



**The Professional Institute of the Public Service of Canada**  
**Atlantic Regional Training Committee Meeting Minutes**  
**ZOOM – December 11, 2020**

**CHAIRPERSON:** Carolyn Hynes

**COMMITTEE:** Christine LeDrew  
Mike Pauley  
Gerald Hill  
Marcel Journeay

**REGRETS:** Kim Skanes

**STAFF:** Catherine Pinks, Recording Secretary

Carolyn welcomed all to the Training Committee meeting.

**1. Agenda**

Catherine add CVENT feedback surveys. The agenda was approved as amended.

**Motion #1** Marcel **moved** and Christine **seconded** that the agenda be approved as amended. **CARRIED**

**2. Minutes**

The minutes of the October 17, 2020, Training Committee were approved as presented.

**Motion #2** Gerald **moved** and Mike **seconded** that the minutes of the October 17, 2020, Training Committee be approved as presented. **CARRIED**

**3. Action Items**

Carolyn reviewed the Action Items from the October 17, 2020, Training Committee meeting:

## **Action Items**

**Generated by the Atlantic Regional Training Committee  
October 17, 2020 ZOOM**

#	Action	Item/Completion Deadline	Completed/Progress	BF
1	Christine and Catherine	Format the RAND Cheat Sheet for review by the Training Committee.	<b>ONGOING</b>	
2	Catherine	Follow up with the BC/Yukon Office Administrator regarding the organization of their virtual sessions.	<b>DONE</b>	
3	Catherine	Discuss with Paul scheduling of the Information Session on COVID 19 as well as Case Law and Trend. Have the sessions presented two of three times at various times during the day (AM and PM) on a Tuesday, Wednesday or Thursday before the third week of November. Sessions funded through the Steward Council Budget.	<b>DONE</b>	

Catherine and Christine are working on the RANDS cheat sheet and they will distribute it when ready.

### **3. Calendar of Events**

Nothing new on the calendar. The AGM is in recess and no word as of this meeting when it will continue. Catherine mentioned a decision will have to be made as to whether the February Basic and March School proceed in their current face to face form. A discussion ensued on whether we would move ahead with these events. The consensus was that we should recommend cancelation of these events in their present form.

### **4. Training Committee Chairperson Report**

Carolyn advised there is nothing new to report as the committee has not met since her last report.

### **5. Lunch and Learns**

Carolyn reported that there have been no lunch and learn requests.

### **6. Atlantic Steward Update Report**

The Executive reviewed the latest Steward Update Report for the Atlantic Region.

**ACTION:** Catherine follow up on what “resigned” means.

## **7. Steward Event Evaluations**

**COVID 19 November 4, 2020:** Overall ratings looked good. There are a number of requests for more information on OSH, virtual work environments and mental health during COVID.

Takeaways for future sessions: Mental Health, focus on working from home; Q&A’s prepared and posted afterwards (notify people in invite that we will be recording for this purpose), OSH requirements and reporting for injuries working from home and leave during COVID.

**Paul Huschilt November 24, 2020:** Session was well received and provided an evening of entertainment with a review of ways to be resilient. A few indicated they would appreciate more information on how to thrive in a virtual world.

Takeaways for future sessions: Find another session with more concrete information on mental health in a virtual world. The committee noted it is beneficial to include an outside provider in our repertoire of events.

It was suggested Christine should include an article in the upcoming Newsletter on the virtual events we have held to date.

**ACTION:** Catherine send Christine the data on the region’s virtual events to date.

**ACTION:** Christine write an article for the Newsletter on the Atlantic’s virtual events held to date.

## **8. RAND Recruitment Tips Cheat Sheet**

Catherine and Christine have started working on the sheet and will distribute a copy for review when complete.

## **9. Future Virtual Sessions**

Catherine presented Max’s suggestion for an Advanced Grievance Skills Session based on the 2020 PSLREB PSAC case on leave. The committee thought it was a great idea and agreed two weekdays in March, an am and pm session on a Tuesday - Thursday. The session would be for Advanced Stewards, similar criteria to those used to screen Regional School participants. Class size to be discussed with the ERO’s.

**ACTION:** Catherine to work out details for the Advanced Grievance Skills Session with the ERO's.

Mike noted that there is a gap in the virtual session for material related to the NB Groups. It was agreed to ask if a NB case could be added to the January Case Law and Trends session.

**ACTION:** Catherine to discuss with Paul a NB case that could be added to the January Case Law and Trends session.

**ACTION:** Mike to put out feelers to the NB Groups for topics they would like to see offered in a virtual format.

The committee agreed that a session with a mental health provider on Thriving in a Virtual Working Environment would be a positive addition to our sessions. It should take place on a weekday evening between Tuesday and Thursday.

**ACTION:** Catherine source recommendations for an outside provider to do a session on Thriving in a Virtual Working Environment.

The final session the Committee discussed scheduling was a Steward Check In with general questions. This could be held in March on a weekday evening, Tuesday - Thursday.

Carolyn will bring forward these suggestions to the Regional Executive meeting on December 17, 2020.

## **10. New Business**

**Feedback Survey Questions:** Catherine reported that CVENT provides for electronic feedback surveys to be sent. To date we have just been asking basic questions. Are there any questions the committee would like included? It was agreed to add the following questions to the survey:

- Are you a first time attendee?
- Did you pick up any tips that were useful?

Catherine reported that when we offered the draw associated with the return of feedback surveys it significantly increased the response rate. The committee agreed to recommend to the Regional Executive we use the Fitbit for a draw from feedback participants from the Case Law and Trends session and the Headphones for the Thriving in a Virtual Work Environment.

## **11. Round Table and Adjournment**

Following a round table the meeting adjourned at 4:00 pm.