

Minutes of the Board Meeting

June 14, 2017, 12 (noon)
Committee Room 4, City Hall

- 1. Call to Order** **Chair**
Meeting was called to order at 12:00pm.

Roll Call

Present

M. Major, President
T. Downe-Dewdney, 2nd VP
C. Di Leo
T. Cesario, Secretary
P. Pendleton 1st VP
S. Hughes
J. Skinner, Treasurer
P. Pavlovic
J. Volk

Absent with Regret

F. Biancolin (LOA)

Staff:

H. Nicolson-Morrison, Executive Director (ED)
J. Mantle, Executive Assistant (EA)
G. Ciardullo (SHRC)

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

MOTION: To accept the Agenda of the Board Meeting of June 14, 2017.
(Di Leo/Hughes) 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 May 24th, 2017.
(Downe-Dewdney/Pendleton) Carried.

5. Business Arising

(Nov 2016) – The June 5th meeting with P Wallace, K Pond, M Major and H N-Morrison was cancelled. It has been rescheduled for July 11th.

City HR Meeting – May 29th

(See under Member Services Report)

Executive Directors Report (Jan 2017)

An application for two summer students through Canada Summer Jobs was submitted in Jan 2017. We were unsuccessful as we *didn't meet their objectives*. When pushed as to how we missed outlining these items, they couldn't answer.

Resultantly, staff requested the Board consider funding a summer student for two core pieces of work:

- 1) LinkedIn in page design and set up, and
- 2) Archiving – scanning and shredding

Estimated cost would be \$15 per hour – 4 days per week = \$420 x 10 weeks = \$4,200 - \$5,000 to be taken from the Government Relations or Legal Budget lines

MOTION: Staff directed to retain a summer student at \$15/hour – 10 weeks with a total budget of \$5000 – not previously budgeted for. (Cesario/Downe-Dewdney)

Retirement 101 and Green Shield (April 2017)

- **Green Shield**

ED and SHRC had their first Quarterly Meeting with the City's Benefits Monitoring Committee (BMC). They agreed to provide a report to be used in a member Bulletin regarding the Green Shield issues. They have discovered a whole grouping of items that Manulife should have never paid for and have agreed to honour as "one offs" – but also advising the same item will not be covered in the future. They have also advised that members should continue following (exactly) the old Manulife booklet until the Green Shield one is available. It was noted that of 75 members who responded with their concerns to our survey and who were directed by our staff to contact Ligaya, 25 reached out to Ligaya and only four are outstanding.

- **Retirement Queries**

At the same meeting with BMC, the concern was raised regarding members seeking retirement information prior to setting a retirement date. A compromise was suggested that PPEB answer member's retirement questions prior to them having set a retirement date via email. COTAPSA and BMC will work on a joint process and Bulletin outlining the process to be followed i.e. checking personal OMERs information, checking vacation and then emailing questions to PPEB which will be answered within 15 day, etc.

Oath of Commissioner (March 2017)

Following up with lawyer on June 15th to seek assistance with completing the application in more thorough detail.

6. Chairs Comments

ANUMMO/OMERS

The OMERS webinar regarding plan changes that was originally scheduled for June 12th was cancelled and a notice was sent to our members advising of this. However, it came to our attention following the webinar that only M. Major and the ED were told that the meeting was cancelled, when in fact, it wasn't. This is concerning.

M. Major is drafting a letter on behalf of ANUMMO regarding OMERS communication to their members about plan changes, etc. This will include a need to be more transparent with members, explain the possible impact of the plan changes and the rationale for the decision to change the plan.

ANUMMO is incorporating and will be going forward with an RFP to retain a communications consultant to assist with member recruitment and web present. It will be on the open market.

7. Executive Directors Report Performance Planners

SHRC/ED

City HR has stated that Performance Planners are no longer under their jurisdiction and therefore our SHRC can't work on behalf of a member. We have an issue with their lack of involvement because they:

- 1) Created the polices, etc. and
- 2) Have stated if it's an issue with the Manager mishandling the process they should receive a low rating.

We have written a letter outlining our concerns. We advised them as to our Performance Planner Survey and the City is very interested in the results.

The Performance Planner Survey was emailed on June 8th with responses due June 23rd. To date, a variety of responses both compliments and complaints, were received.

As of Tuesday June 13th, we had received approximately 400 responses. Our plan is to have the report ready for the July 11th meeting with Peter Wallace and Kerry Pond



Performance Pay
Survey.docx

P. Pavlovic arrived 12:25pm

Lawyer for Association

ED/SHRC

Last year the ED/SHRC raised the issue to the Board of Littler Law being unable to go to court on behalf our members and in reality only being able to provide limited assistance (can't negotiate etc.) to COTAPSA.

They had also advised that the bylaws etc., *were not their area of expertise.*

At that time:

- 1) the Board approved using Dale Lessman Law to do Bylaws work when required, and
- 2) directed staff to look at getting a legal replacement for HR/LR issues.

