

PROFESSIONAL EMPLOYEES ASSOCIATION

EXECUTIVE MEETING

January 12, 2009 (11:30 a.m.)

Dunsmuir Lodge

1515 McTavish Road, Sidney, BC

Executive:

Paul Albu
Bruce Barnewall
Kathy Danchuk
John Foxgord
Tom Gore
Cliff Haman
Sean Holland
Kathy Kendall (by phone)
Frank Kohlberger
Linda Lucier
Jim Russell

Regrets:

Mike Jobke

Staff:

Rhiannon Bray
Jodi Jensen

Observers:

Shel Harris
Brent Hird
Joanne Montgomery

- 1. Call to Order:** The meeting was called to order at 11:55 a.m. with J. Russell in the chair.
- 2. Adoption of Agenda:** M/S/C to adopt the agenda as presented.
- 3. Approval of Minutes:** K. Danchuk assumed the chair.

M/S/C to adopt the minutes of November 17, 2008 and December 18, 2008 as circulated.

- 4. Secretary-Treasurer's Report:** J. Foxgord reported that for the month of October revenue totaled \$161,346. Operating expenditures totaled \$101,289 and other expenditures totaled \$156 for combined expenditures for the month of \$101,446. The excess of revenue over total expenditures for the month was \$59,904.

J. Foxgord also reported that for the month of November revenue totaled \$95,133. Operating expenditures totaled \$135,973 and other expenditures totaled \$10,224 for combined expenditures for the month of \$146,197. The deficiency of revenue over total expenditures for the month was \$51,064.

J. Foxgord also reported that for the month of December revenue totaled \$134,738. Operating expenditures totaled \$112,665, capital expenditures totaled \$504 and other expenditures totaled \$5,454 for combined expenditures for the month of \$118,623. The excess of revenue over total expenditures for the month was \$16,115.

M/S/C to adopt the Secretary-Treasurer's report as presented.

Executive members expressed interest in having T. Humphries attend a meeting to explain changes in financial statements and methods.

5. **Grants & Donations Committee Report:** J. Foxgord reported on the committee's recommendations as follows:

Doctors without Borders: \$1,000 donation.
United Nations High Commissioner for Refugees: \$1,000 donation.
Tenant Resource & Advisory Centre: \$1,000 donation.
BC Children's Hospital Foundation: \$1,000 donation.
Quest Food Exchange (Capital Campaign): \$1,000 donation.
Canadian Red Cross (BC/Yukon office): \$1,000 donation.

M/S/C to approve the recommended donations.

J. Foxgord sought guidance on how donation requests from organizations local to a particular community should be handled, given the historical practice of donating to provincial organizations. Executive members expressed their thoughts on the matter and emphasized the committee's discretion to recommend donations it considers appropriate within the bounds of policy. J. Foxgord thanked executive members for their feedback and indicated the committee would likely meet by conference call to discuss the matter further.

6. **Finance & Investment Committee Report:** J. Foxgord reported on the Finance & Investment Committee meeting held December 9, 2008. He reported that the committee met with P. Siluch to review the performance of the various investment managers and implementation of the resolutions adopted by the 2007 convention. J. Foxgord noted that P. Siluch was expected to re-balance the portfolio in the 1st Quarter of 2009.

J. Foxgord also reported on changes to the accounting method and software used by the Association, on the committee's recommendation to accrue operating surplus from 2008 for negotiation expenses in 2010, and on the committee's discussion of the application of dues to lump sum payments.

Executive members requested that the formulation of a policy for applying dues to lump sum payments be placed on the agenda of the February meeting.

M/S/C that \$100,000 of the 2008 operating surplus be accrued for negotiating expenses in 2010.

M/S/C to approve the list of automatic remittances for non-discretionary payments, conditional upon the payments being "push" payments.

M/S/C to accept the Finance & Investment Committee Report.

7. **2009 Budget:** J. Jensen reported on amendments to the draft budget initially circulated at the November meeting.

M/S/C to approve the 2009 budget as circulated.

- 8. Staff Relations Committee Report:** (R. Bray absented the meeting for this agenda item.) J. Russell reported that on December 12, the committee met with B. Metcalfe to develop a manual for the Executive Director performance appraisal process. The draft manual will be circulated to the committee for review before being brought to the February meeting for approval.

