

Meeting of the Board Meeting

Nov 17th, 2016, 12 (noon)
Meeting Room B, City Hall

1. Call to Order

Chair- M Major

Meeting was called to order at 12:03 pm.

Roll Call

Present

Mike Major, President/Chair
Judy Skinner, Treasurer
Susan Hughes, 2nd VP
Cathy Di Leo, Secretary
Fabio Biancolin
Phil Pendelton
Tristan Downe Dewdney
Peter Pavlovic (12:30)

Absent with Regret

Ed Fearon, 1st VP
Trena Cesario
John Volk

Grace Ciardullo, SHRO

Staff:

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

2. Approval of Agenda

Chair

MOTION: To accept the Agenda of the Board Meeting of Nov 17th, 2016.
(Pendleton/Skinner) Carried.

3. Declaration of Conflict of Interest

Chair

None

4. Approval of Minutes

Chair



MINUTES for the
Oct 20 Board Meetir

MOTION: To approve the Minutes of the Board Meeting of Oct 20th, 2016.
(Di Leo/Biancolin) Carried.

5. Business Arising

Replacement Treasurer for next Board (Succession Planning)

- Looking for Board recommendations
- F. Biancolin commented that he has reached out to a colleague of his who may be interested. Waiting to hear back. Treasurer asked to be involved in conversation

OMERS Update

- ED arranged meeting with ANNUMO members (*see update under Chairs Report*)

Executive Directors Report

- Add Ombudsman to December Board Meeting
- MOU/Framework Agreement – provided to the Board for review and commentary at the Nov Meeting
- AGM date set for 2017, January 17th – (*more information under ED's Report*)

Elections

- Staff to review whose term is up in 2017, under ED Report
- Director T Cesario to write a column as to '*why she joined the Board*'.
- *How to get Directors* – was added to the draft agenda for AGM
- Issue regarding time away from office for Directors to attend meetings was placed on the City HR agenda for Oct 27, 2016. (More under ED's Report)
- 2017 meetings have been booked on Wednesdays and emails sent to the Directors. Unable to secure a meeting room for Nov and Dec 2016. Meeting dates remain as is.

6. Chairs Comments

(OMERS Update)

- Letter was not distributed at this meeting. Still waiting for feedback from other groups in ANNUMO before creating a final version for Board review. Will be distributed at December Board meeting.
As per ANNUMO meeting of Nov 2, COTAPSA may submit letter on its own – other groups getting cold feet.
- Fees to cover ANNUMO work
Executive has agreed to hold a limit of \$4,000, to be donated to ANNUMO operating budget, if necessary. Proviso is funds COTAPSA contributes are to be equal to what other members donate, to a limit of \$4,000
- M. Major provided an overview to new members on Board about what ANUMMO is.
- Information item -- Meeting called by OMERS for Dec 8th, Ed Fearon will attend with Heather and Mike

7. Executive Directors Report

ED

Meetings

- Nov. Monthly meeting with Kerry Pond/ED cancelled. As directed in October the issue of Directors attendance at COTAPSA meetings during work hours was raised with Kerry who then asked that it be brought forward to the October COTAPSA/City HR Meeting.

City HR to have response to us before January/2017

- As a result of the COTAPSA Networking Meeting ED has a 'coffee' meeting with the Integrity Commissioner next week. Important to connect with her as we try to bring more council staff in etc.
T. Downe-Dewdney to also attend

New Website

- Training (with J Chown) of EA took place this week, includes using Newsletter template, uploading minutes, bulletins etc.
- Materials for Board and Exec will now be posted directly on site – email will be sent with reminder that meeting is forthcoming, and agenda and materials will be on the website under Directors and or Executive depending on meeting

Fall E-Newsletter (Nov date)

- Items to include: Presidents Column (Mayor meeting and OMERS), Networking Event, Investors Group, Ambassador Announcement, Benefits Program

Venngo

- Payment is due (cheque ready) but before release - meeting with representative to discuss current situation
- At the meeting it was agreed that
 - 1) They will provide a link on our members part of the COTAPSA website – how to use the Venngo app or print off receipt,
 - 2) A 'coming soon' campaign to our members will start two weeks prior to AGM launch
 - 3) On the day of launch, during the AGM -- a Happy New Year, here's your new benefit announcement to go out electronically
 - 4) They will supply a splash pad on the COTAPSA Public site as to this benefit
- All materials to be provided in advance
- M. Major asked what ways we can track the usage of this benefit by our members
EA to look into this and report back.

