



The Professional Institute of the Public Service of Canada
Atlantic Regional Executive Meeting Minutes
Lord Nelson Hotel, Halifax, NS – February 7th, 2020

CHAIRPERSON: Kim Skanes

EXECUTIVE: Jennifer Cantwell
Gerald Hill
Carolyn Hynes
Marcel Journeay
Matthew Lee
Scott McConaghy
Christine LeDrew
Mike Pauley
Phil Wilson

STAFF: Catherine Pinks, Recording Secretary

1. Welcome

Kim called the meeting to order and welcomed the Executive to the February meeting. Kim noted everyone enjoyed themselves at last evenings 100th Anniversary Celebration and despite the weather, we had a good turnout. Kim reviewed the role of the Regional Executive at social events noting Executive should endeavor to engage with the membership and support the staff in managing the event.

2. Ice Breaker

Gerald facilitated the teambuilding exercise which promoted some friendly competition.

ACTION: Kim will prepare the icebreaker for the March meeting.

3. Agenda

The following amendments were made to the Agenda:

- 5. c. Canadian Steward Leadership Awards
- 10 f. Atlantic Regional Logo
- 10 g. Fredericton Office
- 16. d. National AGM Task Force Presentation

16. e. Other possible AGM Resolutions from the Region
 16 f. Delegate Gift

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

4. Approval of Minutes November 29, 2019

Page 11, 1st paragraph change and to at.

Motion #2 Mike **moved** and Gerald **seconded** that the minutes of November 29, 2019, be approved as amended.
CARRIED

5. Action Items

Kim reviewed the Action Items.

Action Items Atlantic Regional Executive November 29, 2019 Homewood Suites, Halifax, NS

| # | Action | Item/Completion Deadline | Completed/Progress | BF |
|---|-----------|--|--------------------|----|
| 1 | Executive | Collect pictures and stories from their respective constituent bodies and submit to Carolyn for PIPSC's 100 th Anniversary. | DONE | |
| 2 | Executive | Think of members who are deserving of a Service Award and send their name to Kim. | ONGOING | |
| 3 | Catherine | Send the region's photos for the 100 th Anniversary to Laureen Allen. | DONE | |
| 4 | Christine | Promote the opportunity for youth observers at Regional Executive meeting to the AYPG Committee and at Youth Events. | NOTED | |
| 5 | Christine | Post advance Regional Executive meeting and meet and greet | NOTED | |

| # | Action | Item/Completion Deadline | Completed/Progress | BF |
|----|-----------------------------|---|-----------------------------|----|
| | | notifications to Atlantic Facebook page. | | |
| 6 | Branch Liaison | Send notice indicating the Executive will be in your jurisdiction and would you want a Lunch and Learn to Stewards in advance of Regional Executive meetings. Then liaise with Catherine to work out the details. | NOTED | |
| 7 | Branch Liaison | Speak with Branch Presidents and identify where the gaps in the Atlantic Steward network exist and report back to the February Executive meeting. | BF MARCH | |
| 8 | Catherine | BF Steward network gaps to March Executive meeting. | | |
| 9 | Catherine | Get PIPSC History Fact Sheet and BF for the March Executive meeting. | ONGOING | |
| 10 | Catherine | Invite Yvette, John and Alan to the February 6 th 100 th PIPSC Anniversary Celebration. | DONE | |
| 11 | Catherine | BF Item 6 and Item of the 2019 2020 Regional Executive Goals for November to be worked on. | DONE BF FEBRUARY | |
| 12 | Gerald | Prepare the icebreaker for the February meeting. | DONE | |
| 13 | Catherine | Send Mike invite for Google Drive using hockey stick email address. | DONE | |
| 14 | Christine | Help Carolyn get on Google Drive. | DONE | |
| 15 | Gerald | Send Cathy a recipe for the two drinks – the Grievance martini and the Resolution. | DONE | |
| 16 | Carolyn, Christine and Jenn | Work with Catherine on a plan for labour events and items that will be ordered for them and report back at the February Executive meeting. Determine and order items for March IWD. | ONGOING | |
| 17 | Gerald and Phil | Figure what we would like to do regarding the Canadian Student | DONE | |

