



**The Professional Institute of the Public Service of Canada**  
**Atlantic Regional Executive Meeting Minutes**  
**Zoom Conference – June 19, 2020**

**CHAIRPERSON:** Kim Skanes

**EXECUTIVE:** Carolyn Hynes  
Matthew Lee  
Scott McConaghy  
Christine LeDrew  
Mike Pauley  
Jennifer Cantwell

**REGRETS:** Phil Wilson  
Gerald Hill  
Marcel Journeay

**STAFF:** Catherine Pinks, Recording Secretary

**1. Welcome**

Kim thanked participants for taking time to join the call.

**2. Agenda**

The agenda was approved as presented.

**Motion #1** Scott **moved** and Christine **seconded** the agenda be approved as presented.  
**CARRIED**

**3. Minutes – May 23, 2020**

**Motion #2** Matt **moved** and Christine **seconded** the Minutes of May 23, 2020 be approved as presented.  
**CARRIED**

4. Action Items – May 23, 2020

**Action Items  
Atlantic Regional Executive  
May 23, 2020  
Zoom Conference**

#	Action	Item/Completion Deadline	Completed/Progress	BF
1	Catherine and Kim	Review the draft of the PIPSC Labour History and rework it so that it can be used as a Lunch and Learn presentation.	<b>DONE N/A</b>	
2	Kim	Bring forward a request for PIPSC sponsorship for the Canada Student Leadership Conference 2021 in the amount of \$XXXX to the Board for consideration.	<b>ONGOING</b>	
3	Executive	Nominate or solicit one nomination each for Executive of the Year Award and submit by the Thursday, April 30, 2020, deadline.	<b>DONE</b>	
4	Christine, Carolyn and Jen	Finalize the deck and speaking notes on Health and Wellness and forward to Catherine.	<b>ONGOING</b>	
5	Mike, Scott and Phil	Complete the NB Portion of the deck and speaking notes on OSH Basics and forward to Catherine.	<b>ONGOING</b>	
6	Kim	Prepare deck and speaking notes on topic of your choice and forward to Catherine.	<b>ONGOING</b>	
7	Catherine	Post the completed Lunch and Learn decks to the Google Drive for the Executive's review.	<b>ONGOING</b>	
8	Kim	Arrange for the Executive to review the Lunch and Learn decks on a future video conference.	<b>ONGOING</b>	

#	Action	Item/Completion Deadline	Completed/Progress	BF
9	Resolutions Sub Committee	Complete the resolution on Vice Presidents and distribute to the Executive for review.	<b>ONGOING</b>	
10	Kim	Find a couple of unions that have only full time VP's and providing information to Scott for inclusion in the resolutions.	<b>DONE</b>	
11	Catherine	date format in Google regional Executive to month/Day.	<b>DONE</b>	
12	Catherine	London Branch report to the and Provincial Group Presidents' meeting agenda for presentation.	<b>DONE</b>	
13	Catherine	Issue the request for Steward of the year nominations.	<b>DONE</b>	
14	Catherine	Add call out for AGM Resolution, timeline and process for submission to the agenda for the Branch and Provincial Group President's meeting.	<b>DONE</b>	
15	Kim	Check with supplier in Ottawa for AGM hoodies, navy blue with regional logo in white on chest and 100 <sup>th</sup> logo in white on the sleeve.	<b>DONE</b>	
16	Marcel	Send Catherine the contact information for a supplier in the valley.	<b>DONE</b>	
17	Catherine	Check with supplier in the valley for AGM hoodies, navy blue with regional logo in white on chest and 100 <sup>th</sup> logo in white on the sleeve.	<b>DONE</b>	
18	Kim	Follow up with Education on the CANVAS Pilot with the Training and Education Committee.	<b>DONE</b>	
19	Kim	Select a date and set up a Zoom check in for Atlantic Stewards. Provide Catherine with the details.	<b>DONE</b>	
20	Catherine	Prepare, email and post the notice of the Atlantic Steward check in.	<b>DONE</b>	

#	Action	Item/Completion Deadline	Completed/Progress	BF
21	Kim	Determine a date before the end of June for the next Executive meeting and follow up with the Executive.	<b>DONE</b>	

## 5. Regional Director's Update

**a. Branch and Provincial Group President's Meeting Recap:** Kim reported the check in with the Presidents was worthwhile and a good tool to use going forward. Check ins will be held every 6 weeks.

Carolyn referred to the Halifax Branch's offer to extend one of its AGM delegate seats to the Kentville Branch in 2021. This came about as a result of a virtual AGM in 2020 and the small Branches who only get seats once every 3 years will miss the opportunity to attend an AGM in person. Kim noted Kentville wasn't the only small branch who will miss the in person experience this year – Northern New Brunswick will as well. It was agreed this will have to be looked at, but it can be deferred until after the AGM.

**ACTION:** Catherine BF to the first Executive meeting in 2021, discussion on Halifax's offer to extend an AGM delegates seat to the Kentville Branch.

**b. Board Update:** Kim reported she participated in a two day Board meeting on Zoom in June.

PIPSC branded face coverings were discussed and it was decided they will be available on the PIPSC E-Store, one per member at no charge with a selection of logos.

