

**TORONTO OT LOCAL**  
**EXECUTIVE MEETING**

Wednesday, September 21, 2022:

**9:00am – 3:00pm** via Zoom

**Health breaks** (15 minutes): 11:00am & 2:00pm

**Lunch:** 12 to 1 p.m.

**Present:** Christina Meynell, Sarah Boomhower, Jeishan Rajakulasingam, Laura Barrett, Gail James, Rinat Evron, Sharon Brown, Gabrielle Blais-Jones, Sujatha Chintakunta, Fletcher Jerome (9:45 arrival)

**Chairperson:** Ruth Ann Morley

**Regrets:** Renée Massop

1. **Welcome** and Call to Order
2. Reading of the **ETFO Human Rights Statement** by Gail James. **Land Acknowledgement Statement** read by Sarah Boomhower. Jeishan was the **Human Rights Officer** for the meeting
3. **Approval of Minutes:**
  - a. Moved by S. Boomhower                      Seconded by L. Barrett  
Motion 22/23 - 06  
Approval of Minutes from June 15 Executive Meeting - **CARRIED**
  - b. Moved by Gabrielle Blais-Jones. Seconded by Christina Meynell.  
Motion 22/23 - 07  
Approval of the Minutes from the August 2022 Strategic Planning Meeting **CARRIED AS AMENDED**

Corrections:

- c. Costs to budget line 629 - Membership Recognition
- d. 641 - Released Officer - investigation

Finding a real estate officer and investigating a different office location would affect budget line 632 and would require a report / motion to the November General Meeting.

Software - report to October executive meeting

c) Report of On-Line Voting Results :

1st Vice President Marisa Gallippi is on temporary medical leave. Following the provisions of 4.2 Temporary Vacancies of the Executive in the constitution, 2nd Vice President Sarah Boomhower is now acting as Interim 1st Vice President. Three Executive members, Jeishan, Sharon and Renée, put their names forward to be considered for the temporary vacancy at 2nd Vice President.

Jeishan Rajakulasingam was elected to serve as Interim 2nd Vice President in the September 9 on-line vote.

**4. Approval of Agenda:**

Moved by Gail James. Seconded by Gabrielle Blais-Jones.

Motion 22/23 - 08

That the September 21 Agenda be approved. ***CARRIED AS AMENDED***

***16. Add Calendar and ETFO Annual Meeting***

***Names of members at large for Committees, Approval of Committees***

***19 a) Liquor - Gail***

**5. First VP medical leave -- Christina**

**Released Officer Training:**

Christina proposes that Sophie Kroesen come in on an as-needed basis for training new released officers and help with training on the initial set up for use of Constant Contact.

Derek Hulse will also be training Sarah and Jeishan on collective bargaining.

Moved by Christina Meynell. Seconded by Sarah Boomhower.

Motion 22/23 - 09 To release Sophie Kroesen for up to 10 days at the OT daily

rate for training the released officers. Cost to come from 640 - Release Time Daily. **CARRIED**

## 6. ETFO AM and POTs Recap - **Interim 1st VP Report: Sarah**

### **ETFO Annual Meeting 2022:**

OTs remain active as long as they've taught in the last 120 days.

We need more delegates so we can take breaks. Many first-time delegates meant we needed guidance - no training beforehand.

The honorarium (even the intent to pay it) interfered with retired OTs' pensions.

Ad hoc committee needed for Annual Meeting issues.

Chair suggests delegate nominations from the floor be considered for the Constitution.

The motions from our Local weren't submitted in time to get into the ETFO AM Workbook.

Delegate deadline could be later than January - perhaps April.

### **POTs (Presidents of Occasional Teachers):**

Sarah was president designate

Great networking opportunity, lots of wisdom in the room, easy communication among presidents. No land acknowledgment until Sarah brought it forward.

The need for more inclusive language: "row captains" vs colonial "whip" – some people were open to hearing it.

## 7. **Executive Meeting Dates:**

Changing Oct. and Nov. exec. meeting dates due to conflict with ETFO Rep Council and room booking – location of exec. Meetings

The October Executive meeting will be held Friday, October 21st via Zoom.

The November Executive meeting will be held Tuesday, November 15th in person.

8. Timed Item: 10:00AM

Website provider presentation of UNION 1 by Union Digital - **John Camilleri, Adam Chow, and Noam**

They've created the ETT website, CUPE Local 4400, and work with a number of education workers organizations.

Ability to create files with consolidated files, e-mails, cases, etc, for each member.

Released officers currently are holding onto their ICA e-mail addresses because of the sheer volume of data included in their accounts. This would be transferable across members (in the case of changing executive) and exported to be uploaded if we switch providers.

Union 1 would also encompass the master database, so we wouldn't need to hire a separate person for that work. The transition would entail user IDs and login codes being sent out to members.

Cost depends on the number of office members/administrative staff (updating records, filing grievances), not general members. Discount for annual or many-year purchases.

What training is provided to members using this service? Kickoff and ongoing training is available. They also provide "train the trainer" training.

Automatized contact via e-mail, robocall, or text message (brief demo provided). Simple survey format.

Discussion: timing of transition, free labour over the summer?

Moved by Christina Meynell. Seconded by Gail James.

Motion 22/23 - 10

The executive direct the released officers to request quotes from Union Digital and YOUNified for website tools for documentation of member reps, grievances, and communications to members, and to report back to the Executive for the October Executive Meeting. **CARRIED**

7. President's Report: Christina Meynell

a) Collective Bargaining:

Members who didn't fill out their online renewal were restricted to a small list of schools, and when it was pointed out that this was against the Collective Agreement, the Board threatened to remove the 40% FTE cap on hiring our members. The Board had no legal grounds to do this, and Derek Hulse made it known. They lifted the restrictions, but now members who haven't completed their 25 days and filled out the renewal are not being brought back.

The board asked permission in January to pierce the cap, and we sought to grieve if they try to go over the cap. This needs to be monitored. We also need to make sure that all of our members have the same rights (e.g. are French OTs being restricted to only teach in French?).

Collective Bargaining Committee: Christina Meynell is our chief negotiator.

C. Meynell got an e-mail from Sam Venneri that an e-mail has gone out today (September 21st, 2022) to all members who were reinstated with restrictions.

b) Office equipment:

There's a missing computer tower, and we need to replace the fridge/repair the fridge door.

Moved by Christina Meynell. Seconded by Gail James.

Motion 22/23 - 11

The Executive approve an unbudgeted expenditure of up to \$1,000 for a replacement fridge for the office with costing to 631 - Office Equipment. *In favour:* C. Meynell, S. Boomhower, G. James, L. Barrett, S. Brown, S. Chintakunta, R. Evron, F. Jerome, J. Rajakulasingam. *Opposed* : G. Blais-Jones.  
**CARRIED**

There isn't a secure storage system in the office. Discussion of whether to file a police report regarding the computer tower, and how to cover other expenditures such as office chair, printer ink, etc. along with the fridge, now that our members have voted to reduce the office equipment budget at the Annual Meeting.

Office assistant needed - ongoing investigation into possible cost/hours. Will need to put forward this issue at the November General Meeting.

## 8. Interim 1st VP Report: Sarah Boomhower

Not using Gmail accounts due to technology issues with the domain, as using “. ” in the email addresses conflicted with the domain that uses dashes. The released officers can continue to use the “.ica” accounts and consider a future transition maybe over the summer.

By the end of the day (September 21st, 2022) we will have four cell phones for the union to be assigned to the released officers. We’ll be able to show data re: how many calls we’ve taken, how many minutes we spend on the phone - maintaining accountability to our members. We will be billed month-to-month by Bell.