| # | Action | Item/Completion Deadline | Completed/Progress | BF |
|----|-----------|--|--------------------|----|
| | | Leadership Conference and what we can do based on the policies. | | |
| 18 | Catherine | Look at changing the September 2020 Executive meeting in Sydney, NS to suitable dates in July or August. | DONE | |
| 19 | Catherine | Secure bookings for the 2021 Events as determined by the Regional Executive at its November meeting. | ONGOING | |
| 20 | Marcel | Email the Branch Presidents on the topic of the Spam Email. | DONE | |
| 21 | Catherine | Add a note to the Council opening comments to announce that the pipe cleaners and coloring papers are for use during the meeting. | DONE | |
| 22 | Christine | Prepare an APP for the Training School and send the link to Catherine | DONE | |
| 23 | Catherine | BF B – 16 for re submission to the 2020 AGM following the ARC. | DONE | |
| 24 | Catherine | Note that for future AGM's we will prepare two data sheets, one for the members and one for the Executive which contains the notes supporting the Executive's recommendations. | DONE | |
| 25 | Catherine | Send out the 77 th ARC Delegate Allotment to the Branch and Provincial Group Presidents. | ONGOING | |
| 26 | Kim | Distribute the Steward Renewals to the Branch Presidents for review. | DONE | |
| 27 | Scott | Bring By-Law wording on vacancies on the Executive to the February meeting. | DONE | |
| 28 | Catherine | BF By-Law wording for vacancies on the Executive for the February meeting. | DONE | |
| 29 | Kim | Forward the Atlantic Regional Executive's recommendations for Atlantic members on Committee of | DONE | |

| # | Action | Item/Completion Deadline | Completed/Progress | BF |
|----|-----------|---|--------------------|----|
| | | the Board to the selection committee. | | |
| 30 | Christine | Let Catherine know if they are issuing an invite for an observer at the AYPC meeting. | DONE | |
| 31 | Catherine | Note Gerald and Jenn won't be at the March meeting. | NOTED | |

a. PIPSC History Fact Sheet: The original staff assigned to complete the PIPSC Labour History presentation is on medical leave. The plan was to use a condensed version of this as a Lunch and Learn presentation and send it along with the 100th Anniversary knapsack to each Atlantic Branch and Provincial Group.

ACTION: Catherine and Kim will review the draft of the PIPSC Labour History and rework it so that it can be used as a Lunch and Learn presentation.

b. Canada Student Leadership Conference: Gerald and Phil reviewed the PIPSC policies as actioned. The program is not a charitable entity. Following a discussion it was decided that Kim will bring a request to the Board for national funding.

Motion #3 Gerald **moved** and Phil **seconded** that the Board of Directors be approached to consider a \$XXXX sponsorship for the Canada Student Leadership Conference in 2021.
CARRIED

ACTION: 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.

6. Calendar of Events

Kim reviewed the calendar of events, pointing out the Atlantic Regional Training and Executive meetings in Sydney have been changes to August 6-8, 2020.

ACTION: Catherine BF discussion of location for 2022 ARC for March Executive meeting.

ACTION: Catherine review the Homewood Suites and Brudenell property in PEI as options for the 2022 ARC and report back to the March Executive meeting.

7. Hot Topics

Kim reported that PIPSC will be conducting a Lobby Day on the Hill, dates, participants and topics have yet to be determined.

8. 77th ARC Delegate Formula Review

Scott drew the Executive's attention to the revised ARC delegate allotment which was updated based on the release of Membership's December 31st membership count. The region's ARC delegates have increased to 103.

ACTION: Catherine make the following corrections to the delegate allotment sheet – remove double small and small from headers and change the year to 2019.

ACTION: Catherine send the formal notification of the 77th ARC Delegate Allotment to the Branch and Provincial Group Presidents.

9. 2019-2020 Atlantic Regional Executive Goals Review

Kim directed the Executive to the listing of goals and objectives set for the 2020 term. The 7 items were reviewed.

1. Communication: PIPSC Regional Facebook group should post when and where the Regional Executive will be meeting and promote the meet and greets.

Christine has been and will continue to post events to the Regional Facebook group.

2. Get to know the Executive: Quick profile on each member of the Executive to add to the Newsletter – Get to Know You – include things you have worked on and some personal notes. The Regional Newsletter is the best option for this.

In the Fall Newsletter Scott, Matt, Mike, Jason and Christine were featured. The Executive reported receiving positive feedback on the contents of the Newsletter. The Spring Newsletter will feature other Executive members and the Director.

3. Lunch and Learns: We haven't succeeded in increasing the uptake on these sessions so far. Letter of notice to stewards saying we are going to be at this place if you want a Lunch and Learn.

It was agreed we need to continue to promote Lunch and Learns among the Constituent Bodies.

4. New to the zoo: Come up with a platform that can be used by participants who come to Regional meetings that will put them in touch with other meeting attendees. Must maintain privacy. An invite would be sent to all meeting participants to join if they would like to. The Executive purchased a supply of rubber bracelets for first time attendees to wear at Councils and Training School.

All agreed the bracelets were a great addition to Steward Council and that handing them out at registration was a positive way to welcome newcomers.

ACTION: Catherine add a welcome indicator on new attendees meeting packages so that Executive working registration will know to welcome the participant and provide them with a bracelet.

We will continue to use the WhatsApp as a platform to connect participants at our Regional Events. It was agreed that for each event and Executive members should be assigned to monitor the App.

5. Recruitment of New Stewards: The Executive agreed we should have 1 steward per 15 members which translates to 100 more stewards in Atlantic. The Branch Liaison will find where the gaps are and talk to the Branch Presidents to identify the gaps and then we look at recruiting.

ACTION: Catherine request Atlantic Steward Listings sorted by Branch and Department and provide a copy to the Branch Liaison Committee.

ACTION: Branch Liaison Sub Committee review Steward Listings and identify areas where we have gaps and need to recruit Stewards and report back to the March Executive meeting.

6. Promotion of the Union in the Workplace: Outreach - PIPSC Pamphlet drop in the workplace, article for newsletter from a member, why did they get involved in the union? Feature an article on how people have used Service Plus. Bulletin Boards in workplaces.

An article on a member's use of Service Plus is planned for the Spring Newsletter. Carolyn noted that the Onboarding Packages prepared by the Halifax Office are also a great tool to use as outreach in the workplace.

ACTION: Catherine include an Onboarding Package in the Branch President's meeting materials.

7. Develop a Lunch and Learn Deck: Executive agreed to develop one presentation deck. Topics suggested were: Grievance 101 – what is it? Collective Agreements, Education Available through PIPSC, OSH Basics, Health and Wellness. Look at a 15 minute presentations and time for questions – 5 or 6 slides.

Matt, Gerald, and Marcel: Collective Agreements

Christine, Carolyn and Jen: Health and Wellness

Mike, Scott and Phil: OSH Basics

Kim: No topic assigned to her, she will just pick one.

ACTION: Matt, Gerald and Marcel prepare deck with speaking notes on Collective Agreements and send to Catherine by March 6 for inclusion in March Executive Meeting package.

ACTION: Christine, Carolyn and Jen prepare deck with speaking notes on Health and Wellness and send to Catherine by March 6 for inclusion in March Executive Meeting package.

ACTION: Mike, Scott and Phil prepare deck with speaking notes on OSH Basics and send to Catherine by March 6 for inclusion in March Executive Meeting package.

ACTION: Kim select a topic prepare deck with speaking notes and send to Catherine by March 6 for inclusion in March Executive Meeting package.

10. New Business

- a. Strike Elections Committee/Lead for ARC Elections:** Executive members not up for Election at the 77th ARC are Phil, Jenn, Marcel, Carolyn and Gerald. They are eligible to form the Elections Committee. Phil declined and Jenn agreed to act as lead.
- b. Steward network gaps:** Branch Liason will report back as per above in the goals.
- c. By-Law Wording for Vacancies on the Atlantic Regional Executive:** Scott tabled the following proposed language for Atlantic By-Law 5.9.

5.9 When a position on the Regional Executive becomes vacant from among the ten (10) that are filled by elections at Regional Council Meetings, it may be filled by appointment by the Regional Executive until the next Regional Council Meeting, at which time the remainder of the term shall be filled by election.

5.9.1 (New) If a vacancy occurs before the 6th scheduled meeting of the calendar year (Nov/Dec) the Regional Executive ~~will~~ **shall** normally fill the vacancy.

5.9.2 (New) A vacant position shall normally be offered to the unelected candidates from the previous Regional Council Executive elections. Starting from the unsuccessful candidate with the highest number of votes to the lowest.

5.9.3 (New) If there were no unelected candidates or the list has been exhausted, the Regional Executive may appoint an eligible member from the region to fill the vacancy.

Following a discussion it was agreed to change will to shall in 5.9.1.

ACTION: Catherine include the proposed By-Law 5.9 in the ARC Virtual Binder.

- d. March Meet and Greet in PEI:** Discussion on what would be best. As the AYAC are having a bowling event on Thursday night it was decided that we would do a meet and greet. Recommended to check out Dooley's as a possible venue.

ACTION: Catherine check into Dooley's as a possible venue for the March Meet and Greet in PEI.

