

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

Thursday September 11<sup>th</sup>, 2025

12PM

Via TEAMS

### Record of Decisions

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

Regrets: Nathan Prier (President), A. Brabant (Chair), James Hutt (Senior Advisor to the President), Clarisse Habarugira (Executive Assistant to the President), Andre Poliquin (Director of Representation and Education).

Staff via Teams: Joelle Franche (Administrative Assistant), Julie Courty (Local Liaison Officer).

#### 1. Opening of the meeting

Meeting was officially called to order at 12:13pm. Quorum was reached.

## 2. Approval of Agenda

Annie added - Onboarding Materials to point 6.

The agenda was approved unanimously as amended.

## 4. Publishing the leaves doc

The wheels are in motion, the documents were sent to translation, updates on this coming soon from CAPE staff.

## 5. Translating resources

The four information groups haven't been translated yet, the group will make them more visually appealing with Canvas

12:20pm William joins the meeting.

## 6. Onboarding Materials

The subcommittee spoke about the fact-finding questions orchestrated with different federal groups in terms of onboarding materials. The group is happy to create and polish some onboarding documents. Making them more available and informative as well as connecting the material with their respective unions/ collective agreement. The member's guide was shared with the group. They

also discussed amending the letter of offers with a general blurb, deck and email guide to connect the union to the new worker.

#### 7. Closing of meeting

The committee would like to revisit the idea of reaching out to smaller locals, Rands in offering support and local organizations.

The meeting was adjourned at 12:47pm.

The above record of decisions is accepted as a true representation of the New Federal Workers and new locals Sub-Committee meeting held on September 11th, 2025.