Staff did an RFP at that time and two lawyers applied, both of whom were excellent – N. Cote and J. LeNoury. As N Cote had reached out to COTAPSA initially it was agreed COTAPSA would use her.

Recently, the SHRC's concerns with Littler have grown and as such, she believes it is in our best interest to move to the another lawyer. Due to the fact that it took N. Cote over four months to reply to voicemails and an email from the ED, the staff have been directed by the Executive to reopen discussions with J. LeNoury. Two items are crucial for us to use his services: 1) cost and 2) ease and readiness of access. J. LeNoury has agreed to match Littlers fees (\$450) per hour and will be starting June 15, 2017 and his offices have just moved to the corner of Dundas St. and University Ave.

Up Coming Year Planning

Committees and staff are working to set budgets for the upcoming year (Sept 30th is year-end)

During Committee Reports today estimated new cost items will be provided today. The plan is to provide final costs and a calendar of events at the September Board meeting as the staff will be working through various events and ideas etc. over the summer. Staff will also use commentary from the Member Services Survey coming out later this month.

8. Committee Reports

The President stated that as the ED works with the Bylaws on an ongoing basis and has been taking courses in Parliamentary Procedure in future she will be chairing the Governance Committee and will work with the Secretary who has overall responsibility for the Bylaws, the President and Chairs of the Committees where bylaws or policies may relate or impact.

Governance **Member Status**

ED



BRIEFING NOTE
regarding members

The Executive discussed the EA's findings (loss of \$5,000+ per year) and there was much debate re: ethical consideration and who should pay what and when, it was decided that we should continue to review and the staff was directed to review during the summer and come forward with a plan as to how to implement. If accepted, it will require bylaw change(s)

The Board discussed further and it was suggested that we also factor in staff time when creating the plan.

This review took on added significance this past week as it relates to an earlier in camera discussion as to our bylaws not indicating when a member is no longer active and therefore by definition in the bylaws not a member any longer.

For services to be available, a membership must be active. Termination of a membership must go beyond a member *asking to be removed, the Board choosing to terminate, the City advising that a member has retired etc.* An 'active' membership also defines full payment of dues. Within that structure, our lawyer George Vassos believes that we require a definition of when non-payment of dues ending a membership i.e. 3 weeks non-payment.

Budget Item from Governance Committee 2017-18
The AGM falls under Governance.
Consideration to be given to providing lunch to the attendees for the 2018 AGM (costs to come forward)
Working with the Chair of Member Services to determine cost for the 2018 AGM speaker.

Communications

Chair Cesario

Social Media

- Facebook

Ongoing, good articles coming forward – need more involvement from readers/users. Hoping to generate some conversation.

Staff did a review of cultural dates etc. celebrated in Ontario so that they are prepared to put information/messaging up on Facebook.

Additionally, a calendar has been created through Outlook called COTAPSA Board Members which will be shared with the Board and staff so everyone can stay informed on important dates, committee work and deadlines etc. Only ED and EA will have access to change



2017 2018
dates.docx

- **Newsletter**

June edition was sent out June 14, 2017

For 2017-18 Budget

\$600 is being requested for a contest to be used in the Newsletter (\$400 - \$100 per Newsletter) and Facebook (\$200 - \$100 twice a year)

Additionally, over the summer the staff is to review the creation of a news magazine (1 yearly to start). This was of interest before but cost prohibitive at that time. The magazine will be similar to other professional organizations and will include content that is relevant to the Association. We are projecting that some of the costs will be covered by advertisements. This project was approved in 2015

but as it was a huge undertaking it did not go forward. The magazine would be distributed in hard copy format. Approximating that it will cost \$10-12k/year.

PAC

ED/President

TCHC Report

The ED and the SHRC had a very positive meeting with Ombudsman (S. Opler) and K. Addo, Director of Investigations on May 31st. S. Opler asked for copies of correspondence received from TCHC including email, these have been supplied. She believes TCHC are in fact under the City of Toronto rules and policies and can't understand why they would not want to work with us. She asked us to go to complainants and ask them to contact her office, under anonymity in order to get a file open. She also asked us to let the City Councillors we will be meeting on this issue know that we have reached out to her.

There are approximately 250 non-union employees impacted.

M. Major and ED met with Councillor Cressy on June 1st and the ED met with Councillor Bailao on June 6th. Both meetings went very well. They are concerned for the staff and will work together on this issue. Councillor Cressy contacted the Chair of TCHC immediately instead of waiting to speak at their next Board Meeting (July).

COTAPSA is requesting the following commitments:

- That TCHC recognize the right of its non-unionized employees to be represented by COTAPSA;
- That TCHC engage with COTAPSA on behalf of those non-unionized employees who choose to become a member;
- That TCHC allow reasonable access to e-mails and meeting space for the purposes of providing information and communicating with TCHC non-unionized employees; and
- That there be no reprisals for those non-unionized employees who become members of COTAPSA.

