

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

Wednesday, April 19, 2023

9:00 a.m. – 4:00 p.m.

**Present:** Christina Meynell, Jeishan Rajakulasingam, Laura Barrett, Gail James, Sharon Brown, Renee Massop, Fletcher Jerome, Sophie Kroesen, Marisa Gallippi, Gabrielle Blais-Jones

**Regrets:** Rinat Evron

**Parliamentarian:** Ruth Ann Morley

- 1) **Welcome** – Ruth Ann Morley, Parliamentarian
- 2) **Human Rights Officer** - Laura Barrett
- 3) **Reading of the Land Acknowledgement Statement** - read by Sophie Kroesen
- 4) **Reading of the ETFO Human Rights Statement** - read by Laura Barrett
- 5) **Approval of the March 29 and April 5 Minutes**

**Motion 22/23 - 99**

Moved by Renée Massop Seconded by Laura Barrett

Move that the March 29 Executive Meeting Minutes be approved.

**CARRIED**

**Motion 22/23 - 100**

Moved by Gail James Seconded by Jeishan Rajakulasingam

Move that the April 5 Executive Meeting Minutes be approved.

**CARRIED**

- 6) **Approval of the April 19, 2023, Agenda**

**Motion 22/23 - 101**

Moved by Gail James Seconded by Laura Barrett

Move that the April 19 Executive Meeting Agenda be approved.

**CARRIED**

- 7) **Consent Agenda**

**Motion 22/23 - 102**

Moved by Gail James Seconded by Jeishan Rajakulasingam

The Executive recommends that the Annual Meeting approve the services of Norton McMullen Chartered Professional Accountants for the 2022-2023 audit of the ETFO Toronto Occasional Teachers' Local finances. Cost to be expensed to budget line 600 Accounting.

***Pulled from the Consent Agenda***

8) **Proposed Budget – Budget Committee**  
a. Presentation

The Budget Committee met to formulate the 2023-2024 Proposed Draft Budget on Thurs. April 13/23 at the Fairmeadow conference room. There was much discussion about most budget lines and the what and why of monies put into the budget. Some of the members of the committee continued to work on the proposal on Fri. and over the weekend. There will still have to be adjustments to the budget as the local will not receive the local fee rebates and release projections from Provincial until the middle of May when there is the Rep. Council meeting. These changes will be evident for the fall Budget update.

Two of the budget lines have been renamed: 603 Children's Charities to Charitable Donations: 631 Office Equipment to Computer Equipment. Some of the items expensed under the budget lines have been moved to a different budget line as they fit better with the other expenses.

4 income budget lines have been increased  
18 expense budget lines remain the same  
7 expense budget lines have been decreased  
12 expense budget lines have been increased

There is a package of Notes to explain in detail each budget line to accompany the Proposed Draft Budget. The 3 regular financials as well as the Treasurer Booklet will also be part of the member package for the Annual Meeting.

**Notes:** TDSB pays released officers' salaries and President's salary is paid totally by TDSB – next highest officer's salary (1st VP) gets 75% of their salary paid by ETFO, and we return those amounts of salary back to TDSB (the local paying the remainder after that 75%).

