

UTE LOCAL 00014  
EXECUTIVE MEETING  
February 5, 2015  
5:00-7:00 pm  
Location: George Hamilton

Item	Discussion	Follow-up
Facilitator: Clarkson Newport Present: Clarkson Newport, Dave Miller, Steve Bowden, Lisa Denvir Tracey Sampson		
1. Welcome and Introductions	~ As this was the first meeting after the AGM we started by having a quick welcome and introduction from all. Clarkson explained his vision for the next 3 years and all were in agreement. He discussed a new approach, new website idea and to remove the current facebook page. Tracey discussed creating manuals and record books with the assistance of our new stewards.	~nfa.
2. Website and Email	~Clarkson has been in discussion with Kyle Bates of the Call Centre who has experience with website development and all the issues that go with it. We have some options, this is a work in progress. We will think about what we want on the site, and forward to Clarkson. Clarkson discussed removing the current point of contact with members which is currently a facebook page. We need to get the password from previous executive and de-activate it.	Clarkson will give our ideas to Kyle to see what he can create. Follow up at next meeting. ~Steve to work on getting password from former facebook administrator.
3. Committees and Union Representation	LPRA recently met to discuss overtime. Steve was present but was not wearing his "Union Hat". The PSAC National convention in Quebec City from April 26-May 1 will be represented by Sue Borthwick as a delegate. Debbie Shields was on the OHS Committee on behalf of the union and will be stepping down. Nick Prestayko will move into Debbies position, and Tracey Sampson to be his new back up. We need a 2 <sup>nd</sup> backup, as well as a back up to Lin Miville. Steve is also on the Employment Equity committee (staffing/wfa issues), he agreed he would continue on this committee.	We will discuss as these issues come forward. For follow up at next meeting.
4. Information Dissemination	Tracey discussed ideas on documenting duties, etc, as there seems to be too much ambiguity. We need this as a legacy to	For follow up at next meeting.

	<p>future executives. We also need to better detail specific roles for the various positions. She is suggesting manuals, as well as record books for historical information and binders for each duty. She would like to see formalizing all the things that we do. She discussed using the stewards to help in the creation of this system. All agreed and will bring forward after steward meeting has been held.</p>	
5. Presidents Meeting	<p>Clarkson advised that the next presidents meeting is being held at the end of March. It is located in Ottawa. There is no expense for the president, and the local pays for an observer. This would mean leaving on the Wednesday, and returning Saturday. It was agreed that due to Daves prior experience it would be helpful for Dave to go along as an observer.</p>	nfa.
6. Application for Stewards	<p>Tracey brought forward all the stewards letters. Each letter was read separately, and round table discussion held. We approached the applications separately based on our vision for the next term. We all agreed we wanted fresh new faces and to work together to be a unified executive. A vote on each application for and against was held. We agreed there would be no recording of this detail. Tracey recorded the successful candidates, and agreed she would contact each applicant to advise. A date for the first steward meeting to happen asap. We would need to have quorum as the stewards need to vote for their Chief Stewards. Steward meeting date Feb 18 2015, Chamber of Commerce 2<sup>nd</sup> floor @ Standard Life Building-120 King St W.</p>	Tracey to call all candidates and arrange steward meeting to vote on Chief Stewards.
7. Executive members contact information	<p>Lisa recorded each members contact information, as we are not to use work email for Union purposes. Keep it to a minimum.</p>	Lisa to email all contact information to executive asap.
8. Closing	<p>Clarkson thanked everyone for attending, and re-iterated how he wants to approach our term of office and to work as a team.</p>	Nfa.
<p>Next meeting: Steward meeting Date: Feb 19, 2015. Facilitator: XXXX</p>		