

**ETFO – TORONTO OCCASIONAL TEACHERS LOCAL
EXECUTIVE MEETING
Approved September 6, 2023
Wednesday, June 7, 2023**

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

Regrets: Rinat Evron

Parliamentarian: Ruth Ann Morley

- 1) **Welcome** – Ruth Ann Morley, Parliamentarian
- 2) **Reading of the Land Acknowledgement Statement** - read by Sharon Brown
- 3) **Reading of the ETFO Human Rights Statement** - read by Gail James
- 4) **Human Rights Officer** - Ruth Ann Morley
- 5) **Approval of the May 10, 2023 Minutes**

Motion 22/23 - 129

Moved by Renee Massop Seconded by Sharon Brown
BIRT the May 10, 2023 Minutes be approved as amended.

CARRIED with amendments

- 6) **Approval of the June 7, 2023 Agenda**

Motion 22/23 - 130

Moved by Renee Massop Seconded by Marisa Gallippi
BIRT the June 7, 2023 agenda be approved as amended.

CARRIED with amendments

- 7) **Annual Meeting Outstanding Business**
 - a. **Proposed Budget**

Motion 22/23 - 131

Moved by Gail James Seconded by Christina Meynell

BIRT the 2023 – 2024 Proposed Budget be approved as amended by the Annual Meeting and forwarded to the Fall General Meeting as the updated Budget for final approval.

CARRIED

Motion 22/23 - 132

Moved by Christina Meynell Seconded by Laura Barrett
BIRT the Executive forward the proposed budget that the Interim ETFO CFO advised on, with amendments passed at the local annual meetings, be forwarded to the 2023 Fall General Meeting as an amendment to the Proposed Budget. **CARRIED**

Motion 22/23 - 132P

Moved by Sophie Kroesen Seconded by Marisa Gallippi
Postpone to time definite at 1:00 pm.

Postponement CARRIED

Motion 22/23 - Roll call vote

Moved by Sophie Kroesen Seconded by Marisa Gallippi
BIRT a roll call vote be taken

CARRIED

Voting In Favour: Christina, Marisa, Sophie, Laura, Gail, Gabrielle, Sharon, Fletcher, Renee, Jeishan

None opposed

CARRIED

b. Chief Negotiator

Motion 22/23 - 133

Moved by Christina Meynell Seconded by Laura Barrett
BIRT CBC 3.2 be amended by amending “the executive will appoint a Chief Negotiator from the general membership” to read “assign the Chief Negotiator duties to one of the released Vice Presidents.”

And that

Motion 22-23 / 24 be amended to read:

BIRT Sophie Kroesen be appointed to serve as the Chief Negotiator effective immediately until June 30, 2023 and that the duties of the Chief Negotiator for the

remainder of the current round of bargaining be assigned to one of the full time released Vice Presidents.

CARRIED

Note: Current Chief Negotiator removed herself from the meeting for this discussion and vote, to avoid conflict of interest under 3.3 Conflict of Interest section 3.3.2.

Sophie Kroesen challenged the Chair

Rationale: this is a substantive motion that should go to membership, not Executive.

Chair's rationale: CN is not in our local constitution - it is solely in our procedures.

Article VII - Organizational Duties, Section 1 - Duties of the Executive reads:

'Procedures manual may be amended at any time by motion of the Executive by simple majority.' This very specific clause supersedes the more general clause 8.1.5. The original motion to change the procedure was passed by the Executive.

Moved by Sophie Kroesen Seconded by Marisa Gallippi

BIRT the vote be by secret ballot

CARRIED

Secret ballot via e-mail: Should the Chair's ruling be upheld? **CARRIED**

If the Chair's ruling is upheld: This means you support the ruling of the Chair, that the Executive has the authority to change a procedural motion at any time with a majority vote.

If the Chair's ruling is not upheld: This is a substantive motion and should go to membership.