A PIPSC Steward Mentorship program was discussed and has been referred to the TEC committee for review.

The Virtual Basic Steward training project is being developed.

Debi is meeting with Treasury Board twice a week regarding return to work protocols. PIPSC is negotiating for the employer to provide the required personal protection equipment to our members. Work on guidelines for workplace return are ongoing with no talk of a date for return to offices.

PIPSC's ads promoting the benefits of public servants will run until the end of June. It was pointed out the ads lack diversity.

Debi is discussing with TB on providing the T2200 form for expenses incurred by members working from home.

Provincial members in Manitoba were provided with a choice on how cutbacks would roll out – job cuts or reduced hours with wage cuts. They choose the reduced hours.

Carolyn would like an update on what PIPSC is asking for regarding return to work plans and what was in the 77 page document supplied by the employer and what was PIPSC's response. Carolyn reported she is hearing reports on the employers return to work plans and she has reached out to ESDC stewards for input.

**ACTION:** Kim email Debi regarding Carolyn's concerns with ESDC and return to work.

Kim reported the AGM team has spoken with numerous companies who could provide a virtual AGM. They have identified three who can meet their requirements and hope to settle on a vendor by the end of July.

**ACTION:** Catherine advise Branch Presidents to send AGM alternates and order they are to be selected to her on the Alternate form provided.

Kim advised the PIPSC building is now 100% leased and will earn income beginning in 2021.

The EWSP program is finally moving forward and it looks like eligible PIPSC members will be voting on the package in the fall.

Regarding the Black Lives Matter movement, the Chair of the PIPSC Human Rights and Diversity Committee, Jennie Esnard, has reported receiving a number of emails from members indicating that the union has let them down. If the Executive becomes aware of any member concerns, please forward them to Kim who will ensure Jennie is made aware.

## **6. Financial Report**

Kim referred to the cash flow report on the G-Drive indicating the Executive finances are in good shape. She indicated at its next meeting, the Finance committee will discuss the process for constituent body allotments given that AGM's may not happen in 2020.

## **7. New Business**

**a. AYPC Thirsty Thursday Prizes:** Christine reported the AYPC would like to offer a prize draw at its Thursday check ins to increase participation. The Executive agreed on a draw for a \$XX prize for each bi-weekly call.

**b. Zoom Call Information:** Catherine asked the Executive to pass along to their constituent bodies that when Zoom Accounts are used for calls, please provide Catherine with the details as staff have been asked to enter the calls into CVENT.

**c. CS Member Survey:** Concerns were raised with the CS Member Survey and a discussion ensued.

**ACTION:** Executive refer CS survey concerns to Kim and she will bring them to Debi's attention.

**ACTION:** Kim email Debi outlining the Executive's concerns with the CS Survey.

**d. AGM Swag:** Kim reported she received 3 quotes on the Canadian made Hoodies for the AGM Delegates. Following a review of the products, quotes and discussion by the Executive it was decided to proceed with Fundy Textiles.

**ACTION:** Catherine reach out to the Atlantic AGM Delegates and Provincial Group Delegates, Regional Executive for sizing.

**ACTION:** Catherine place order for AGM Delegate hoodies with Fundy Textile.

**e. Virtual Basic Training:** Kim advised PIPSC is working on Basic Steward Training online using the CANVAS platform. Currently there are 269 Stewards in waiting nationally. The aim is to pilot two sessions for 20 participants each – French and English in August and have the training ready for release in the fall. Three sessions would be held with classes potentially open to 30 participants. Tentatively the course will span 6 weeks including online and self-study portions. A regional component will be built into the course where the Director and Training Committee Chairperson would be involved. Initially it was to be delivered by Education Officers and ERO's who received the Popular Education training, but it has been decided that all ERO's will be invited to the pilot and then be eligible to deliver the training, if they feel comfortable. The virtual course would be an interim measure and not intended to replace the in person courses. This type of session would provide an alternative for members who are unable to travel or commit to the extended time away from home for training.

Carolyn suggested the possibility of a pre-recorded video by the respective regional ERO's might be a method to add a regional flavour to the sessions.

**ACTION:** Executive send any concerns or recommendations regarding the Online Basic to Carolyn.

**ACTION:** Carolyn bring forward Atlantic's concerns/recommendations regarding the Online Basic to the June 29 TEC meeting.

Kim reported there is discussion on having new stewards, who have completed the training, assigned to a steward to assist with questions.

**f. October Steward Council and Executive Meeting:** Catherine reported the space for Steward Council at the Lord Nelson Hotel has been cancelled without penalty. The Executive indicated

Catherine should secure space at the Lord Nelson, October 23-24 for a two day Executive meeting. Travel on the 22 and 25.

**ACTION:** Catherine book Regional Executive meeting at the Lord Nelson Hotel for October 23-24, 2020.

## **8. Round Table/Adjournment**

Jenn indicated exceptions from self-isolation following out of province house hunting trips for DND employees is a concern for the DND health care professionals.

**ACTION:** Kim send out a Doodle survey to determine the date for the next Executive meeting.

The meeting was adjourned at 2:00 pm.