

TORONTO OT LOCAL EXECUTIVE MEETING

Wednesday, February 16, 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.

Chairperson: Ruth Ann Morley

Regrets: None

- 1) **Welcome** and Call to Order
- 2) Reading of the **ETFO Human Rights Statement** - Jeremy
Reading **Land Acknowledgement** Statement – Fletcher
- 3) **Human Rights Officer**-Christina Meynell
- 4) **Approval of the Minutes** from the Jan.13 Executive Meetings
Moved by Christina and seconded by Sarah
- 5) **Approval of the Minutes** from the Jan.26, 2022, Executive Meetings Moved by Gail and seconded by Jeishan.
- 6) **Approval of the Agenda**
moved by Fletcher and seconded by Rob **Carried as amended**
Amendment by Gail and seconded by Greg to have the Treasurer's Report a timed item at 11:15 a.m. **Carried**
Delete 12g)
Add Executive Training under 1st VP Report
Add under Unfinished Business - Email Report - Jeremy
Add under New Business
 - a) Discussion of January newsletter
 - b) Changes to Executive nomination form
 - c) Motion February 24 General Meeting
 - d) Appointment of additional Annual Meeting Delegates / Alternates
 - e) Local Office
- 7) **Executive Motions** for consideration (submitted prior to the meeting)

Moved by Rob. Seconded by Rinat.

Motion 21/22-81

BIRT the Local's TDSB JOHSC rep, Peter Schubert, be compensated for two days, at the equivalent of his daily release rate, for health and safety work done on behalf of the Local between Oct 30, 2021 and Jan 14, 2022. Cost to come from the Health and Safety budget line. **Carried**

Moved by Marisa. Seconded by Sarah.

Motion 21/22-82

BIRT the ETFO Toronto Occasional Teachers' Local support the Political Action Committee motion passed on February 15, 2022 to support and donate CA\$10,000.00 to the Indigenous Spirit -Vision Sponsorship Package. Cost to come from Budget Line: Political Action Committee. **Tabled**

Moved by Jeremy. Seconded by Rob.

Motion 21/22 - 82T

Move to Table until after the Political Action Committee Terms of Reference are approved by the Executive. **Carried**

8) **Presidents Report - Rob**

- Duties for the Feb 24, 2022 Winter General Meeting via Zoom
 - Reading Human Rights Statement - Marisa
 - Reading Land Acknowledgement - Fletcher
 - Human Rights Officer - Jeishan
 - Approval of Fall General Meeting Minutes - Mover: Sarah Seconder: Gail
 - Approval of Agenda - Mover: Christina Seconder: Sarah
 - Move the speaking in debate be limited to 2 minutes Mover: Gail Seconder: Marisa
 - Financial Motions from Executive:
 - 604 Committees \$7000 Mover: Jeishan Seconder: Rob
 - 640 Release Time Daily \$19,000 Mover: Jeremy Seconder: Gail
 - 641 Released Officers \$176,000 Mover Rob Seconder: Rinat
- Local work statistics as of Feb 4, 2022 are down from the 20-21 school year which could affect the local's ETFO fee rebates and allotment of delegates to the 2023 ETFO Annual Meeting.
- Letter to TDSB – motion 21/22-67 from Jan 13, 2022
 - The Executive worked by unanimous consent to edit the letter

Moved by Jeishan. Seconded by Sarah.

Motion 21/22-83

BIRT the letter regarding motion 21/22 from Jan 13, 2022 be sent to the TDSB by Friday, February 18 and emailed to the provider by 12:00 p.m. to be posted on the website. **Carried**

9) **First VP Report - Christina**

- 21-22 Local Committees – current members list
- ALTOs coming soon
 - LTO rate of pay
 - only go to those assigned schools
 - the most unfilled schools to be addressed
 - Letter of Understanding to create this
 - for this year only
 - unprecedented and without prejudice
 - open to all members

Executive Training - consider asking ETFO to provide training for team building of the Executive. Could be full day if enough budget or evenings under 625 Meeting Executive.

Moved by Jeishan. Seconded by Marisa.

Change the Orders of the Day to adjourn at 4:30 PM. **Carried**

10) **Second VP Report** – Marisa

No report

Moved by Jeishan. Seconded by Marisa.

Motion 21/22-84

BIRT Policy and Procedure Manual page 11 H Committee #4 be amended by the deletion of:

“No Committee should have more than two executive members unless specified in the Constitution. **Carried**”

11) **Committee Reports** from Executive Liaisons

- a) Budget Committee – Gail - will be having a second meeting. Submit questions and ideas for the 22-23 budget prior to the draft budget being made.
- b) Constitution Committee - Ruth Ann will organize the Committee to start its first meeting on February 28, 2022 and prepare amendments to the Constitution.
- c) Policy and Procedures – The Executive previously agreed to provide this Committee with one day release to update the PPM which hasn't been updated by the Committee since 2019. As the Chair is no longer on the Committee and the Liaison resigned, Ruth Ann will organize the Committee for this work.
- d) Political Action - Marisa will bring updated Terms of Reference to the next Executive Meeting.
- e) Professional Learning - Christina and Sarah will make a separate form for the applications for \$50 funding for resources which can be available on the website as well.

12) **Treasurer's Report** – Gail

- o As of March 8/22, assets in the chequing account are \$92,819.76. GICs are \$825,000.
- o Total current assets, liabilities and equity are \$1,217,819.76.

Balance Sheet as of March 8, 2022

ASSETS

1. GIC Account Holdings

A \$100,000 one-year non-redeemable GIC will mature on April 27/22. The interest rate is 0.4000% and the anticipated interest is \$400. Therefore, I would suggest we wait closer to the end of the fiscal year before investing in further GICs so that we are assured of sufficient funds for all our payments.

Local GICs:

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

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

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- an ETFO Local Fee Rebate was received on February 28/22 for \$104,533.05. The final payment for this fiscal year will be in May/22.

Budget Line 420 Local Levy- February 25/22 a Levy Deposit from TDSB was received for \$1,412.65.

Budget Line 440 Uncategorized Income - \$28.18 is from the cashback rewards on the First VP's Mastercard

EXPENSES

Budget Line 601-Bank Charge- The PayEdge monthly subscription fee of \$59.95 was deducted on March 2/22 from the Business Account. A fee payment of \$1.50 for each of 17 e-transfers - \$25.50 was deducted on March 7/22 from the Business Account. Some of the e-transfers were to cover many invoices i.e. TDSB had 5 invoices.

The amount of \$11,363.00 to cover e-transfers was deducted from the Business Account in one lump sum on March 7/22.

The first 4 e-transfers (\$6.00) for a lump sum of \$415.77 were deducted from the Business Account on Feb.23/22.

Budget Line 604-Committees - committees that have their own budget lines that will now expense committee planning meal reimbursements and event expenses to their own budget lines, including any printing expenses for newsletters.

608-Elections, 609-Equity and Social Justice, 628-Member Involvement, 634-Political Action, 635-Professional Learning, 644-Social, 645-Status of Women

It was passed at the Feb.24/22 Member Meeting that this budget line be overspent up to \$7000.

The original budget was

\$5000. Now the budget is $\$5000 + \$7000 = \$12,000$. As of March 8/22, \$6,657.05 has been expensed.

An up to date financial information page will be sent to each committee to help with budgeting and planning for the remainder of the year.

Budget Line 608-Election- This budget line of \$40,000, has had \$6,555.57 expensed. Other known expenses yet to be recorded are meal reimbursements for planning meetings, printing costs IT costs for the Feb.24/22 Member Meeting and future meetings.

Budget Line 632-Office Occupancy

Rent for the local office is \$1,142.55/month. Beginning February/22 the rent was increased to \$1,176.83 as it is increased 3% each year.

Budget Line 635-Professional Learning Committee- \$72.60 (resources) has been expensed as of March 8/22. \$1,101.75 for printing of Spring Workshops to accompany the Newsletter will also be expensed to this budget line.

Budget Line 640-Release Time Daily- Day time executive meetings are expensed here. As of March 8/22, \$8,848.33 has been expensed to an \$8,000 budget.

Budget Line 641-Released Officers was motioned to be overspent by up to \$176,000 at the Feb.24/22 Member Meeting. The original budget was $\$334,600.00 + \$176,000 = \$510,000$. As of March 8/22, \$156,887.01 has been expensed. However, the TDSB invoices for Jan./22-March/22 for 5 Released Officers have been received and need to be paid from this budget line.

Frequently Asked Questions

1. IS THERE AN E-TRANSFER SCHEDULE?

As members can now send their reimbursement forms directly to Targeted within 30 days of a meeting or an event and signing officers can approve invoices when they appear in their emails, there is no strict timeline for reimbursements. The date that invoices are received at Targeted is noted so that the 30-day deadline for reimbursement can be noted.

2. WHEN WILL BUDGET BE FORMULATED?

There is a budget meeting Thursday, March 29/22. A proposed budget will then be presented to the Executive in April and the Executive will approve a budget to present to members at the May Annual Meeting.

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

From the reimbursement forms that have been received to date: Committees-Other=205

Dependent Care=68

Meetings Fall/Winter General=138

PL Rebates=155

There are, however, other reimbursements to be approved by the signing officers and reimbursements ready to be entered into the financials.

4. AM I CONTACTED IF PART OF MY REIMBURSEMENT FORM IS NOT FILLED OUT CORRECTLY, IF I HAVE NOT SENT ALL RELATED FORMS OR IF I HAVE NOT CASHED MY CHEQUE WITHIN SIX MONTHS OF ISSUE?

I contact members twice about forms not filled out correctly, information missing, or related forms not included in the email. 38 members who have not cashed cheques issued to them have been contacted.

Members have 6 months after the issue date to deposit a cheque or a bank should not accept it as it is stale dated. In such cases the member will be informed that the cheque will be voided and a new one will be issued. However, now with e-transfers beginning, perhaps this will help to solve some of these issues if a member chooses this method of payment.

5. HOW MANY MEMBERS WANT CHEQUES?

Six members have indicated they would prefer a cheque as opposed to an e-transfer.