Secret Ballot results - 6 uphold the chair, 4 against

Chair is upheld

c. Auditor

Motion 22/23 - 134

Moved by Gail James Seconded by Jeishan Rajakulasingam

BIRT the Executive 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

d. Constitution Amendments

Motion 22/23 - 135

Moved by Sharon Brown Seconded by Christina Meynell

BIRT the Executive forward to the 2024 Annual Meeting the Constitution and By-Law amendments approved by the Executive for the 2023 Annual Meeting that did not make it to the floor of the meeting.

CARRIED

Motion 22/23 - 136

Moved by Christina Meynell Seconded by Gail James

BIRT the Executive forward to the 2024 Annual Meeting the following proposed By-Law amendment:

That BYLAW 1 FEES 1.2.1 be amended to read:

1.2.1 A local levy of **.3 percent (gross salary x .003)** shall be deducted from each member's salary and the TDSB is authorized to make such deduction at source and remit the deducted funds to ETFO – Toronto Occasional Teachers' Local.

Rationale: This is a facilitating motion - ETFO Provincial does this at every Annual Meeting, and if there's a deficit budget, membership can debate the fee on the floor. Generally, notice of motion is for a higher amount, to then can be reduced at the will of the membership by amendment or not introduced at all if the budget is balanced. The Toronto OT Local gets \$12,000 annually from this levy. The highest OT Local levy in Ontario is .5 and the average is .3. Toronto OT Local is very low at the current .01

CARRIED

8) Delegation for ETFO Annual Meeting

a. Alternates:

Motion 22/23 - 137

Moved by Christina Meynell Seconded by Renee Massop

BIRT that following members be appointed to serve as alternates for the local delegation to the ETFO 2023 Annual Meeting:

Nathan Goveas
Andreea Constantin
Beverly Flynn Samuels
Efsthathia Sotiropoulos

Amendment: Additional alternates up to a total of eight (8) if names come up.

Moved by J. Rajakulasingam Seconded by Sophie Kroesen

\$200 for meal expenses – alternates \$341.98 per room per night = \$4103.76 for four additional alternates at three nights

Plus \$435 * 4 for alternates = = \$1740 → plus parking @ \$30/day for 3 days

Per person costs:

\$342 * 3

\$200

\$235

\$30 * 3

\$1551 per person = **\$6204 for 4 additional alternates**

ETFO gives us \$235 meal allowance for delegates

Parking \$30/day per person

Hospitality suite is extra

Chair: This amendment is out of order, because we don't have an approved budget from membership and we don't have the authority to spend money that has not been approved.

Voting on main motion:

CARRIED

b. June 20 Local Delegates to ETFO Annual Meeting – Meeting at Fairmeadow

Jeishan, Gail, and Sophie to let delegates and alternates know the date, time, and location of the June 20th meeting - coordinate with ETFO Provincial re: workbooks. Preview motions of interest to OTs, review election candidates, possibly coordinate with other locals to support candidates

Motion 22/23 - 138

Moved by Gail James Seconded by Marisa Gallippi

BIRT the money from ETFO Provincial and/or the local for food be given on the second day of the meeting, such funds to come from Budget Line 620 - Meetings - ETFO AM.

Rationale: Not everybody who is scheduled to attend actually shows up for the entire AM. Giving it on the second day makes it more likely that people will attend the whole time.

CARRIED

To be discussed at the June 20th meeting: members signing for the money may attest to their attendance – the possibility of a prorated amount.

President will bring the disposition of motions (from POTs) to the June 20th meeting.

Is there any objection to the president attending POTs? None

Inquiry: Are there still funds remaining in Budget Line 626 - Meetings - Other? (2022-2023)

Answer: Currently, that budget line is \$52,000 and we're at \$56,000.
Possibility of 610 - Executive Expenses (total \$3,000).

Motion 22/23 - 139

Moved by Gail James Seconded by Marisa Gallippi

BIRT the local president be funded for transportation, meals, hotel, and event fee for attending the June 14, 2023 POTs meeting, with charges to Budget Line 610 - Executive Expenses.