For the 2017-18 budget

It is expected that ANUMMO will require a further infusion of \$5,000.

Additionally, there is a placeholder for MOU/GR costs – to be determined

Member Services

Chair D-Dewdney

City HR



City HR COTAPSA
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The May meeting went well, however, there are quite a few items on hold.

The issue of not providing pro-rated performance pay for individuals terminated without cause was brought forward and City HR agreed to review the policy on this to make it clearer. The Executive recommended that the SHRC draft a letter to object their interpretation and see it as a concern. This letter will accompany

the Performance Pay Survey Results Report

Membership Services Survey (to be emailed June 19th)



Membership
Services Survey.docx

It was recommended that an additional question be added to the member services survey that asks members if they are interested in a large budget event either in a centralized location or at City Hall.

Budget 2017-18

We are planning only one large evening networking event to be held in October. We are considering author and commentator Jeff Ansell who would speak for an hour and will provide 100 books.

For 2017 Lunch and Learns/Workshops

- By popular demand we are looking at financial planning sessions (fall and winter),
- Retirement 101 Session (Fall and Winter),
- OMERS sessions,
- Ask our lawyer (2 events – fall and spring)
- 2 Healthy Bodies in the Work place – (fall and winter sessions)
- Mindfulness (a session with Avi and a session with Tristan)
- Yoga for United Way event in Sept under the Banner COTAPSA Cares,
- Volunteerism (Under #COTAPSAcares)

At present total estimated cost is \$13,000

The ED raised the issue of funds required if we are planning an event in October as the Budget is approved in September. It was agreed that a motion was not required the Board re-allocated the funds previously approved to cover the costs of the June Networking event that had been cancelled.

Member Recruitment/Renewal

Chair Pendleton

2017 Member Recruitment Program

The recruitment program brought in 60 new members as of June 12th
Final core flyer was sent out May 31st the messaging was merged incorporating both benefits and issues



PSSSST may
recruitment flyer.docx



FOR RELEASE TO
NON MEMBERS JUN

To conclude this year's program two 'quick' e-reminders were are to be emailed – one on June 9th and final one will be sent the evening before the program closes (June 15th). The Recruitment Program incentive (coffee cards) etc. ends June 16th.

For 2016-17 Budget

It was decided not to do a fall membership push unless an issue comes forward that we can use to garner people interest. Last year the staff did a great deal of work on the Fall drive (Ambassador), there were costs associated with it and we only brought in a minimal number of member (12 or less)

However, we are planning another recruitment program for spring 2018 and are considering incentives for that and a budget item will come forward on that

As outlined in the MOTION last year when we decided to work with Venngo, in Sept 2017 we will be bringing a recommendation forward pertaining to that benefit – there are questions in the Members Survey to go out shortly that will help with decision.

Special – IT

ED

As we have not met with the Chair there is no report at this time.

9. Operations

Anti-Spam Legislation (CASL)

As per issues flagged by both J Chown and Director Biancolin the staff attended an Anti-Spam webinar through CSAE

Per this session, we believe that we are covered as we contact fellow employees and we are not conducting a commercial venture.

10. Treasurer's Report

Treasurer

Monthly Financials

As of the May 31, 2017 financials, we have 8 months of actuals and there are no problems with our spending year-to-date. We need to monitor the revenue we are receiving from members.

J. Mantle noted that the "pre-paid expenses which include the deposit to J. Chown is not appearing in the financial report which is approximately \$3k". She further commented that there are four months remaining of the 2016-17 fiscal year and there is still \$178k left in the budget. In 2015-16, the financial statements report a \$126k surplus. Typically in a not-for-profit you try to spend the budget as to avoid having more revenue than expenses for the year.

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

(Part of above ED Report)

COTAPSA Policy Challenge

SHRC/ED



Undertaking and
Release.docx



Policy re HRSC
Notes.docx



Protocol for
COTAPSA When Mer

The motions to accept the new Policy on HR/LR notes taken by the SHRC and to accept the Legal Representation Protocol were not approved. SHRC to make changes, seek legal opinion on policies and initiate an e-vote.

11. Membership Report

EA

MOTION: To rise and report. (Pavlovic/Hughes) Carried.

**12. Other Business
Outreach**

Chair D-Dewdney

Pride Flag Raising – Mayor referenced and thanked COTAPSA in his speech

Mayors Annual Pride Pub Night - President, ED, First and Second VP's have been invited to attend

United Way - COTAPSA is a recipient of a United Way Centraide Canada' Thanks a Million Award, ED and EA to attend Breakfast

13. Adjournment

Chair

MOTION: To adjourn. (Volk). Carried
Meeting adjourned at 2:08 pm

Signed: Mike Major, President/Chair

Signed: Trena Cesario

Date:

Date: