



# Professional & Technical Staff Union

at the University of New Brunswick in Saint John and Fredericton

## **GENERAL MEETING**

Monday, January 8<sup>th</sup>, 2018

12 Noon – 1:00 pm

Fredericton: Marshall d'Avray 143

Saint John: Hazen Hall 231

1. PSAC STATEMENT ON HARASSMENT
2. MINUTES – DECEMBER 2016 MEETING
3. BUSINESS ARISING FROM THE MINUTES
4. ELECTION
  - A. SECRETARY
  - B. CHIEF GRIEVANCE OFFICER
5. REPORTS
  - A. PRESIDENT'S
  - B. TREASURER'S
6. PTSU BY-LAW REVISIONS
7. NEW BUSINESS
8. ADJOURNMENT

**Minutes of Annual General Meeting  
Professional and Technical Staff Union  
UNB (Fredericton and Saint John campuses)  
(PSAC Local 60551)**

**Date:** January 8th, 2018

**Time(s):** 12:00 pm - 1:00 pm

**Location(s):** Room 143 – Marshall d’Avary Hall, UNB Fredericton campus  
Room 231 - Hazen Hall, UNB Saint John campus

**Chairperson:** Dawn Dignam - President, PTSU (PSAC Local 60551)

**Secretary:** Chris Miller

**Attendance:** 32 members  
(Fredericton – 25 \ Saint John – 7)

The Chairperson called the meeting to order at approximately 12:05 pm.

The Chairperson welcomed and thanked everyone for attending.

The Chairperson presented the agenda.

**1) PSAC Statement on Harassment**

The Secretary read the PSAC Harassment Policy.

**2) Adoption of Minutes – Annual General Meeting of December 1, 2015**

The minutes from the 2016 AGM were presented. No questions arose from the minutes.

**3) Business Arising From the Minutes**

There was no business arising from the minutes.

#### **4) Election**

##### **a. Secretary**

Nominated for Secretary – Chris Miller

Nomination accepted. Elected by acclamation.

##### **b. Chief Grievance Officer**

Nominated for Chief Grievance Officer – Tanya Pitt

Nomination accepted. Elected by acclamation.

#### **5) Reports**

The chairperson presented the President's report which included an update on Bargaining / Conciliation. We have completed more work in seven days of conciliation that we have in the previous six months of bargaining. We feel that having an independent third-party in the room has helped move things forward more quickly. The President also discussed the PSAC national Triennial Convention and the Vacation Purchase Plan, see Appendix A for more details.

The President and Executive Committee received questions from the floor and one important question was regarding timeliness of information about bargaining. The Secretary announced a plan to have a monthly newsletter that we would use to improve this communication. The first newsletter will be available before the end of the month. The Executive also agrees to improve our website as soon as possible.

The Treasurer (Ed Goodfellow) gave a report on the union's finances. The update included expenses for the year and our current balance, see Appendix B.

#### **6) PTSU By-Laws Revision**

The chairperson presented one (1) motions to amend our by-laws to include a Past President position and Member Services/Professional Officer(s), see Appendix C.

**Motion: That By-Laws be updated as proposed.**

**Motion carried by vote.**

#### **7) New Business**

The Chairperson motioned to adjourn the meeting at approximately 12:40pm.

# **Appendix A**

## **President's Report**

### **Conciliation**

We have now entered into conciliation, and are seeing progress. So far, your bargaining team has spent 7 days in conciliation, and further dates have been scheduled for 2018:

Jan 15-16

Feb 8-9

Mar 14-15

Mar 20-21

### **PSAC National Triennial Convention**

The PSAC National Triennial Convention will be taking place Sunday, April 29, 2018, at 2:30 pm and concluding Friday, May 4 at 12:00 pm at the Metro Toronto Convention Centre. Based on membership numbers, our local is entitled to send 1 delegate to the Convention.

The selected delegate must be submitted no later than Thursday, January 11, 2018 in order to meet the deadline.

### **Vacation Purchase Policy**

On December 1st, all members with continuing full-time status should have received notice from HR that they are now eligible to apply for UNB's Vacation Purchase Plan. Within bargaining/conciliation, we are also negotiating self-funded leave, with our goal of having it apply to all members, regardless of continuing status.