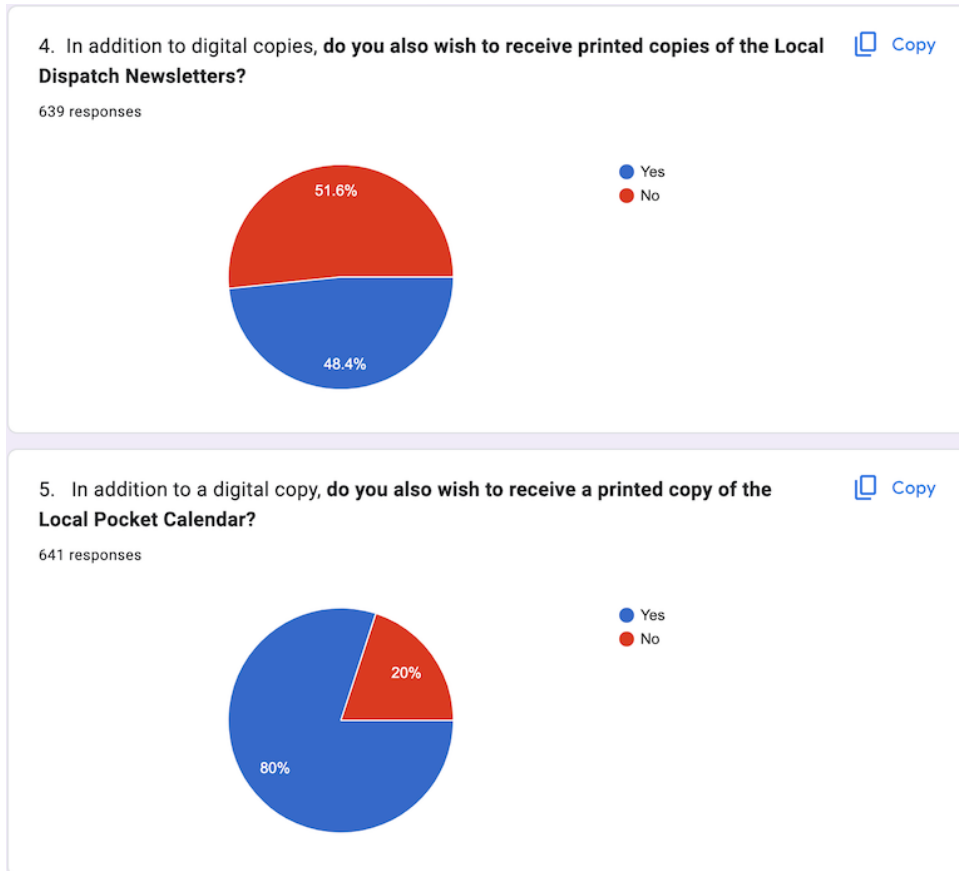
Higher salaries than last year's so that's why that's gone up a bit (we want wiggle room in case of higher grid placements of newly elected released officers as specifics are unknown).

Decreasing 600 Accounting because more members are filling out forms correctly.

Calendar - it was \$10,000 and we've reduced it to \$3,000 - only 630 replied and 80% of them wanted a calendar, so we're making 600 copies at \$3.12 per copy, which works out to \$1,872. Envelopes are \$0.35 each, so that works out to \$210, plus the release time to create the calendar.

Newsletter budget will also be decreased: 400 copies of the newsletter. With colour printing and envelopes, it'll be \$2,000.

Survey results from Constant Contact regarding printed copies of calendar and newsletters:



Union One subscription: new database function - we'll be using it to replace Constant Contact (saving \$1900 a year), since Union One can send out e-mails in an e-mail blast. It can also do robocalls. We will also be migrating all of our member rep notes, for everything to be in one place.

607 Dependent Care: Our members are really using this - it's been increased from 9,000 to 10,000.

608 Election staying at \$40,000

611 Executive Honouraria - if meetings happen after school hours, every executive member gets reimbursed \$150 ( $\$150 * 12 \text{ Exec members} = \$1800 * 10 \text{ meetings a year}$ ). We need this in place, and if we don't use it, we don't, but it's there if you need it.

612 Fellowship - cards, flowers, tribute donations for member or executive events, medical leave gifts

613 Furniture - next year, another VP desk, and probably an office manager, so this is being increased from \$2,000 to \$3,500

615 Insurance - increased from \$3,200 to \$4,000

616 IT Support - increasing to fit Union One in this budget line

620 Meetings-ETFO AM - \$15,000 to \$18,000 because we've used some of that budget line already this year. We pay for the alternates, delegates are paid for by ETFO. Each delegate gets a \$200 meal expense increase (due to the retired teacher motion this year). Parking, single room accommodation, hospitality suite (showcasing our candidate for ETFO election), daytime snacks.

621-Local AM up from \$20k to \$25k. Holiday Inn Downtown Centre - meeting room regularly \$1500/day x 2 days, but this fee is waived this time. Boardroom for counting ballots - usually \$575 a day, but reduced to \$375/day. \$70 a person for hot buffet dinner = \$8,400. \$400/day for parking x 2 days = \$800. TTC ~\$280. AV = \$4,450. Parliamentarian \$87.50/hr = \$350/day x 2 = \$700, plus mileage for driving from London to TO ~ 200 km distance.

625 Meetings-Monthly Executive staying the same

626 Meetings-Other being decreased from \$52k to \$45k.- this is largely for the August strategic meeting.

CLC / OLC is not factored into this budget line.

650 Website - \$8k down to \$5.5k - Union Digital used to be in this budget line but we're moving it to another.

b. Questions

**Questions, comments, and suggestions:**

Add to our Public Relations budget because we're in collective bargaining and OTs may need a boost in the public eye.

Released officer salaries - is anyone at the highest payscale? A: confidentiality, and waiting until the election to find out exact amounts.

Clarity: When an Executive Member who's in an LTO attends an Executive Meeting, our Local pays the LTO rate to release the executive member to the meeting. This changed in the year we were in provincial takeover - the Board made the switch, and we were told that's what other locals do.

How many people clicked/opened the e-mail about calendars/newsletters? Questions about new OTs who didn't receive this Constant Contact, given the 80% of respondents

3774 emails went out, 73% opened. We don't have every member in the Constant Contact list, and we may want to print an extra 100 copies in any case, for new members, lost calendars, etc.

Total projected income \$1,150,800  
Total projected expenses \$1,330,293  
Difference is minus (-)\$179,493

c. Amendments

**Motion 22/23 - 103**

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett  
BIRT **Budget Line 639 - Public Relations** be increased from \$2,000 to ~~\$3,000~~.  
**Friendly Amendment to \$5,000 by Jeishan Rajakulasingam**  
**CARRIED**

*Rationale:* In a more visible public bargaining year - show the public the value of OTs, what we bring to the classroom.

*Question:* could Political Action funds be used for this? *A:* PR is to support unionism overall. Maybe someone designs an infographic for us. Political Action covers a wide variety, including release time for grassroots members to campaign at MPP offices, focus groups to see where members' political tendencies live.

**Motion 22/23 - 104**

Moved by Sophie Kroesen Seconded by Sharon Brown  
BIRT **Budget Line 626-Meetings Other** be increased from \$45,000 to \$60,000  
**CARRIED**

*Rationale:* this includes Strategic Planning Meeting, GHOTs, PAROTs, can be used to send delegates to OFL next year (OFL and CLC occur in alternate years).

*Further discussion:* This needs to have its own budget line.

We're now at (-)\$199,493.

**Motion 22/23 - 105**

Moved by Sharon Brown Seconded by Jeishan Rajakulasingam  
BIRT Budget Line 626-Meetings Other be split into 626 Meetings-Other at \$45,000 and 627 Meetings-OFL/CLC at \$15,000

**CARRIED**

d. **Approval for forwarding to the Annual Meeting**

**Motion 22/23 - 106**

Moved by Gail James Seconded by Jeishan Rajakulasingam

Moved that the 2023 - 2024 Proposed Budget be approved as amended and forwarded to the 2023 Annual Meeting for approval.

**CARRIED**

**Motion 22/23 - 102**

Moved by Gail James Seconded by Jeishan Rajakulasingam

The Executive recommends that the Annual Meeting approve the services of Norton McMullen Chartered Professional Accountants for the 2022-2023 audit of the ETFO Toronto Occasional Teachers' Local finances. Cost to be expensed to budget line 600 Accounting.

**CARRIED**

**Motion 22/23 - 107**

Moved by Gail James Seconded by Marisa Gallippi

BIRT all reimbursement forms remove the "must be received within 30 days" and replace by "must be received within the present fiscal year by June 15th" retroactive to September 1st, 2022.

**CARRIED**

**Amendment 23/23 - 107A1: "Must be received within 90 days"**

Moved by Christina Meynell Seconded by Sharon Brown

**LOST**

**Amendment to the amendment - 107AA**

Moved by Laura Barrett Seconded by Gabrielle Blais-Jones

"Must be received within 90 days and no later than June 15 of the fiscal year"

**LOST**

**Amendment to the original motion**

Moved by Marisa Gallippi Seconded by Sharon Brown

"June 15, 2023" retroactive to January 1st, 2023

**LOST**

## Treasurer's Report – Gail James

\$148,816 in the chequing account. We have \$550,000 in GICs, but we can't keep cashing those out, and we should try to hold off as long as we can. New platform for credit cards - released officers will be dealing with that, probably next week.

