



## Minutes of Board Meeting

Nov 15<sup>th</sup>, 2017, 12:00pm  
Meeting Room C

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### 1. **Call to Order**

**Chair**

Meeting was called to order at 12:08 p.m.

#### **Roll Call**

##### Officers Present

President – M. Major

VP – P. Pendleton

Secretary – T. Cesario (Part-Time)

F. Biancolin

C. Di Leo

S. Hughes

P. Pavlovic

##### Absent – With Regret

Second VP – T. Downe-Dewdney

Treasurer – J. Skinner

J. Volk (LOA)

##### Staff

Heather Nicolson- Morrison (ED)

Grace Ciardullo (SHRC)

Jenna Mantle (EA)

### 2. **Approval of Agenda**

**Chair**

There was an amendment to the agenda. The Treasurer' Report was moved to Item #7 to ensure there was time to adopt.

**MOTION:** To accept the amended Agenda of Meeting of November 15, 2017.  
(Pendleton/Biancolin) Carried.

### 3. **Declaration of Conflict of Interest**

**Chair**

None.

### 4. **Approval of Minutes**

**Chair**



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**MOTION:** To approve the Minutes of the Board Meeting of Oct 18<sup>th</sup>, 2017.  
(Pavlovic/Di Leo) Carried.

**5. Business Arising from Previous Meetings**  
**Executive Directors Report**

**ED**

**Framework**

- The PAC, with the inclusion of the SHRC, made suggestions and recommendations and the edited Draft Framework Document was resubmitted to K. Pond for discussion Nov 1. (*draft below*)



Nov 1 City COTAPSA  
draft protocol upda

- Meeting on Nov 1<sup>st</sup> with K. Pond, ED and President went well. Next step for K. Pond will be to share with P. Wallace
- Will see what comes back from City HR. If necessary, final recommendations will go back to City (K. Pond)
- M. Major requested a change to include "The City recognizes the rights of representation for Management, Agencies, Boards and Commissions"
- Once this is signed by both parties that means it is approved. This does not require council approval.
- A motion to go forward at December Board meeting unless it is received earlier and ED will send an E-vote to Board.

**Non-Union Cost of Living Recommendation for COLA**

- 1.25% -- approved at the Council Meeting of Tuesday Nov 7<sup>th</sup> for January 1, 2018 and Jan 2, 2019
- Councillor Ford put a hold on this and it was subsequently released. Do not know why the hold was applied.

**TCHC**

- ED has sent another email to Councillor Cressy asking for status on issues we raised in June, 2017.

**6. Chairs Comments**

**Chair**

- ANUMMO RFP candidate interviews took place on Nov 6/17
- There were 3 responses to RFP; Daisy Group, Kranc Communications and Kinlock. Currently waiting on final approval from ANUMMO Board to move forward.
- Currently, there is \$6000 in the ANUMMO account. Costs to move the campaign for representation forward (Costs from RFP). In early Nov/17 OASBO withdrew its support from ANUMMO. That being said, in order to push work forward, we are requesting a \$20,000 financial infusion from each of the existing three organizations who comprise the ANUMMO Board. This would allow ANUMMO to carry the RFP

program work out and also have some funds available to run for 1.5 years before review.

It is expected that the funding will be taken from the Legal budget line, this \$20,000 is in addition to the already approved \$5,000 for this budget, and therefore the total donation would be \$25,000.

ANUMMO is important as one of its key focus' is to obtain a seat on the OMERS SC Board and this would provide a voice to non-union employees paying into the fund. There is a level of secrecy at OMERS especially in relation to monies spent. They have six meetings per year where no decisions are being made and are not transparent in their actions.

- It was suggested that we communicate to our members why we are funding this initiative.

M. Major will be the speaker at the AGM and will cover topics regarding ANUMMO and OMERS representation.

**MOTION:** To approve the additional funding to ANUMMO of \$20,000 for the 2017-18 year. (Pendleton/Biancolin) Carried

- OMERS Stakeholder Meeting Dec 1, VP Downe Dewdney is attending with President and ED

## 7. Treasurer's Report

ED/EA for Treasurer

### Monthly Financials (Oct)

- EA commented that we are in the first month of the 2017-2018 fiscal year and there are no unordinary revenues or expenses for the month.

**MOTION:** To approve the Monthly Financials. (Pavlovic/Di Leo) Carried.

### Audit

- Audit finished 2 weeks ago. The audited financial statements were received and there were fewer adjustments this year – overall we are in a good position.
- Auditor was supplied tentative date of the AGM to ensure her participation.

### Discussion as to Audited Reports (*Distributed at Meeting*)

- The Treasurer had flagged in her notes that the auditor did not update **Note #6, p.10 re: Commitments.** *It reads as it would have last year.* The Treasurer believes it needs to say that the total cost was paid in the year and the agreement extends to Jan 2018. The amount is no

longer due. This note should be revised and staff had already flagged to the Auditor.

This has no impact on the statements – they have adjusted the prepaids for it.

Treasurer would be inclined to move adoption of the Audited Statements with the condition that Note 6 be updated.

**MOTION:** To move the adoption of the audited statements with the condition that Note 6 be update. (Di Leo/Pendleton) Carried.

There were *Items of Audit Significance Discussed with Management* presented in the *Report of the Board of Directors* which included adjustments that needed to be made during the audit. Discussions were had surrounding training for EA to do adjustments prior to audit which include amortizations, pre-paid, etc. Consideration of having a bookkeeper come into the office in advance of the audit was also mentioned. It was noted that there are always adjustments following an audit but staff should be able to have most adjustments made prior to audit.

#### **Performance Evaluations/COTAPSA Budget**

- *ED, at the October Exec Meeting, raised issue regarding staff performance reviews and COTAPSA budget year matching as at present they are now received 3 months into year and resultantly budget is off. ED and Treasurer were asked to work through and report back at the November Executive meeting.*

*The following Recommendation came from the Executive*

- The staff to have Performance Reviews in Aug/Sept and the assigned increase would be provided to the Finance Committee for inclusion in the upcoming Year Budget (year starts Oct 1)
- COLA would be estimated at the City's current rate and would be adjusted as required.

**The recommendation from the Executive Committee is to approve the change in the process**

**MOTION:** To approve the change of date for staff performance reviews and payment to match the COTAPSA budget cycle (Pavlovic/Hughes) Carried

**MOTION:** To approve the Treasurer's Report. (Pendleton/Hughes) Carried.

## 8. Executive Director's Report

### Remembrance Day

ED

- EA worked with Protocol Office to arrange, COTAPSA provided coffee and Timbits to 75 wreath bearers at Old City Hall – cost was \$125 – EA with a friend and Treasurer attended.
- EA's friend volunteered at event –to be sent a thank you and gift certificate
- Refreshments were very popular – the vets and wreath bearers appreciated COTAPSA's effort. Protocol Office reported that people were pleased.
- EA relayed that on an ongoing basis we require 2 volunteers at the table, plus the wreath bearer.

It was suggested that rather than having a Board member attend the ceremony to lay the wreath, we see if we have a Vet who is a member or has a family member that would be willing to be the wreath bearer and work with staff on this COTAPSA Cares event

### Member Testimonials

- An item staff has been tasked to do is obtain testimonials etc. from members who have received service. COTAPSA's SHRC has developed the attached survey to be sent to members upon using services (HR/LR)



Customer  
Satisfaction Survey.c

- There was a suggestion to make this an electronic feedback form through Survey Planet. EA to look into this.

## 9. Committee Reports

### Governance

ED

### Board Succession



REPORT 2018 Board  
Succession Board R

- At present we had 2 open seats from the past year and for 2018-19 Board, S. Hughes and P. Pavlovic have shared that they are leaving and also C. Di Leo is contemplating leaving. Therefore, we could have 5 seats open.

- Special email was sent Nov 13th to members to try to interest them before nominations begin on Dec 1st. Within the first hour we received a query asking what was involved.
- M. Major suggested that the Board speak with their colleagues to gauge interest.



2017 Nov Pre  
nomination flyer.do

## **AGM**

- AGM Package (bylaw amendments, proxy, elections materials, agenda) is being readied for distribution to members Dec 1/17
- Mike will be speaker and will speak to OMERS representation (separate from his President comments)
- Lunch will be provided with registration
- CRO will be Rebecca Condon. Staff are meeting with her on November 22<sup>nd</sup> to review the elections package, process and dates.
- Received a firm booking for the January 17<sup>th</sup>, 2018 date
  - S. Hughes will not be in attendance

T. Cesario arrived at 1:05 p.m.

## **Member Recruitment/Renewal**

**P. Pendleton**

- **Venngo**  
Meeting was held Nov 2<sup>nd</sup> – discussed upcoming initiatives which includes a Venngo Market Place. They have been responsive to our needs and seem to be very proactive about implementing a customer success plan for better marketing. They have agreed to hold 'learning' sessions for our members in various districts. Will also consider hosting a webcast. They will create contests as well in order to engage member usage.
- **Economical Select**  
No update at this time.

## **Communications**

**T. Cesario**

- **Social Media**  
Need Board to engage on Social Media. Our student consultant is working on a bulletin for members to get them 'savvy' and hopefully using our social media sites. There was a suggestion that we have an intro line in our posts that asks a question, such as "what do you think?" Jessica does 3 posts per day on Facebook which include posts on events, HR/LR topics and lifestyle.

- **Newsletter**

Working on December Edition. Executive/Chair reports are due Nov 17<sup>th</sup>.



Editorial Board  
December Newsletter

There was a suggestion raised to have a lunch session on how to use Social Media for members. Perhaps see if J. Ngsee could facilitate. EA to look into this.

## **Member Services**

**ED for T. D-Dewdney**

- **Financial Advisor**

1<sup>st</sup> session 34 registered – 27 attended

2<sup>nd</sup> session Nov 3<sup>rd</sup> went well, 94 registrations - 58 attended

Participant questionnaire has been sent out

Note: ED was asked if our speaker could participate at a lunch and learn for a Directors Division. We have said no as it's a COTAPSA member benefit and if she starts speaking at a variety of venues we lose that 'exclusivity'.

It was suggested that we need to consider having a presenter who has more knowledge of OMERS. Should remind members that COTAPSA is not responsible if members choose to engage the presenter's services and that COTAPSA does not recommend or endorse.

- **Retirement 101 – Nov 14<sup>th</sup>**

Updated the slides and the booklet

90 members registered, 60 attended

Can't do a live stream at event – so plan is for SHRC to do a webinar.

- **Special OMERS/COTAPSA Member Session**

100 have registered as of Nov 13<sup>th</sup>

- **Ask the Lawyer Session is on Dec 1<sup>st</sup>**

Registration opening on Nov 16<sup>th</sup>

## **Special – IT**

**F. Biancolin**

F. Biancolin has returned and has met with EA and ED to discuss status of the IT program. We are currently focusing on next steps.

He noted that his approach in this process is to apply the same methodology of procuring systems as he does in his job as we go forward with this initiative.

We are working on a proper evaluation of all requirements vs. costs long term, sustainability, risk, etc. Requirements and preliminary market scan are done.

The fit gap is done and there is one candidate that seems to be the system we need for our requirements, including those of the auditor. Key requirements are the membership pieces along with all of the history of membership. We found a

lot of these companies that specialize in these areas also have other components such as website hosting, etc.

**10. Operations (*Information*)**

**ED**

- Waiting on Security of entire building. Contractors with the City came to the office in regard to an RFP to look at panic button installation in all 3 offices.
- Performance Planners completed for all staff

**MOTION:** To go in Camera (Hughes/Pendleton) Carried.

**11. Membership Report (*Distributed at Meeting*)**

**EA**

**MOTION:** To Rise and Report (Hughes/Cesario) Carried.

**12. Other Business**

**ED**

- **United Way** – Worked with Fire to redevelop a letter they were using to raise funds as they had us lumped in with unions – some good networking went on and they agreed to revise the United Way letter and we then put up on our site.  
Jenna attending the Gala this year, but is also working as a volunteer.
- **L79 Gala Celebration of 75 years**  
ED and President invited to attend their Gala (request received too late to participate) so a letter of congratulations was sent) under Presidents signature.
- **Credit Union**  
Credit Union has announced college/university scholarship(s) available to Union and COTAPSA member's families.

**13. Adjournment**

**MOTION:** To adjourn. (Pendleton)

Meeting adjourned at 1:31 p.m.

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**Signed: Mike Major**

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**Signed: Trena Cesario**

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**Date:**

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**Date:**