

ETFO - TORONTO OT LOCAL
DRAFT Executive Meeting MINUTES
Wednesday, April 13, 2022
9:30 a.m. – 3:50 p.m. via zoom

- 1) Welcome and Call to Order – Ruth Ann Morley, Parliamentarian
- 2) Reading of the ETFO Human Rights read by Gail James and Land Acknowledgement Statement read by Jeremy Bass.
- 3) Human Rights Officer for the meeting – Ruth Ann Morley
- 4) Approval of the Minutes from the April 4, 2022 Executive Meetings
Motion 21/22 – 109
Moved by Gail James and seconded by Rob Fulford
BIRT that the April 4, 2022 Draft Minutes be approved. *Carried*
- 5) Approval of the Agenda
Motion 21/22 – 110
Moved by Gail James and seconded by Sarah Boomhower
That the agenda be approved. *Carried as amended*
Treasurer’s Report will include Motion 1 and 2 from the agenda and item 17d
Motion 21/22 – 110A1
Moved by Scott Maudsley and seconded by Jeremy Bass
Amend the agenda by moving motions 5 and 6 to be heard immediately after approval of the agenda.
Lost
Motion 21/22 – 110A1C
Moved by Jeishan Rajakulasingam and seconded by Rob Fulford
To call the question. *Carried*
Motion 21/22 – 110A2
Moved by Marisa Gallippi and seconded by Jeishan Rajakulasingam
Amend the agenda by moving motion 4 to immediately after the approval of the agenda. *Carried*
- 6) **Motion 21/22 – 111 (On-line vote tabled until in person meeting)**
Moved by Marisa Gallippi and seconded by Gail James
BIRT that a vote of no confidence be called on the current Executive Member Scott Maudsley. The outcome of this motion must be communicated to the General Members via the Local Website, the Local Newsletter and the the May 19, 2022 General Meeting. The rationale of this motion must be included in the communication to the General Membership.
Motion 21/22 – 111A1
Moved by Marisa Gallippi and seconded by Gail James
That the motion be amended to read:

BIRT that a vote of no confidence be called on the current Executive Member Scott Maudsley. The outcome of the motion must be recorded in the minutes that are posted on the Local website.

Carried as amended

Motion 21/22 – 111A2

Moved by Rob Fulford and seconded by Fletcher Jerome

That the motion be amended to read:

BIRT that a vote of no confidence be called on the current Executive. The outcome of the motion must be recorded in the minutes that are posted on the Local website. ***Lost***

Motion 21/22 – 111A2C

Moved by Jeishan Rajakulasingam and seconded by Gail James

Move to call the question. ***Carried***

7) Treasurer's Report – Gail James

a) **Proposed Budget**

Presentation of the proposed budget recommended by the Budget Committee.

Motion 21/22 – 112

Moved by Rob Fulford and seconded by Fletcher Jerome

Moved to approve the proposed budget as printed with the addition of budget line 638 Racialized Members Committee \$10,000

Motion 21/22 – 112A1

Moved by Christina Meynell and Marisa Gallippi

Amend budget line 638 Racialized Members Committee to \$12,000. ***Carried***

Motion 21/22 – 112A2

Moved by Gail James and seconded by Sarah Boomhower

Amend budget line 645 Status of Women to \$10,000. ***Carried***

Motion 21/22 – 112A3

Moved by Jeishan Rajakulasingam and seconded by Gail James

Amend budget line 634 Political Action to \$20,000. ***Carried***

Motion 21/22 – 112A3AA

Moved by Jeremy Bass and seconded by Christina Meynell

Amend the amendment for budget line 634 Political Action to \$18,000. ***Lost***

Motion 21/22 – 112A

Main motion as amended:

Moved to approve the proposed budget as printed with the addition of budget line 638 Racialized Members Committee \$12,000; budget line 645 Status of Women to read \$10,000; budget line 634 Political Action to read \$20,000. ***Carried as amended.***

b) Treasurer's Written Report – see the end of the minutes
- \$100,000 GIC opens April 27. Discussion of investment options.

