

**ETFO – TORONTO OCCASIONAL TEACHERS LOCAL
EXECUTIVE MEETING**

DRAFT MINUTES

Wednesday, January 25, 2023

9:00 a.m. - 4:00 p.m.

Via Zoom

Present: Gail James, Christina Meynell, Sarah Boomhower, Jeishan Rajakulasingam, Sharon Brown, Laura Barrett, Gabrielle Blais-Jones, Rinat Evron, Fletcher Jerome, Caini Ouattara Sano, Renée Massop

Regrets: none

Parliamentarian: Ruth Ann Morley

1) Welcome – Ruth Ann Morley, Parliamentarian

Welcome back to Marisa Gallippi 1st Vice President returning from medical leave.

2) Human Rights Officer - Ruth Ann Morley

3) Reading of the ETFO Human Rights Statement - read by Gail James

4) Land Acknowledgement Statement - read by Laura Barrett

5) Approval of Minutes

a. December 14, 2022 Executive Meeting

Motion 22/23 - 58

Moved by Gail James Seconded by Sharon Brown

BIRT the December 14, 2022 Executive Meeting minutes be approved

CARRIED

6) Approval of the January 25, 2023 Agenda

Motion 22/23 - 59

Moved by Jeishan Rajakulasingam Seconded by Gabrielle Blais-Jones

BIRT the January 25, 2023 Executive Meeting agenda be approved.

CARRIED AS AMENDED

Motion 22/23-59A

Moved by Jeishan Rajakulasingam Seconded by Sarah Boomhower

That two items be added to the agenda to be heard immediately following the approval of the agenda:

Dependency Care motion and Vote of non confidence motion. **CARRIED**

Motion 22/23 - 60

Moved by Jeishan Rajakulasingam Seconded by Sarah Boomhower

BIRT the released signing officers uphold and honour transition time in the Dependent Care Expense Guidelines: Dependent Care Procedure 5.17.1 “up to \$25/hour of the meeting plus one hour of transition time plus an additional \$10/hour for three or more dependents or if specialized care is required to a maximum of 7 hours for a full day meeting”.

Motion 22/23 - 60A

Moved by Christina Meynell Seconded by Marisa Gallippi

That Policy 5.17.1 be amended to read:

- The Local reimburse members for up to \$25.00 per hour of the meeting and/or workshop (social events not included) to a maximum of \$75 per meeting and/or workshop.
- Payment for overnight care shall not exceed \$55.00 for the first child/adult dependent plus \$35.00 for each additional child/adult dependent to a maximum of \$125.00 per day.
- Eligibility Criteria: Dependent children, 12 years of age and under, and legally dependent adults whose care is solely the responsibility of the member, are eligible for reimbursement.
- Funding will be provided on a first-come, first-serve basis.
- A member may not claim more than \$500 per school year
- A signed receipt from the caregiver, listing the dependents, their ages, and applicable dates, must be submitted with this form.

Motion 22/23 - 60AP

Moved by Marisa Gallippi and Seconded by Gabrielle Blais-Jones

That the amendment and main motion be postponed until after the President’s Report slide show on Dependent Care.

CARRIED

Motion 22/23 - 61

Moved by Jeishan Rajakulasingam Seconded by Sarah Boomhower

BIRT that this Executive has no confidence in Christina Meynell as the ETFO-Toronto Occasional Teachers’ Local President.

Motion 22/23 - 61A

Moved by Marisa Gallippi Seconded by Gail James

That the mover and seconder of the main motion prepare documentation in support of their accusations resulting in no confidence and submit them to the General Secretary of ETFO for the dispute resolution process.

CARRIED

7) February General Meeting:

a. Draft agenda

Timed Item	Agenda
5:00 p.m.	<p>Meeting Called to Order – Ruth Ann Morley, Parliamentarian</p> <ul style="list-style-type: none">-Reading of the ETFO Human Rights Statement – Marisa Gallippi-Reading of the Land Acknowledgement – Gabrielle Blais-Jones-Human Rights Officer – Ruth Ann Morley <p>Mover: Laura Barrett Second: Marisa Gallippi</p> <ul style="list-style-type: none">-Motion to approve the 2022 Fall General Meeting Minutes <p>Mover: Gabrielle Blais-Jones Second: Christina Meynell</p> <ul style="list-style-type: none">-Motion to approve the 2023 Winter General Meeting Agenda
	<p>President’s Address – Christina Meynell</p> <p>Logo Winner Presentation</p>
	<p>Treasurer’s Report – Gail James</p> <p>Financial Motions for consideration</p>
6:00 p.m.	<p>Elections Officer – Sean Graney</p> <p>Executive Member By-Election for remainder of 2022-23:</p>