Itemized receipts - how to move forward, considering ETFO Provincial does it one way but tells us to follow our own local procedure.

### 9) Annual Meeting Organizing Updates

- a. **Swag** - T-shirt, squeeze whistle and lanyard for Annual Meeting distribution.

## Product Options



OPTION 1



### b. Registration

Google Form, sent out by Constant Contact - assign to Laura

- May 11 deadline for May 25th & May 31st registration

**Note:** on registration Google Form, we will only take personal e-mail addresses

### c. Registration table

Still seeking one additional person to work the registration table at the Annual Meeting

- Using casual staff that are not affiliated with the Local
- \$25 / hour - paid via cheque with money coming out of the budget line 621 Meetings - Local AM for that meeting.
- 4:00 - 7:00 pm (registration closes at 7)

### d. Information for members

Agenda to go on website and out by constant contact tomorrow.

Items to go out by Constant Contact and be put on the Local website by May 11:

Proposed Budget - as approved by Executive  
 Financial Reports - from Targeted Accounting  
 Treasurer's Report - from Gail

Annual Report Booklet - inputted by Committee Liaisons Due from Chairs **May 9 (All Executive Liaisons, please communicate this to your Chairs)**

Annual Meeting Workbook (Agenda, List of Candidates, Robert's Rules tips, Financial Motions, all proposed Amendments to Constitution and By-Laws) - being prepared by Ruth Ann

**Executive will need to move and second and speak to amendments approved by the Executive to the Constitution and By-Law at the Annual Meeting:**

Amendment #	Content	Mover	Second
1	Housekeeping Changes	Renee	Marisa
2	Anti-Oppression added to Objects	Sharon	Laura
3	Membership Definition	Fletcher	Renee
4	Expanded Executive structure to 14.	Sharon	Christina
5	Add Chief Negotiator as an additional Executive position	Gail	Laura
6	Change 1st VP to be 1st VP/Chief Negotiator	Jeishan	Laura
7	Updating Duties of the Executive	Sharon	Renee
8	Duties of VP - only needed if 5 or 6 don't pass	Sophie	Marisa
9	Duties of Chief Negotiator - only needed if 5 or 6 don't pass	Laura	Marisa
10	Updating Duties of Executive Liaisons and Committees	Laura	Sharon
11	Changes needed for ETFO Delegates to be elected at the Annual Meeting	Gabrielle	Renee
12	Business of General Meetings and Annual Meeting, new by-law for	Sophie	Gabrielle



	amending by-laws		
13	Changes to shorten Campaign period to March - May	Christina	Marisa
14	Electronic Executive Elections, All Member Vote	Jeishan	Gail
15	Elections Officer Duties	Gabrielle	Marisa
16	Constitution Amendments	Fletcher	Sharon
17	Finances, 1st VP signing officer	Gail	Renee
18	Finances, unbudgeted expenditures over \$100,000	Sophie	Laura
19	By-Law II Release time to include First VP	Jeishan	Renee

Information for Members cont'd:

-to go out by email after the meeting to Registered Members who checked in at the Registration desk:

Dependent Care Form (new form)  
Local Travel Allowance Form

e. **In Person Election**

**Discussion:** One day of elections, one day of constitutional business, etc? Not feasible, given the time it takes to count votes.

10) **President's Report – Christina Meynell**

a. Policy grievance update

Friday April 14th at around 5pm, Howard Goldblatt and Derek Hulse signed the minutes of settlement on the policy grievance for the 235 brand new permanent hires – this number is very specific in that 235 of our members were in LTOS that should have been permanent positions but were not.

People in 0.5 contract and 0.5 in an LTO that should've been contract – these members can apply for the interview, but they'd have to resign from their 0.5 and be given a full-time contract. A note that 0.5 part-time teachers still have a process to move to full-time as per their surplus / transfer process in the ETT collective agreement – starting the week of May 15th, part-time to

full-time and geographical Google Forms will be available on AW, so they can, but people might not want that question mark.

Equity piece - this pool hiring also captures people who were hired to LTOs in the summer, and started in September.

Q: Will these jobs take the place of the June/August postings?

A: We haven't heard that – but this is pool hiring, not for specific schools, they'll be surplus and placed for the fall. Spots could still open up because people could retire in June.

Q: Why weren't our 180 members weren't just automatically given permanent jobs?

A: There was a tradeoff at play: the Board was willing to settle immediately instead of drawing out an arbitration for a year and a half to two years – also, the hiring process for permanent teachers differs from that of LTOs.

Q: Equity issue – not all demographic groups are captured in the hiring questionnaire.

A: Christina investigated, screened the form for the Executive, and the released officers will bring it up at this week's EOTCC meeting.

Q: Did the president have input into the policy grievance?

A: Yes.

Q: Did the president sign the settlement?

A: It was signed by ETFO Staff Officer Derek Hulse and Michelle Lawrence (TDSB).

## 11) **1st Vice-President's Report – Marisa Gallippi**

### a. Prep payback survey/grievance update

Hopefully more members will come forward with their prep loss - we've had four people come forward so far. A meeting was scheduled with Maria Campbell yesterday, but our ICA server was down, so the meeting needs to be rescheduled.

### b. Violence Survey

Sending it later than originally planned: after consulting ETT members and our members, many comments said students' behaviour changes after March Break, they get more comfortable in the school system, et cetera. Marisa will gather more feedback from the Executive before sending it out.

### c. Evening Executive meetings

This could be a better option, given the high volume of calls received in the office that pull Released Executive members away from Executive Meetings held during the day.

**Motion 22/23 - 108**

Moved by Renee Massop Seconded by Laura Barrett  
BIRT the May 10 Executive Meeting be an evening meeting.

**LOST**

**Amendment - 108A**

Moved by Gabrielle Blais-Jones Seconded by Marisa Gallippi  
BIRT the evening executive meetings take place on May 10th and May 18th.

**LOST**

d. Return to Work meetings

Principals have been taking over some of the Return To Work meetings, and have been very accommodating.

12) **2nd Vice President's Report – Laura Barrett / Sophie Kroesen**

- Two committee events are no longer happening/being rescheduled: 2SLGBTQ+ and Busting Myths workshops
- Collecting prep loss information from members

13) **Committee Liaison Reports:**

**Please have all Committee Chairs complete their paragraph on their Committee for the Annual Report by May 9.**

**Constitution Committee**

Members have until April 25 to submit proposed amendments to the Constitution and By-Laws. To date one financial motion has been submitted in addition to all the amendments approved by the Executive. The Committee will next meet after April 25 if there are more amendments from the membership to review. All proposed amendments to the Constitution and By-Laws will be listed in the Annual Meeting Workbook and posted on the Local's website and sent out by Constant Contact by May 11 to meet the Constitutional requirements for notice of motion to the membership.

**Elections Committee**

The Elections Committee's last meeting was on March 31 to review all the questions submitted by the membership for the Candidates' Night on April 4. The Committee amalgamated the questions that could be asked of all the candidates for President, Vice Presidents (Open and

Women Only) and Treasurer. A schedule for the April 4 Candidates' Night was set and the list of questions to be asked to candidates was provided to the candidates involved by April 2. The Committee did a tech rehearsal via zoom on April 3 as a practice run through as the Committee members were providing all the tech support and no outside company was being used. There were some issues with the Google form registration process for this meeting, but those will be resolved for the second session. There were 197 members registered for this first session and there were 138 members signed in at the 5:30 start and 160 by 6:00 p.m. with 161 members attending in total.

The Committee polled the members at the first session to get some feedback. The results were as follows:

Poll 1: Would you prefer this type of meeting to be virtual or in person?

Virtual - 89%

In Person - 11%

Poll 2: Do you plan to attend the second session on Wednesday, April 26?

Yes - 97%

No - 3%

Poll 3: Have you found this Candidates' Night of questions helpful to you deciding who to vote for?

Yes - 95%

No - 5%

The questions for the second session were due to the Elections Officer by April 14. The Committee is meeting on April 20 to review the questions and set the schedule which will focus heavily on candidates for Executive Member (Open and Women Only) and 1st Vice President with a short revisit of the President and possible VP (Open and Women Only) if time allows.

### **Equity and Social Justice Committee report**

- Tues. April 25th workshop: 2SLGBTQ+ Awareness in Primary Classrooms - *cancelled*
- Thurs. May 11th workshop: Project Inclusion, presented by Holland Bloorview (5:30-7:30pm via Zoom, registration link to come)
- next committee meeting is May 4th
- investigating a free visit to Spadina Museum's Dis/Mantle exhibit
- confirming details regarding a talk from a judge in June

### **New Member Committee**

Christina, Marisa, Rinat, Sharon, Gail – if you would like to join, let Marisa know.

We are still working on confirming a presenter:

The Violence in the School workshop - May 11 (investigating online and in-person options)  
Interview for permanent position.

Hosting Coffee Talks - for new members in various locations.

We are looking into Cirque du Soleil - group of 30 tickets to be purchased with possible dinner beforehand. More information to come. Budget of \$3,000 so this should be feasible.

### **Racialized Members Committee**

Event on April 27th, Busting Myths and Misconceptions about Indigenous Peoples, has been cancelled. We had a Racialized Members Committee Meeting April 18th.

- 14) **New Business**
  - a. Consent Agenda

**Motion 22/23 - 109**

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett  
BIRT the meeting be extended by 15 minutes

***LOST***

- 15) **Adjournment** 4:00 p.m.

# Treasurer Report

## 1. Balance Sheet as of April/23

### ASSETS

#### 1. Chequing Account— \$148,816.05

—account needs to remain at \$75,000

or else there is \$100 fine payment due

—Total Current Assets are \$743,816.05

#### 2. GIC Account Holdings—\$595,000

1). 1 year cashable for \$30,000-2.7500%-matures Feb.12/24-anticipated interest

\$829.52—**redeemed on March 24/23 for PayEdge payments —interest \$94.93** 2). 1

year cashable for \$45,000-2.6500%-matures Jan.24/24-anticipated interest

\$1,192.50—collateral for credit cards—this account used to be a non redeemable GIC

but now it is a 1 year cashable so that it is easier to increase it if necessary after 30

days ( interest given up to date of redemption) 3). 1 year cashable for

\$100,000-2.3500%-matures Nov.14/23-anticipated interest \$2,350.00

4). 1 year cashable for \$450,000-2.3500%-matures Nov.14/23-anticipated

interest \$10,575.00

**#3 and #4 GICs redeemed (interest received \$65.27 + \$2,926.23) and repurchased**

**Feb. 23/23 as a \$550,000 one year cashable GIC at 2.7500 interest rate . Anticipated**

**interest Feb.23/24 is \$15,125.00.**

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.

### 3. LIABILITIES AND EQUITY

1. Retained Earnings or income from last year is \$817,284.34

2. The Profit for this year is -\$73,468.29

3. Total Liabilities and Equity \$743,816.05

## 2. Budget vs. Actuals Sheet

INCOME received this year as shown in the Actual Column—\$535,332.28 or

70.97%

**THE BUDGET COLUMN:** shows the 2022-2023 Proposed Draft Budget of \$754,330.00 as of May 19/22.

**THE OVER BUDGET COLUMN:** shows that (\$218,997.72) 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—70.97%

## EXPENSES

**TOTAL EXPENSES** are actually \$608,800.57 so far this year. Some of the expenses are a carry over from June/22, as well as expenses incurred during the summer. **THE BUDGET COLUMN:** shows the 2022-2023 Proposed Draft Budget of \$1,150,800.00.00 as of May 19/22.

**THE OVER BUDGET COLUMN:** shows that (\$541,999.43) is left to spend 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 spent so far—52.90%

**NET OPERATING INCOME or PROFIT - \$73,468.29** is calculated by subtracting the Total Actual Expenses (\$608,800.57) from the Total Actual Revenue (\$535,332.28).

# 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. WHY DO I NEED TO INCLUDE AN ITEMIZED RECEIPT WITH MY MEAL REIMBURSEMENT FORM?

