

Call to order: 9:30am

1. Welcome

ETFO Human Rights Statement and Land Acknowledgement Statement read by Jerome Fletcher.

Chairperson: Ruth Ann Morley

Human Rights Officer-Rob Fulford

Scott to read HRS and LAS in January

2. Approval of November 24, 2021 Minutes

Moved by Scott Maudsley and seconded by Gail James.

Motion 21/22-53 BIRT the minutes from November 24th, 2021 be approved as amended.

Corrections: dates should read 21/22, Rob instead of Rod, "personal" in 11C **Carried**

3. Approval of the Agenda

Moved by Marisa Gallippi and Seconded by Gail James

Motion 21/22-54 BIRT the agenda be approved. **Carried as Amended**

Moved by Scott Maudsley and seconded by Rob Fulford

Motion 21/22-54A1 BIRT the agenda be amended to move item 11a, collective agreement meeting, immediately after the approval of the agenda. **Amendment Carried**

Moved by Marisa Gallippi and Seconded by Christina Meynell

Motion 21/22-54A2 BIRT there will be a timed item immediately following the CB report on information to be shared on a released officer. **Amendment Carried**

4. Collective Agreement Meeting

Questions were raised about the Collective Agreement Meeting held on December 9, 2021 for ratification of the Tentative Agreement including the report on the results, information shared at the meeting, if the poll was lost and relaunched, if members were directed to not vote twice, if the poll closed early, and if the board has been notified if the agreement has been ratified.

As neither Sophie Kroesen Chief Negotiator and Derek Hulse ETFO CB were in attendance at this meeting both the Parliamentarian and Scott Maudsley agreed to reach out to Derek Hulse to seek responses to these questions. (see response in Appendix 1)

5. Released Officer

President Fulford announced that the 1st Vice President is on a medical leave from December 15/21 - April 4/22.

Review of the Constitution did not reveal a clause that exactly matched this particular situation of long term temporary absence. The closest match for dealing with this long term absence was:

6.1.4 Notwithstanding 7.1.1 (i) and 9.5.1, an unfilled or an unexpired term of office for a table officer (President, First Vice-President, Second Vice-President, Treasurer and Secretary) will be completed by a current member of the Executive, elected by the Executive.

Moved by Jeremy Bass and Seconded by Robert Fulford

Motion 21/22-55 BIRT The executive seek to replace the first vice president during temporary absence, using a procedure consistent with 6.1.4 of the constitution. **Carried**

6. Executive Motion

a) **On-Line Vote Result**

Moved by Jeremy Bass and seconded by Christina Meynell

Motion 21/22-56 BIRT that the Elections Committee be directed to seek a professional service outside the Local to serve at the Elections Officer; and that the compensation structure set out in Policy and Procedures Manual in Appendix B - Election Guidelines (page 36) be waived for the 2022-23 Executive Elections and that compensation of the Elections Officer for these elections shall stay within the 2021-2022 budgeted amount for the Elections Committee. **Carried in on-line vote December 1-2, 2021**

Moved by Jeremy Bass and seconded by Christina Meynell

Motion 21/22-57 BIRT that motion 21/22-56 be amended by the deletion of "Committee" and the addition of "Expensed to Budget Line 608 Elections \$40,000 budget." **Carried as amended**

Moved by Jeishan Rajakulasingam and Seconded by Gail James

Motion 21/22-57C Put the Question **Carried**

b) **2022-23 Executive Elections Nomination Form**

Moved by Christine Meynell and Seconded by Marisa Gallippi

Motion 21/22-58 BIRT the 2022-23 Executive Elections Nomination Form be approved as amended. **Carried as Amended**

(See Appendix 2)

addition of TDSB PR572

remove Via Zoom

Moved by Rob Fulford and Seconded by Gail James

Motion 21/22-58A Amend "works out of central office" to "access to central office workspace" **Carried**

Moved by Jeishan Rajakulasingam and Seconded by Rob Fulford

Motion 21/22-58C Put the Question **Carried**

c) **2022-23 Executive Elections Campaign Guidelines**

Moved by Rob Fulford and Seconded by Jeremy Bass

Motion 21-22-59 BIRT the 2022-23 Executive Elections Campaign Guidelines be approved as amended.

Carried as Amended

(See Appendix 3)

Moved by Marisa Gallippi and Seconded by Gail James

Motion 21/22-59A1 Amend with the deletion of "and members who are working on behalf of the candidate"

Carried

Moved by Marisa Gallippi and Seconded by Gail James

Motion 21/22-59A2 Amend with the addition of 10: Members at large participation in the election is through their vote the the Annual Meeting. Any support that a member at large provides for an individual candidate is expected to allow that candidate to comply with these rules. **Carried**

Moved by Scott Maudsley and Seconded by Jeremy Bass

Motion 21/22-59A3 Amend 5. with the addition of "No candidate, current executive member or Elections Committee member shall post any comment that identifies another candidate in any way that might positively or negatively affect that candidate's candidacy." **Carried**

Moved by Gail James and Seconded by Christina Meynell

Motion 21/22-59C Put the Question **Carried**

Moved by Scott Maudsley and Seconded by Jeremy Bass

Motion 21/22-59A3 Amend with the addition of 11: "Candidates shall reply within 2 school days to the Elections Officer email to acknowledge receipt of the Executive Election Campaign Guidelines and agreement to abide by those guidelines."

d) **2022-23 Delegates Nomination Form and Campaign Guidelines**

The Local has an allocation of 22 delegates for the ETFO Annual Meeting in August 2022. The Local Constitution reserves 5 of those positions for Executive Members leaving 17 positions to be elected at the Winter General Meeting.

Moved by Marisa Gallippi and Seconded by Gail James

Motion 21/22-60 BIRT the 2022-23 Delegates Nomination Form and Campaign Guidelines be approved as amended. ***Carried as Amended***
(See Appendix 4)

e) There is currently a Hotel booking with deposit from last year that had been forwarded to the Winter General Meeting February 2022. Another pandemic surge may require this meeting to also be held via zoom. Marisa to contact the hotel to see about the deposit and if they will push the meeting to the future if required by health regulations.

7. **President's Report - nothing further**

8. **Vice President's Report**

Nominations of Executive Members to serve as 1st Vice President during the medical leave of Sophie Kroessen are to be emailed to the Parliamentarian by 4:30 today. The vote will be conducted by secret email ballot to the Parliamentarian and conducted by 4:30 tomorrow. See Appendix 5.

9. **Treasurer's Report**

See Appendix 6 for detailed written report.

Moved by Gail James and seconded by Jeremy Bass

Motion 21/22-61 BIRT unbudgeted expenditure of \$2000 be approved for budget line 601 bank charges.

Christina Meynell- In favour

Jerome Fletcher.- Absent

Gail James - In favour

Greg Deitcher - Absent

Jeishan Rajakulasingam - In favour

Jeremy Bass - In favour

Marisa Galippi -In favour

Rinat Evron - In favour

Robert Fulford - Absent

Sarah Boomhower - Sick

Scott Maudsley-Opposed

Carried

Moved by Gail James and Seconded by Marisa Galippi

Motion 21/22-62 BiRT unbudgeted expenditure for \$8000 be approved for dependant care budget line 607

Christina Meynel I- In favour

Jerome Fletcher.- Absent

Gai James - In favour

Greg Deitcher - Absent

Jeishan Rajakulasingam - In favour

Jeremy Bass - Opposed

Marisa Galippi-In favour

Rinat Evron - In favour

Robert Fulford - Absent

Sarah Boomhower - Sick

Scott Maudsley - Opposed

Carried

Moved by Gail James and Seconded by Christina Meynall

Motion 21/22-63 BIRT Invoices to Ruth Ann Morley for By-Laws election work be paid to be costed from budget line 608 Elections. **Carried**

10. Committee Reports

b) Constitution Committee

Moved by Christina Meynell and Seconded by Gail James

Motion 21/22-64 BIRT the Constitution Committee be released up to 1 day.

Failed for lack of quorum

Adjournment: 4:45 p.m.

Appendix 1

Information received in response to CB Meeting questions from Derek Hulse:

The meeting was called to explain the tentative changes to the the local collective agreement and to answer any questions that may have arisen. The local chief negotiator and I discussed the presentation and Q & A session and determined that I would lead that, which is what happened.

Questions were entertained from members until the speaking list was exhausted which took approximately 2 - 2.5 hours.

At 6:30 pm the vote/poll was launched and members could vote and leave or they were able to continue to listen to the Q & A and remain until the end of the meeting.

The vote was anonymous and no one on the CBC nor myself had access to how a member voted in the poll.

At approximately 8:55 pm the poll was accidentally closed by one of the co-hosts. When that happened I made the decision to screen the vote totals so that everyone was aware of what had happened so that the vote could be verified. At that time there were 87 votes in favour and 55 votes against. The margin in favour of ratification was 32 votes at that time. The decision was made to ensure the transparency of the process.

As the membership had been informed that voting would be open until 9:30pm a further decision was made to re-launch the poll so that no member was denied their right to vote. Before that happened I informed the members in the meeting that they were only legally entitled to vote one time, even though the poll on its relaunch would have allowed for someone to vote twice, and trusted the integrity of those present to follow that direction.

I reiterated those instructions multiple times over the next 30 minutes or so as to maintain the integrity of the vote.

The second poll was closed at exactly 9:30. At the time of the second poll closing, those votes were also screened for those in the meeting. There were 6 votes in favour and 7 votes against for a total of 13 votes cast in the second poll.

When added to the numbers in the first poll there were 93 votes in favour and 62 votes against for a total of 155 votes. This information was entered into the chat for everyone present to see. I then congratulated those present on ratifying the tentative agreement.

Based on the total number of votes cast in the second poll, there is no concern on my part that the vote does not reflect the wishes of the majority in attendance at the meeting. Even if all 13 votes in the second part of the poll were against ratification, the tentative agreement still would have been ratified by the membership.

All ratification votes are reflective of the members present at the meeting to cast a ballot and not a percentage of total membership. The same is true for approving a preliminary submission or a strike vote.

If you had stayed in the meeting like some of the other members then you would have been able to see the screened vote results (which have been captured as screenshots) and the final totals in the chat,

The Board has been informed that the local has ratified the tentative agreement by me which is the standard practice after the conclusion of a vote. It is the same way that I knew the TDSB had ratified the night before after they contacted me.

The next steps will be that the board and the local edit the collective agreement to ensure that the revised/new agreement contains all of the negotiated changes.

Derek Hulse
ETFO Executive Assistant - Collective Bargaining

Appendix 2

2022-23 Executive Elections Nomination Form

(content without formatting, see the Local Website for the formatted version)

<https://etfo-torots.org/wp-content/uploads/2021/12/2022-23-Executive-Nomination-Form.pdf>

ETFO – Toronto Occasional Teachers’ Local Executive
Nomination Form
For Executive Positions 2022 - 23
Voting to be held: May 19, 2022 Annual Meeting

Nomination for the *position(s) of: ___ President** ___ First Vice-President** ___ Second Vice-President
___ Treasurer** ___ Secretary ___ Executive Member (7)

*Members may run for up to two (2) positions. Votes will be counted in the order of President, First Vice-President, Second Vice-President, Treasurer, Secretary and Executive Member.

**To stand for the office of President, first vice-president or treasurer a candidate must have served as least one (1) year on the ETFO – Toronto Occasional Teachers’ Local executive unless no eligible candidate is nominated (Constitution 9.1.2)

Name of candidate _____

*TDSB employee number: _____ Phone: _____

Non-Board email address: _____

(For confirmation of receipt of nomination)

The candidate agrees to comply with the Code of Conduct of Elementary Teachers Federation of Ontario (ETFO), the Ethical Standards of the Ontario College of Teachers (OCT), and the Constitution, By-Laws, Election Procedures, and Campaign Guidelines of the Local. TDSB email is not to be used for Local Elections as per TDSB PR572.

Signature of Candidate: _____

Nomination Forms: If mailing by Canada Post, it can take up to 10 business days. We recommend you mail it no later than February 4, 2022 to ensure it arrives by the due date. Please keep a copy of your nomination form. Mail to: Elections Officer 30 Kirkton Court London, ON N5X 1T2

Nomination forms can be submitted to the Elections Officer via email: TorontoOTElections@gmail.com

Nomination deadline: Friday, February 18, 2022 by 4:00 p.m.

An 8.5x11 candidate profile can be submitted, in PDF format, in the candidate's choice of colour or black/white.

Profiles must be emailed to the Elections Officer by 4:00 p.m. on Tuesday, March 1, 2022.

Profiles that comply with the Election Procedures and Campaign Guidelines will be posted on the Local website on March 3, 2022.

* All candidates must be on the TDSB Elementary Occasional Teachers List and must be an active member in ETFO and a member who has paid dues to the Local within the last one hundred and twenty (120) working days preceding the nomination deadline as per 4.1.1. and 4.1.2 of the Local's Constitution.

The Elections Officer will contact you by email within three (3) school days of receiving your nomination to confirm receipt of this form and provide you with the Candidate Guidelines.

If you have not received this email within three (3) school days of submitting your nomination form, please check your Junk or Spam email folder or email the Elections Officer directly.

PLEASE NOTE: All inquiries about the Election process or the nomination form must be emailed to the Elections Officer only: TorontoOTElections@gmail.com

Highlights of Duties of positions on the Executive:

President

- Full-time LTO release position at grid rate
- Access to a central office workspace
- Is paid to attend all Executive Meetings of the Local as a voting member
- Ex-officio member of all committees, including the Collective Bargaining Committee
- Official spokesperson for the Local
- Communicates with the membership through newsletters and the Local website
- Local signing officer

- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration
- Co-chairs Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- Represents Local at ETFO Representative Council

First Vice President

- Full-time LTO release position at grid rate
- Access to a central office workspace
- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration
- Sits on Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- May attend ETFO Representative Council
- Attends and/or chairs committee meetings
- Assumes duties of President as necessary

Second Vice-President

- Full-time LTO release position at grid rate
- Access to a central office workspace
- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration
- Sits on Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- May attend ETFO Representative Council
- Attends and/or chairs committee meetings

Treasurer

- A minimum LTO release position of 0.2 at grid rate
- Access to a central office workspace
- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Conducts Local's banking as a signing officer
- Presents financial report at all Local meetings
- Prepares and oversees the annual budget of the Local
- Assists with the annual financial review of the Local's budget by an accounting firm
- Attends ETFO Annual Meeting in August

Secretary

- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends and/or chairs committee meetings
- Attends ETFO Annual Meeting in August
- Is paid to prepare minutes for Executive and General Meetings and emails an electronic copy to the

Executive

Executive Member

- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends and/or chairs committee meetings

Approved by Elections Committee – December 8, 2021

Approval by Executive - December 15, 2021 Executive Meeting

Appendix 3

2022-23 Executive Elections Campaign Guidelines

(content without formatting, see the Local Website for the formatted version)

<https://etfo-torots.org/wp-content/uploads/2021/12/2022-23-Executive-Campaign-Guidelines.pdf>

Campaign Guidelines

for February 24, 2022 Winter General Meeting to the May 19, 2022 Annual Meeting

2022 – 2023 Executive Elections

The ETFO – Toronto Occasional Teachers' Local thanks you for your interest in serving on the executive of the Local.

Candidates for office agree to comply with the Code of Conduct of the Elementary Teachers' of Ontario (ETFO), the Ethical Standards of the Ontario College of Teachers (OCT), and the Constitution, By-Laws, Election Procedures, and Campaign Guidelines of the Local. TDSB email is not to be used for Local Elections as per TDSB PR572.

- 1) The Local Elections Committee will mail/email to all members:
 - a) The Nomination Form by Friday, January 21, 2022.
 - b) Candidates' profiles with the March 2022 newsletter.
- 2) The Local Elections Committee will post on the Local website in alphabetical order by last name for each position sought on behalf of all candidates:
 - a) the candidate's name and position(s) sought;
 - b) the candidate's pdf profile 8.5 x 11 inches in the candidate's choice of colour or black/white. This profile must be received by the Elections Officer by 4 p.m. on Tuesday, March 1, 2022 in order to be posted.
 - c) The candidate's profile may not use:
 - i) The logo of the Local
 - ii) The slogan of the Local
 - iii) any embedded links to additional material or other organizations / individuals
 - d) The candidate's profile may contain
 - i) Candidate's name and photo
 - ii) Candidate's skills / experience
 - iii) Candidate's personal vision / goals / priorities for the Local
- 3) Candidates will have up to 2 minutes* to address members attending the February 24, 2022 Winter General Meeting and the May 19, 2022 Annual Meeting of the ETFO – Toronto Occasional Teachers' Local.
- 4) Voting will occur immediately following the candidate speeches for each position at the May 19, 2022 Annual Meeting.
- 5) No other campaign materials are permitted. Campaign materials include concrete materials (e.g., posters, bookmarks) or web-based materials (e.g., blog, webpage). Only the sharing of the hyperlink to the Executive Elections page of the Local on social media is allowed. No candidate or current Executive members, or Elections Committee members shall post any comment that identifies another candidate in any way that might positively or negatively effect that candidate's candidacy.
- 6) Candidates are prohibited from using Board emails or the Local's Constant Contact information for the Candidate's campaign.
- 7) Campaign communications must comply with the ETFO Human Rights Statement and comply with the Code of Conduct for ETFO, Ethical Standards of the OCT, and provisions of the Constitution, By-Laws, Election Procedures and Campaign Guidelines of the Local.
- 8) There shall be no candidate giveaways or distribution of campaign materials.

- 9) Candidates are to refrain from using Committee email communications to campaign.
- 10) Members at large participation in the election is through their vote at the Annual Meeting. Any support that a member at large provides for an individual candidate is expected to allow that candidate to comply with these rules.
- 11) Candidates shall reply within 3 school days to the Elections Officer email to acknowledge receipt of the Executive Election Campaign Guidelines and to agree to abide by those guidelines.

Alleged infractions or violations of these guidelines will be referred to the Local's Elections Officer for resolution:
TorontoOTElections@gmail.com

*Candidates determined to have infractions may have these posted on the Local's web site and publicly announced at the General Meeting or Annual Meeting at the beginning of the candidates two-minute speech time leaving the remaining time for the candidate to address the assembly.

Approval by Executive December 15, 2021 Executive Meeting

Appendix 4

2022-23 Delegates Nomination Form and Campaign Guidelines

<https://etfo-torots.org/wp-content/uploads/2021/12/ETFO-Delegate-Aug-22-nomination-form.pdf>

Nomination Form & Campaign Guidelines

ETFO Annual Meeting August 2022 Delegate

For ETFO - Toronto Occasional Teachers' Local

Voting to be held: **February 24, 2022 Winter General Meeting**

Nomination for the position of: ETFO - Toronto Occasional Teachers' Local Annual Meeting Delegate

The President, Vice-Presidents (2), Treasurer and Secretary are delegates by virtue of the Constitution. There are **17** additional positions to be filled at the Winter General Meeting.

Name of candidate: _____

***TDSB employee number:** _____ **Phone:** _____

Non-Board email address: _____

(For confirmation of receipt of nomination)

The candidate agrees to comply with the [Code of Conduct](#) of Elementary Teachers Federation of Ontario (ETFO), the [Ethical Standards](#) of the Ontario College of Teachers (OCT), and the [Constitution, By-Laws, Election Procedures, and Campaign Guidelines](#) of the Local. TDSB email is not to be used for Local Elections as per [TDSB PR572](#)

* All candidates must be on the TDSB Elementary Occasional Teachers List and must be an active member in ETFO and a member who has paid dues to the Local within the last one hundred and twenty (120) working days preceding the nomination deadline as per 4.1.1. and 4.1.2 of the Local's Constitution.

Signature of Candidate: _____

This nomination form must be received by **4:00 p.m. on Friday, February 11, 2022**. It must be sent by email to the Elections Officer: **TorontoOTElections@gmail.com**

Candidates for ETFO Annual Meeting Delegate are invited to include an up to **200 word message** with their emailed nomination to be shared with the members. Your message will not be edited. Messages received by **Friday, February 11, 2022** will be posted on the Local's website by **Tuesday, February 15, 2022**.

Candidates for ETFO Annual Meeting Delegate will have up to **1 minute to address** the membership at the **February 24, 2022 Winter General Meeting**. Voting will take place immediately following the speeches.

PLEASE NOTE: All inquiries about the Election process or the nomination form must only be emailed to the Elections Officer for response: TorontoOTElections@gmail.com

Campaign Guidelines for ETFO Annual Meeting Delegate Candidates

The ETFO – Toronto Occasional Teachers' Local thanks you for your interest in representing our Local as a delegate to the ETFO Annual Meeting in August.

Candidates for office agree to comply with the [Code of Conduct](#) of the Elementary Teachers' of Ontario (ETFO), the [Ethical Standards](#) of the Ontario College of Teachers (OCT), and the [Constitution, By-Laws](#), Election Procedures, and Campaign Guidelines of the Local. TDSB email is not to be used for Local Elections as per [TDSB PR572](#).

1) The Local Elections Committee will post on the Local website in alphabetical order by last name for each position sought on behalf of all candidates:

- a) the candidate's name;
- b) the candidate's message of up to 200 words. This message must be received by the Elections Officer email by **4 p.m. on Friday, February 11** in order to be posted.

TorontoOTElections@gmail.com

2) Candidates will have up to **1 minute*** to address members attending the **February 24, 2022 Winter General Meeting** of the Local.

- 3) Voting will occur immediately following the candidate speeches at the **February 24, 2022 Winter General Meeting**.
- 4) No other campaign materials are permitted. Campaign materials include concrete materials (e.g., posters, bookmarks) or web-based materials (e.g., blog, webpage). Only the sharing of the hyperlink to the **Delegate Elections** page of the Local on social media is allowed. No candidate or current Executive members, or Elections Committee members shall post any comment that identifies another candidate in any way that might positively or negatively effect that candidate's candidacy.
- 5) Candidates are prohibited from using Board emails or the Local's Constant Contact information for the Candidate's campaign.
- 6) Campaign communications must comply with the ETFO Human Rights Statement and comply with the Code of Conduct for ETFO, Ethical Standards of the OCT, and provisions of the Constitution, By-Laws, Election Procedures and Campaign Guidelines of the Local.
- 7) There shall be no candidate giveaways or distribution of campaign materials.
- 8) Candidates are to refrain from using Committee email communications to campaign.
- 9) Members at large participation in the election is through their vote. Any support that a member at large provides for an individual candidate is expected to allow that candidate to comply with these rules.

Alleged infractions or violations of these guidelines will be referred to the Local's Elections Officer for resolution: **TorontoOTElections@gmail.com**

***Candidates determined to have infractions may have these posted on the Local's web site and publicly announced at the Winter General Meeting at the beginning of the candidate's minute speech time leaving the remaining time for the candidate to address the assembly.**

Approval by Executive December 15, 2021 Executive Meeting.

Appendix 5

1st Vice President Election to fill long-term temporary vacancy.

Nominations were received for Sarah Boomhower, Christina Meynell and Jeishan Rajakulasingam. Sarah thanked her nominators for the nomination but declined.

The vote was conducted by secret email ballot to the Parliamentarian.

Christina - 6 votes

Jeishan - 5 votes

Christina Meynell was declared the 1st Vice President for the long-term temporary vacancy.

Appendix 6

Treasurer Report

According to the Dec.6/21

Financials, assets in the
chequing account are

\$149,136.05. GICs are \$825,000.

Total Current assets and Liabilities and Equity are \$974,548.74. All of the three credit card payments that are due Dec.24/21 were processed as of Dec.11/21.

1. Balance Sheet as of December 6 /21

2. GIC renewal— a \$500,000 one year cashable GIC was issued as of Nov.24/21. This was according to the Nov.24/21 Executive Meeting Motion 20/21-41A-BIRT \$500,000 will be put in a one year cashable at 3.5% GIC. It was carried as amended from \$350,000. Moved by Scott Maudsley, seconded by Jeremy Bass. However, the GIC matures at an interest rate of 0.5500% per annum rather than 0.3500% with anticipated interest of \$2,750.00. Does this make the motion out of order? The maturity date is 24 Nov. /22. It's cashable at any time in full or part, and interest is paid right up to the date it's cashed, as long as the investment has been held for 30 days or more.

Other GICs that the Local has:

-1 year non-redeemable for \$25,000-collateral for credit cards-0.4000%-matures Jan.26/22

-1 year non-redeemable for \$100,000-0.4000%-matures April 27/22

-1 year cashable for \$200,000-0.3500%-matures Oct.6/22

2.Budget vs. Actuals Sheet

-Budget Line 415-Interest-On Nov. 2/21 a \$250,000 nonredeemable GIC matured at an interest rate of 0.4500% for \$1,125.

-Budget Line 601-Bank Charge-The annual fee of \$12 for the President's credit card has put this budget line of \$400.00 over budget for \$7.00.

-Budget Line 604-Committees-All committee meal expenses and Ad Hoc Committee expenses are expensed to this budget line. I have sent all Executive Members a copy of the Committee Meal Reimbursement form which you can send out for each planning meeting that you have. Please remember to send me a list of members who attend your meetings asap after the date. Also remind your committee members to send in meal reimbursement forms with receipts as soon as possible after your meeting.

-Budget Line 607-Dependent Care-This budget line of \$4000 is now \$355 over budget. 50 members were reimbursed so far this year. This should be addressed at the Dec.15/21 meeting.

-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 \$3500 for the 2021-2022 school year. This motion was carried. However, this would make a budget of \$5,500, short \$689.01 of what has already been spent. This should be addressed at the Dec.15/21 meeting.

-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 honoraria 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 strategicmeeting 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 beoverspent in the 20-21 fiscal year by up to \$4000. Moved bySophie Kroesen, seconded by Robert Fulford. The recorded vote was 8 in favour, 1 abstained, 2 were unavailable and 1 wasabsent.

-Budget Line 640-Release Time Daily is the budget line to which this years 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. As of the Dec.6/21 Financials, \$3,667.43 has already been expensed to this budget line. This should be addressed at the Dec.15/21 meeting.

FREQUENTLY ASKED QUESTIONS

1.WHERE'S MY MONEY?

A cheque run has just been completed for 133 cheques. They were signed by the First VP and some will be given to the President for signing. All cheques will be mailed this week. New invoices are due to be sent to Targeted by Dec. 15/21. New cheques will be delivered to me on Dec. 20/21. As this is during the holidays, they will not be signed and mailed until the New Year.

2. HAS THE VOLUME OF LOCAL CHEQUES INCREASED OVER THE YEARS?

The volume of cheques has increased quite dramatically over the years and therefore more work and time is required to process them.

-2018-2019—580 cheques

-2019-2020—675 cheques

-2020-2021—1,013 cheques to June 30/21

-2021-Sept. to Dec. 6—314 cheques

3. WHAT IS INVOLVED IN PROCESSING CHEQUES?

Starting Direct Deposits should alleviate some of the work and time which has gone into processing cheques. But as noted in my information concerning Direct Deposits, additional work is required to have this program viable.

There are usually two cheque runs a month, which involves a lot of time spent completing each part. First invoices are coded, some by the President or myself according to the budget line to which they are expensed and then the explanatory information that will appear on the General Ledger is added. The invoices are then photographed by the Treasurer and put into an app that goes directly to the Bookkeeper. A cheque list is sent to me for approval, corrections and/or additions. At the same time the draft copies of the Balance Sheet, Budget vs Actuals, Profit & Loss and the General Ledger Sheets are sent to me for approval, corrections and/or additions. Many times this process will go back and forth several times before I approve it and it is sent to the Executive, usually days before Executive or Member Meetings. Cheque information is sent to the head office of the Bookkeeper who produce the cheques. Because of security reasons, they are not able to be produced at the Treasurer nor at the Bookkeeper's homes. Processed cheques are then couriered to me. I check the cheque list with the actual cheques delivered to make sure that they are all accounted for and that the information on them is correct. Then they are paired with the appropriate invoices and I sign them. Once a convenient time is agreed upon with one of the other signing officers, the cheques and invoices are made available to them to sign and approve. I staple the stub to the invoices, put the cheques into

envelopes, stamp, seal and drive to the South Central Sorting Plant for faster delivery. Date of payment, cheque date and the cheque number are then recorded on the invoices. Concluding the process, they are filed. These processes usually take about 2 weeks to complete. Afterwards the whole process begins again.

3. AS AN EXECUTIVE MEMBER, SHOULD I SEND MY REIMBURSEMENT FORMS TO THE TREASURER AS SOON AS POSSIBLE?

Yes, please do, as this will keep the financials of the Local up-to-date.

Thank you to the two VPs for being diligent in sending their expenses (i.e. cell phone allowance invoices, credit card invoices) each month. I would like to invite the President to also send in his Sept.-Nov. cell phone allowance invoices before the holidays so this budget line can be updated. At present there are also many uncashed cheques that I need to follow up with members to see why they have not cleared the Local's bank account. There are many reasons for this—non-delivery of mail (one member did not receive any mailed cheques all year and I had to hand deliver a year's worth of cheques to them)-member misplaces cheque- member moves and their address is not updated in the local system etc.

4. TO WHICH EMAIL ADDRESS SHOULD INVOICES BE SENT?

All invoices should be sent to my ica account gailjames@ica.net. If sent to my personal email or to both, it gets confusing. Once the local begins direct deposits, there will be a different email address to use.

5. WHAT ARE THE DEFINITIONS OF THE DIFFERENT TYPES OF MONEY DEPOSITS?

E-TRANSFERS-These are used for personal banking. They are a regular online platform where banks transfer money between banks. However there is no allowance for 2 person verification which the local constitution states should occur. There are also interact email money transfers. There is a limit on how much can be e-transferred in a day in total.

DIRECT DEPOSIT- These are used by businesses. A member at the beginning must respond to a request from PayEdge which is initiated from Targeted. Banking information is entered only once for this program. The program allows for 2 signing officers to approve all deposits. An email from Targeted is sent to the member each time a deposit is being made. An automatic deposit is then made to individual member bank accounts. There is a greater limit to the amount of total money that can be sent via direct deposit in one day than e-transfers allow.

6. WHAT IS HAPPENING WITH E-TRANSFERS?

The local will be participating in direct deposits according to 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. This is the same method that ETFO uses for payments to the local and to

individual members.

AT THE DEC. 15/21 EXECUTIVE MEETING I WOULD LIKE TO INVITE THE CONSULTANT FROM TARGETED BOOKKEEPING WHO WILL BE HELPING THE LOCAL WITH THIS INITIATIVE TO FURTHER EXPLAIN THE PROGRAM AND ANSWER ANY QUESTIONS YOU MIGHT HAVE. THIS SHOULD BE A TIMED ITEM.

7. WHAT ARE THE NEXT STEPS FOR IMPLEMENTING DIRECT DEPOSITS?

- after the holidays the application for PayEdge must be approved and there will be training for the signing officers
- a more specific timeline will be provided in the New Year
- it will take 1 week for the account to be set up
- vendors i.e. Bell, TDSB, ETFO are the easiest to set up first
- the Executive will be invited to sign up for the program
- cheques are still a possibility if I am advised of this choice
- an email will be sent to all members to see what their choice is
- sign up for members will take place in batches-some will receive direct deposits while the others get cheques until everyone is set up for the program
- I will provide Targeted with reimbursement forms that will be converted to a PDF fillable form that can be sent in by members with receipts
- these new forms will be sent to the Executive for personal reimbursements and to share for committee reimbursements
- all filled forms will be emailed to an address at Targeted
- I will manage this program with one of the other signing officers -one signing officer will be invited for each approval process to be a second approval for the reimbursements
- once a lot has been approved, the total of all of the reimbursements is withdrawn from the local bank account and deposited into individual member bank accounts
- there is an audit trail of who has approved each lot which is an asset for an audit and there will be less paperwork involved

MORE DETAILED INFORMATION

There are 6 steps involved in electronic payments, as well as a training session for the Released Officers.

1. Members fill out a PDF fillable reimbursement form and send it via email with appropriate receipts to the Treasurer. This will cut out members printing, hand writing information or mailing the form.
2. I receive the form, code it, electronically sign the form, take a picture in an app that goes directly to another approval program and also into Quickbooks.
3. The Bookkeeper reviews forms sent and ensures accuracy of the information. Once she confirms the expenses, the reports are imported into an approval program for a second approval, while keeping an audit trail of who has approved each report.
4. A second signing officer approves expenses and they are imported into Quickbooks and automatically set up as Accounts Payable to each of the members that submitted expenses for that period.
5. Members receive an email from the Bookkeeper, so they know the email is not SPAM, giving them directions on how to set up their banking information to allow for Electronic Funds Transfers by RBC PayEdge for all future payments. Each time a payment is being made members will receive a notification alerting them of a deposit. Any members not wishing this process can still request a cheque.

6. The total of all member electronic payments is automatically withdrawn from ETFO's bank account in one lump sum. Cost is 50 cents per transaction. There is a cost initially to set up the program and to collect all of the members' information. After that it will be a lot cheaper than buying, printing and mailing cheques and buying envelopes and stamps. 100 cheques in the account are free each month. A test run would be with the Executive first before the members are included.

8. WHAT IS THE COST OF DIRECT DEPOSITS?

- it was suggested that the local start with the pay per use plan while we test out the process with the Executive, as this will be cheaper than paying for a bundle
- when we are ready to start processing a large volume, we switch to the subscription for the Premium Plan of \$59.95/month which will work out more economically
- costs of cheques are \$2.50 (right now the hard costs of the computer cheques, stamps, envelopes is about \$2.00 and that doesn't factor in the costs of Targeted, the courier, the Executive to code, sign, mail cheques and transportation costs
- direct deposits are \$1.50
- implementation of the Approval Max Software for all of the signing officers which allows for the virtual processing/approval of expenditures is \$35/month and is billed to the Targeted Accounting Invoice—the first month is free

9. WHAT IS THE BENEFIT OF DOING DIRECT DEPOSITS THROUGH TARGETED ACCOUNTING?

- Targeted executes the direct deposit, checks for accuracy of information, ensures proper internal control of two signatures, contacts members of upcoming direct deposits, applies all invoices and payments to the bookkeeping's financial systems and is capable of overseeing all of the local's financials

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

- the local needs to register for this with RBC—all three signing officers are to sign the proposal once RBC receives word that the local wants to move forward
- the Treasurer and one other signing officer act as administrators and are required to authorize the permissions to other individuals for read only access for their credit card statements
- the Treasurer has total access to the bank account and all 3 credit cards
- the users of the program are introduced to the program- the 3 signing officers, the bookkeeper, and the auditor when needed
- training is approximately one hour
- there is a \$50 set up fee and the monthly fee is \$30

11. WHAT IS THE STATUS OF THE PRESIDENT'S CREDIT CARD AND SIGNING PRIVILEGES?

When the President resigned in June, his signing privileges as well as his credit card were no longer active. The President's credit card has been reinstated with a limit of \$5000. As of Nov.23/21 the Letter of Direction was signed in order to reinstate the President as a signing officer (according to the Constitution 7.2.1). An update was also made to the RBC Signature Card.

12. ARE REIMBURSEMENT FORMS BEING FILLED OUT CORRECTLY?

Some are. Notable problems: putting in postal codes, sending the reimbursement form and the receipt(s), sending dark copies of forms/receipts, sending form and receipt(s) at the same time, asking for more than the minimum amount allowable, using a name that doesn't match the one in the levy list etc.