Motion 21/22 – 113

Moved by Jeremy Bass and seconded by Gail James

That the April 27 GIC be reinvested in a 1 year cashable GIC at 1.20% interest. ***Carried***

c) Motions for financial issues:

Motion 21/22 – 114

Moved by Jeremy Bass and seconded by Christina Meynell

BIRT if a member is working from home without official documentation to require that, that mileage is reimbursed only if it exceeds to normal travel distance between the member's home and the office.

Lost

Motion 21/22 – 114C

Moved by Jeishan Rajakulasingam and seconded by Sarah Boomhower

Move to call the question. **Carried**

Motion 21/22 – 115

Moved by Gail James and seconded by Jeremy Bass

BIRT the Budget Committee recommends to the Executive that members must indicate if they want a paper or electronic calendar for the 2022 – 2023 calendar year. Method to be decided by the Executive as to how to get this response prior to the distribution by the May 19, 2022 Annual Member Meeting.

Carried

Motion 21/22 – 116

Moved by Gail James and seconded by Sarah Boomhower

BIRT that the next Constant Contact which will contain May 19, 2022 meeting information include a message written by the Treasurer about e-transfers and the same message be put on the slide bar of the website. **Carried**

Issue of Executive meeting payment for when Executive members do not attend the entire meeting can be referred to the Policy and Procedure Manual Committee to develop a procedure.

Motion 21/22 – 117a)

Moved by Jeremy Bass and seconded by Gail James

BIRT costs be paid for the April 13, 2022 Executive Meeting. Cost to come from budget line 610 Executive Expenses. **Carried**

Motion 21/22 – 117b)

Moved by Jeremy Bass and seconded by Gail James

BIRT the May 10, 2022 Executive Meeting be an evening meeting from 5:00 – 9:00 p.m. Cost to come from Budget line 611 Executive Honoraria. **Lost**

Motion 21/22 – 117b) -A

Moved by Gail James and Jeishan Rajakulasingam

BIRT the May 10 Executive Meeting would be a day time meeting as scheduled but daily released time expenses would not be paid until after the May 19 Annual Meeting can debate and vote on General Meeting tabled motion 21-22 / 10 for a \$19,000 additional expenditure to the budget line. **Lost**

Motion 21/22 – 117b) -AA

moved by Jeremy Bass and seconded by Marisa Gallippi

That the May 10 Executive Meeting would be deferred until after the May 19 Annual Meeting. **Lost**

The tabled motion 21-22/10 will be lifted from the table as part of financial motions at the Annual Meeting.

8. **Constitutional Amendments from the Executive** approved by mutual consent:

BIRT **Section 3 – Duties of the Executive Members** be renumbered **Section 6 – Duties of Executive Members** and be amended with the addition of a new subsection c) to read:

7.6.1 The Executive Members shall:

- c) serve on at least one committee as Executive Liaison, Chair or member.

BIRT **ARTICLE VII ORGANIZATIONAL DUTIES** be amended by the addition of a new section, **Section 7 – Duties of the Chief Negotiator** to read:

Section 7 – Duties of the Chief Negotiator:

7.7.1 The Chief Negotiator shall:

- a) act as Grievance Officer when designated by the President;
- b) chair or designate the chair of Collective Bargaining Committee Meetings;
- c) act as liaison with the Union Staff Officer and the Local Executive;
- d) report to General Meetings and Executive on bargaining issues and the status of negotiations;
- e) share as permitted with the Collective Bargaining Committee all communications, procedures and policies from the Union and from the Board;
- f) prepare the agenda for CBC meetings;
- g) present a draft of the proposed preliminary submission to the Local Executive for approval;
- h) work with the Union Staff Officer to ensure proposed preliminary submission has Union approval;
- i) present the preliminary submission to the membership for approval;
- j) present the approved preliminary submission to the Board;
- k) conduct negotiations based on the priorities of the Local and the Union directives;
- l) work closely with the Local President and the Union Staff Officer in all matters;
- m) assume other duties as determined by the Executive.

BIRT **ARTICLE VII ORGANIZATIONAL DUTIES** be amended by the addition of a new section, **Section 8 – Duties of Executive Liaisons** to read:

Section 8 – Duties of the Executive Liaisons:

7.8.1 Executive Liaisons shall:

- a. facilitate communication between Committees of the Local and the Executive;
- b. organize and chair the first meeting of the Committee they are assigned to as soon as possible in the fall;

- c. conduct the election of the Committee Chair from the members of the committee at the first meeting;
- d. Receive communications from the Committee Chair and share this information with the Executive as required;
- e. Ensure that motions from the Committee that require Executive approval are placed on the Executive Meeting agenda and move these motions;
- f. present the Committee's developed or updated Terms of Reference to the Executive for approval.

BIRT ARTICLE VII ORGANIZATIONAL DUTIES be amended by the addition of a new section, **Section 9 – Duties of Committees** to read:

Section 9 – Duties of Committees

7.9.1 Committees are responsible to the Local Executive to:

- a) develop or update Terms of Reference for approval by the Executive;
- b) elect their own Chair for the Committee and Secretary for the Committee;
- c) plan events and activities within the budget for the Committee that meet the Terms of Reference of the Committee;
- d) receive and act upon proposals and referrals from the Local Executive;

7.9.2 Chairs of Standing Committees and Ad Hoc Committees shall:

- a) preparing an agenda for meetings, where appropriate;
- b) preside at all meetings of the committee;
- c) submitting approved minutes of all meetings through the Executive Liaison for the next Executive meeting;
- d) submit committee recommendations through the Executive Liaison for approval at the next Executive meeting;
- e) provide a summary written report for the Local Annual Meeting;
- f) track attendance and maintaining all Committee members' expenses including one's own;
- g) monitor the Committee's budget to ensure that it does not exceed the Committee's budgetary allotment as approved in the Budget;
- h) submit a proposed budget amount for the following year to the Budget Committee prior to that committee meeting to create a draft budget for the Executive;
- i) make reports upon request to the Executive and the general membership;
- j) communicate with the Executive Liaison assigned to the Committee.

BIRT 7.4.2 The Collective Bargaining Committee be renumbered and amended to read:

7.9.3 The Collective Bargaining Committee shall:

- a) consist of the Local President and four (4) other members of the Executive who shall be elected by the Executive at the first Executive meeting each year;
- b) appoint a Chief Negotiator from among the members of the committee;
- c) ensure that the Chief Negotiator shall be recognized as the official liaison with the Board;
- d) appoint a secretary for the committee;
- e) solicit input from the general membership for inclusion in the preliminary submission;
- f) present the proposed preliminary submission to the Local Executive for approval;
- g) ensure that any preliminary submission and collective agreement is approved by the Union prior to a general membership presentation and vote;
- h) present a preliminary submission for a vote at an All Member Meeting;
- i) coordinate a ratification meeting for the collective agreement with the Union's Staff Officer;
- j) prepare for and conduct negotiations under the guidance of the Union Staff Officer;
- k) collect information from and distribute information to the membership of the Local.

BIRT Section 4 – Duties of Committees be renumbered and amended by the addition of a new subsections to read:

7.9.4 The Executive Committee shall:

- a) consist of the Released Executive;
- b) meet at least once a month;
- c) report and make recommendations to the Executive;
- d) compile information and articles to be shared with members through newsletters, the Local's website or social media and Constant Contact, review and edit such information;
- e) email draft communications to the Executive prior to going out to the membership;
- f) approve draft communications in person or electronically prior to being distributed by the vice presidents.

7.9.5 The Budget Committee shall:

- a) be chaired by the Treasurer;
- b) consist of up to 8 (eight) members;
- c) submit a draft proposed budget to the Executive, for approval at the Local Annual Meeting each year;
- d) update the proposed budget each fall based on actual expenditures and unexpected events and submit to the Executive for approval of a Final Budget at Fall General Meeting;
- e) assist the treasurer in developing investment strategies, where possible, for recommendation to the Executive;
- f) ensure the financial solvency of the Local.

7.9.6 The Constitution Committee shall:

- a) Consist of up to 8 (eight) members;
- b) assist members in submitting proposed amendments to the Local Constitution and By-Laws;

- c) identify to the Executive, areas of the Constitution and By-Laws that would benefit from review and revision;
- d) accept on behalf of the Executive proposed amendments to the Constitution and By-Laws;
- e) process the proposed amendments for distribution and notification of members as per time lines in the Constitution and By-Laws;
- f) develop proposed By-Laws to augment and clarify the Constitution;
- g) ensure that a revised Reference Book is available each year, in the fall, containing the updated Constitution, By-Laws, Terms of Reference for Committees, Policy and Position Statements, Operating Procedures, and Procedures of the Local and update as required throughout the school year;
- h) follow the Terms of Reference for the Committee.

7.9.7 The Elections Committee shall:

- a) be appointed or elected by the Executive;
- b) consist of at least four (4) Active Members on the committee may not run in elections held in that school year;
- c) recommend to the Executive the appointment of an Elections Officer, from outside the Local;
- d) ensure the Executive adhere to constitutional timelines for both nomination and election processes in any elections;
- e) ensure that all nomination forms, communications about elections, and campaign guidelines comply with the election procedures in the Constitution and By-Laws;
- f) not have members serve if they are a sitting Executive member or candidate running for elected office;
- g) be responsible for those duties listed in the Terms of Reference for the Committee.

7.9.8 The Equity and Social Justice Committee shall:

- a) consist of at least four (4) Active Members;
- b) be appointed or elected by the Executive;
- c) be responsible for those duties listed in the Terms of Reference for the Committee.

7.9.9 The New Member Committee shall:

- a) consist of at least four (4) Active Members;
- b) be appointed or elected by the Executive;
- c) be responsible for those duties listed in the Terms of Reference for the Committee.

7.9.10 The Political Action Committee shall:

- a) consist of at least four (4) Active Members;
- b) be appointed or elected by the Executive;
- c) be responsible for those duties listed in the Terms of Reference for the Committee.

7.9.11 The Racialized Members Committee shall:

- a) consist of up to eight (8) Active Members;
- b) be appointed or elected by the Executive;

- c) be responsible for those duties listed in the Terms of Reference for the Committee.

7.9.12 The Social Committee shall:

- a) consist of up to eight (8) Active Members;
- b) be appointed or elected by the Executive;
- c) be responsible for those duties listed in the Terms of Reference for the Committee.

7.9.13 The Status of Women Committee shall:

- a) consist of up to eight (8) Active Members;
- b) be appointed or elected by the Executive;
- c) be responsible for those duties listed in the Terms of Reference for the Committee.

BIRT ARTICLE VIII – MEETINGS Section 1 – General Meetings be 8.1.2 and 8.1.3 be amended to read:

8.1.2 A Fall General Meeting shall be held no later than November 30 of each year. The agenda items shall include:

- a) a report from the ETFO Annual Meeting;
- b) a by-election for any unfilled Executive positions as required by By-Law IV;
- c) amendments to By-Laws of the Local;
- d) approval of the Final Budget of the Local;
- e) presentation of the auditor’s report
- f) a 15 minutes question and answer period as a timed item at the end of the meeting.

8.1.3 A Winter General Meeting shall be held no later than February 28 of each year. The Agenda items shall include:

- a) the election of Delegates to ETFO Annual Meeting;
- b) approval of resolutions for the ETFO Annual Meeting;
- c) a by-election for any unfilled Executive positions as required by By-Law IV;
- d) amendments to the By-Laws of the Local;
- e) introduction of candidates for the next year’s Executive;
- f) a 15 minutes question and answer period as a timed item at the end of the meeting.

And the deletion of 8.1.7

BIRT ARTICLE VIII – MEETINGS Section 2 – Local Annual Meeting 8.2.2 b) and d) be amended to read:

- b) approve the Proposed Budget for the next fiscal year;
- d) consider amendments to the Local Constitution in accordance with Article XII and By-Law V;

BIRT ARTICLE VIII – MEETINGS Section 3 – Executive Meetings 8.3.2 be amended to read:

8.3.2 Approved minutes of Executive Meetings shall be posted on the Local’s website.

BIRT ARTICLE IX – EXECUTIVE ELECTIONS Section 1 – Eligibility subsections 9.1.2 and 9.1.3 be amended to read:

9.1.2 To stand for the office of president, first vice-president or treasurer a candidate must have served at least one (1) year on the Local Executive unless no eligible candidate is nominated.

9.1.3 Candidates for all Released Executive positions must comply with the consecutive term limits listed in 6.1.4.

BIRT ARTICLE IX – EXECUTIVE ELECTIONS Section 2 – Nominations be amended by the addition of new subsections to read:

9.2.4 Nomination forms shall include a description of the responsibilities of the various executive positions and the eligibility requirements of each position, if any.

9.2.5 The Elections Officer shall send the Campaign Guidelines for Executive Election Candidates to each eligible candidate within three (3) calendar days from when the nomination form is received by the Elections Officer or designate.

9.2.6 Once nominations are closed, the names of candidates and the positions they are running for shall be posted in alphabetical order on the local website within three (3) school days.

BIRT ARTICLE IX – EXECUTIVE ELECTIONS Section 3 – Election Procedures 9.3.5 and 9.3.6 be amended to read:

9.3.5 Votes will be counted in order of President, First Vice-President, Vice-Presidents, Treasurer, Secretary and Executive Member. If a candidate is successful for a position, his/her name will be removed from subsequent vote counts. In the case of a tie for an Officer position or for the final Executive Member position, a re-vote will be held between the tied candidates only.

9.3.6 If paper balloting is used:

- a) The ballots shall be distributed, collected and counted in a sequestered space under the supervision of the Elections Officer by poll clerks that are not members of the Local.
- b) Each candidate or scrutineer of the candidate's choice may observe the counting of the ballots. A scrutineer must be a member of the Local.
- c) The ballots shall be destroyed thirty (30) days following the vote count.

And that 9.3.9 be deleted.

BIRT ARTICLE IX - EXECUTIVE ELECTIONS Section 5 – By-Elections be deleted and replaced by the new By-Law IV Vacancies.

BIRT ARTICLE IX- EXECUTIVE ELECTIONS Section 4 – Elections Officer be amended to read:

9.4.1 Annually, in accordance with the Constitution, the Elections Committee shall recommend to the executive the appointment of an Elections Officer from outside the Local.

9.4.2 The Elections Officer is a paid position with compensation determined by a procedure approved by the Executive.

9.4.3 When appointed, the Elections Officer will work with the Elections Committee to implement requirements and election procedures of the Constitution and By-Laws, and the approved nomination forms and Campaign Guidelines.

9.4.4 In the event the Elections Officer is unable to complete their duties, the Election Committee Chair and Parliamentarian will conduct the duties of the Elections Officer until a new Elections Officer can be recommended by the Committee and approved by the Executive.

9.4.5 The Elections Officer duties will begin at the opening of nominations and conclude once the Elections Officer submits their summary report (not later than May 30 of that year).

9.4.6 The Elections Officer shall maintain confidentiality regarding the Local elections.

9.4.7 The Elections Officer shall use the independent Election Officer email account.

9.4.8 The Elections Officer shall post, on the local's website, the names of all candidates and the position for which they are running, organized by category for all local elections within 2 school days of the close of nominations.

9.4.9 The Elections Officer shall email candidates confirming receipt of nomination within 3 school days after the nomination has been received. Included with this email will be an electronic copy of the approved Campaign Guidelines.

9.4.10 The Elections Officer will receive, investigate, and report on any violations of Campaign Guidelines as per the Campaign Guideline violations process.

9.4.11 The Elections officer will introduce candidates, by category, who are running for the Executive election, at the Local's Winter General Meeting.

9.4.12 The Elections Officer shall request post election results on the website no later than three (3) school days after the meeting at which elections were held.

9.4.13 If paper voting is being used, the Elections Officer shall preside over any poll clerks and ballot preparation, distribution, collection, counting and ruling on spoiled ballots.

9.4.14 At each meeting where an election is being conducted, the Election Officer will:

- a) Introduce the candidates for each position in alphabetical order by last name;
- b) Offer each candidate an opportunity to address the members for up to 2 minutes
- c) Preside over the conducting of the vote immediately following the speeches for that position;
- d) Announce election results and declare the winning candidate or the candidate acclaimed;
- e) maintain a copy of the vote results for 30 days after the election.

9. **May 19 Annual Meeting**

Moved by Rob Fulford and Seconded by Fletcher Jerome

That **Motion 21/22 – 89A a) be amended** to read:

BIRT The May Annual Meeting be a fully virtual meeting. Cost to come from 621 Meeting – Local AM.

Carried

Moved by Jeremy Bass and Seconded by Marisa Gallippi

Motion 21/22 – 118

That the deposit at the Westin Harbour Castle be applied to the August 22 – 23 Strategic Planning Meeting of the Executive.

Motion 21/22 – 118A

Moved by Jeishan Rajakulasingam and seconded by Gail James

Amend August 22 -23 to read “following the ETFO Annual Meeting August 18 p.m. – August 20.

Carried as amended

Moved by Jeishan Rajakulasingam and Seconded by Gail James

Motion 21/22 - 119

To change the orders of the day to extend the meeting until 4:30 p.m. **Carried**

Moved by Jeremy Bass and Seconded by Rob Fulford

Motion 21/22 – 120

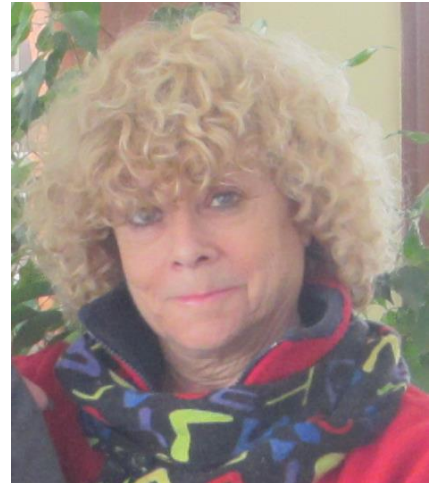
BIRT if the hotel is not available for August 18 – 20 that we would seek a booking for August 22 – 23.

Carried.

Quorum Lost 4:00 p.m.

Adjournment.

Treasurer Report



As of April 8/22, assets in the chequing account are \$236,376.20. GICs are \$825,000. Total Current assets and Liabilities and Equity are \$1,061,376.20. Two credit card payments are due April 25/22. The amount of \$110.00 Non-current Assets 125 clearing concerns a cheque that I am investigating that was cashed twice. The member has offered to pay back the extra amount and will be sending an e-transfer.

1. Balance Sheet as of April /22

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 will be \$400. I have received the following personalized quotes from the bank manager for the reinvestment. Hopefully these can be read ahead of the meeting so that a direction as to how to proceed can be decided. Then I can inform him of our Executive's decision.

One Year Cashable

The One-Year Cashable GIC offers a competitive interest rate and maximum flexibility, without the need for a long-term commitment. It's cashable at any time, and interest is paid right up to the date it's cashed as long as you've **held the investment for 30 days or more**. Guaranteed interest rate for one year on minimum investment of \$1,000 to a maximum of \$999,999.99. Included below are indication rates, which are subject to change at any time without notice, for amounts of \$100,000 CAD:

Term	Rate
1 year	1.20%

One Year Non-Redeemable

The One-Year Non-Redeemable GIC offers a competitive interest rate. It's not redeemable prior to maturity. Guaranteed interest rate for one year on minimum investment of \$1,000. Included below are indication rates, which are subject to change at any time without notice, for amounts of \$100,000 CAD:

Term	Rate
1 year	2.00%

Two Year Non-Redeemable

The Two-Year Non-Redeemable GIC offers a competitive interest rate. It's not redeemable prior to maturity. Guaranteed interest rate for two years on minimum investment of \$1,000. Included below are indication rates, which are subject to change at any time without notice, for amounts of \$100,000 CAD:

Term	Rate
1 year	2.50%

Local GICs:

- 1). 1 year non-redeemable for \$25,000-collateral for credit cards-0.6000%-matures Jan.26/23—anticipated interest \$150.41
- 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- The final payment for this fiscal year will be in May/22.

-Budget Line 420 Local Levy- April 1/22 a Levy Deposit from TDSB was received for \$1,889.18.

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

EXPENSES

-Budget Line 600- Accounting-This budget line is expensed at \$16,331.79 to a budget line of \$16,000. I have asked Targeted how much more funds they feel they will need to complete this year's financials and how much they would project for next year. I will inform you once I get the information. However, I believe this budget line will have to be presented to the Members for

an increase. With local assets of over one million dollars, having a bookkeeper to do checks and balances beyond what the local does is necessary. See the question and answer section of this report for information about a contract with the local and Targeted Accounting.

-Budget Line 603-Children's Charities-\$15,003.00 of an \$18,000 budget has been spent which are all from last year's cheques. This total includes a new cheque issued Feb.23/22 for \$1667 to MHL Play-More Program who did not receive last year's cheque. Justice for Children and Youth, when I contacted them about their uncashed cheque, said that they didn't believe they had received the cheque and would get back to me, but they haven't as yet. The Children's Charity form for donations that finally got onto the website, but without members knowing about it probably has not been used. I did ask for it to be mentioned in the newsletter and in the latest Constant Contact but my request was not put into practice.

-Budget Line 604-Committees-this budget line now has \$7,174.50 expensed to an upgraded budget of \$13,000. This budget line will be used by mainly by the Racialized Committee for events and planning meetings and also by committees other than those listed below:

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

-Budget Line 607-Dependent Care- \$6,5300.00 has been expensed to an upgraded budget of \$12,000. Has the Executive decided whether or not all dependent care expenses would be expensed to this budget line as opposed to individual committee budget lines?

-Budget Line 608-Election-This budget line of \$40,000, has had \$16,218.88 expensed. Other known expenses yet to be recorded in the financials are meal reimbursements for planning meetings, cost of printing of candidate profiles \$3,384.35, cost of EO (up to \$15,000), \$3,300 for IT for the Feb.24/22 Member Meeting and cost of IT for the May Member Meeting.

-Budget Line 611-Executive Honouraria—This budget line of \$18,000, has had \$14,378.30 expensed to it. All Executive who attend Executive Meetings held outside of the regular school day receive a payment of \$150. Two June/21 Executive meetings, one August meeting and one Jan./22 meeting are expensed to this budget line at present.

-Budget Line 620 -Meetings-ETFO AM—\$13,888.92 has been expensed to a budget of \$9,000.00. Meal allowances for members not attending the meeting in person and delegate and alternate honoraria are expensed to this line. The new budget will cover these expenses this August.

-Budget Line 625 Meetings -Monthly Executive—This budget line of \$4,500.00 has had expenses of \$6,047.62. Executive members being released from daily teaching assignments, secretary minutes and hiring a Parliamentarian are the reasons for the over expenditure. The last recorded meeting in the financials was on March/22. Prior to this year, night meetings were the order of the day and there was enough money in budget line 625 Meetings-Monthly

Executive for this purpose. However, even though there are more invoices to be expensed, there is no more budget for this budget line. It will probably need to be addressed at the May Member Meeting.

-Budget Line 634- Political Action—This budget has \$10,000 for the Indigenous Spirit Fund that has been expensed to this budget. It is not recorded in the financials at present as the credit cards have not been paid. The expense was put on a credit card. Therefore $\$10,000 + \$270.66 = \$10,270.66$ will be expensed to a budget of \$12,500.

-Budget Line 635-Professional Learning Committee-Out of a budget of \$10,000, \$249.83 (for dinner reimbursements for the Tips and Strategies workshop) has been expensed. \$1,101.75 for printing of Spring Workshops to accompany the Newsletter will also be expensed to this budget line.

-Budget Line 635-Professional Rebate-Out of a budget of \$45,000, \$39,211.01 has been expensed. There are still reimbursements that have been submitted and are to be approved for this budget line. It is stated on the form that payments would be made as long as the budget allows.

-Budget Line 640-Release Time Daily- is the budget line to which this year's all day Executive Meetings are expensed. It was recommended by the Executive to suggest that this budget line be increased by \$19,000. However, I recorded that this motion was tabled, but not sure why as the facts were clearly presented and the reasons for the increase. As of April 8/22, \$8,848.33 has been expensed to an \$8,000 budget. However, this does present a problem. This is the budget line for which this year's all day Executive Meetings are expensed for all non-full time released Executive Members. Pay is at the daily rate for OTs. The last time an Executive Meeting that was expensed to this budget line was Jan.25/22. The budget line was set before the August Strategic meeting where the Executive decided on all day meetings. I did, in many of my Treasurer Report booklets put information and mathematical figurings showing that there wasn't enough money in the budget line for all day meetings with the budget that was allotted. However, members of the Executive didn't acknowledge this. I as the Treasurer can only inform the Executive, I can't make the Executive acknowledge my information if for some reason it has chosen to overlook the information that I shared. But I did do my Treasurer duty many times and warned the Executive.

Too many things were set in motion after the budget was formed in May last year. I especially am appreciative of Ruth Ann's suggestion to have the final budget made in the fall and approved by the members when more information is known after the election and after the end of the fiscal year finances. I will go over this when I go over the draft proposed budget at the Executive Meeting.

-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. Christina Meynell's salary begins Dec. 17/21. Sophie Kroesen's medical leave salary is expensed to this budget line as well. The President's 100% salary and Second VP's 75% salary will be reimbursed to the local from ETFO. Once again, unplanned incidents appeared that could not have been predicted.

FREQUENTLY ASKED QUESTIONS

1. IS THERE AN E-TRANSFER SCHEDULE?

As members can now send their reimbursement forms directly to Targeted Accounting 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. Sometimes it takes a signing officer almost one day to approve forms as there are so many. Forms are sent in batches when they are received and bundled. There is no specific timing for this. Also, the batches might have different events and different dates on the reimbursement forms. That is why if one member has been reimbursed for an event, it doesn't mean that all members requesting that same payment should expect theirs at the same time. The last e-transfer amount of payment was about \$11,000.

2. WHY IS THE TIMELINE ON MY E-TRANSFER EMAIL DIFFERENT THAN THE ACTUAL BANK DEPOSIT?

The email does say "Expected Deposit Date". The delays are just due to timing issues between banks.

3. DOES THE LOCAL HAVE A CONTRACT WITH TARGETED ACCOUNTING?

September 25, 2018 an Engagement Letter was set up between the Local and Targeted Accounting. Mary Morrison, who was appointed and employed by ETFO Provincial and assigned to head the Local during the takeover, was the signing officer. As a result, Provincial is actually the organization who employed Targeted Accounting. This Accounting company was employed due to the hint of mismanagement of local funds. Probably after the Election, it might be a good idea to review and update this Engagement Letter.

4. WHY IS THERE A CHANGE IN THE RETAINED EARNINGS FOR 2021-2022 DATES IN THE FINANCIAL REPORTS?

A enquiry was posed about the Retained Earnings in financial statements for the financial Balance Sheet and the Budget vs Actual statements. The changing Retained Earnings are due to

the June 30/21 year end being compiled. As adjustments were made to the June 30/21 year end it affected the net income and thus the Retained Earnings that was showing after June 30 on the later 2021 Financials. The Retained Earnings right now is the same as the Final Audited Financials and will not change again until July 1st, 2022.

The auditors did an adjusting entry of \$142K to back out outstanding cheques. This has been reversed and now shows up on the Profit and Loss financial page. These are highlighted in yellow on the April 8/22 General Ledger.

5. AM I CONTACTED IF PART OF MY REIMBURSEMENT FORM IS NOT FILLED OUT CORRECTLY or 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 (and there are a lot)—their forms cannot be approved if all the information is not complete. Cheques that are found to be stale dated are now offered as an e-transfer.

6. HOW MANY MEMBERS WANT CHEQUES?

Approximately six-eight members still would like cheques as opposed to e-transfers. The number differs as some members change their minds as to the method of payment, but this is not encouraged. Members have to understand that mailed cheques take longer for delivery than an e-transfer takes to deposit.

7. WHEN WILL PERSONALIZED RELEASED OFFICERS' EXTENSION ANSWERING MACHINE MAILBOXES BE SET UP IN THE OFFICE?

I will report this information at the Executive Meeting.

Thanks,

Gail James
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