## 9. Office hours and Lieu Time - Christina

Sarah is working 7am-3pm, Jeishan 9am-4pm, with Christina filling in the gap in the later afternoon. Member reps generally happen after school hours to avoid loss of income for our members, and committee meetings and local events are also after school hours so will impact these hours.

***RECESS - The Executive agreed to recess and to meet via Zoom on Monday, October 3rd 6:00 p.m. to 9 p.m. to finish the agenda.***

### **Session 2**

**Monday, October 3, 2022**

**6:00 p.m. continuation of agenda.**

Fletcher Jerome arrived at 7:25pm, and Sharon Brown experienced technical difficulties and was out of the meeting from 7:00pm to 8:15pm.

## 10. Treasurer’s Report - Gail James

The Treasurer’s written report was emailed out to all Executive Members. See the end of these minutes for a copy. Targeted Accounting emailed out all the financial reports (budget vs. actual etc.)

A GIC that is maturing soon is for \$500,000 - the largest GIC we have and we’ll need to discuss it, because of getting new credit cards that may require a large collateral. We’re looking into getting a team contract with Adobe so that four people can use it at the same time.

Newsletter and calendar costs fluctuated last year - there is a note in the current newsletter about members opting out.

Moved by Gail James. Seconded by Gabrielle Blais-Jones.

Motion 22/23 - 12

That the executive use a categorized format for the approved budget. **CARRIED**

Moved by Gail James. Seconded by Jeishan Rajakulasingam.

Amendment to Motion 20/21 - 12A of the Reference Manual, Financial Procedures 5.17.3 • That breakfast is \$20, lunch is \$25, and dinner is \$50.

**CARRIED**

Moved by Gail James. Seconded by Jeishan Rajakulasingam.

Amendment to Motion 21/22 - 29 of the Reference Manual, Financial Procedures 5.17.5 to read:

b) Breakfast \$20

c) Lunch \$25

d) Dinner \$50

Moved by Gail James. Seconded by Laura Barrett.

Amendment to Motion 20/21 - 7 of the Reference Manual, Financial Procedures 5.17.6 • Increase the \$0.50 per kilometre to \$0.61 per kilometre. **CARRIED**

The auditor's report has been received and will be shared with the members at the Fall General Meeting.

### **11. Fall Newsletter, location, and agenda for November 3<sup>rd</sup> General Meeting**

#### **General Meeting**

Location: Holiday Inn Toronto Downtown Centre (30 Carlton St.)

Budget Committee will meet before the General Meeting to prepare a list of motions for additional expenditures to be approved.

## **12. TDSB LTO interview and hiring process**

Member concerns regarding PPM 165 not being followed. According to Derek Hulse (ETFO staff officer), the Board doesn't actually need to adhere to this, as it is simply a recommendation. We have very limited hiring language in our collective agreement. In terms of transparency, we can get a list of the LTOs who are interviewed, who is the successful candidate, and their qualifications.

Members expressed concerns that LTOs are going to people known by the principals, or not even being advertised.

Released officers will be taking this issue to the concerns meeting with the Board; in particular they can focus on the P.O. 98 about teacher hiring policies being equitable, and how the Board is ensuring that's happening. They will also seek data as to who the LTO positions have come to, and how the Board is ensuring that equitable practices are being followed.

## **13. Teacher safety - Laura**

A member experienced violence in the classroom (student violence against OT), and the principal didn't report it within the 48 hours required. As well, the principal cancelled the member's upcoming jobs, so in the eyes of the WSIB it doesn't look as if they're missing work due to their injury. This may not be able to be dealt with fully, as it happened in the 2021-2022 school year, but there may still be the possibility of the principal being fined for their failure to complete the form. Jeishan is the member of the Executive with Health & Safety as part of his portfolio, and Christina will update the Toronto OT website with additional Health & Safety information. Otto Weavers is our rep on the Joint Health and Safety Committee with the Board and other unions and reviews all violent incident reports.

## **14. Standing Committees:**

The following members were appointed to serve on Standing Committees of the Local:

### **Budget Committee: Gail - Committee Liaison**

Leanne Schira, Anne Qian, Jatinder Randhawa, Sophie Kroesen, Rizvan Desai, Cindee Karnick, Susan Richman, Rita McCann



**Constitution Committee: Fletcher - Committee Liaison**

Rob Fulford

**Elections Committee: Ruth Ann - Committee Liaison**

Danielle Ingster

**New Members Committee: Rinat - Committee Liaison**

Anne Qian, Chantelle Cresswell

**Political Action: Jeishan - Committee Liaison**

Nathan Goveas, Sophie Kroesen, Rob Fulford, Shannon Kohlmeier, Fletcher Jerome, Gabrielle Blais-Jones, Sharon Brown, Gail James, Jeishan Rajakulasingam, Marisa Gallippi

**Professional Learning Committee: Sarah - Committee Liaison**

Wen Zhen Dou, Michelle Hall, Dithaya Laohaviraphab, Leanne Schira, Soumita Mullick, Chantelle Cresswell, Sarabjett Kaur Ubhi, Cynthia McCarrey, Rizan Desai, Sarah Boomhower

**Social Committee: Renee - Committee Liaison**

Efstathia Sotiropoulos, Dithaya Laohaviraphab, Jennifer Dietert, Jatinder Randhawa, Cynthia McCarrey, Rizvan Desai, Sheila Mattar, Jeishan Rajakulasingam, Fletcher Jerome, Gail James

**Social Justice & Equity Committee: Laura - Committee Liaison**

Nathan Goveas, Dithaya Laohaviraphab, Leanne Schira, Soumita Mullick, Tania Sanclemente, Anne Qian, Jatinder Randhawa, Sophie Kroesen, Sharon Brown, Laura Barrett

**Status of Women Committee: Sujatha - Committee Liaison**

Michelle Hall, Leanne Schira, Jatinder Randhawa, Sophie Kroesen, Shannon Kohlmeier, Sheila Mattar, Sujatha Chintakunta, Gabrielle Blais-Jones

**Racialized Members Committee: Sharon - Committee Liaison**

Nathan Goveas, Michelle Hall, Sujatha Chintakunta, Dakota Randall-Duke, Renée Massop, Sarah Boomhower, Jeishan Rajakulasingam, Sharon Brown

Moved by Sarah Boomhower. Seconded by Sharon Brown.  
Motion 22/23 - 13 • To amend the committee terms of reference, General  
Committee Guidelines 1.6 to increase 8 to 10 (committee members maximum).

***CARRIED***

Motion 22/23 - 13C

Moved by Fletcher Jerome. Seconded by Jeishan Rajakulasingam.

Call the question. ***CARRIED***

New ad hoc committees:

**Calendar ad hoc committee - Gail**

Moved by Gail James. Seconded by Sujatha Chintakunta.

Motion 22/23 - 14 To create a Calendar ad hoc committee.

Motion 22/23 - 14P

Moved by Gabrielle Blais-Jones. Seconded by Laura Barrett. Moved to postpone  
this motion until after the November General Meeting. ***CARRIED***

**Retired Members ad hoc committee - Gail**

Moved by Gail James. Seconded by Christina Meynell.

Motion 22/23 - 15

To create a Retired Members ad hoc committee. ***CARRIED***

**Member Recognition - Christina**

Moved by Christina Meynell. Seconded by Jeishan Rajakulasingam.

Motion 22/23 - 16

To create Member Recognition ad hoc committee. ***CARRIED***

**ETFO Annual Meeting Committee - Jeishan**

Moved by Jeishan Rajakulasingam. Seconded by Sarah Boomhower.

Motion 22/ 23 - 17

To create an ETFO Annual Meeting ad hoc committee. ***CARRIED***

19. Adjournment 9:15 p.m.

## **Appendix A:**

### Treasurer Report

Hi,

Welcome to the new members of the Executive, to the seasoned members as well and to Ruth Ann, the local's Parliamentarian. I have prepared some financial information for you to use for reference during the Executive Meeting.

If you require any explanations, clarifications or if you have any questions, now, or in the future, please feel free to contact me. If, for some reason, it is not possible to answer you at the time ( i.e. I need to check records that are not readily available ) I will get back to you as soon as possible. I will be providing a Treasurer Report Booklet similar to this one for each Executive and Member Meeting. If there is any additional information that you would like to see in the Treasurer Report, please let me know.

#### FINANCIALS (sent to the Executive on Sept.7/22 at 4:43 PM from Targeted Accounting)

As of Sept. 7/22, assets in the chequing account are \$180,959.20. GICs are \$625,000. Profit for last year was

minus \$11,325.14 due to the number of member dinner reimbursements, member dependent care and member Professional Learning Rebates needing to be paid. The majority of the budget was reimbursed back to the members. Since it is member money, it only makes sense that monies be given back to the members. Total Current assets (money in the bank) and Liabilities (money owing on credit cards) and Equity (profit) are \$805,959.20. There is only one credit card in use now and that belongs to the First VP, Marisa Gallippi. Last year's President and First VPs' cards are in the process of being closed, just as soon as the three auto pays (Zoom, Constant Contact, and Adobe) are all transferred to the credit card belonging to Marisa Gallippi. Once this is completed, new credit cards will be requested for the President and the two VPs. Only one MasterCard credit card can be issued to our local. The other two credit cards will be Visa cards. A Letter of Direction, signed by two of the signing officers, and a copy of the 2021 and 2022 June 30 financials are required by RBC in order to process the new cards (7-14 days). If the credit card limits are to be increased from what they are now, a credit application ( 10 days to process) is required. Also a second restrained GIC for the additional amount will be added as this is more cost effective than releasing the entire security and reregistering one for the entire amount. The Business Account Manager with RBC said that he will try to rush the processes.

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

### **ASSETS**

## **1. GIC Account Holdings**

A \$100,000, one year non-redeemable GIC matured on April 27/22. The interest rate was 0.4000% for an interest of \$400. The Executive decided to invest in a one year cashable GIC at an interest rate of 1.2000%, anticipated interest of \$1,200.00 and maturity date of April 27,2023.

A \$200,000, one year cashable, maturing on Oct.6/22 with an interest rate of 0.3500%, anticipated interest of \$700, was redeemed June 16/22. This was to meet cash flow needs of \$195,977.75. Interest was \$485.21.

### **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.

**Increase in GIC:** when 3 more new credit cards are requested, if there is an increase to the limits, the \$25,000 GIC for credit card collateral will need to be increased. This will mean that one of the GICs will be sold, the amount for the increase deducted from the total and the remainder reinvested or the amount can be taken from the chequing account.

### **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 cashable for \$100,000-1.2000%-matures Apr.27/23-anticipated interest \$1,200**

**3). 1 year cashable for \$500,000-0.5500%-matures Nov. 24/22-anticipated interest \$2,750.00**

## **2.Budget vs. Actuals Sheet**

### **INCOME**

THE ACTUAL COLUMN: shows that \$7,070.71 has been received so far this school year.

THE BUDGET COLUMN: shows the 2022-2023 Proposed Draft Budget of \$743,330 as of May 19/22.

THE OVER BUDGET COLUMN: shows that \$736,259.29 is left to receive this year. ( this is evident if the amount is in brackets or has a minus sign in front of it).

THE % of BUDGET COLUMN: shows monies in a percent of what has been received so far—the local levy has 23.17%. There is no % for budget line 400 as this was a one time deposit and the amount could not have been anticipated. The % of the budget that has actually been received so far this year is 0.95%.

**-Budget Line 400 ETFO AM Reimbursements-** This money is given in August/22 by ETFO Provincial for a meal allowance of \$195 each for 22 delegates attending the August AM. This amount is paid through TDSB payroll, and the local reimburses TDSB.

**-Budget Line 420 Local Levy-** TDSB deducts 0.01% according to the Constitution from each member's salary as dues that are given back directly to the local to run it. The June/22 levy of \$1,579.56 was deposited in July/22. The July/22 levy of \$1,201.15 was deposited in August/22.

**-Budget Line 440-** budget line 440 Uncategorized Income is the cash back rewards of \$30 applied to the First VP's Mastercard. This amount can be applied to the balance when it is paid.

**NET OPERATING INCOME:** -\$11,325.14 is calculated by subtracting the Total Expenses(\$18,395.850) from the Total Revenue (\$7,070.71). This sum is a minus as all of the income has not been received so far this year.

## **EXPENSES**

**-Budget Line 600- Accounting-**this budget line has \$2,139.66 expensed for Targeted Accounting July/22 and August/22 services. \$148.40 is expensed for e-transfer monthly fee of \$59.95, \$16.50 for cheques and the remainder of \$71.95 for bank fees for transactions. Audit expenses will also be recorded to this budget line- approximately \$5,000.

**...PayEdge monthly subscription fee = \$59.95, regularly \$89.95**

...e-transfers = \$1.50 each ( 5 on September 16/22)

...direct deposits and online bill payments = \$1.00 up to 200

...cheques = \$2.50 each ( 1 on September 16/22)

FACT: \$27,243.22 was processed on September 16/22 from the RBC chequing account

Cheques are processed and mailed directly from Targeted. They are entered in the financials immediately and the date the member cashes it is no longer an issue. Members have to understand that mailed cheques take longer for delivery than an e-transfer takes to deposit.

**-Budget Line 621 Meetings Local AM-**dinner reimbursements for the June 2/22 and June 7/22 member meetings, as well as Simply Voting fees of \$3,548.20 for a total of \$3,973.28 are expensed to this budget line.

**-Budget Line 632 Office Occupancy-** July, August and September rent of \$3,274.86 and 2022 Final Property Tax of \$2,098.03 for a total of \$5,372.89 is expensed to this budget line. Rent is paid by autopay to TDSB each month. Every February it is increased by 3%.

**-Budget Line 640 Release Time (daily)-** \$2,549.88 is expensed in July/22 to this budget line for all day Executive Meetings for five Executive in June/22 and minute taking for the secretary.

**-Budget Line 650 Website-**\$1,491.60 is the monthly creative design fee for Union Digital to cover development, maintenance and updates of the website for July, August and September 2022.

**TOTAL EXPENSES** are actually \$18,395.85 so far this year. Some of the expenses are a carry over from June/22, as well as expenses incurred during the summer.

### 3. Profit and Loss Sheet

THE ACTUAL COLUMN: the Total Column is the same as the Actual Column on the Budget vs Actuals financials page.

INFORMATION: is displayed monthly from July 1 to the end of June which encompasses the fiscal year of the local.

SUB CATEGORIES: can be found in some budget lines

i.e. 605 Communication shows 605-3 Internet Provider and  
605-6 Telephone.

### FREQUENTLY ASKED QUESTIONS

#### 1. WHAT IS A BUDGET?

A Budget is fluid. It is a series of educated estimates, based on past events, current prices, decisions on programming and activities and requests from committees. Money must be included to cover the costs of top priority budget items before consideration of other activities. Top priority items include:

- operating cost of the local office-rent, telephone, fax, photocopier, supplies
- salary and benefits of Released Officers to carry out the business of the local
- executive and annual meetings
- collective bargaining

A DRAFT PROPOSED BUDGET was presented to the members at the May 19/22 meeting for approval.

A FINAL PROPOSED BUDGET will be presented at the Fall Member Meeting with more realistic budget line monies recorded.

**An unbudgeted expenditure is** an expense not categorized within an existing budget line or a categorized expenditure resulting in a sum total that exceeds the budget for that line.

**Unbudgeted Expenses between \$500 and \$999** shall be approved by the Executive prior to the expenditure.

**Unbudgeted Expenses between \$1,000 and \$25,000** require Executive approval by recorded vote prior to the expenditure. The recorded vote will be reported at the next general meeting. The total of executive-approved unbudgeted expenditures shall not exceed \$25,000 per fiscal year.

**Unbudgeted Expenses greater than \$25,000** require approval by membership vote at a general meeting prior to the expenditure.

Notice of the exact motion must be published to advise the membership when such a major expenditure will be tabled at the general meeting.

## 2. WHO ARE THE SIGNING OFFICERS OF THE LOCAL?

They are Christina Meynell, Sarah Boomhower and Gail James. There must be two signing officers approving money payments at all times. A Signing officer may not approve their own reimbursement.

## 3. WHAT IS THE STATUS OF FILLABLE REIMBURSEMENT FORMS?

The local's forms have been updated and sent to Targeted for conversion to fillable forms. Their software is used to directly flow into Dext, which is the email address that reimbursement forms are sent to. Then the program is able to organize the forms into a program called Approval Max which is sent to the three signing officers. Usually the treasurer and one of the other signing officers approve the reimbursements, or reject them if all of the information is not complete or submitted according to the timeline. Two signing officers of the local must always approve all reimbursements.

## 4. WHAT ARE THE UPDATED FORMS THAT ARE BEING MADE INTO FILLABLE FORMS?

- Executive Travel Expense Form
- Materials Expense Form
- Planning Committee Meal Reimbursement Form
- Committee Event Reimbursement Form
- Dependent Care Reimbursement Form
- Caregiver Receipt for Dependent Care Expenses
- Member Meeting Dinner Reimbursement Form

this form will have a check box for each of the following:

- Member Fall Meeting
- Member Winter General Meeting
- Member Annual General Meeting Session 1
- Member Annual General Meeting Session 2

-Local Delegates Meeting for ETFO Annual Meeting

5. WHICH UPDATED FORMS ARE AVAILABLE TO BE PUT ON THE WEBSITE?

The 2022-2023 Professional Learning Reimbursement Form, the 2022-2023 Professional Resources Reimbursement Form and Children's Charity Donation Nomination Form have been sent to the President to be placed on the website. These forms are not fillable.

6. HOW WILL MEMBERS KNOW OR BE REMINDED OF THE PROCESS OF SUBMITTING REIMBURSEMENT FORMS?

Sarah Boomhower and I have discussed making a video that can perhaps be shown to members at the Fall Member Meeting and also be put on the website for easy reference.

7. 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 about forms not filled out correctly, information missing or related forms not included in the email. Forms cannot be approved if all the information is not complete.

If members don't reply, the payment cannot be made. It is suggested for easier processing, members should highlight the name of the restaurant/vendor, the date and the amount paid on the receipt(s).

8. IS THERE AN E-TRANSFER SCHEDULE?

As soon as this is organized, I will inform the Executive.

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

The email does say "Expected Deposit Date". The delays are just due to timing issues between banks. E-transfers can only be made to Non-TDSB email addresses. Non-TDSB emails are required if the Treasure needs to contact members. Local business cannot be conducted on a TDSB site or a WhatsApp group. I enter my "ica" and "rogers" email on all correspondence in case one of the sites is down or not working properly.

10. WHO SENDS REIMBURSEMENT FORMS TO MEMBERS OF A COMMITTEE OR TO ATTENDEES AT A COMMITTEE EVENT?

I will send all Executive members all of the applicable fillable reimbursement forms. I would suggest that keeping them in a folder on the computer would be the easiest method of knowing where they are. At the first committee meeting, the group can decide who will send out the forms—liaison or chair? I should not be receiving emails from attendees to ask me to send them reimbursement forms. At each meeting/event it might be a good idea for reminders of how to submit reimbursement forms and due dates.

11. WHY IS THE LOCAL DEALING 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.

12. DO ALL LOCALS HAVE A TREASURER AND A BOOKKEEPER?

Only 4 of the largest locals have both. Our Local is one of the largest. Some locals only have about 100 members. Our local has over 4,000 members.

13. IF THE LOCAL HAS A TREASURER, WHY DO WE NEED A BOOKKEEPER?

Please keep in mind that our Local at times this year has had assets of about \$1,000,000.

**According to Sharon O'Halloran, the ETFO Provincial General Secretary and Lorna Larmour, the ETFO Provincial Deputy General Secretary:**

Several years ago ETFO Provincial had concerns about the manner in which the Local was processing financial payments/ cheques/gift cards. These concerns were discussed with the Local and a recommendation was made to hire a Bookkeeper with record keeping skills. When asked, as of September 23/21 if ETFO Provincial felt that our Local should still work with the Bookkeeping Company, Targeted Accounting, both of these personnel replied "Yes, we do. ETFO continues to feel a Bookkeeper is necessary."

**According to Angie Larson, a Consultant with Targeted Accounting, when asked why it was important to have a**

**Treasurer and a Bookkeeper responded:**

Duties in large organizations should always be segregated to ensure that there is oversight and a review process to catch errors. No one person should have all the control and ability to defraud or steal from a company. Although we are all human and make mistakes, at least human error can be minimized if there is more than one individual doing and reviewing the work. There is no oversight when a single person performs every financial function.

14. WHAT IS THE TIMELINE FOR THE AUDIT?

Norton McMullen is working on the local's audit at present. They use digital information that Targeted Accounting shares with them. I have forwarded the fiscal year Executive Meeting minutes and am in the process of sending other information that they are requesting. The completed audit is to be sent to Provincial by the end of September/22 in order for the local to receive funding for the year. The audit is also reported at the fall member meeting.

15. WHAT IS THE COMMITTEE PLANNING FORM?

This form is to make information recorded available to committee members, to the Treasurer and to committees of the future. I would be happy to explain the form in more detail at another

meeting for liaisons/chairs or to come to committee planning meetings to go over the information if committees wish.

16. DOES ETFO SANCTION MEMBERS APPROVING A FALL BUDGET? (according to the ETFO Local Finances Guidebook for Treasurers & Executives 2022-23)

A) The budget should be approved by the local executive prior to being presented to the members at a general meeting. The budget should be drawn up in the spring and presented to the local annual meeting for approval. Some locals prefer to approve their budget at their fall general meeting.

B) All expenditures, other than routine items, must be approved by executive motion.

C) Groups or committees should have their program plans and budget approved by the executive before expenditures are allowed.

17. WHAT MATERIALS ARE PROJECTED TO BE SENT BY THE TREASURER TO THE EXECUTIVE?

-ETFO Local Finances Guidebook for Treasurers & Executives 2022-23

-Audit 2022-23

-2022-23 Proposed Final Budget

18. WHAT ARE THE PRINTING COSTS OF THE NEWSLETTER AND CALENDAR?

This is the costing for the newsletter based on 4,000 pieces:

-design—.21875 cents each

-printing—.8025 cents each

-colour added—.0975 cents each

Calendar costs: in 2021 the cost was each \$3.95

in 2022 the cost is \$3.12 each

\$4.59 x 4000 plus \$3.12 x 100 extra

Envelopes are \$0.35 each

Mailing costs are an additional cost which will be found in the October financials.

Thanks,

Gail James

*Treasurer*

*ETFO Toronto Occasional Teachers' Local*

[gailjames@ica.net](mailto:gailjames@ica.net)

**UPCOMING Local Schedule**

**Sept. 21-22** ETFO Leadership

**Sept. 23** Draft of newsletter

**Oct. 3** CB Committee Meeting with Derek Hulse – half day in afternoon

**Oct. 21** Next Executive Meeting – to be confirmed

**Oct. 19-20** Representative Council – Christina and Sarah

**November 2<sup>nd</sup>** ETFO CB Conference

**November 3<sup>rd</sup>** Local Fall General Meeting