Ambassador Program (Information)

- Launched on Oct 20th -- program to run for 2 months
- Member Package Included – flyer, application, e brochure, identifier number for Ambassador
- Not really great pick up after first email, problems being resolved with Mail Chimp and spam

Recently we were provided with the City's copy of "active nonunion staff which is 4444, if we subtract our most recent membership number – there are 2702 nonunion employees who are not members.

Summary of the results of second e mailing to Nov 8/16:

- 1,742 emails sent (vs. 1,768 last time)
- 2 bounced (vs. 21 last time)
- 646 viewed/read = 37% (vs. 541 last time) - Jeff happy with anything higher than 25%

- 61 people clicked on at least one link in the email = 3.5% (vs. 11 last time) - the average engagement is between 2% and 4% for such a mailing - much better result than last time (0.6%)
- 2 unsubscribed (vs. 4 last time)
- 24 referrals sent via the website! (vs. 7 last time)
- In total 5 new members
- Overall, a better result. Unknown if this is due to the switch to MadMimi from Mail Chimp (thus more emails reaching Inboxes vs. Spam/Junk folders), the change/simplification of the email format (e.g. less wordy) and/or the repetition of the message. The next/3rd email will shed light on the effect of the variables.
- EA provided a brief overview to Board on what to expect when you login to the website to send a referral.

Fall COTAPSA Networking Session

ED

- Positive Feed back
- Photos to be up on the website shortly
- Information on website i.e. videographer by Dec 1st
- Issue of 30 people reserving but not attending

Approved Cost/Budget

- Original budget approval was \$8857 (June approval)
- 600 for photographer (approved in Sept)
- Total approved = \$9,457 (plus tax)
- Bags and pad/pens (added cost of 415.30)

FINAL

- Catering – \$4185.35
 - Photographer - \$678.00
 - Danny- \$5650
 - Bags – \$415.30
 - Pens/Pads – \$98.67
- TOTAL: \$11, 052. 35

- Remaining books to be distributed at AGM and other events
- M. Major suggested we set a date for the next networking event and that we host two networking events per year; May (possibly held outside) and October. Staff to come back with suggested dates
Suggested topics included: mindfulness, coping with stress, music event, wine and cheese and yoga.
A speaker recommendation was Dr. Karyn Gordon who spoke on communicating feedback with generations. F. Biancolin to send EA contact information.
Board to email ED with other suggestions/recommendations.
- Suggestion of entering a COTAPSA team in the run for United Way.

Lunch and Learn

- Announcement sent out Nov 7th
- Well received by members
- Asked by host if spouses can attend. Decided they could be placed on a waiting list – if event doesn't fill then at that point they can attend but COTAPSA members have first shot at seats
- As of Monday only 10 seats per meeting available... of 25
- C. Di Leo is attending one of these sessions

NOTE - Staff were asked by Exec to put a *Lunch and Learn* together to focus on Retirement – to be held in January or February 2017

AGM

- January 17, 2017
- Asked P Wallace to be Guest Speaker
Back up speaker to be lawyer to speak on employment law. Ask members to send in questions they would like answers to and let the lawyer pick the top 5 to speak to. The topic could be "*Your Employment Rights*" This would increase member engagement.
ED to finalize P Wallace's attendance and if unable to participate ED is to contact the new HR Lawyer
- Package out to members on Dec 1/16 – to include AGM announcement, agenda, bylaw amendments, elections materials
- CRO will be Arthur Beauregard. Arthur is retiring on the 31st of January and this will be his last AGM
- Registration for lunch – issue last year as people either didn't register and ate or over-ate – so persons who registered got no food. Don't want to waste food so staff are suggesting lunch bags. Last year's budget was for 35 people over 60 attended (approximately \$400)
- Venngo, Investors Group and Economical Select will attend, with booth
- Thomas Kriens the auditor also has been advised and will attend

- Election info to Board members whose tenure is over

2016 AGM (need to run in 2018)

Ed Fearon,

Cathy DiLeo,

Mike Major,

Susan Hughes

Larry Green (replaced by Trena Cesario) – (Feb 2016)

Fabio Biancolin (joined Sept 2016) – just contacted me this am he will be away from May – Oct 2017

Tristan Downe-Dewdney Replaced Pat Mc Sweeny – (June 2016)

2017 AGM - elections

Phil Pendelton

John Volk

2 - Open seats

Judy Skinner replaced Don Altman (May 2016) - 2017

Larry Green, Don Altman, Peter Pavlovic, Reynaldo Martinez and Arthur Beauregard are to be honoured for time spent

MOTION: That every year, \$30 be gifted to each BOD/CRO who is leaving COTAPSA. (Biancolin/Hughes) Carried.