J. Russell brought forward Executive Director J. Jensen's request to carry over excess vacation from 2008 resulting from her inability to schedule vacation due to operational reasons. (J. Jensen absented the meeting for this item.)

M/S/C to allow Executive Director J. Jensen to carry over her excess 2008 vacation.

J. Russell also reported on the committee's recommendation to temporarily reduce B. Rasode's appointment to 0.7 FTE, following her request upon her election to Surrey City Council. He noted that B. Rasode indicated she could accommodate her current servicing load with the reduced appointment until the next collective bargaining cycle.

M/S/C to temporarily reduce Labour Relations Officer B. Rasode's FTE to 0.7 with a re-evaluation after six months.

J. Russell reported that the committee had also discussed the current Labour Relations Officer staffing arrangement and recommended that the Senior Labour Relations Officer position be reclassified to a Labour Relations Officer position.

M/S/C that the Senior Labour Relations Officer position in the Victoria office be reclassified to a Labour Relations Officer position, effective immediately, to reflect the current needs of the Association.

- 9. Table Officer Nominating Committee Report:** P. Albu reported on the committee's meeting held December 11 by conference call, noting that the Nomination Form was available on the website. He also reported that candidates who had been nominated in advance would be given the opportunity to submit, in electronic form, up to once page of information to be included in the package of reports and resolutions distributed to all delegates 30 days prior to convention.

M/S/C to accept the Table Officer Nominating Committee Report.

10. Convention:

a. Delegate Entitlements: J. Jensen reported that all Chapter Chairs had been notified of their delegate entitlements as reflected in the report circulated at the meeting, and noted that completed credential forms were due to be returned to the Association no later than March 3.

b. Observers: J. Jensen reviewed the briefing note circulated with the meeting materials concerning the timing of the rotation of observer status among chapters as it coincides with convention.

M/S/C to refer the issue to the Policy Review Committee to consider options allowing for equitable representation at convention.

c. Planning: J. Jensen noted that the deadline for resolutions was March 18 and asked if Executive members wished to raise any resolutions for consideration at the February meeting.

J. Russell reported that he had received layoff notice effective April 30, 2009. He noted that as First Vice-President, he chairs the Resolutions Committee and reports on the committee's recommendations at convention. J. Jensen agreed to investigate the by-laws and policy and report back to the February meeting.

11. Real Estate Update: J. Jensen provided an update on commercial properties for sale in Victoria, and indicated she would seek further information.

12. Policy 3.15 Complaint – PIPA : K. Danchuk reported on the complaint.

J. Jensen provided a brief overview of the materials circulated prior to the meeting.

Executive members discussed the complaint.

M/S/C that the Association Executive has reviewed the complaint and supports the decision of the Privacy Officer.

K. Danchuk was to notify the complainant of the Executive's decision.

13. Chapter Reports:

SMS: S. Holland reported that Nancy Pektar had become the new Chapter Chair.

LSS: K. Kendall reported that 14 staff lawyers in the Lower Mainland had been given layoff notice on January 9, and that the Chapter Executive had met that evening to discuss the cutback and were planning a membership meeting the following week.

UVic: C. Haman reported on changes to the Chapter Executive and that the Annual General Meeting in November had been very well attended.

GLP: F. Kohlberger reported that the Chapter Executive was meeting later that day and the following day to review member feedback on the Annual General Meeting and the Strategic Plan.

PGSD: S. Harris reported on the Annual General Meeting in December and a vacancy on the Chapter Executive.

FMEP: B. Hird reported that the Annual General Meeting had been held in early November with no changes to the Chapter Executive.

CHSS: L. Lucier reported on the activity resulting from the employer's new attendance management program.

HSP: J. Montgomery reported that increased attendance at this year's Annual General Meeting had resulted in recruitment of a new Local Representative, and that there were no changes to the Chapter Executive.

14. Further Business:

J. Russell reported further on the impact of the cuts to Legal Services Society staff and the tariff paid to private bar lawyers to provide service. He noted that the cuts were not made in response to government funding cuts but because of increased demand for services.

Executive members discussed the impact on both members and the public, and indicated Executive support for campaign initiatives or activity in support of legal aid. Executive members requested that they be kept apprised of any campaign activity.

15. Adjournment: The meeting was adjourned at 4:10 p.m.