CARRIED

9) Treasurer's Report – Gail James

a. Estimated Net Income for 2022-2023

We've received 83.97% of our annual income so far (**\$633,411.80**).

We have to pay back TDSB invoices, ETFO invoices, member reimbursements.

Many Approval Maxes in the system.

Everything needs to be in the system by June 12th.

Some forms not filled out completely/properly.

Income yet to come: ETFO program funding, interest, levy, more of our fee rebates (not until September)

As of June 7, 2023 - total expenses \$658,863.53

Net Operating Income: \$(-)25,451.73

b. Targeted Accounting

The volume of transactions has increased significantly since the Local contracted Targeted Accounting Services. Starting at 769 transactions up to over projected 2700 projected for this year. That is a 226% increase in volume and one of the drivers affecting the increase in fees over the years.

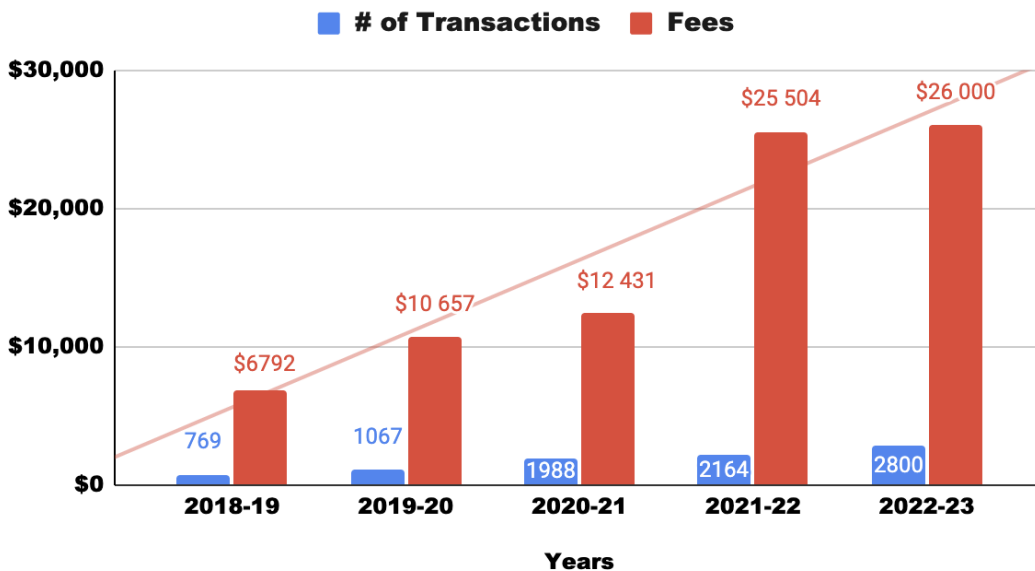
Targeted was questioned about efficiencies and tasks that can be brought back to the Local. One of the primary efficiencies is the creation and updating of the fillable claim forms (Executive and Member forms). To date, the Local has paid Targeted \$4000 to create, edit and update member reimbursement forms for the 2022-23 school year.

Other suggestions that Targeted shared:

Ideas to reduce TA fees:

- Treasurer pulls own reports from QBO
- Ensure when expenses are approved in Approval Max the description and budget lines are correct so future edits to the descriptions or line items posted in QBO are not required
- Forms - If possible, consider reducing the number of forms so there are less to maintain and communicate form changes in more succinct manner (ie. provide all of the changes to the form in one request where possible)
- Forms - if skillset is available, have released officer create and maintain the forms
- Provide training to members on how to properly submit forms (prepare a video, hold a Zoom training session, provide a designated person to contact for assistance)
- Consider a "quality reviewer" for form submission before they are sent to DEXT or by reviewing in DEXT before sent to Approval Max for approval

Targeted Accounting Services 2018-2023



Motion 22/23 - 140

Moved by Christina Meynell Seconded by Marisa Gallippi

The creation and distribution of fillable forms for financial claims from the membership be the responsibility of the Treasurer as assisted by the released officers.

CARRIED

10) Strategic Planning for 2023-2024

a. Meeting in August

i. Dates / Times

Discussion: September as part of released officers' regular pay. ETFO Provincial office, day meeting(s).

Is September equitable? There's the possibility that executive members' LTOs could be interrupted if it takes place in September.

Two evening half-days – cost-efficient because released officers will be paid regular LTO rate during the day, with evening honourarium, and executive members in LTOs will be able to stay in their LTOs by day.

Motion 22/23 - 141

Moved by Marisa Gallippi Seconded by Laura Barrett

BIRT the 2023-2024 Strategic Planning meeting be in the first week of September for two half-day Zoom evening meetings, with an honorarium as per our Procedure 1.8 and 5.17.2.

CARRIED

5.17.2 All Local Executive members in attendance at Local Executive Meetings after the hours of a daily Occasional Teacher assignment during the fiscal year receive an honorarium of \$150. Cost to come from the Executive Honoraria budget line. Motion 20/21-11A

Procedure 1.3

Executive members are compensated for attendance at executive meetings outside school hours as determined by the executive annually. (currently \$150 for each meeting attended) Dec 14/22

Motion 22/23 - 142

Moved by Marisa Gallippi Seconded by Sophie Kroesen

Amendment to delete procedure 1.3 and amend procedure 5.17.2 with the addition of "The released officers would not receive the \$150 per meeting for the September 2023 Strategic Planning Meeting."

Motion 22/23 - 142 Roll Call vote

Moved Jeishan Rajakulasingam Seconded by Sophie Kroesen

That the vote would be a roll call vote. **CARRIED**

Voting in favour: Marisa, Sophie, Jeishan, Gail

Voting in opposition: Laura, Sharon, Fletcher, Renee, Gabrielle

Abstaining: Christina

Main motion LOST

- ii. Location (Zoom)
- iii. Meeting with elder for Land Acknowledgement – budget / time

To be discussed with the incoming Executive at Strategic Planning.

b. Newsletters

- i. Summer and Fall – electronic only
- ii. Winter and Spring – Constitution requires “mail”, members must sign up to receive paper copy to limit costs

Nomination forms (Winter newsletter) and Candidate booklets (in Spring newsletter) go out via mail for members who wish to receive a paper copy.

c. Committees

i.

Motion 22/23 - 143

Moved by Christina Meynell Seconded by Gabrielle Blais-Jones

BIRT the Professional Learning Committee Terms of Reference 3.9.10 be amended to read:

To provide funding through the funding form (up to \$250) on a first come first served basis for any occasional teacher that has been a member for a year and did not receive Professional Learning professional development funding in 2022-2023 as approved by the released officers and / or the committee as available from the budget line 637 Professional Learning Rebate.

And that Procedure 1.9 be deleted.

CARRIED

ii.

Motion 22/23 - 144

Moved by Marisa Gallippi Seconded by Renee Massop

BIRT Procedures 1.6 be amended by amending “10” to read “eight (8)” officio members.

CARRIED

iii.

Motion 22/23 - 145

Moved by Marisa Gallippi Seconded by Renee Massop

BIRT Procedures 5.17.3 and 5.17.5 (g) be deleted.

This removes committee meeting and committee event meal reimbursements.

Rationale: Brought in during COVID to give back to members (especially daily OTs who were not working). Our budget does not allow for this.

CARRIED

iv.

Motion 22/23 - 146

Moved by Marisa Gallippi Seconded by Renee Massop
BIRT Dependent Care procedure 5.17.1 a) be amended to read:
Reimbursements will be limited to a maximum of \$50 per member, per in person meeting/event.

CARRIED

v.

Motion 22/23 - 147

Moved by Marisa Gallippi Seconded by Renee Massop
BIRT Committee Terms of Reference 5.2 be amended by amending "For workshops with a cost to members" to read "Committee Workshops cost members a minimum of \$10."

CARRIED

vi.

Motion 22/23 - 148

Moved by Marisa Gallippi Seconded by Sharon Brown
BIRT Procedure 7.4 Social Activities be amended with the deletion of 7.4.7, 7.4.8 and that 7.4.10 be amended by amending "For events that have a cost to members" to read "Events will cost members a minimum of \$20. The Committee will determine the per member cost for events that cost more than \$50 per person."

Rationale: This is necessary to help us get out of this budgetary crisis. Sometimes members sign up for events and don't show up.

CARRIED

vii.

Motion 22/23 - 149

Moved by Sharon Brown Seconded by Marisa Gallippi
BIRT AD HOC COMMITTEES 3.12.1, 3.12.2 and 13.12.3 be deleted and that the French Teachers ad hoc Committee will not commence for 2023/2024 school year or until the budget has been revised and without deficit.

CARRIED

viii.

Motion 22/23 - 150

Moved by Marisa Gallippi Seconded by Christina Meynell

BIRT that Procedure 5.17.4 be amended by the addition of "This does not include Candidate Meetings".

CARRIED

ix.

Motion 22/23 - 151

Moved by Christina Meynell Seconded by Marisa Gallippi

BIRT The Local will hire a Parliamentarian for the two (2) General Meetings, the Local Annual Meeting, and the ten (10) Executive meetings.

CARRIED

x.

Motion 22/23 - 152

Moved by Marisa Gallippi Seconded by Renee Massop

BIRT Operating Procedures 1.0 Executive, Section 1.3 be amended by the addition of: "The Local Executive for 2023/2024 will meet for meetings in the evenings over Zoom, with no meal allowance and no dependent care."

CARRIED

xi.

Motion 22/23 - 153

Marisa Gallippi Seconded by Sharon Brown

BIRT Procedure 5.17.4 be amended by amending "\$50" to read "\$30"

And that any in person Local General, Annual or Bargaining Meetings be held in economical venues such as the Fairmeadow Gym and food provided be a maximum of \$30.00 per member.

CARRIED

xii.

Motion 22/23 - 154

Moved by Christina Meynell Seconded by Marisa Gallippi
BIRT Procedures 5.17.7 b) be deleted.

CARRIED

xiii.

Motion 22/23 - 155

Moved by Marisa Gallippi Seconded by Sharon Brown

BIRT- the local office phone landline be disconnected.

Amendment/modification: BIRT the local office phone landline be discontinued and converted to VoIP.

Motion 22/23 - 155P

Moved by Gail James Seconded by Sharon Brown

BIRT this decision be postponed to the 2023 Strategic Planning Meeting.

CARRIED

The issue of closing the local office will be postponed to the 2023 Strategic Planning Meeting for a motion to the Fall General Meeting.

2023-2024 Proposed Draft Budget as of May 10/23

	Proposed '23-'24 Budget (Exec approved at May 10 mtg)	Proposed '23-'24 Budget (w/ member motions from May 25 & May 31)	May 9, 2023 with Patrick Hop Hing	Combined CFO and membership	22-23 Current Operating Budget	
INCOME	May 10	Annual Meeting	May 9	June 7		
400 ETFO AM Reimbursements	11,000	11,000	11,000	11,000		11,000
405 ETFO Fee Rebates	507,710	507,710	507,710	507,710		500,000
410 ETFO Program Funding	1,500	1,500	1,500	1,500		1,500
415 Interest	16,317.50	16,317.50	16,317.50	16,317.50		4,000
420 Local Levy	12,000	12,000	12,000	12,000		12,000
425 Release Time (Extra days)	84,000	84,000	84,000	84,000		83,100
430 Release Time (President)	118,000	118,000	118,000	118,000		117,700
435 TDSB Professional Learning Funds	25,000	25,000	25,000	25,000		25,000