- e. CLC Delegate Seats:** Kim outlined the criteria used to select the two delegates from Atlantic to attend the CLC National Convention. Christine LeDrew and Stephanie Webb were selected and Kim has submitted their names to be registered for the convention.
- f. Atlantic Logo:** Kim explained that PIPSC Informatics has been asked to review and update constituent body's logos to bring them in line with the National requirements. She presented the three options provided by Informatics. The Executive chose option two and asked if it is possible to have the lettering around the lighthouse similar to our current logo and if not then underneath.

ACTION: Kim go back to Informatics and advise the region prefers option two but would like the region's name in a circle similar to our current logo. If not an option then place wording underneath.

- g. Fredericton Office:** Mike expressed disappointment and raised concerns over a reduction in service in New Brunswick now that Marion has been let go. As the Region's AGM resolution passed in previous years has not been upheld, discussion ensued on what action should be pursued. Mike will go back and discuss options with the NB Group presidents and will consider filing a complaint.

11. Atlantic Regional Directors Report

Kim referred the Executive to her report contained in the meeting packages. She reported that the region's recommendations for Atlantic Members on National Committees were accepted, with the exception of Science Advisory which has yet to be determined. Committee members are as follows:

- Finance – Marilyn Best
- ITSP – Richard Trevor Warren
- Elections Appeals – Chris Titus
- By-Laws – Scott McConaghy
- Elections Committee – Leslie Hill

- Human Rights and Diversity – Dotty Kelland
- PRQC – Barbara Broom
- Science Advisory – TBA

Kim updated the Executive on the renovations at the National Office, noting they are complete and the meeting rooms are available again for bookings. She also reported the rooms will be named after the regions and the first male and female Presidents of the Institute. Kim mentioned the CLC Lobby Day at the end of February, only the Board of Directors and the members on CLC committees were invited to attend this year. PIPSC is planning their own lobby day for later in the spring, more details to follow once a date has been set.

Finally, an update on the location of the National AGM for 2020 was provided and the reasoning for why it cannot be held in Montreal. AGM will be held in the same location again this year utilizing the same hotels.

Motion #4 Kim **moved** and Phil **seconded** that the Atlantic Regional Director's report be accepted as presented. **CARRIED**

12. Training Committee Chairperson's Report

Carolyn referred participants to her report contained in the meeting package. She reported that the Training Committee met yesterday and the committee is bringing forward the following recommendations.

The 77th ARC Friday training portion will be a review of the new PIPSC Policy Suite.

The charity for the Regional Training School will be SHAID Tree Shelter.

The theme for Steward Council will be Keep Calm. Case Law and Trends and Update on the Steward Framework will be on the agenda. The ERO's will be asked to present a session on tips to deal with members who are upset, stressed, apprehensive etc. during the representational process. We will source a presenter related to self-care and wellness for stewards. Our closing presenter will be Paul Huschilt who will present Everybody Stay Calm – How to Thrive in Difficult Times.

Motion #5 Carolyn **moved** and Jenn **seconded** that the Atlantic Regional Training Committee Representative's report be accepted as presented. **CARRIED**

13. Regional Executive Finances

a. Cash Flow Report: Phil tabled the cash flow report noting the Executive's finances are in good shape. Phil noted he continues to be unsuccessful in obtaining budget actuals from Finance.

b. Budgets: Phil reviewed the summary sheets for the 2021/2022 Draft Budgets for ARC, Branch & Provincial Group Presidents, Steward Council, Steward Training and Training and Executive Meetings.

ACTION: Phil update Regional Council budget number to 103 participants.

ACTION: Phil send final budgets to Kim for submission to HQ.

Motion #6 Phil **moved** and Matt **seconded** that the Atlantic Regional Executive Treasurer's report be accepted as presented. **CARRIED**

14. Regional Manager's Report

Kim tabled Paul Hartigan's Regional Manager's report for review.

Motion #7 Kim **moved** and Marcel **seconded** that the Atlantic Regional Manager's report be accepted as presented. **CARRIED**

15. Atlantic Young Professionals Committee (AYPC) Report

Christine reported the AYPC has not met since her last report. She noted that the call for Expressions of Interest to sit on the AYPC committee has gone out with March 9, 2020, as the deadline for a response. The committee will meet March 19 and 20 in Charlottetown and are planning an outreach event – Family Bowling – for the evening of March 19. Christine briefed the Executive on the work of Youth Champion, Andrew Wigmore and his vision to centralize the Youth budget in Ottawa noting this was not well received by the committee in Atlantic.