AGM WORK
PLAN.docx

Board Governance

- A Board survey was done when ED started in order for her to gage the Board environment and the association.
- New survey which is a self-evaluation of the Board was handed out. The process is anonymous. All responses are due back by Dec 15th and the ED will report back in January
- This is part of two initiatives for next year (second is IT data collection related and is coming forward in December). This section may incorporate either a Strategic Priorities Discussion or Strategic Planning to be done in February 2017, Board Succession Planning to be done for early January 2017
ED to research facilitator for the strategic planning initiative and whether membership should be invited

Remembrance Day

- Received attention as to our participation – *what's a COTAPSA?* Easily 20 people asked
- Only the union reps and ED were shown on CP24 laying the wreaths
- Item presented for consideration:
City provides coffee and a photographer at the Remembrance Day pre-meet at the New City Hall but not old – where the veterans and wreath carriers wait and they can't get over to the New City Hall. Commented on by many participants. As this event is part of the City's heritage and should be archived (fewer vets every year), the ED has proposed to the unions that we each contribute \$150 to cover costs for these two items -- 416 (is in) and we're waiting for 79 to decide.

MOTION: If union partners are willing COTAPSA to provide up to \$250.00 yearly to the provision of a photographer and coffee for the veterans and participants at the Remembrance Day Ceremony. (Pavlovic/Downe-Dewdney) Carried.

After getting 79's buy-in ED will approach the City with offer and we will lead this yearly

Framework Agreement

- Three items were sent for review by Board – main attachment to focus on is the 'new draft'.
ED asked Board to review and submit comments before the next Board meeting.
B. Biancolin recommended amendments: last paragraph in section 2.1...indicate a 5 day deadline, section 4.5...needs to be strengthened...needs to be an obligation to consult with COTAPSA.

Other suggestions were: add eligibility for representation agreement where COTAPSA has access to all non-union employees i.e. THC, be provided with the complete list of all non-union employees four times per year and have access to bulletin boards for posting COTAPSA content.

As per M. Major, ED to connect with Canue. Wants to see legal opinion on mandatory membership payment/enrollment. ED to talk to lawyer.

- Next step – is that the PAC will reviewed by the PAC with HRO in attendance
- Final document to be brought back to Board on Dec 15,
- To be shared with Kerry Pond in January/2017



Framework
Agreement Motion (

As provided by Navigator



MOU.zip

MOU To 1997



Framework
Document Nov 10 d

Combined 2006, and 2015 MOU/Framework Draft Document

8. Treasurer's Report

Treasurer

- Monthly financials

J. Skinner recommended that the EA create a monthly Budget Allocation so there is an idea of upcoming costs which will assist with planning.

ED noted that this recommendation goes hand in hand with the Annual Work plan, which calls for upcoming budget and project ideas to be submitted in May-June for the following year's budget.

EA was directed to create a separate account to track the networking event expenses apart from office expenses. J. Skinner suggested doing this for the 2017-2018 fiscal year budget.

- Audit

Everything moving smoothly, will have Audit ready for Treasurer for Dec 1, Dec 5th will go to Finance Committee Meeting, then to Executive and Board in December and be submitted to members in January at AGM

MOTION: To go in camera. (Skinner/Di Leo) Carried.

9. Membership Report (*handed out at meeting*)

EA

MOTION: To rise and report. (Pendleton/Biancolin) Carried.

The Board received the Membership Report

F. Biancolin and ED to work on membership recruitment bulletin

10. Other Business

- ED suggested consideration to start a 'non-union, City of Toronto retirees' group which may be useful in ANUMMO fight.
J Skinner noted the MRU group already exists and therefore this group may not be useful.
M. Major indicated retirees are already taken care of - they get their pension and have a seat already.
ED still believes that this is a way that we could get information from inside

11. Adjournment

Chair

MOTION: To adjourn. (Pendleton).

Meeting adjourned at 1:53.

Signed: Mike Major, President/Chair

Signed: Cathy Di Leo, Secretary

Date:

Date: