

## TORONTO OT LOCAL EXECUTIVE MEETING MINUTES

Wednesday, January 26, 2022: 9:30 a.m. – 3:30 p.m.

via Zoom Communication

Health breaks (15 minutes): 11:00 a.m. & 2:00 p.m. Lunch from 12 to 1 p.m.

Parliamentarian: Ruth Ann Morley

- 1) **Welcome and Call to Order**
- 2) **Reading of the ETFO Human Rights Statement** - Scott  
**Reading of Land Acknowledgement Statement** – Sarah  
(**Human Rights Officer** - Rob Fulford)
- 3) **Approval of the Minutes** from the December 15, 2021, Executive Meeting

Moved by Gail James and seconded by Greg Deitcher

**Motion 21/22-68 BIRT** the Minutes from December 15th, 2021 be approved. **Carried**

- 4) **Approval of the Agenda**

Moved by Sarah Boomhower and Seconded by Gail James

**Motion 21/ 22-69 BIRT** that the Agenda be Approved **Carried as Amended**

Moved by Rob Fulford and Seconded by Jeremy Bass

**Motion 21/22- 69A1 BIRT** The Elections Committee report be moved to immediately after the approval of the agenda. **Carried**

Moved by Christina Meynell and Seconded by Greg Deitcher

**Motion 21/22- 69A2 BIRT** the Constitution Committee be moved to be part of the 1st Vice President Report. **Carried**

Moved by Gail James and Seconded by Christina Meynell

**Motion 21/22- 69A3 BIRT** the Treasurer's Report be a timed item at 11:30 a.m.

**Carried**

Moved by Scott Maudsley and Seconded by Jeremy Bass

**Motion 21/22- 69A3AA BIRT** the Treasurer's Report be a timed item from 11:30 - 12:00 p.m. **Lost**

Moved by Christina Meynell and Seconded by Rob Fulford

**Motion 21/22 - 70C** Motion to Put the Question on the Amendment to the Amendment.

**Carried**

- 5) **Elections Committee - RA Morley Liaison**

The Elections Committee did an extensive search for a candidate to serve as the Local's Elections Officer. Several recommendations were received from other unions / outside organizations and were pursued. Unfortunately, several were not available for the timing of the commitment we were seeking. The Elections Committee was successful in finding a suitable candidate who came highly recommended. The Elections Committee is recommending to the Executive that Sean Graney be approved as the Elections Officer. Sean Graney's resume, Minutes of the Elections Committee and Budget Considerations for Elections were emailed to the Executive prior to today's meeting.

Moved by Christina Meynell and seconded by Rob Fulford

**Motion 21/22- 71** BIRT Shawn Graney be approved as the Election Officer for the remainder of the 2021-2022 School year. **Carried**

The Elections Committee has provided the Executive with budget information regarding the compensation for this position and require the Executive once they have approved an Elections Officer to offer the position and compensation for the duties involved.

Moved by Jeremy Bass and Seconded by Christina Meynell

**Motion 21/22-72** BIRT Sean Graney be offered \$35 an hour with a letter of agreement to a maximum of \$8000 with invoice / time sheets provided monthly.

Moved by Rob Fulford and Seconded by Fletcher Jerome

**Motion 21/22 -72A** BIRT the motion be amended to read:

The Elections Officer be compensated as per the Elections Officer Guidelines in the Local Policy and Procedures Manual “to a maximum of \$15,000 in the offer to Sean Graney.”.

**Carried as Amended**

Moved by Christina Meynell and Seconded by Jeishan Rajakulasingam

**Motion 21/22 - 72A-AA1** Amend with the addition of “to a max of \$8000” **Lost**

Moved by Greg Deitcher and Seconded by Jeremy Bass

**Motion 21/22 72A-AA1C**

Move to Put the Question **Carried**

Moved by Scott Maudsley and Seconded by Jeremy Bass

**Motion 21/22 - 72A-AA2** Amend with the addition of “to a maximum of \$15,000 in the offer to Sean Graney.” **Carried as Amended**

Moved by Christina Meynell and Seconded by Marisa Gallippi

**Motion 21/22 - 72A-AA2C** Move to Put the Question **Carried**

## 6) **President’s Report - Rob Fulford**

- Feb 24, 2022 Winter General Meeting is being held via Zoom due to Covid restrictions.
- The Board is no longer required to follow Reg 274 with the ratification of the new local collective agreement terms by the Board and the local’s membership. The process for LTO hiring is set out in the local Collective Agreement terms of 26.2.0 on page 52. Postings will now be poster for a period of 4 days, typically Monday to Thursday.

### **Interrupted by 11:30 a.m. Timed Item**

## 7) **Treasurer’s Report - Gail James**

The written Treasurer’s Report was emailed out to the Executive prior to the meeting and is included as an attachment to these minutes (see Appendix 1).

The Budget Committee will be meeting in February. If Executive Members have suggestions to changes to budget lines for next year, please email the rationale and budget amount with the recommendation so it can be considered at this meeting, rather than waiting until after the Budget Committee has done it’s work.

Several budget lines need to be addressed for the current year as they are going to exceed their budget amount.

Moved by Jeremy Bass and Seconded by Rob Fulford

**Motion 21/22 -73** BIRT the Executive approved an unbudgeted expenditure of \$1000 be added to the budget line 604 Committees. **Carried**

Note: The Executive since the fall have passed motions under 13.5.1 and 13.5.2 of the Constitution. They have now passed enough motions to make a total of unbudgeted expenditures of \$25,000. 13.5.2 of the Constitution now requires all remaining motions for unbudgeted expenditures to the General Meeting for approval.

Moved by Jeishan Rajakulasingam and Seconded by Sarah Boomhower

**Motion 21/22 - 74** BIRT The Executive recommends to the General Meeting an unbudgeted expenditure of \$7000 for budget line # 604, Committees, to fund the Racialize Members Committee events. **Carried**

12:00 **Lunch Break**

1:00 Timed Item (will return to the Treasurer's Report after)

- 8) **Health and Safety** - Guest Peter Schubert is the Local rep on the TDSB JOHSC. The JHSC is looking at making three proposals:
- a) Unvaccinated students should be tested weekly similar to the requirement for unvaccinated staff
  - b) That schools' ventilation be upgraded to be compliant with the current provisions of the Building Code 6.2.2.1 (not just according to the dated provisions at the time the school was built)
  - c) That the Board conduct a ventilation study to determine the ventilation rate for every room

Moved by Marisa Gallippi and Seconded by Christina Meynell

**Motion 21/22 -75** BIRT the Executive supports the Joint Health and Safety Rep's endorsement of unvaccinated students to undergo regular weekly Rapid Covid 19 Testing. **Carried**

Moved by Marisa Gallippi and Seconded by Christina Meynell

**Motion 21/22-76** BIRT the Executive supports the Joint Health and Safety Rep's endorsement of upgrading ventilation in schools to 6.2.2.1 of the Building Code requirements and for current ventilation rates of outdoor air for full air replacement for rooms in schools be shared with the JHSC. **Carried**

Return to item 7) **Treasurer's Report**

The Committees 604 Budget Line is going to exceed its budget. Motion 20/21-12A is part of the problem as all meal expenses for virtual Committee meetings are being expensed to the same budget line, where some Committees do have specific budget lines for their Committees that could be used to cover these expenses.

**Old Motion:** Main motion as amended 20/21:12A

*BIRT where a meal is not provided, committee members attending committee meetings shall be entitled to a meal reimbursement upon submission of receipt, that adheres to the following ETFO Provincial meal allowance guidelines: Breakfast \$15.00 maximum, Lunch \$20.00 maximum Dinner \$45.00 maximum. Cost to come from the Committees Budget line. **Carried as Amended***

Moved by Gail James and seconded by Christina Meynell

**Motion 21/22-77** That motion **20/21-12A** be amended by the addition of:

“or costed to the budget line of the individual Committee if they have one: 608 Elections, 609-Equity and Social Justice, 628-Member Involvement, 634-Political Action, 635-Professional Learning, 644-Social and 645-Status of Women.” **Carried**

Moved by Scott Maudsley and Seconded by Jeremy Bass

**Motion 21/22 - 77A** Amend by the deletion of 608 Elections **Lost**

Moved by Gail James and Seconded by Jeremy Bass

**Motion 21/22 -78** BIRT the Executive recommends to the General Meeting an unbudgeted expenditure of \$19,000 for budget line # 640, Release Time Daily, to cover the cost of full day Executive Meetings. **Carried**

Moved by Gail James and Seconded by Christina Meynell

**Motion 21/22-79** BIRT the Executive recommends to the General Meeting an unbudgeted expenditure of \$176 000 for budget line #641, Released Officers, for the additional expenses of \$115,000 for the 2020-2021 Release Time late invoices, \$27,000 for the increase of the Treasurer Release from .2 to.5 for the 21-22 school year and \$34,000 for the interim 1<sup>st</sup> VP additional release time costs.

**Carried**

Moved by Christina Meynell and Seconded by Jeishan Rajakulasingam

**Motion 21/22 - 80** Moved to extend the meeting to 4:00 p.m. **Lost**

Adjournment 3:30 p.m.

## Appendix 1

### Treasurer Report

According to the Jan. 7/22 Financials, assets in the chequing account are \$235,907.28. GICs are \$825,000. Total Current assets and Liabilities and Equity are \$1,060,907.28. Two credit card payments that are due Jan.25/22 were processed as of Jan.19/22.

#### **1. Balance Sheet as of January 7 /22**

##### **Chequing Account**

1. An update on the Chequing Account details will be provided at the Jan.26/22 Executive Meeting.
2. Invoices from TDSB were received for payment of salaries and benefits for the 4 Released Officers from Sept.2/21-Dec. 17/21. I have sent the highest paid invoices to ETFO Provincial for reimbursement—that of the President (1.0) and the Second VP. (0.75). The local covers the remainder of the Second VPs salary as well as the First VP and the Treasurer's salaries. In September/21, the local made a choice to claim Method A for its release time claim method. The release day reimbursement will be for 339.5 working days. Method B, which we did not choose would be a reimbursement for a flat rate of \$191,101. Last year we also chose Method A and received \$13,152.67 more than the flat rate of \$185,835. I have requested ETFO Provincial to send a chart of this year's Release Time for OT Locals. For each released officer this includes release days used, release amount claims, number of days used and remaining days to use. I will report this information if the chart arrives in time for the Jan.26/22 Executive Meeting.

##### **GIC Account Holdings**

1. A \$25,000 one year non redeemable GIC will automatically be rolled over as of Jan. 26/22. See #1 below. The interest rate will be 0.60%. If there are further updates, they will be provided at the Jan. 26/22 Executive Meeting.

##### **Other GICs that the Local has:**

- 1). 1 year non-redeemable for \$25,000-collateral for credit cards-0.4000%-matures Jan.26/22—anticipated interest \$100.27
- 2). 1 year redeemable for \$250,000-0.4500%-matured Nov. 2/21-put towards purchase of \$500,000 GIC—interest was \$1,125.00
- 3). 1 year non-redeemable for \$100,000-0.4000%-matures April 27/22—anticipated interest \$400.00

4). 1 year cashable for \$200,000-0.3500%-matures Oct.6/22-anticipated interest \$700.00

5). 1 year cashable for \$500,000-0.5500%-matures Nov. 24/22-anticipated interest \$2,750.00

## 2. Budget vs. Actuals Sheet

### INCOME

**-Budget Line 405 ETFO Fee Rebates-**84.93% of the budget of \$481,641.00 has been received this fiscal year. Two more payments of 20% each of the projected total are due this year, one in February and one in May. Each deposit is for \$104,533.05

**-Budget Line 601-Bank Charge-** see Q&A section for more details

**-Budget Line 604-Committees-**All committee meal expenses and Ad Hoc Committee expenses are expensed to this budget line. 84.80% (\$4240.01) of a \$5000 budget has been expensed to this line to date. The workshop run by the Racialized Committee, which is an Ad Hoc Committee, entitled Busting Myths and Misconceptions About Indigenous Peoples had an attendance of 49 members. There was a meal allowance of \$25 for this event, which would amount to \$1,225 if everyone made a reimbursement claim. Once this amount clears the financials, the total for this budget line would be \$5,465.01, \$465.01 over budget. When the motion recorded below was made, I did bring up my concern that there might not be enough money for all committee meals to be reimbursed from this budget line. All Racialized Events for the year still need to come out of this budget and any other Ad Hoc committee events. [This needs to be addressed at the Jan.26/22 Executive Meeting.](#)

**On October 20/21-Motion 21/22-29- Be it resolved that all active members attending committee events are entitled to submit up to \$25.00 for a meal reimbursement upon date of event proof of receipt and form to be submitted to the Treasurer.**

**Moved: Rajakulasingam Seconded:Boomhower Carried**

**-Budget Line 607-Dependent Care-see Q&A section for more details**

**-Budget Line 608-Election-**This is the budget line of \$40,000 ( of which \$5,605.57 has been expensed), where the local's Executive election expenses are expensed: Election Officer, robo calls concerning voting, Simply Voting if applicable etc.

**-Budget Line 617-Legal-**\$6,189.01 of a \$2,000.00 budget has been spent. This was an expense that was not foreseen when the budget was created. Incident in point: according to motion 20/21-4, President Robert Fulford sought requisition to be excused from duty from Friday, June 18, 2021 to August 18, 2021. This motion was carried. In the subsequent motion 20/21-5, the First and Second VPs were directed to seek legal advice on the implications of the President's resignation. Motion 21/22-16 requested that the Legal Budget Line be increased by up to \$6000 for the 2021-2022 school year. This motion was carried.

**-Budget Line 620-Meetings ETFO AM—**\$7,548.11 of a \$5,000.00 budget was spent. Each of the 20 delegates to the Provincial Meeting received an honorarium of \$200 from the Local for their service (according to Motion 20/21-8) and a \$150 meal allowance. According to

Motion 21-22-6 the Executive approved this budget line to be overspent by up to \$4,000 for the 2021-2022 school year.

**-Budget Line 626-Meetings-Other-**This budget line for \$6000 is now over budget by \$1,111.81 due to 4 member strategic meeting meals, 2 OFL conference registrations, payment for strategic meeting chairperson and strategic meeting venue with associated costs. At the Nov.24/21 Executive Meeting, motion 20/21-33 was carried. BIRT budget line 626 Meetings-Other be overspent in the 20-21 fiscal year by up to \$4000. Moved by Sophie Kroesen, seconded by Robert Fulford. The recorded vote was 8 in favour, 1 abstained, 2 were unavailable and 1 was absent.

**-Budget Line 640-Release Time Daily** is the budget line to which this year's all day Executive Meetings are expensed. Three of the full time Released Officers do not get paid for these daytime meetings as their release time pay covers each meeting. Assuming there's an Executive of 12, 9 members are paid \$256.73 for each meeting- the fee for a supply teaching day. One meeting costs \$2310.57. Therefore for 10 Executive Meetings a year, the expense would be approximately \$23,105.70. When the 2021-2022 budget was created in the spring, it was set at \$8000 as all day Executive Meetings had not been decided until the August 2021 Strategic Meeting. According to Motion 20/21-1, Executive Meetings would be held during the school day on the 3rd Wednesday of each month during the 21-22 school year from 9:30 am -3:30 pm. The motion carried.

On Jan.17/22 a fixed payment request was made to TDSB payroll to pay Executive Members for the Emergency Executive Meeting on Jan.13/22. The Local will reimburse each member in attendance who will, in the next pay statement, receive \$150 and the Secretary will also receive a minute taking payment.

At present there is \$1,597.07 left to spend in this budget line. \$6,402.93 has already been expensed. The cost of the Jan.26/22 Executive Meeting and the Jan.13/22 Emergency Executive Meeting both need to be expensed to this budget line. [This needs to be addressed at the Jan.26/22 Executive Meeting.](#)

**-Budget Line 641-Released Officers** is the budget line that reports the salaries of the 4 released officers from Sept/21-Dec./21. They are itemised on the Profit and Loss financial statement. The amount includes a 13% allowance for benefits.

## FREQUENTLY ASKED QUESTIONS

### 1. WHERE'S MY MONEY?

A cheque run was just completed and was mailed last week. New invoices were sent to Targeted on Jan. 19/22. Cheques for these invoices will be delivered to me on Jan. 28/22, signed during the week of Feb.1/22 and mailed at this time. I have already begun to process the next cheque run which is due to Targeted on Feb.2/22, with cheques to arrive to me on Feb.11/22.

### 2. WHICH BUDGET LINES HAVE BEEN INCREASED FOR THE 2021-2022 SCHOOL YEAR?

1. October 20/21 **MOTION 21/22-16-Be it resolved that the 617 Legal Budget Line be overspent up to \$6000 for the 2021-2022 fiscal year . Moved: Rob Fulford Seconded: Marisa Gallippi Carried**

2. **Motion 20/21-6-budget line 620 Meeting ETFO AM be overspent by up to \$4000 for the 2021-2022 school year.**

3. November 24/21-**Motion 21/22-33 BIRT budget line 626 meetings-other, be overspent in the 20-21 (?) fiscal year by up to \$4000. Moved: Sophie Kroesen Seconded: Robert Fulford Carried**

4. December 15/21- **Motion21/22-61- BIRT unbudgeted expenditure of \$2000 be approved for budget line 601 Bank Charges. Moved: Gail James Seconded: Jeremy Bass**

5. December 15/21- **Motion 21/22-62 BIRT unbudgeted expenditure for \$8000 be approved for dependent care budget 607. Moved by Gail James Seconded: Marisa Gallippi**

**This is a total of \$24,000 for unbudgeted expenses. Many of these expenses could not have been projected when the budget was created i.e. all day Executive Meetings decided at the August Strategic Meeting.**

3. WHY DOES THE TREASURER WANT TO SPEAK TO THE MEMBERS WHEN A COMMITTEE IS HAVING A MEMBER EVENT?

It would be appreciated if I could speak to the members for a few minutes at the beginning of each committee event to remind them about filling out the reimbursement forms, to send them in in a timely fashion, to answer any questions that they have and to alleviate future problems that might arise. This worked well at one of the Racialized Committee Member meetings that was run. Please let me know when you have events scheduled. Also if the chairs of committees could send me an excel spreadsheet with the attendees on it that would help to know to whom to reimburse.

3. HOW MANY MEMBERS HAVE REQUESTED REIMBURSEMENTS THIS SCHOOL YEAR?

From the reimbursement forms that have been received to date and have had cheques issued:

Committees-Other—123

Dependent Care—58

Meetings-Fall/Winter General—121

PL Rebate—128

4. AM I CONTACTED IF PART OF MY REIMBURSEMENT FORM IS NOT FILLED OUT CORRECTLY OR I HAVE NOT SENT ALL RELATED FORMS?



I contact members twice about forms not filled out correctly, information missing or related forms not included in the email.

#### 5. WHAT IS HAPPENING WITH DIRECT DEPOSIT/E-TRANSFERS?

At the Nov.24/21 Executive Meeting the following motion was presented— Motion 20/21-43 moved by Jeremy Bass and seconded by Rob Fulford: BIRT the Treasurer proceed with the process of direct deposit for members' reimbursement and invoices, starting with a trial with the Executive and expanding from there. The motion was carried.

However, in talking with the branch of RBC responsible for direct deposits, it was noted that security of member data could be an issue. The owner of Targeted Accounting and the Bookkeeper would have access to all member banking information as they would be the Super Authorities for the program. The three signing officers could also have this same access. However this could and should be changed to have only approval status and therefore would not have access to any member information. It appeared to be a much safer and more confidential method of reimbursing members using the e-transfer method of payment. This would involve asking members for their email address and their permission for involvement in the program. Of course members could still receive their payments by cheque. I am awaiting more details/pricing for the e-transfer program from Targeted Accounting and will report this at the Executive meeting should it arrive in time. I do recall asking the Executive if a consultant from Targeted Accounting could be invited to a previous Executive Meeting to discuss both programs and to answer questions. Had this happened, the process might have been clearer to everyone and the start date commencing earlier. I think that for important issues like this it is imperative to have the experts talk to the Executive instead of back and forth emails. [At the Jan.26/22 Executive Meeting, does the motion for direct deposits need to be changed and a new one for e-transfers need to be moved?](#)

#### 6. WHAT IS HAPPENING WITH READ ONLY ACCESS FOR THE RELEASED OFFICERS?

In conversation with RBC about Read Only Access, and the cost of \$30 per month for access to this program, I began to wonder if we really need this program for this year. I monitor the credit card accounts online and send each Released Officer their statement when it is made available. Then, or before, I am sent any invoices related to individual credit cards. The first Vice President's card is only being used now for three auto pays for local invoices—Constant Contact, Adobe and Zoom monthly subscriptions. The Second Vice President usually tells me if there is a large payment being put onto her card so that I can check to make sure that there are sufficient funds for the payment. The President is expensing small amounts to his card. As the local is not having in person events at present, the expenses being put onto the cards are much less than usual. Also, two signing officers are required to monitor this program and there needs to be training as well. Do we really need to pay \$150 for this service for the remainder of the fiscal year? [This needs to be addressed at the Jan.26/22 Executive Meeting.](#)

#### 7. WHAT IS THE STATUS OF THE FIRST VICE PRESIDENT'S CREDIT CARD AND SIGNING PRIVILEGES?

On Jan.11/22, the President, First Vice President and myself had a zoom meeting with the Bank Account Manager of RBC to change the Letter of Direction. This letter removed Sophie Kroesen as a signing officer for the local and added Christina Meynell. This was effective immediately. Sophie Kroesen's credit card, which she is not able to use at present, will remain active so that three monthly invoices can be automatically deducted from it. Christina did not feel at present that she required a credit card to use.

#### 12. WHY IS THERE A 30 DAY DEADLINE FOR REIMBURSEMENT FORM SUBMISSIONS?

This has been added to submission forms to remind members to send their information in as soon as possible after an event and in order to keep the financials up to date. If the form is received a couple of days after this date, that is not a problem. But if submissions are months late? [This needs to be addressed at the Jan.26/22 Executive Meeting](#)

#### 13. WHY IS THERE A DISCREPANCY BETWEEN THE FINANCIALS AND THE AUDITED FINANCIALS?

The discrepancy over the last three years with Released Officers-President, First VP, Second VP and Treasurer all have to do with reporting on a cash basis. This means that the payments are not recorded in the local financials until the cheques are actually cashed and cleared in our RBC Current Account. Some financials record payments in accounts as soon as a cheque is written. All of the March to June 2020 payments were not received from TDSB nor cleared until after the June 2020 fiscal year. Therefore the information was recorded in the June 2021 year end numbers.

#### 14. HOW CAN THE EXECUTIVE HELP WITH THE 2022-2023 BUDGET?

In February, the Budget Committee will be meeting to go over some ideas for the formulation of the new Budget. I would appreciate receiving any suggestions, ideas etc. that you would like to have implemented into the new budget. I realize that suggestions are made when the draft budget is presented to the Executive, but it would also be helpful ahead of that time.