Motion #8 Christine **moved** and Scott **seconded** that the Atlantic Young Professionals Committee report be accepted as presented. **CARRIED**

16. Atlantic Regional Council

a. Finalize Agenda: It was agreed that the Friday 2:00 pm – 3:30 pm afternoon Training component would be an overview of the new PIPSC Policy Suite. Friday evening 6:00 pm – 7:00 pm Cocktail Hour; 7:00 pm - 8:30 pm Plated Dinner with background musician. Saturday add National AGM Task Force report (Kim and Chris Roach) as item 9 following the President's

Address. Look at a speaker for the Saturday Lunch – Stories from the Front Lines to fall into line with the 100th Anniversary and delegates on their own for Saturday evening.

ACTION: Catherine send ARC Invite on behalf of the Director to President Daviau.

ACTION: Catherine update the ARC Agenda and send out the delegate Allotment to the Atlantic Constituent bodies.

ACTION: Kim ask Chris Roach to present the PIPSC financials at the Regional Council.

b. Fredericton Branch Meeting and Greet: Scott reported that the Fredericton Branch would like go on a Meet and Greet event on Wednesday evening with the Regional Executive. They are considering hosting the event at Picaroons.

Motion #9 Scott **moved** and Mike **seconded** that the Atlantic Regional Executive cost share 50/50 up to \$XXXX with the Fredericton Branch for a meet and greet event at Picaroons. **CARRIED**

ACTION: Scott finalize the details for the Fredericton Branch Meet and Greet on May 27th and draft a notice of meeting.

c. ARC Resolutions: It was agreed to review and bring forward a revision of the TEC to TEAM resolution.

ACTION: Resolutions Sub Committee review and redraft the TEC to TEAM resolution and BF for the March Executive Meeting.

ACTION: Resolutions Sub Committee review the resolution previously brought forward by Atlantic to eliminate the part time vice presidents positions and bring back to the ARC this year.

ACTION: Resolutions Sub Committee draft a resolution with regards to the location of the National AGM to be held in the most cost effective location that can house all the delegates.

d. Swag Order: As previously discussed, the Executive agreed to order the Fleece blankets in PIPSC Blue with the 100th Anniversary Logo for the ARC Delegate gift. The Gear Bags in Blue with both the 100th Anniversary and new Regional Logo will be ordered for the Steward Council. It was also agreed to reorder the Pop Sockets with the new Regional Logo. Catherine will also reach out to the Branch and Provincial Groups to see if they would like to order any of the items.

ACTION: Catherine place the following order with Fundy: Fleece blankets in PIPSC Blue with the 100th Anniversary Logo, Gear Bags in Blue with both the 100th Anniversary and new Regional Logo and Pop Sockets with the new Regional Logo.

ACTION: Catherine reach out to the Branch and Provincial Groups to see if they would like to go in on the order for blankets, gear bags and pop sockets.

17. AGM Delegate Allotment Review

Scott referred the delegates to the AGM Delegate Allotment formula noting the updated Regional Count will not affect the formula. It was agreed we would again get the call for delegates out early to facilitate Atlantic Delegates early AGM registration at one property.

ACTION: Catherine get the call for AGM Delegates out to the Atlantic Branch Presidents.

18. National Committee Reports

Kim noted that most of the National Committees have not met since our last meeting. The Executive reviewed the By-Laws and Policy and TEC reports. Mike distributed a copy of the Science and Advisory report.

Motion #10 Scott **moved** and Marcel **seconded** that the National Committee Reports be accepted as presented. **CARRIED**

19. Round Table and Adjournment

Carolyn reported the SP Group in St John's have been sponsoring a Science Fair and would like it brought up nationally. Mike suggested it be brought to the Science Advisory Committee.

ACTION: Mike bring forward to the Science Advisory Committee that the SP Group in St. John's have been sponsoring a Science Fair and this is good visibility for PIPSC.

It was pointed out that the Training Committee is down a member and the Executive agreed to fill the position. Marcel will be added to the Training Committee as he did put his name forward for the position but was not successful.

ACTION: Catherine add Marcel to the Training Committee.

Kim reminded the Executive about the Executive of the Year Award and tasked the executive with nominating or soliciting a nomination.

ACTION: Executive members nominate or solicit one nomination each for Executive of the Year Award and submit by the Thursday, April 30, 2020, deadline.

Kim concluded the meeting with thanking everyone for their participation and stated for everyone to travel home safely and will see everyone at the next meeting in Charlottetown in March.

Motion #11 Marcel **moved** and Phil **seconded** that the Atlantic Regional Executive meeting be adjourned. **CARRIED**