440 Uncategorized Income		50	50	50	50	30
Total Income		\$775,577.50	\$775,577.50	\$775,577.50	\$775,577.50	754,330
Expenses						
600 Accounting		30,000	30,000	30,000	30,000	31000
601 Bank Charge		3,000	3,000	3,000	3,000	4000
602 Calendar		3,000	3,000	3,000	3,000	10 000
603 Charitable Donations		0	0	12,000	0	20000
604 Committees		5,000	5,000	10,000	5,000	13600
605 Communication		60,000	55,000	77,000	55,000	77000
607 Dependent Care		10,000	10,000	6,000	6,000	9000
608 Election		30,000	40,000	35,000	35,000	40 000
609 Equity and Social Justice		4,000	4,000	4,000	4,000	4 000
610 Exec Expenses		1,500	1,500	1,500	1,500	3000
611 Executive Honouraria		9,000	9,000	9,000	9,000	9000
612 Fellowship		800	800	1,000	800	1 000
613 Furniture		3,000	3,000	3,000	3,000	2000
614 Health and Safety		5,000	5,000	5,000	5,000	5 000
615 Insurance		5,000	5,000	4,000	4,000	3200
616 IT Support		4,000	4,000	10,000	4,000	18000
617 Legal		4,000	4,000	4,000	4,000	4000
620 Meetings-ETFO AM		15,000	15,000	15,000	15,000	15000

621 Meetings-Local AM	20,000	20,000	17,000	17,000	20000
623 Meetings-Fall/Winter General	30,000	30,000	20,000	20,000	50000
625 Meetings- Monthly Executive	27,000	27,000	27,000	27,000	27000
626 Meetings-Other	40,000	20,000	20,000	20,000	52000
627 Meetings-OFL/CLC	10,000	0			
628 New Member Committee	3,000	3,000	3,000	3,000	3000
629 Membership Recognition	4,000	4,000	4,000	4,000	4 000
630 Negotiations/ Grievance	80,000	80,000	80,000	80,000	8000
631 Computer Equipment	6,000	6,000	7,000	6,000	5000
632 Office Occupancy	25,000	25,000	25,000	25,000	35000
633 Office Supplies	5,000	5,000	7,000	5,000	5000
634 Political Action	5,000	5,000	15,000	5,000	20000
635 Professional Learning-committee	20,000	20,000	15,000	15,000	20000
637 Professional Learning Rebate	50,000	40,000	40,000	40,000	55000
638 Racialized Committee	12,000	12,000	12,000	12,000	12000
639 Public Relations	3,000	3,000	3,000	3,000	2 000

640 Release Time (daily)		5,000	5,000	5,000	5,000	20000
641 Released Officers		550,000.00	530,000.00	500,000.00	500,000.00	505000
644 Social		10,000	10,000	10,000	10,000	15 000
645 Status of Women		10,000	10,000	10,000	10,000	10000
646 Travel		6,000	6,000	6,000	6,000	6 000
650 Website		5,500	5,500	5,500	5,500	8 000
Total Expenses		1,118,800	1,063,800	1,064,000	1,005,800	1,150,800
Total Income		775,577.50	775,577.50	\$775,577.50	\$775,577.50	754,330
Net Operating Income		-\$343,222.50	-\$288,222.50	-\$288,422.50	-\$230,222.50	-\$396,470.00
Retained Earnings coming into 2022-2023						Amount remaining in reserve after 2022-2023 year
		\$817,284.34				\$420,814.34
	Amount remaining in reserve at the end of 2023-2024 year with each of the proposed budgets:					
		May 10	May 25 & May 31	May 9 w/ EFTO CFO	June 7 combined ETFO CFO & membership	
		\$77,591.84	\$132,591.84	\$132,391.84	\$190,591.84	