



The Professional Institute of the Public Service of Canada
Atlantic Regional Training Committee Meeting Minutes
ZOOM October 17, 2020

CHAIRPERSON: Carolyn Hynes

COMMITTEE: Christine LeDrew
Kim Skanes
Mike Pauley
Gerald Hill
Marcel Journeyay

STAFF: Catherine Pinks, Recording Secretary

Carolyn welcomed all to the Training Committee meeting.

1. Agenda

There were no additions to the agenda.

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

2. Minutes and Action Items

Carolyn noted an error on Page 6 **ACTION:** Catherine check with Max to see if he has enough case law to ~~conduct~~ conduct the Case Law and Trends session.

Motion #2 Christine **moved** and Gerald **seconded** that the minutes be approved as amended.
CARRIED

Carolyn reviewed the Action Items from the February 6, 2020, meeting.

Action Items

Generated by the Atlantic Regional Training Committee
February 6, 2020, Lord Nelson Hotel, Halifax, NS

#	Action	Item/Completion Deadline	Completed/Progress	BF
1	Catherine	Have Item 9 on the Evaluation for the Basic removed	DONE	
2	Catherine	Remove food from the afternoon breaks from Regional meetings going forward – beverages only.	NOTED	
3	Catherine	Send President Daviau an invite to the ARC under the Director's signature.	DONE	
4	Kim	Bring forward to the Friday Executive meeting – on the ARC Agenda add AGM Discussion after Election Results.	DONE	
5	Catherine	Check with Delta Fredericton to confirm we will have two rooms available for this exercise.	DONE	
6	Training Committee	<p>Prepare 3 questions per policy and send to Catherine by March 9th.</p> <ul style="list-style-type: none"> • 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 	NA	
7	Catherine	Order a roaming microphone for the ARC Plenary Session on the New PIPSC Policy Suite.	NA	
8	Catherine	Contact SHAID Tree Shelter and request a representative for Saturday, March 28 to receive the donation.	NA	

#	Action	Item/Completion Deadline	Completed/Progress	BF
9	Catherine	Check with Max to see if he has enough case law to conduct the Case Law and Trends session.	DONE - Yes	
10	Catherine	Source some possible self-care presenters and report back to the Training Committee.	NA	
11	Catherine	Contact Paul Huschilt for availability for Saturday, October 24, 2020, 2:45 – 4:15 pm.	DONE	
12	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.	DONE - Yes	
13	Catherine	Source a Yoga instructor for Saturday morning Yoga at Dawn.	NA	
14	Catherine	Send and invite to President Daviau under the Regional Director's signature.	DONE - No	
15	Catherine	Source a provider for a Casino Night for Saturday evening event at Steward Council.	DONE	
16	Catherine	Look into entertainment for the Casino Night for Saturday evening event at Steward Council.	NA	
17	Christine	Write a blurb on Scholarship and Legacy Foundation.	NA	
18	Christine and Catherine	Format the Cheat Sheet for review by the Training Committee.	ONGOING	
19	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.	DONE Discussed at TEC but not a priority. Option for a virtual session with EROs	
20	Catherine	Add reading of the Equity Statement to all Steward Training.	NOTED	
21	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	NOTED	

#	Action	Item/Completion Deadline	Completed/Progress	BF
		they may be able to link it to other business in the area.		

3. Calendar of Events

Carolyn reviewed the calendar of events pointing out we have a Training and Executive meeting scheduled for January as well as a Basic in February and we will have to wait for direction from the Board to determine if we move forward with these events. Kim stated the Board will meet and make a decision on face to face meetings prior to the AGM in December. Marcel suggested a letter writing campaign to PIPSC to push for regions to be permitted to meet in compliance with provincial health guidelines. Discussion ensued on how in person meetings could potentially be handled in the Atlantic Region.

4. Training Committee and TEC Reports

Motion #3 Marcel **moved** and Christine **seconded** that the Training Committee and TEC Reports be approved as presented. **CARRIED**

5. Lunch and Learn Reports

There have been no Lunch and Learn requests since our February meeting.

6. Atlantic Steward Update Report

Carolyn reviewed the report noting we have 30 stewards in waiting.

7. Steward Training Evaluations – February 20-22, 2020, Basic Steward

The Post Course Evaluation, Venue Evaluation and the Training Committee Representatives Reports were reviewed. Comments indicated some people don't enjoy the roleplays, however overall the evaluation were extremely positive.

8. RAND Recruitment Tip Sheet

The committee agreed we should continue to format the RAND Recruitment Tip Sheet and make it available on the Atlantic Web Page as well as provide a copy to the Stewards and Branch and Provincial Group Presidents. Carolyn noted it would be nice to get it on one sheet if possible. Catherine and Christine will continue to work on the formatting and then have the sheet translated.

9. Brainstorm Session

Carolyn led a brainstorming session on what do we see as the Training Committee's role in a virtual environment? She suggested we could host mini virtual sessions led by the ERO's on topics such as Domestic Violence; Case Law and Trends; COVID 19 and Group Breakouts.

Kim reported the BC/Yukon Region has scheduled a series of presentations open to Stewards. Costs associated with the presentations are being charged off to their Steward Council Budget. Topics include How to Engage in the Virtual World, Navigating COVID & PIPSC Responses, Fireside Chat with the President, Consultation Team Caucus Meetings, Group Caucus Meetings and the 15 Commitments of Conscious Leadership. Some sessions are facilitated by the ERO's and others by outside providers.

Gerald suggested it would be beneficial if one of the Executive could attend the BC/Yukon sessions to check them out.

ACTION: Catherine follow up with the BC/Yukon Office Administrator regarding the organization of their virtual sessions.

ACTION: Catherine discuss with Paul scheduling of the Information Session on COVID 19 as well as Case Law and Trends. Have the sessions presented two or three times at various hours 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.

It was agreed we would use Google Drive for posting of session materials.

Discussion ensued on what we can do to stay connected and engaged with the membership.

In regards to the region's response to no in person meetings, it was suggested that Atlantic members who feel they are not being served by PIPSC in this non in person environment need to voice their opinion. The consensus was this sentiment needs to come from the membership and not the Executive.

10. Round Table/Adjournment

Following a round table the meeting was adjourned.