# Appendix B

## PTSU Financial Statement

### Professional and Technical Staff Union

DATE	CHEQUE	PARTICULARS	DEBIT	CREDIT	BALANCE
31-Dec-13		Start-up Funds		\$500.00	\$500.00
30-May-14		National deposit for conference		\$550.00	\$1,050.00
30-May-14		ASAP Cheques	\$83.28		\$966.72
03-Jul-14	1	Sharon Smith-Atlantic Conference St. John, NB	71.25		\$895.47
03-Jul-14	2	John Hayden-Atlantic Conference St. John, NB	\$390.86		\$504.61
16-Mar-15	3	John Hayden-PSAC national Triennial Convention	\$300.00		204.61
01-Apr-15		Operating Loan Start-up		\$2500.00	\$2,704.61
29-Jul-15	4	AGM 2014 Food/Beverages	\$127.05		\$2,577.56
***	5	Voided	***	***	***
29-Jul-15	6	Domain Name Renewal	\$191.88		\$2385.68
27-Oct-15	7	Not Required*Voided*	***	***	***
27-Oct-15	8	Not Required*Voided*	***	***	***
02-Dec-15	9	Voided	***	***	***
02-Dec-15	10	John Hayden for AGM 2015	\$40.65		\$2345.03
02-Dec-15	11	Voided	***	***	***
02-Dec-15	12	John Hayden, Printer for Bargaining team	\$214.68		\$2,130.35
29-Feb-16	13	Domain Renewal	\$37.80		\$2,092.55
12-Apr-16	14	Domain Renewal "Go Daddy"	\$16.94		\$2,075.61
06-Jul-16	15	John Hayden "Wix Com"	\$199.61		\$1876.00
19-Aug-16	16	Voided	***	***	***
23-Sep-16	17	United Campus labour Council(UCLC)	\$100.00		\$1,776.00
02-Dec-16	18	John Hayden DCL Atlantic Conference, Moncton	\$166.84		\$1,609.16
20-Dec-16	19	John Hayden Toner Cartridge/Travel Case/Candy for AGM	\$175.73		\$1,433.43
21-Apr-17	20	John Hayden Toner Cartridge/Domain Renewal	\$102.75		\$1,1330.68
-Jun-17	21	Tanya Moore; 7 <sup>th</sup> Atlantic Triennial Convention	\$50.00		\$1,280.68
-Jun-17	22	Chris Miller; 7 <sup>th</sup> Atlantic Triennial Convention	\$50.00		\$1,230.68
16-Jun-17	23	John Hayden "Wix Com"	\$206.17		\$1,024.51

# Appendix C

## Amended Notice of Motion

January 8, 2018

The PTSU Executive has reviewed the By-Laws of Local 60551 and is recommending amendment.

It is hereby proposed that the By-Laws of the Professional and Technical Staff Union(PTSU), the Public Service Alliance of Canada(PSAC) Local 60551, be amended as follows:

### **Section 5: Officers**

- (a) The Officers of Local 60551 shall be the President, Vice-President (Saint John), Vice-President (Fredericton), Secretary, Treasurer, Chief Grievance Officer and Member Services\Professional Officer(s).

### **Section 6: Executive Board**

- (a) The Executive Board shall consist of all current Officers of Local 60551 and the immediate Past President. The Past President and Member Services\Professional Officer(s) sit as non-voting members of the Executive Board.

### **Section 7: Duties of Officers**

- (g) Member Services\Professional Officer\*

The Member Services\Professional Officer(s) shall:

- (i) Assist the Executive and committees as appropriate and necessary.
- (ii) Communicate with and offer a full slate of member support services to the membership.
- (iii) Serve as a non-voting member of the Executive Board.
- (iv) Provide support to the Chief Grievance Officer, Shop Stewards(s), and Grievance Committee. (Case management, grievance hearing(s), arbitration(s) and research).
- (v) Assist the Secretary with administrative functions when necessary to maintain efficient operations of the Local.
- (vi) Support the PTSU Bargaining Team in the collective bargaining process.
- (vii) Promote good working relations with UNB administration and other UNB employee groups. The Member Services\Professional Officer may have a role in relations with other local, provincial, or national committees, associations, congresses, etc. that are of benefit to the Local.

\* *Once a first collective agreement has been negotiated and ratified and dues remittance has commenced, remuneration for this position shall be commensurate with the duties and responsibilities of the role as well as based on the qualification of the incumbent and consideration of dues remittance schedules with the PSAC. Until such time the position will be carried out on an 'honorary' basis. This position may be job-shared.*