



The Professional Institute of the Public Service of Canada
Atlantic Regional Executive Meeting Minutes
Homewood Suites – Halifax, NS, November 29, 2019

CHAIRPERSON: Kim Skanes

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

REGRETS: Jason Rioux

STAFF: Catherine Pinks, Recording Secretary

1. Welcome

Kim called the meeting to order and welcomed everyone to the November meeting at the Homewood Suites.

2. Ice Breaker

Phil facilitated a song humming, guitar strumming icebreaker.

ACTION: Gerald prepare the icebreaker for the February meeting.

3. Agenda

The following amendments were made to the Agenda:

- 7. Hot Topics: NB Liaison, Email Spam and EWSP
- 11. New Business d. Vacancies on Executive and e. Articles for the Newsletter

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

4. Approval of Minutes October 17, 2019

Motion #2 Mike **moved** and Gerald **seconded** that the minutes of October 17, 2019, be approved as presented.
CARRIED

5. Action Items

Kim reviewed the Action Items.

**Action Items
Atlantic Regional Executive
October 17, 2019
Hotel Halifax, 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.	ONGOING	
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.	ONGOING	
4	Awards Committee	Review the NCR's policy on Steward Awards and determine if there is any part we would want to adopt in the Atlantic region.	DONE	
5	Gerald	Convene the Atlantic Region PIPSC AGM hospitality suite.	DONE	
6	Jason	Assist Mike in logging into the Google Drive and shared folder for the Regional Executive.	DONE - Reassigned	
7	Christine	Promote the opportunity for youth observers at Regional Executive meeting to the AYPC Committee and at Youth Events.	ONGOING	

#	Action	Item/Completion Deadline	Completed/Progress	BF
8	Christine	Post advance Regional Executive meeting and meet and greet notifications to Atlantic Facebook page.	ONGOING	
9	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.	ONGOING	
10	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 FEBRUARY	
11	Catherine	BF Steward network gaps to February Executive meeting.	BF FEBRUARY	
12	Christine	Source articles for the Newsletter on: Why did you get involved in the union? And an article on how people have used Service Plus.	DONE	
13	Christine	Prepare article on how people have used Service Plus for Spring Newsletter.		
14	Christine	Include a note on the availability of the onboarding packages in the Regional Newsletter.	DONE	
15	Catherine	Get PIPSC History Fact Sheet and BF for the October Executive meeting.	ONGIONG	
16	Catherine	Invite Yvette, John and Alan to the February 6 th 100 th PIPSC Anniversary Celebration.	ONGOING	
17	Executive	Develop a blue signature drink and name for the October meeting.	DONE	
18	Catherine	BF Support for the Canada Student Leadership Conference to the October meeting.	DONE	
19	Phil	Prepare the icebreaker for the November meeting.	DONE	

#	Action	Item/Completion Deadline	Completed/Progress	BF
20	Gerald	Prepare the AGM Atlantic Resolution worksheet.	DONE	
21	Scott, Matt, Christine & Mike	Submit a short bio to Christine by October 28 th for the Atlantic newsletter.	DONE	
22	Catherine	BF Item 6 and Item of the 2019 2020 Regional Executive Goals for November to be worked on.	BF FEBRUARY	
23	Christine	Purchase Amazon and Best Buy Gift cards \$250 each.	DONE	
24	Carolyn and Jason	At the AGM be the mover's and seconder's for resolution B16 Education Committee (1 st Carolyn 2 nd Jason 2 nd .)	DONE	
25	Mike, Scott and Christine	At the AGM F9 Visibility Items 1 st Mike and 2 nd Scott. Christine will speak to the motion.	DONE	
26	Catherine	Obtain quotes for the following items for the November meeting. PIPSC fleece blankets, buffs, Socks, gear bags (similar to the one Marcel brought) and black pens like the ones purchased by the CS Group.	DONE	

ACTION: Catherine send Mike invite for Google Drive using hockey stick email address.

ACTION: Christine help Carolyn get on Google Drive.

ACTION: Gerald send Cathy a recipe for the two drinks – the Grievance martini and the Resolution.

ACTION: Carolyn, Christine, 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.

a. Awards Committee - NCR policy on Steward Awards: Carolyn reported that NCR has a more detailed criteria for review and assessment of their various awards. Carolyn stated her review of Institute Awards processes in other regions did not reveal other practices that would generate more interest in nominating individuals for awards.

b. Canada Student Leadership Conference: Gerald indicated this conference promotes leadership among youth and would be a worthwhile venture for PIPSC to support. There are different levels of sponsorship which correlate with the level of visibility for the sponsor. In 2022 the conference will be in the Maritimes which would be an appropriate time for a PIPSC sponsorship.

Marcel stated he would prefer that PIPSC sponsor nationally as opposed to a Regional Executive sponsorship.

Scott suggested Gerald and Kim work on a presentation that can be made to the Board.

ACTION: Gerald and Phil figure what we would like to do regarding Canada Student Leadership Conference and what we can do based on the policies.

6. Calendar of Events

Kim reviewed the calendar of events, pointing out the Training Committee will be in Halifax for 3 days in February for the Pop Ed Leadership Training.

Kim asked the Executive if they would be interested changing the September 2020 meeting in Sydney to July or August. Dates that are not available for the Executive are: July 24-25, August 15, 21-22, Last week July first week of August. August 7-8 seems to be the preferred date.

ACTION: Catherine look at changing the September 2020 Executive meeting in Sydney, NS to suitable dates in July or August.

a. Proposed Dates for 2021

JANUARY 15 TH	ATLANTIC REGIONAL TRAINING COMMITTEE MEETING #1 1:00 PM-5:00 PM	MONCTON, NB
JANUARY 16 TH	ATLANTIC REGIONAL EXECUTIVE MEETING #1 8:30 AM - 6:00 PM	
FEBRUARY 18 TH – 20 TH	BASIC STEWARD TRAINING #1	HALIFAX, NS
MARCH 25 TH -27 TH	REGIONAL TRAINING SCHOOL	OLD ORCHARD INN

APRIL 2 ND	ATLANTIC REGIONAL TRAINING COMMITTEE MEETING #2 1:00 PM- 5:00 PM	ST JOHN'S, NL
APRIL 3 RD	ATLANTIC REGIONAL EXECUTIVE COMMITTEE MEETING #2 8:30 AM- 5:00 PM	ST JOHN'S, NL
MAY 27TH	ATLANTIC REGIONAL EXECUTIVE MEETING #3 8:30 AM - 5:00 PM	LORD NELSON HALIFAX, NS
MAY 28TH	BRANCH & PROVINCIAL GROUP PRESIDENTS' MEETING 8:30 AM - 11:30 AM	LORD NELSON HALIFAX, NS
MAY 28TH & 29TH	78TH ATLANTIC REGIONAL COUNCIL	LORD NELSON HALIFAX, NS
AUGUST 27 TH – 28 TH	ATLANTIC REGIONAL EXECUTIVE MEETING #4 8:30 AM - 5:00 PM	WHITE POINT, NS
SEPTEMBER 23 TH - 25 TH	BASIC STEWARD TRAINING #2	CHARLOTTETOWN, PE
OCTOBER 21ST	ATLANTIC REGIONAL EXECUTIVE MEETING #5 8:30 AM - 5:00 PM	LORD NELSON HALIFAX, NS
OCTOBER 22ND & 23RD	STEWARD COUNCIL HALIFAX, NS	LORD NELSON HALIFAX, NS
NOVEMBER 12 TH – 13 TH	STEWARD TRAINING #3	ST. JOHN 'S, NL
DECEMBER 2 ND	SEASONAL SOCIAL	1718 ARGYLE ST. HALIFAX, NS
DECEMBER 3 RD	ATLANTIC REGIONAL EXECUTIVE MEETING #6 9:00 AM - 6:00 PM	LORD NELSON HALIFAX, NS

ACTION: Catherine secure bookings for the 2021 Events as determined by the Regional Executive at its November meeting.

7. Hot Topics

NB Group Liaison: Kim advised the NB Group Liaison was let go as of December 13th. Mike stated PIPSC has reneged on its deal with the province of NB. He explained how the deal came into place, stating PIPSC does not follow through on certain things. Initially the position was to be staffed with a liberated steward from the province, but when that didn't materialize, the back-up plan was to have Marion MacEachern, a life member who has been involved with PIPSC since the NB groups joined. This arrangement is at minimal cost to PIPSC as she only works when required. Initially it was a budgetary resolution that was passed at the 2015 AGM and there was no action taken so another resolution was brought to the 2016 AGM but withdrawn as an agreement was reached. Mike indicated he has written to the President asking why PIPSC is not fulfilling their obligation. There was no consultation with the NB Group Presidents prior to the action. Mike expressed concern that when the Regional Director is gone, we will need a plan in place for a liberated steward to fill the position.

Kim stated she will do her best for the NB Groups and will begin exploring the path of liberated steward with the NB Government. Kim committed to passing along any further information she received on the situation.

Spam Email: Marcel reported on the email sent out to the constituent bodies regarding the Union APP indicating he has forwarded it to Informatics. He suggests we send it out to our Branch President's and Branch and Sub Group Executive members.

ACTION: Marcel email the Branch Presidents on the topic of the Spam Email.

EWSP: Gerald asked what the format will be for educating members on the EWSP information sessions. Kim stated it will be ratified by group – one group can pass it and another can vote it down. It can be presented to multiple classifications at the same time. It is probably two years out before it can be implemented. Kim expressed concern about having someone who wasn't at the negotiation table presenting at the information sessions. The concern is that they will get hijacked with questions they can't address.

8. Post Steward Council Review

Kim went over Catherine's post council review. It was mentioned that some Council participants thought the pipe cleaners and coloring papers were for an activity and didn't use them.

ACTION: Catherine add a note to the Council opening comments to announce that the pipe cleaners and coloring papers are for use during the meeting.

Gerald noted that the What's APP was a good initiative but going forward we should assign someone to monitor it during the event.

ACTION: Christine prepare an APP for the Training School and send the link to Catherine.

Steward Council Compiled Evaluation Review – The Executive reviewed and discussed the comments.

9. AGM Post-mortem – Disposition of Resolutions

Following a review of the resolutions that did not make it to the floor of the AGM, it was decided that Resolution B-16 should be brought forward to the 2020 AGM.

ACTION: Catherine BF B – 16 for re submission to the 2020 AGM following the ARC.

Gerald suggests that going forward we have two data sheets – one for the Executive and one for the members. The Executive one should contain the notes supporting the Executive’s recommendations.

ACTION: 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.

The Executive appreciated Marcel’s letter addressing the food issues at the AGM.

10. ARC Delegate Allotment Review

Scott tabled the proposed ARC Delegate allotment noting that it may result in an additional delegate once the December 31st count is released.

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

11. New Business

a. Atlantic 24th AGM Seat: Kim inquired whether anyone was opposed to having the 24th AGM seat awarded to the Executive. Discussion ensued on what the process should be for the 24th seat.

Motion #3 Jenn **moved** and Carolyn **seconded** that the 24th seat remain at the prerogative at the Executive. **CARRIED**

b. Branch Executive Meeting Funding: Matt inquired if there was extra funding for Branch meetings beyond the allowed six meetings? Kim responded no, the By-Laws only provide for six.

c. Steward Renewals: The proposed renewals were reviewed with no opposition.

ACTION: Kim distribute the Steward Renewals to the Branch Presidents for review.

d. Vacancies on the Regional Executive: Scott suggested the Executive add a note to the region's By-Laws addressing vacancies on the Executive.

ACTION: Scott bring By-Law wording on vacancies on the Executive to the February meeting.

ACTION: Catherine BF By-Law wording for vacancies on the Executive for the February meeting.

e. Newsletter Articles: Christine explained we have been approached by a Vet from CFIA to print a story about a volunteer group, the Darwin Animal Doctors, who do work around the planet but primarily in the Galapagos. Do we want to have a section in our Newsletter about the personal activities of our members? Discussion ensued on how we would want to move forward with this. The Executive felt these requests should be addressed on a case by case basis and that only volunteer activities and not any self or business promotion items should be considered.

12. Atlantic Regional Directors Report

Kim referred the Executive to her report contained in the meeting packages. She noted Better Together has prepared a package for distribution on the 30th Anniversary of Poly Technique, The National Day of Remembrance and Action on Violence against Women, December 6. There are speaking notes and a presentation available.

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

13. Committees of the Board

Kim distributed the Atlantic expressions of interest for positions on the Committees of the Board for review and recommendation by the Executive. Kim explained why there are Round #1 and Round #2 and asked if the Executive wanted to consider people from Round #2. The Executive agreed that Round #2 applications would be considered following a review of Round #1. Kim advised that her policy is that we do not populate more the 1.5 of these committees from Executive members.

Following are the recommendations from the Atlantic Regional Executive:

- Finance – Marilyn Best
- ITSP – Jason Rioux 2nd choice 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 – Mike Pauley

ACTION: Kim forward the Atlantic Regional Executive’s recommendations for Atlantic members on Committee of the Board to the selection committee.

14. Training Committee Report

Carolyn referred the Executive to her report contained in the meeting package.

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

15. Regional Executive Finances

Phil referred the Executive to the Cash Flow report contained in the meeting packages. He noted there are a few expenses received after the October report was prepared that will need to be included. Phil reported we have funds to spend before the year end, so we are in a position to receive our maximum allotment.

Marcel asked if the Executive was interested in going in on the 100th Anniversary coffee sleeves with the Greenwood Branch Executive. Catherine advised that the 100th Anniversary committee has cups and tops and napkins available on request at no cost. Marcel decided this would suffice.

Kim explained we need to review the costs for hospitality associated with our training sessions. Discussion ensued on why the costs have increased and if we should be increasing our budget from \$XXX as it has been for the last few years. Phil reviewed the hospitality expenses for the past two years.

Motion #6 Jenn **moved** and Mike **seconded** that we budget \$XXXX for hospitality events at training. **CARRIED**

The Executive agreed that we will continue the practice of two drink tickets per member at Training events.

Motion #7 Phil **moved** and Christine **seconded** that the Atlantic Regional Executive Finance report be accepted as presented. **CARRIED**

16. Atlantic Young Professionals Committee Report

Christine reported at its October meeting the committee requested to have an observer at the half day, weekday meeting in March. The Executive agreed the committee can issue the invite but no costs other than parking and breaks will be covered.

ACTION: Christine let Catherine know if they are issuing an invite for an observer at the AYPC meeting.

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

17. National Committee Reports

The Executive reviewed the Human Rights and TEC reports.

Motion #9 Scott **moved** and Marcel **seconded** that the National Committee Reports be accepted as presented. **CARRIED**

18. Round Table and Adjournment

ACTION: Catherine note Gerald and Jenn won't be at the March meeting.

Motion #10 Marcel **moved** and Phil **seconded** that the Atlantic Regional Executive meeting be adjourned. **CARRIED**