	Candidate Speeches (2 min. each) Vote
	Consideration of Proposed Resolutions submitted for the 2023 ETFO Annual Meeting
	Elections Officer – Sean Graney Delegates for the 2023 ETFO Annual Meeting: Candidate Speeches (1 min. each) (if required) Vote (or appointment)
7:15 p.m.	30 minutes Member Question and Answer Session
7:45 p.m.	Elections Officer – Sean Graney Introduction of candidates running for the 2023-2024 Local Executive: Candidate Speeches (2 min. each)
8:30 p.m.	Adjournment

b. Financial Motions from Executive

Budget Line 605 - Communication

Motion 22/23 - 62

Moved by Gail James Seconded by Sharon Brown

BIRT the Executive recommend to the General Meeting that an unbudgeted expenditure of \$26,000 be approved for Budget Line 605 - Communication.

CARRIED

Budget Line 626 - Meetings - Other

Motion 22/23 - 63

Moved by Gail James Seconded by Christina Meynell

BIRT the Executive recommend to the General Meeting that an unbudgeted expenditure of \$30,000 be approved for Budget Line 626 - Meetings - Other.

CARRIED

c. Tech support / Registration

George and Ilir will be tech support, and Yolanda will do the speakers list and be parliamentary assistant.

d. **Election and Candidate speeches**

By-Election:

Nominations are due by February 3. Timed item on agenda at 6:00 p.m. Sean Graney will conduct speeches of candidates. Speeches will be immediately followed by a zoom vote. Sean will declare the candidate with the most votes as the Executive Member for the remainder of 2022-2023 term.

Delegates Election:

Nominations are due by February 10. No nominations are accepted from the floor. There are 16 positions to fill. If 16 or fewer nominations are received by February 10, the night of the General Meeting no delegate speeches will be required and the Election's Officer Sean Graney will announce the nominated delegates as acclaimed and welcome additional members to submit to the Executive if they are interested in serving as a delegate / alternate.

If more than 16 nominations are received by February 10, then each nominee will be given the opportunity to give a 1-minute speech. After the speeches, voting will be held. As it is a Zoom vote, the list would be posted, members vote for one delegate. The winner is announced. The winner is removed from the list and the members vote again for their next top choice. Repeats until 16 candidates elected. Sean Graney will notify all nominees after February 10 if they are required to provide a speech for election or if they are being acclaimed.

Executive 2023-2024 Candidates:

The nomination deadline is February 17.

The Constitution requires the Executive Candidates for 2023-2024 to be introduced at the Winter General Meeting and be given an opportunity to provide a speech of up to 2 minutes.

The Executive requested the Elections Committee consider pre-recording the election speeches to save time transitioning between each candidate. Although the Committee thought this method would be challenging, they came up with a plan for how this could be implemented:

That video speeches would be only used for the Executive 2023-2024 candidates. Any speech that exceeds 2 minutes would not be included. It must have a plain background, no music or gimmicks and be the candidate speaking. One night at the Local office with the Committee to do videoing if the candidate needs assistance. Videos on PowerPoint, each video on its own slide so a slide can be skipped if a candidate drops out at last minute or if violation needs to take some of the person's video time. Videos due by February 17, 2023. Support for making a video would be available February 17 at the Local office building in the gym (4:00 - 6:30 p.m.) or the Public Library (5:30 - 8:00 p.m.) **or an alternate location as mutually arranged with the Elections Officer depending on the number of candidates needing assistance.**

Motion 22/23 - 64

Moved by Gabrielle Blais-Jones Seconded by Sharon Brown

That all Executive 2023-2024 campaign speeches be done live at the Winter February General Meeting via Zoom.

CARRIED

The Elections Committee also makes the following recommendation for the two Virtual All Candidates Meetings to be held in April:

In the March newsletter and by Constant Contact the members are informed of the two Virtual All Candidates Meetings and asked to submit questions via email to the Elections Officer.

Note: questions are specific to the position, not general questions for all candidates.

March 31, 2023 - questions from members for the first session due

April 3 - questions shared with the candidates

April 4 - First Virtual All Candidates Meeting via Zoom 5:30 - 7:30 p.m.,

candidates have 1 minute response time to questions, Candidates for President, 1st Vice, Vice Open, Vice Woman Only, Treasurer and Secretary

April 14 - questions from members for the second session due

April 24 - questions shared with the candidates

April 26 - Second Virtual All Candidates Meeting via zoom 5:30 - 7:30 p.m., candidates have 1 minute response time to questions, Candidates for Executive Member, President, 1st Vice, Vice Open, Vice Woman Only

e. Proposed resolutions to ETFO Annual Meeting

The following resolutions were approved by the membership at the 2022 Winter General Meeting and failed to be submitted by the President at that time. These motions meet the criteria of the Constitution by being passed at a GM, so they can be submitted by the deadline this year to be heard at the 2023 ETFO Annual Meeting:

Resolution #1

BIRT That ETFO establish a fund of \$575 000 per annum for members experiencing financial distress with access limited to \$15,000/lifetime, provided they meet the required criteria established by the Provincial Executive. **Carried Feb GM 2022**

Resolution #2

BIRT That Article X: Provincial Organization SECTION 1 EXECUTIVE be amended by the addition of a new subsection to read:

10.1.3.1 The president, first vice-president, vice-president, and vice-president (female) may serve no more than two terms per position. **Carried Feb GM 2022**

Resolution #4

BIRT All ETFO Provincial Executive and ETFO Representative Council meeting Minutes be posted on the ETFO website under a secure portal, so that they are accessible to all members.

Carried Feb GM 2022

Motion 22/23 - 65

Moved by Sharon Brown Seconded by Caini Ouattara Sano

The Executive recommend to the Winter General Meeting the following resolution:
BIRT delegates receive a two-minute health break for every two hours at the ETFO Annual Meeting.

CARRIED



f. **Intro of new logo / swag purchase / prizes for logo winners** - to be announced as part of President's report at Feb GM.



- Umbrella
- Lunch bag
- Squeeze whistle
- Water bottle
- Phone charger kit
- Winter hat
- Laptop backpack
- T-shirt

1st and 2nd choice: squeeze whistle with lanyard

8) **Presidents Report:**

a. Update on meeting with Board about piercing the cap

Christina, Jeishan, and Sarah have met with Derek multiple times - discussing shortage of daily OTs. ETT wants to work with us to solve this problem (teachers are missing preps, special education and ELL classes are being dissolved, etc.). The Board wants us to give the numbers with nothing in return – we are waiting to hear back from the Board as to what they will offer in return for making retired teachers .5 on the list, making teachers who have half-time contracts .5 on the list, and giving them approximately 300-350 new people.

Piercing the cap is a short term offer made via a Letter of Agreement that would expire at the end of June. It would not change our collective agreement (CA) - any change to that would have to happen at the bargaining table.

The Board said ALTOs didn't make a difference, but even though we've asked repeatedly, we don't have information from the Board about how many OTs were interested in ALTO positions.

Our daily OT pool has shrunk, for the following reasons:

- Many teachers going on leave
- OTs in LTOs that should be permanent (approximately 200)
- OTs still reluctant to work due to COVID concerns

We need language about 1-year LTOs starting on the first day of school becoming permanent positions (if they are not replacing a teacher).

b. Dependent Care Policy for Local Slide Show

- Over 95% of the dependent care reimbursement claims are from executive members
- Interpretation question:

Wording on Dependent Care Form that is NOT part of procedure wording at present:

1. Reimbursements will be limited to a maximum of \$75 per member, per meeting/event, for the 2022-2023 school year.
2. Dependent Care forms and all supporting documents must be received within 30 days of the meeting/event
3. Eligibility Criteria: Dependent children, under 16 years of age and legally dependent adults whose care is solely the responsibility of the member, are eligible for reimbursement.
4. Funding will be provided on a first-come, first-serve basis.
5. A signed receipt from the caregiver, listing the dependents, their ages, and applicable dates, must be submitted with this form.

Current wording in the Procedure 15.7.1 in Reference Manual approved June 15, 2022

Exec:

The Local reimburse members for up to \$25.00 per hour of the meeting / event plus one hour of transition time, plus an additional \$10 per hour for 3 or more dependents or if specialized care is required to a maximum of 7 hours for a full day meeting (upon presentation of receipts) for **dependency care** when they attend Local General Meetings, Committee Meetings, Executive Meetings or Local Events. Cost to come from the Dependent Care budget line. **Updated June 15, 2022 Executive**

Postponed to time Definite - continuing debate

Motion 22/23 - 60A

Moved by Christina Meynell Seconded by Marisa Gallippi

That Policy 5.17.1 be amended to read:

- The Local reimburse members for up to \$25.00 per hour of the meeting and/or workshop (social events not included) to a maximum of **\$100** per meeting and/or workshop.