The local has a fiduciary responsibility to have appropriate documentation for every expense that is paid from the local finances. The three signing officers have to ensure that all expenses are valid and receipts submitted are confirmed to be exactly what was purchased before an approval for payout is made. The local cannot operate on an

honor system and approve a credit card receipt without the supporting documentation. All receipts have to show the following: the date of the purchase; the name (address of the seller or supplier —not always possible with meals); the name of the buyer; the full description of the goods and the purchase price. The auditor's job when performing an audit is to ensure accountability, transparency and the validity of all expenses. The CRA guidelines also require receipts for expenses to be accepted. The local is obligated to honour these guidelines and to properly manage members' finances at all times.

## 2. WHY HAVEN'T I RECEIVED MY PAYMENT?

If you have submitted your form and meal receipt, your payment may have been rejected due to an incomplete filled out reimbursement form, no meal receipt attached, a date on the receipt that is different from the event/meeting date, no date on the meal receipt, no vendor name on the receipt, a blurry or too dark or too small form/receipt sent that is difficult to read. Any rejected submissions will receive an email from the Treasurer outlining the reason for the rejection. You will be asked to correct any problems and be asked to resubmit both the reimbursement form and the receipt. Payment will then be on the next PayEdge order.

## 3. HOW DO I SUBMIT A REIMBURSEMENT FORM AND SEVERAL RECEIPTS AT ONE TIME?

One way to do this is to put receipts around a reimbursement form, take a photograph and submit. If all receipts don't fit in one photo, take 2 or 3 photos and send all of the photos in 1 email with your name on each receipt.

## 4. WHEN WILL DEPENDENT CARE REIMBURSEMENTS BEGIN?

The Dependent Care reimbursement form has been updated according to Motion 22/23-92 and the new logo was added. The form has been sent to all executive members who can share with members at events/meetings. All submissions for events/meetings after March 1/23 will be subject to the new motion of a maximum of \$75 per member, per meeting/event for the 2022-2023 school year. The signing officers will now begin approving these forms.

## 5. HOW MUCH LEVY MONEY IS RETURNED TO THE LOCAL?

According to the Constitution, TDSB deducts 0.01% of each member's salary as



dues that are given directly to the local to run it. March 2/23 payment was \$777.59; March 16/23 payment was \$728.54 and March 30/23 payment was \$419.75. The total for March was \$1,925.88 and was deposited March 31/23.

## 6. HOW MUCH HAS ETFO GIVEN TO THE LOCAL IN FEES REBATE?

Member's pay 1.6% of their gross salary to Provincial. 31.5% is given back to the local in payments in Nov., Dec., Feb. and May. Each payment is 20% of the projected rebate and in September there is a reconciliation payment. The calculation is based on the FTE (number of days worked by members). May's payment will be \$94,913.05.

## 7. WHAT CRITERIA ARE CONSIDERED WHEN SETTING UP A NEW BUDGET?

A Budget is fluid. It is a series of educated estimates, based on past events, current prices, inflation, decisions on programming and activities and requests from committees. Many times new programs are added to local programming, office equipment needs to be replaced, Released Officers are on medical leave etc. None of these items might be anticipated when the budget is proposed. There must be enough money put into budget lines when drawing up a budget in case there are unexpected expenses. But at times even this extra budgeting is not enough for expenses that occur.

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

Three members have requested a cheque payment this year.

## 9. 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. There will be a PayEdge payment shortly.

604- Committees-\$1,104.33 of \$13,600 608-

Election-\$9,599.83 of \$40,000

609- Equity and Social Justice-\$1,300.24 of \$4,000

628- New Members-\$72.55 of \$3,000

634- Political Action-\$486.56 of \$20,000 635- Professional Learning-\$718.74 of \$20,000 638- Racialized -\$6,735.33 of \$12,000 644- Social-\$9,402.53 of \$15,000

645- Status of Women \$3,241.36 of \$10,000

10. HOW MUCH MONEY HAS BEEN EXPENSED TO THE PROFESSIONAL LEARNING REBATE BUDGET LINE? \$29,144.99 out of a budget of \$55,000 has been spent so far.

11. WHEN WILL THE 2023-2024 BUDGET BE PROPOSED TO THE MEMBERS?

The new budget will start being worked on by the budget committee in March. At the April Executive Meeting it will be presented to the Executive. At the May Member Meeting a Budget will be proposed to the members. Adjustments can be shared by the members and a final budget will be presented at the Fall General Meeting/23 for approval. If members or Executive Members have any suggestions for the new budget for specific budget lines, please email me your suggestions at [gailjames@ica.net](mailto:gailjames@ica.net)

12. WHEN SHOULD REIMBURSEMENT FORMS AND RECEIPTS BE SENT TO THE LOCAL?

Members and Executive Members can send in forms and receipts the day of the meeting/event or up to 30 days after. They must be received within the 30 days, whether payment is made at that time or not. Forms are dated as they are received. However, the sooner they are sent, the sooner they can be paid. Of course if an event has a large number of members attending, the process time for payment might be a little longer. There are usually two payment dates per month, one near the beginning of the

month and one near the end of the month. If the meal is paid by credit card which has a tip on it, and the tip is part of your reimbursement, the credit card receipt can also be included. Otherwise the order form listing what was ordered should be submitted.

### 13. HOW DOES THE TREASURER KNOW WHO ATTENDS A MEETING/EVENT AND THEREFORE SHOULD BE PAID?

If the meeting/event is in person, members sign in or are checked off on a registration list as they arrive. If the meeting/event is on zoom, the attendance person highlights the member's name on the registration list. Part way through the zoom, snapshots of the attendance are taken as further proof of who was present. Then the registration lists and the snapshots are sent to the Treasurer. Each member requesting payment for a meeting/event has their name once again checked on the Treasurer's lists to verify that they indeed did attend.

### 14. WHAT INFORMATION SHOULD BE SENT TO THE TREASURER AFTER A MEETING/EVENT?

**PLEASE SEND THE LIST AS SOON AS POSSIBLE AFTER THE MEETING/EVENT.**

Either the chair or liaison of a committee should send the following:

- name of meeting/event
- date
- location of meeting if in person or if on zoom
- beginning time and ending time of the meeting/event
- name of committee hosting
- name of chair of committee hosting
- amount of money allowed for a meal reimbursement
- list of attendees first name and last name—in alphabetical order according to the first name

15. WHAT INFORMATION SHOULD BE BE SHARED WITH ATTENDEES AT A MEETING/EVENT?

- send reimbursement forms as soon as possible after the meeting/event
- fill out ALL sections of the reimbursement form
- the receipt should **list the items purchased**
- on the receipt highlight the name of the vendor, the date, the amount of money spent, the member's name
- if a tip has been given and it is part of the reimbursement, the credit card receipt can also be included
- the form and receipts should be sent in one email
- all information sent should be clear and not blurry, bright and not in a shadow, be a readable size and not have anything preventing them from being read easily

16. HOW MUCH WAS RECEIVED IN NON-REFUNDABLE DEPOSITS FOR MATSUDA AND JOSEPH?

Matsuda- 13 non-refundable deposits of \$15 = \$195

Matsuda dinner cost = \$1,014.28

Joseph -20 non-refundable deposits of \$10 = \$200

20 tickets to purchase = \$780

17. HOW MANY SINGLE ROOM SUPPLEMENTS HAVE BEEN CLAIMED THIS YEAR?

At present there have been no claims submitted. However, I believe one may be on some reimbursements waiting to be approved.

18. HOW MUCH MONEY HAS BEEN CLAIMED BY MEMBERS IN THE LAST PAYEDGE ORDER?

-\$106,404.86

-\$11,676.57

-\$8,095.21

TOTAL: \$126,176.64

As you can see a lot of member money is being returned to them, which is what they are asking for from the local. With this in mind, the Dependent Care and PL rebate lines have both been increased in the 2023-2024 budget.

19. HOW MANY TRANSACTIONS WITH TARGETED HAVE OCCURED SINCE 2020?

2020—800

2021—1,200

2022—2,000

2023—1,020 as of March/23

The volume of transactions has increased over the years.

20. WHO DO I CONTACT IF I HAVE A FINANCIAL QUESTION?

If there is a financial question, please contact me directly: work

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

work cell 416.458.3451

Thanks,

*Gail James*

*Treasurer*

*ETFO Toronto Occasional Teachers' Local*

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