

Minutes
National Defence Headquarters (NDHQ) Research (RE) Sub-Group
Annual Meeting, Thursday, 28 March 2019
9S2.W27.01, Carling Campus

Attendees: See attached list Annex A

1) Call to order

RE Group President, Matthew MacLeod, called the meeting to order at 12:05. He noted that while he is a member of the Sub Group, he was here in his capacity as RE Group President to chair the meeting.

He noted that due to the previously elected core executive leaving the Sub Group, and with the moves of various members between locations in the NCR, it had been difficult to hold an AGM for the last several years. This was thus a reboot of the Sub Group with a critical mass at Carling Campus, to get it back in good standing and prepared for the future.

2) Adoption of the Agenda

Moved: J. Donohue, Seconded: J. MacFarlane

Motions were made to include parking and sick leave on the agenda. Agenda passed as amended.

3) Adoption of the minutes of the previous Annual General Meeting

M. MacLeod noted that the most recent AGM minutes available on the PIPSC website were from 2012, which were sent to the attendees. Executive meeting minutes from 2015 were also distributed – consensus was that an AGM had last occurred in 2015, and we would attempt to locate those meetings from PIPSC or on a Google Drive. There were therefore no minutes to approve.

4) Business arising from the minutes

M. MacLeod asked if anyone noted any outstanding business in the provided minutes, none was noted.

5) Acting President's Report

J. Donohue noted he had served as caretaker President while we worked out a plan to revive the Sub Group. He noted his intent to ensure that we made good use of our resources.

6) Report of RE Group President

M. MacLeod updated the attendees on important issues surrounding bargaining. He also provided amplification on the recent updates on conference travel from PIPSC, TBS, and DND, and noted the role of a policy grievance filed by PIPSC in the process. He noted the continued need for members to challenge management when they denied that there was funding for conferences, as they are a required part of our job under the collective agreement. In response to a question, the department's scientific integrity policy and media training were discussed.

7) Annual Financial Report

M. MacLeod noted that due to the departure of the outgoing execs, a full financial report was not available. He indicated that according to the formula on Sub Group allocations, the Sub Group's annual budget would be over \$2000. Since the AGM was held so cheaply, there would be funding to do more events later in the year if there was further interest, or to reach other sites.

8) Election and Report of the Election Committee

Matt MacLeod acted as chair of the elections committee, and reminded the members that he therefore was not eligible to run. He noted that the Sub Group positions were for two years, and included three named roles, and several available slots for members at large. He opened the floor for nominations for President – two nominations were received, but one declined. John Donohue was acclaimed as President. Three nominations were received for Vice-President, but two declined – John MacFarlane was acclaimed as Vice-President. Adrienne Turnbull was the sole nominee for Secretary-Treasurer, accepted, and was acclaimed. Rachel Heide, Sara Rubinfeld, Fred Ma, Irene Collin, and Jillian Henderson were nominated as members at large, and accepted. As there were fewer nominees than available positions, they were acclaimed.

See Annex C for the current Executive members.

9) Parking at Carling Campus

An open discussion was had over the concerns raised by the recent announcement of changes to the parking policy at Carling Campus. M. MacLeod gave some background on the relevant laws and constraints, based on his previous experience with similar changes at CFB Halifax about five years ago. He noted that there was not a particular strong nexus for the RE Group to pursue the issue, and suggested that members focus their efforts on engaging the DND NCR Branch and their managers directly.

10) Sick leave/Employee Wellness

A. Turnbull gave a brief update on the status of Employee Wellness Support Plan negotiations, and directed members to the official updates on the website.

11) Adjournment

Motion from the Floor to adjourn – Moved: A. Turnbull, Seconded: J. Donohue

Annex A: Attendance List (From Sign-in Sheet)

#	Last Name	First Name
1	MacLeod	Matt
2	Donohue	John
3	Heide	Rachel
4	MacFarlane	John
5	Scales	Christine
6	Rubinfeld	Sara
7	Henderson	Jillian
8	Labbe	Paul
9	Bryce	Robert
10	Ma	Fred
11	Turnbull	Adrienne
12	Collin	Irene
13	Tang	Helen
14	Loh	Elliot
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Annex B: Financial Statement – Draft Budget

**PIPSC NDHQ-RE Sub-Group
Draft Budget
March 2019**

	2019 (Budgeted)
Revenues	
PIPSC Allowance	\$2,350.00
Interest	\$0.00
Sub-total	\$2,350.00
Expenses	
Executive Meetings	\$500.00
AGM Catering	\$800.00
AGM Gifts	\$500.00
EWSP Information Session	\$250.00
Sub-total	\$2,050.00
Excess (Deficiency) of Revenues over Expenses	\$300
Net Assets - Opening Balance	XXX
Excess (Deficiency) of Revenues over Expenses	\$300
Net assets - closing balance	Xxx+\$300

Note: Due to the departure of the entire previous core executive, past balance is unknown. Will revise based on information provided from PIPSC.

Annex C – 2019-2020 Executive

John Donohue, **President** (2019-2021)

John MacFarlane, **Vice-President** (2019-2021)

Adrienne Turnbull, **Treasurer/Secretary** (2019-2021)

Members-at-Large

Rachel Heide (2019-2021)

Sara Rubenfeld (2019-2021)

Fred Ma (2019-2021)

Irene Collin (2019-2021)

Jillian Henderson (2019-2021)