

Minutes and Notes of the Board Meeting

May 16th, 2018, 12 (noon)
Meeting Room C, City Hall

- 1. Call to Order** **Chair**
Meeting was called to order at 12:02 p.m.

Roll Call

Present

Mike Major
Trena Cesario
Phil Pendleton
Lorna Zappone
Tristan Downe-Dewdney
Kanchan Maharaj (Arrived at 12:08 p.m.)
Fabio Biancolin (teleconference)

Absent

Danny Anckle

Absent with Regret

Judy Skinner
Rory O'Neill

Staff:

Heather Nicolson-Morrison, Executive Director (ED)
Jenna Mantle, Executive Assistant (EA)
Grace Ciardullo (SHRC)

- 2. Approval of Agenda** **Chair**

MOTION: To accept the Agenda of the Board Meeting of May 16th, 2018
(Pendleton/Cesario) Carried.

- 3. Declaration of Conflict of Interest** **Chair**
None

- 4. Approval of Minutes** **Chair**



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nutes DRAFT.doc

Notice - Anita Liu has resigned from the City and John Volk has retired.
The new quorum for a Board meeting is 6.

MOTION: To approve the Minutes of the Board Meeting of April 18th, 2018.
(Zappone/Cesario) Carried.

5. Business Arising from Previous Meetings Member Satisfaction Survey

ED

City HR

ED commented that a review of COLA and Performance Pay in other public sectors will be available for June Board meeting. SHRC noted that so far it seems consistent to what the City offers. There are a couple municipalities that separate their COLA from performance pay. Once the report is completed, a decision will be made as to whether the Board wants to go forward and bring to City.

6. Chairs Report

M. Major provided an update on the OMERS GR Initiative and referenced the Bulletin and letter template that was distributed by COTAPSA to all Non-Union employees regarding proposed plan changes and transparency. OMERS will review possible plan changes in May and make a decision in June.

7. Executive Directors Report

ED

TCHC

ED requested the Ombudsman provide an update as to 3rd party investigation. S. Opler indicated there was not too much to share, but is certain the report will be thorough and fair. Seems slow in process, but this is due to there being many respondents. She assured us that the report will not be shelved, as she must be satisfied with the report and actions being taken in regard to it and is in a position to direct that actions follow the responses.

A new member (TCHC employee) contacted the office very upset with *what is going on there* and is rallying TCHC managers to join COTAPSA and suggested organizing a meeting with 20 other TCHC employees and COTAPSA.

ED also suggested that she speak to the Ombudsman.

Member asked us to contact a TCHC Board Member, Linda Jackson, who works at St. Michael's Hospital as ED of the Family Health Team. She knows the issues and is supportive. Holding until we have an opportunity to discuss with Cressy. ED to discuss with President before moving forward.

A Meeting was scheduled with CEO and got pulled from under us.

8. Committee Reports

i) Governance (no report)

ED

ii) PAC

ED

- COTAPSA Municipal Candidate Election Survey Plan



PAC 2018 Municipal
Election Toolkit.doc

ED noted that an updated version has now been prepared and questions are almost complete. She is working with the 2nd VP to finalize and determine how to design the survey and also how technically to make information available to the public in an easy manner.

Once the questions have been approved they will be sent to the PAC for review. We will not endorse but candidates will score themselves and we

can also track those who do not complete the survey. If we have majority support on any item we would create a media piece in September.

T. Downe-Dewdney noted it is a great initiative to let councillors know who COTAPSA is and what we do. The Candidates would be more motivated to seek further information about COTAPSA in order to respond to the survey, there will be fact sheets available as to each question i.e. Performance Pay.

M. Major noted that after every election the City puts a book together for the councillors about different offices, etc. Staff to look into this and have COTAPSA included in the booklet.

- Working draft of 2018 Pay for Performance Survey



2018 PP Survey
draft.docx

Draft is ready - waiting for final questions from the City HR Staff. Survey to be distributed to members May 23 and returned to COTAPSA June 13th
Final report due end of June.

M. Major noted that we want to understand how many women compared to men get the higher ratings. In the survey this year, we also ask demographic questions.

iii) Communications

Secretary

- May Newsletter went out May 15. We were given the right to use the Toronto Star image/cartoon of the Superheroes via a contract that the ED signed ... at no cost.
- Open Website
ED noted some members expect member-only content so the Board has to agree with what gets posted and what remains members-only.
 - F. Biancolin suggested to let the public know the content exists but when they click on it they must login as a member to view. In essence would be set up as a "teaser"
 - M. Major presented a concern from J. Skinner: *if we indicate in the agenda that is being posted publically where the AGM, Board Meeting, etc. are being held and what time ...people would show up when they are not welcome.* It was confirmed that the locations and time would not be posted.



2018 March Note
OPEN website acces

MOTION: To move forward with the external posting of the materials as presented by the Chair of the Communications Committee. (Cesario/Pendleton) Carried.

iv) Member Recruitment

1st VP

- **Recruitment update**

26 new members for 2nd session

Final session for 2018 starts on May 17th



Recruitment flyer 3
for 2018.docx

P. Pendleton noted that the art work for the final recruitment flyer is not finalized but the idea is a bridge to the City.

- **2018-19 Recruitment Program**



2018 April -
Recruitment Incentiv

M. Major raised a concern of J. Skinner: *We need to do some numbers if this proposal to increase dues is accepted...to persuade members. Right now we have almost two years of our annual operating budget held in reserves... current budget totalled \$555,000 reserves just over \$1,000,000. And we are almost always underspent...so we are saving more. Do we have projections on turnover or difficulty recruiting...?*

It was noted that COTAPSA dues have been at the same dues amount Since 2010. SHRC and ED explained that there was a special levy where dues were increased to \$15 for special circumstances and following that, the dues were increased to \$12.

MOTION: ED to check with City HR to see what they project as attrition rate in next 3-5 years and explore with payroll to see if they can they can technically collect two different dues amounts. (Pendleton/Cesario).
Carried.

1st VP assumed the Chair.

M. Major noted that he does not support this recruitment incentive proposal for 2019. The recruitment that is going on now is sufficient in making up the members that we are losing. We have a large reserve fund and are trending for a surplus so far this year.

- L. Zappone noted that it has no financial impact on present members ... new members only as of June 2019.
- T. Cesario mentioned dues will not remain the same forever and this is a good way to phase in a membership fee change for all members. This is a proactive way to address the projected decline in membership revenue.
- P. Pendleton explained that you never know what can happen, regardless of the amount of reserve fund.
- F. Biancolin recommended obtaining raw data; an analysis of numbers and figures. We want to encourage new members to join. If we are becoming financially unstable all members should bear the cost.

- P. Pendleton agreed this is a fair approach but it is easier to push cost on the new members to avoid push back from the current members.

ED explained that the report put out by former City Manager, Peter Wallace, spoke about outsourcing. If more jobs are outsourced it will be a challenge to keep the association membership levels up since these outsourced employees cannot be members. She also referenced information from an EMS meeting and a Transportation meeting wherein both groups noted a 35-40% decrease in staff in the next 3 years

It was noted that this recruitment incentive would have to be approved by the Board at the September Board meeting in order to be ready for the AGM package going out in November, as the members must also approve.

v) Member Services

2nd VP

- Financial Session held in Etobicoke went well – 30 of 50 registrants attended
- Scarborough Financial session went well 42 of 50 seats booked, and upcoming City Hall session 62 have booked.
- BMO services by Halley Georgas are generally for people with larger amounts of money to begin. We requested information for people with less available funds and she suggested BMO Smartfolio. She could work with them reviewing their portfolios and helping with planning and questions. She will add this option at the end of her seminar.
 - EA provided an overview of the content Halley speaks to at her sessions
- Webinars – staff have been reviewing, preparing and testing internally to facilitate webinar – first one to be available mid-June
- Upcoming – we have checked into the availability of the Trinity Church meeting room and may use them to do mindfulness, healthy bodies etc. (\$65 fee) as we have been bumped from a few room bookings at City Hall.
- Yoga for United Way – Campbell House (Garden) in September – they will waive the fee for our use and we can collect monies for United Way on site.

vi) IT

F Biancolin

- It was explained that the EA is doing a scan of systems that would meet COTAPSAs needs. The next step is to have 2-3 viable candidates that we can evaluate and provide a scoring criteria similar to the RFP process at the City to get a data driven proposal. Once the report is done it will be brought to the Board.
- As this may take time beyond the June Finance meeting we have gauged an amount for next years Budget

vii) City HR

SHRC

- City HR meeting will be May 17.
- Once the minutes are approved from the previous City HR meeting they will be sent to the Board and posted on the Members site.

9. Operations

ED

- Opted not to hire a summer student this year. Jessica Ngsee who was one of our summer students in 2017, has accepted a full time job (she graduates in June) but she will maintain the social media contract as long as it is available – funding request is in 2018-19 Budget.

10. Treasurer's Report

Treasurer/EA

- 2018-19 Budget planning is underway. Draft will be ready by June.
- Monthly Financials (April)
- Investment Policy
 - Always want some monies available if needed short term. Laddering strategy has been implemented within the policy to ensure there are always terms coming due throughout the year.
 - An overview of the Special Funds vs. Unrestricted Funds was provided which touched on the balance of the funds and where the money came from.
 - EA mentioned that within the investment policy it also states that a percentage of interest earned from all reserves is to be allocated to the Special Fund amount as this has not happened since it was invested.



COTAPSA
Investments DRAFT

MOTION: To approve the Investment Policy (Pendleton/Zappone). Carried

MOTION: To accept the Treasurers Report (Downe-Dewdney/Zappone) Carried.

MOTION: To go in camera (Pendleton/Downe-Dewdney) Carried.

11. Membership Report

EA

MOTION: To rise and report (Pendleton/Downe-Dewdney) Carried.

Board received the Membership Report.

12. Other Business

13. Adjournment

Chair

MOTION: To adjourn. (Pendleton). Carried
Meeting adjourned at 1:15 p.m.

Signed: Mike Major, President/Chair

Signed: Trena Cesario, Secretary

Date:

Date: