



**The Professional Institute of the Public Service of Canada**  
**Atlantic Regional Training Committee Meeting Minutes**  
**Lord Nelson Hotel, Halifax, NS – February 6, 2020**

**CHAIRPERSON:** Carolyn Hynes

**COMMITTEE:** Christine Newhook  
Kim Skanes  
Mike Pauley  
Phil Wilson

**STAFF:** Catherine Pinks, Recording Secretary

Carolyn welcomed all to the Training Committee meeting.

**1. Agenda**

As we will be offsite for the 100<sup>th</sup> Anniversary Flag Raising and Proclamation and have to finish up by 3:00 pm to get ready for the evening celebration, Carolyn suggested Item 10. Rand Recruitment Tips Cheat Sheet Exercise be moved to above New Business. Item 10 could be brought forward to the March meeting if we are short on time.

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

**2. Minutes**

The minutes of the September 20, 2019, Training Committee were approved as presented.

**Motion #2** Christine **moved** and Kim **seconded** that the minutes of the September 20, 2019, Training Committee be approved as presented. **CARRIED**

**3. Action Items**

Carolyn reviewed the Action Items from the September 20, 2019, Training Committee meeting:

# Action Items

**Generated by the Atlantic Regional Training Committee  
September 20, 2019 – Quality Inn and Suites, Summerside, PE**

#	Action	Item/Completion Deadline	Completed/Progress	BF
1.	Carolyn	Provide Catherine with the criteria to develop a form to submit special training requests.	<b>N/A</b>	
2.	Carolyn	Suggest to TEC that a notification on the new process for requesting Lunch and Learns be sent to all Stewards and Constituent Body Presidents.	<b>DONE</b>	
3.	Carolyn	Send an email to Linda Rochefort, Education, regarding the status of the Lunch and Learn approval requests.	<b>DONE</b>	
4.	Catherine	Include a handout on the Lunch and Learn process in the Steward Council package.	<b>NOTED</b>	
5.	Catherine	Provide Jason and Christine with a copy of PIPSC Parliamentary Procedures.	<b>DONE</b>	
6.	Jason	Prepare a response to the statement - Unions and union officials are only in it for personal power and what they can gain for themselves. Send to Catherine for proofing and formatting, deadline October 4 <sup>th</sup> .	<b>DONE</b>	
7.	Mike	Prepare a response to the statement - We have all the protections we need so what is the union's role? Send to Catherine for proofing and formatting, deadline October 4 <sup>th</sup> .	<b>DONE</b>	

#	Action	Item/Completion Deadline	Completed/Progress	BF
8.	Christine	Prepare a response to the statement - Why not – you’re paying anyway. Send to Catherine for proofing and formatting, deadline October 4 <sup>th</sup> .	<b>DONE</b>	
9.	Carolyn	Prepare a response to the statement – Union let me down. Send to Catherine for proofing and formatting, deadline October 4 <sup>th</sup> .	<b>DONE</b>	
10.	Jason	Discuss preparation of an info graphic on the RAND Cheat Sheet with ITSP at their next meeting.	<b>N/A</b>	
11.	Catherine	Prepare a draft of Cheat Sheet statements and distribute to Training Committee for review.	<b>DONE</b>	
12.	Carolyn	Approach the Research Section to obtain data on the statistics required for our Cheat Sheet.	<b>DONE</b>	
13.	Catherine	Add Kim’s name along with Isabelle’s to the New Steward Framework.	<b>DONE</b>	
14.	Catherine	Email the Steward Council Participant’s to remind them the Hospitality has a Halloween Theme.	<b>DONE</b>	
15.	Catherine	Discuss the course selection options for the Training School with the facilitators.	<b>DONE</b>	
16.	Catherine	Source an interactive entertainment option for the Friday evening event at the 2020 Regional Training School.	<b>DONE</b>	
17.	Catherine	Book Cottage #11 for the Director’s Meet and Greet.	<b>DONE</b>	

#### **4. Calendar of Events**

Carolyn reviewed the calendar of events noting the September Training and Executive meetings in Sydney have been changed to August 6-8.

#### **5. Training Committee Chairperson and Training and Education Committee (TEC) Reports**

Carolyn tabled her Training Committee Chairperson and Training and Education Committee (TEC) reports for review.

**Motion #3** Carolyn **moved** and Christine **seconded** that the Training Committee Chairperson and Training and Education Committee reports be approved as presented.

**CARRIED**

#### **6. Lunch and Learn**

Carolyn reported the Lunch and Learn request process is improving. The Better Together requests go to the Director for approval. Kim reported she had five requests related to February 6<sup>th</sup> events.

#### **7. Atlantic Steward Activity Report**

The Atlantic Steward Activity Report as of February 2020 was reviewed.

#### **8. Steward Framework**

Kim reported the committee has had a pre meeting with the staff and have a full meeting set up with the team. The preliminary consultation is complete and they will now move forward with what the committee plans to accomplish and timelines. Updates will be provided at Steward Councils.

#### **9. Steward Training**

The evaluations for the September 26-28, 2019 Basic and November 15-16, 2019 Leadership training were reviewed. Both sessions were well received.

**ACTION:** Catherine have Item 9 on the Evaluation for the Basic removed.

## **10. Budgets**

Steward Council 2021 – Phil presented the summary sheet for the 2021 Budget for review.

The Training Committee discussed removing food from the afternoon breaks at the Region's events.

**ACTION:** Catherine remove food from the afternoon breaks from Regional meetings going forward – beverages only.

Training Budget July 2021 to June 2022 – Phil presented the summary sheet for review.

## **11. Atlantic Regional Council**

**ACTION:** Catherine send President Daviau an invite to the ARC under the Director's signature.

**ACTION:** Kim bring forward to the Friday Executive meeting – on the ARC Agenda add AGM Discussion after Election Results.

Following a discussion on possible topics for the Friday afternoon training portion of the 77<sup>th</sup> ARC Agenda, the Training Committee decided to bring the following suggestions forward to the Regional Executive meeting for approval.

Friday, May 29<sup>th</sup>, 2:00 pm – 3:30 pm – Review of New PIPSC Policy Suite – Market Place Learning Stations - six stations (3 per side), two rooms with 7 or 8 per team. Randomly assign the teams via their name cards (3 minutes each station).

**ACTION:** Catherine check with Delta Fredericton to confirm we will have two rooms available for this exercise.

Policies were selected and two assigned to each committee member to develop 3 questions per policy as follows.

- Accessing PIPSC Funds – C. Hynes
- Constituent Body Allocations – C. Hynes
- Structure and Financials of Constituent Bodies – P. Wilson
- UFLUB – P. Wilson
- Family Care – M. Pauley
- Financial Support for Member Participation – M. Pauley
- Institute Awards – C. LeDrew
- Stewards – C. LeDrew
- Communications – K. Skanes

- Membership List – K. Skanes

Questions to be developed and sent to Catherine by March 9. Provide the Policy, Section and the actual answer. **Introduction:** Kim will prepare the introduction – Prepare for March meeting. **Plenary Wrap Up:** Carolyn and Phil

**ACTION:** Training Committee prepare 3 questions per policy and send to Catherine by March 9<sup>th</sup>.

**ACTION:** Catherine order a roaming microphone for the ARC Plenary Session on the New PIPSC Policy Suite.

## **12. Atlantic Regional Training School**

The Training School agenda was reviewed. Christine will assist Catherine with Thursday am registration. Kim will do the Welcome and read the Indigenous Land Acknowledgement. Carolyn will read the Equity Statement. Carolyn and Christine will assist with tickets at the Friday evening Buffet Dinner and Kim will introduce and thank Dottie. SHAID Tree Shelter will be the charity to receive the donation from our fundraiser.

**ACTION:** Catherine contact SHAID Tree Shelter and request a representative for Saturday, March 28 to receive the donation.

## **13. Steward Council**

The Training Committee discussed various options for the Steward Council overall theme and decided on “*Keep Calm*”.

It was agreed that Max’s Case Law & Trends should form part of the agenda providing he has enough recent case law for the session. Suggested time slot was Saturday morning 8:30 am – 10:00 am to be presented to the entire group.

**ACTION:** Catherine check with Max to see if he has enough case law to conduct the Case Law and Trends session.

Kim noted that she would require time on the agenda for an update on the Steward Framework. This was slotted in for Saturday morning 10:15 am – 11:30 am.

Saturday afternoon 1:00 pm – 2:30 pm the Committee would like to have a self-care type of presenter.

**ACTION:** Catherine source some possible self-care presenters and report back to the Training Committee.

It was agreed to reach out to Paul Hushcilt to see if he is available to close the council on Saturday afternoon with his presentation *Everybody Stay Calm – How to thrive in difficult times*.

**ACTION:** Catherine contact Paul Huschilt for availability for Saturday, October 24, 2020, 2:45 – 4:15 pm.

For the Friday afternoon module it was agreed to approach the ERO's to prepare and facilitate a session on tips used to manage a high stress members through the representational process.

**ACTION:** Catherine consult with the ERO's to see if they could prepare and facilitate a session on tips used to manage a high stress members through the representational process.

It was decided we would hold a Yoga class on Saturday morning instead of the Walk at Dawn.

**ACTION:** Catherine source a Yoga instructor for Saturday morning Yoga at Dawn.

**ACTION:** Catherine send and invite to President Daviau under the Regional Director's signature.

The Committee decided to hold a Casino Night with entertainment – suggested swing dancers – for the Saturday evening hospitality.

**ACTION:** Catherine source a provider for a Casino Night for Saturday evening event at Steward Council.

**ACTION:** Catherine look into entertainment for the Casino Night for Saturday evening event at Steward Council.

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

The committee reviewed the submissions prepared since the last meeting:

- We have all the protections we need, so what is the union's role?
- Union let me down!
- Unions and union officials are only in it for personal power and what they can gain for themselves!
- Why not? You're paying anyway.

It was agreed we would add an opening which defined RAND and the RAND formula. It was also noted that under the section Why not? You're paying anyway. We need to add a paragraph on the Scholarship/Legacy Foundation.

**ACTION:** Christine write a blurb on Scholarship and Legacy Foundation.

**ACTION:** Christine and Catherine format the Cheat Sheet for review by the Training Committee.

## **15. New Business**

**a. Training Committee Terms of Reference:** Carolyn stated the TEC was looking at the various region's Terms of Reference (TOR's) for Training Committees. We have no issues with our TOR's at this time. We can address this in the future should PIPSC decide to standardize the format.

**b. Domestic Violence Training:** Carolyn tabled an email indicating Treasury Board is preparing Domestic Violence training as part of the new CA Article on Domestic Violence Leave. This is not available to our Separate Employers in PIPSC. The Training Committee questioned how we could get access to this training. One suggestion was to bring it to the Consultation table.

**ACTION:** Carolyn speak to Nancy Lamarche and inquire if there is a plan to develop any education modules on the administration of the new Collective Agreement Article on Domestic Violence Leave.

**c. Equity Statement:** The regions have been asked to adopt the Equity Statement at all PIPSC events.

**ACTION:** Catherine add reading of the Equity Statement to all Steward Training.

**d. ERO Adjudications or Consultations Meetings:** The Saskatoon Branch has asked if they could be advised when ERO's are in the vicinity for Adjudications or Consultation so they could coordinate a Lunch and Learn event. Discussion ensued on the difficulty with the logistics of this with the ever changing schedules of the ERO's. It was suggested that should a constituent body want an ERO to facilitate a Lunch and Learn they should bring it to their attention and the ERO may be able to link it to other business in the area.

**ACTION:** Catherine add to the President's meeting agenda – Should you want an ERO to facilitate a Lunch and Learn, bring it to the ERO's attention and they may be able to link it to other business in the area.

## **16. Adjournment**

The meeting adjourned at 3:00 pm.

**Motion #4** Christine **moved** and Phil **seconded** that the Training Committee meeting adjourn. **CARRIED**