- Payment for overnight care shall not exceed \$55.00 for the first child/adult dependent plus \$35.00 for each additional child/adult dependent to a maximum of \$125.00 per day.
- Eligibility Criteria: Dependent children, 12 years of age and under, **or older children 12 - 18 with disabilities that require supervision or medical support** and legally dependent adults whose care is solely the responsibility of the member, are eligible for reimbursement.
- Funding will be provided on a first-come, first-serve basis.
- A member may not claim more than **\$750** per school year
- A signed receipt from the caregiver, listing the dependents, their ages, and applicable dates, must be submitted with this form.

Costs to come from Budget Line 607 - Dependent Care.

(bolded font indicates changes made by mutual consent to the original wording of the motion)

Motion 22/23 - 60AA

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett

Members would not receive dependent care reimbursement for events they are being paid to attend, or if attendance is part of their duties in their released-time role.

(Meeting adjourned at 4:15 p.m. Further debate postponed until February Executive Meeting.)

8) Timed Item 3:30PM New Business Motions

a. Political Action Conference

Moved by Sharon Brown Seconded by Sarah Boomhower

Motion 22/23 - 66

BIRT that Sharon Brown be released to attend the ETFO Political Action conference on January 26 and 27 2023, as a representative of the local. Costs to be charged to Budget 634 Political Action.

CARRIED

Motion 22/23 - 67

Moved by Gail James Seconded by Renée Massop

BIRT the meeting be extended to 4:15pm

CARRIED

9) Written Committees Reports

Constitution Committee:

The Committee will be having its first meeting on Tuesday, January 31. The Chair for the Committee will be elected at this meeting. Dates that the Committee will be working with:

60% of members present voting in favour at the Local Annual Meeting is required for an amendment to pass. The **Local Annual Meeting** is being held over two sessions on **Thursday, May 25 and Wednesday, May 31, 2023.**

Amendments are due to the Parliamentarian by email at TorontoOTConstitution@gmail.com by **Tuesday, April 25 at 4:00 p.m.** **The Parliamentarian will email confirmation of receipt of the amendment within three (3) school days.**

Amendments received by the deadline that are in order will be **posted on the Local's website by Thursday, May 11, 2023 and emailed out to the members in the Annual Meeting Workbook Session 1.**

The Committee will need to review the Constitution and the amendments that were approved by the Executive last year but did not make it to the floor of the Annual Meeting to see what should be submitted this year. Committee amendments should be submitted to the Executive by the March Executive Meeting to be approved by the deadline of April 25.

Elections Committee:

The Elections Committee elected Andreea Constatine as the Chair for the Committee. The Committee met January 18 and next meets February 13, 2023. The Committee forwarded recommendations to the January 25 Executive Meeting for the Winter General Meeting elections and speeches.

Equity and Social Justice Committee:

The Equity and Social Justice Committee met on Monday, January 16, and meets next on Friday, February 24th, 2023.

We have an ETFO Provincial workshop, "Why Poverty?", coming up on Thursday, February 9th at 5:30pm at the Deer Park Library (40 St. Clair Ave. East, Meeting Room 204).

Registration link: <https://forms.gle/cTFejbRum5iTbdk98>

Status of Women Committee:

Next meeting February 13, 2023.

10) Adjournment 4:15 p.m.

Treasurer Report

I. Balance Sheet as of Jan.18 /23

ASSETS

I. Chequing Account— \$181,624.58
—Total Current Assets are \$731,624.58

I. GIC Account Holdings—\$550,000.00

- 1). \$75,000-this amount is being approved now for an update for credit card collateral so it does not show in our GIC amounts until this update is processed
- 2). 1 year cashable for \$100,000-2.3500%-matures Nov.14/23-anticipated interest \$2,350.00
- 3). 1 year cashable for \$450,000-2.3500%-matures Nov. 14/23-anticipated interest \$10,575.00

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.

LIABILITIES AND EQUITY

1. Retained Earnings or income from last year is \$817,284.34.
2. The Profit from last year or the Net Operating Income is -\$85,659.76.
3. Total Liabilities and Equity are: \$731,624.58 (\$817,284.34-\$85,659.76)

2. Budget vs. Actuals Sheet

INCOME—\$339,021.14 or 45.61%

THE ACTUAL COLUMN: shows that \$339,021.14 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 \$404,308.86 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—45.61%



EXPENSES

-Budget Line 605-Communication -this budget line has an expense of \$41,146.12 for payments for the following: cell phone allowance, Internet Provider ICA- newsletters printed, Executive binder information printing, Postage, calendars, Fedex delivery of Executive binder information, stamps and Telephone. Also, \$6,940 was expensed for a subscription and support to Union Digital Dec. 22-March/23 for recording allegations. The Executive voted to increase this budget line by \$6,000, from \$36,000 to \$42,000. [This budget line requires discussion as 97.97% of the budget has been spent. If the Union Digital subscription is renewed and there is another newsletter and postage, plus telephone, more money is needed in this budget.](#)

-Budget Line 607-Dependent Care-this budget line has an expense of \$4,328.75 out of a budget of \$9,000. Monies can be expensed as long as the budget allows.

-Budget Line 626 -Meetings-Other- this budget line has an expense of \$52,534.60. At the Feb./22 Member Meeting this budget line was increased by \$5,000, from \$20,000 to \$25,000. However, the extra \$5,000 is only for Motion 8. The Strategic Meeting cost \$27,385.33 as of Nov./22. Expensed to this meeting are photocopying, AV, venue, meals, hospitality, honorarium for Executive Members and facilitator. Perhaps this meeting needs its own budget line? POTS has \$1,773.25 expensed for dinner reimbursements, fee for 2 delegates, venue, meals and Parliamentarian fee for fall and spring meetings. Released Officer Training food was \$101.88. There is still GHOTS to pay for for the President's attendance as well as other meetings throughout the year. [This budget line requires discussion as 154.51% of the budget has been spent.](#)

-Budget Line 635 -Professional Learning Rebate- this budget line has an expense of \$28,144.99 out of a budget of \$55,000. Learning Rebates for this budget line cover courses from July 1/22 to June 30/23 as long as the budget is available.

TOTAL EXPENSES are actually \$168,701.40 so far this year. Some of the expenses are a carry over from June/22, as well as expenses incurred during the summer.

NET OPERATING INCOME or PROFIT - \$16,861.76 is calculated by subtracting the Total Expenses(\$168,701.40) from the Total Revenue (\$185,53.16).

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 605-1 Cell Phone Allowance. 605-3 Internet Provider, 605-4 Newsletter Printing, 605-5 Postage and 605-6 Telephone.

FREQUENTLY ASKED QUESTIONS

Note:

The local will follow the ETFO Guidelines for expensing alcohol and Uber, Skip the Dishes etc.—as long as all or part of the expense falls within the allotted reimbursement guidelines, they will be covered. However, an entire receipt for alcohol won't be covered. Past forms will be reviewed to check for any financial adjustments.

1. WHAT IS THE DEADLINE FOR 2022-2023 SUBMISSIONS FOR REIMBURSEMENTS?

June 15/23 should be the latest date for submission of expense reimbursements. This would allow for two full weeks for processing payments. Knowing this, the last member event date can be determined in order to give the members time to submit their expenses. Even if expenses are put onto a credit card, it still takes about a week for the amount to appear on the statement. All approval max forms approved by two signing officers, PayEdge disbursements and financials need to be completed by June 30/23, the fiscal year end.

2. WHEN ARE THE LAST FINANCIAL STATEMENTS SENT OUT TO THE EXECUTIVE?

The June Executive Meeting is June 14/23. The financials will be sent to the Executive by Friday, June 9/23. A final set will be sent in time for the summer Strategic Meeting. The Treasurer can provide updates on budget lines between the June 9/23 financials and the fiscal year end.

3. SHOULD THE JUNE 20/22 DELEGATE MEETING DATE BE CHANGED TO EARLIER IN THE MONTH?

The purpose of this meeting is to go over procedures for the meeting and information found in the conference guideline. Also, if food is being provided, then the submission date for reimbursements would have to be adhered to.

4. WHAT IS HAPPENING WITH UPDATING THE REIMBURSEMENT FORMS?

The released officers were given the forms in order to suggest additions and deletions. Some of the fillable forms were not as easy to fill out as expected. If anyone on the Executive has any changes, concerns, deletions or choice of the new logo for the forms to discuss, please contact me. I would like to send them to Targeted, who have the appropriate software to complete any necessary updates.

5. HOW MANY MEMBERS ARE REQUESTING CHEQUE PAYMENTS THIS FISCAL YEAR?

Only one member has requested a cheque payment this year.

6. WHAT MONIES HAVE EACH COMMITTEE EXPENSED SO FAR THIS FISCAL YEAR?

There are also reimbursement forms that have not as yet been approved nor included in these financials.

604- Committee-\$499.81 of \$13,600

608- Election-\$25 of \$40,000

609- Equity and Social Justice-\$466.51 of \$4,000

628- New Members-\$290.10 of \$3,000

634- Political Action-\$403.64 of \$20,000

635- Professional Learning-\$1,033.05 of \$20,000

638- Racialized -\$2,163.62 of \$12,000

644- Social-\$2,555.02 of \$15,000

645- Status of Women \$3,097.19 of \$10,000

Thanks,

Gail James

Treasurer

ETFO Toronto Occasional Teachers' Local

gailjames@ica.net