Annie Yeo (Chair, Vice-President EC, LoP, OPBO), Samir Qurbany (Volunteer), Dylan Podkowka (Volunteer), Annie Slizak (Volunteer) William Harrison (Volunteer).

Regrets: Nathan Prier (President), Andre Poliquin (Director of Representation and Education), Julie Courty (Local Liaison Officer).

Staff via Teams: Joelle Franche (Administrative Assistant), Clarisse Habarugira (Executive Assistant to the President).

1. Opening of the meeting

Meeting was officially called to order at 12:03pm. Quorum was reached.

2. Approval of Agenda

The agenda was approved as approved as presented.

3. Approval of Septembers record of decisions.

The Record of decisions were approved as Amended.

4. CA leaves guide & Local resources.

Annie Y. updated the group on the progress on the guide and resources and why there was a pause on progress. The group discussed on dividing tasks for the leaves guide to move it forward. The group is anticipating receiving the approval on the local resources to be approved.

William H. Joined 12:18pm

5. Member onboarding.

Annie S. updated the group on their work towards adding to the orientation guide and their findings with the collective agreement. The group showed their support and discussed some amendments. The drafts onboarding documents will be shared via email for some more in depth revising.

6. Brainstorming new projects.

The committee discussed a new template to request help from the CAPE communications team about advertising on CAPE's socials and website. The standardized Draft will be presented at the next meeting.

The group also would like to reach out to all local executives to have a temperature check and discuss one on one what's going on in their locals and save the data to have it available nationally. An interview script will be shared to divide and conquer the interviews.

Clarisse left 12:44pm.

7. Closing of meeting

The meeting was adjourned at 12:48pm.

The above record of decisions is accepted as a true representation of the New Federal Workers and new locals Sub-Committee meeting held on October 23, 2025.