

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

Wednesday, October 4, 2023 at 5:00 p.m.

Via Zoom

Parliamentarian - Ruth Ann Morley

Present - Gail James, Rinat Evron, Sarah Boomhower, Laura Barrett, Christina Meynell, Sharon Brown, Caini Outtara Sano, Marisa Gallippi, Jeishan Rajakulasingham, Gabrielle Blais-Jones, Jennifer Dietert, Efstathia Sotiropoulos

Regrets - none

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

Motion 23/24 - 06

Moved by Sharon Brown Seconded by Gail James

BIRT the Strategic Planning September 6 & 7, 2023 Minutes be approved.

CARRIED

- 6) **Approval of the Agenda** for October 4, 2023 Meeting

Motion 23/24 - 07

Moved by Gail James Seconded by Laura Barrett

BIRT the October 4, 2023 Executive Meeting Agenda be approved with thezz following additions:

9 a) ETFO Leadership Conference

10 a) Reimbursements and Forms

11 c) Committee Reports

i) Social Committee

CARRIED AS AMENDED

- 7) **Time Sensitive Business:**

a. Committee Members List for Approval

Motion 23/24 - 08

Moved by Gabrielle Blais-Jones Seconded by Sharon Brown

BIRT the following members are approved to serve on the following Standing Committees for 2023-2024. (*fewer than the maximum signed up or at maximum*)

CARRIED

Budget - Executive Liaison: Gail

1. Rajesh Rungta
2. Susan Richman
3. Olive Creary-Satchell
4. Jeremy Bass
5. Nathan Goveas
6. Sophie Kroesen
7. Laura Barrett

Constitution - Executive Liaison: Sharon

1. Gladys Emokaro
2. Leanne Schira
3. Sophie Kroesen

Elections - Executive Liaison: Ruth Ann

1. Danielle Ingster
2. Rita Kalia

New Members - Executive Liaison: Rinat

1. Alynah Hyder Ali
2. Jaimie Stagg
3. Jennifer Dietert
4. Rita Kalia
5. Revekka Stasi

Discussion on Committees who have more members who volunteered for the Committee than the current 8 maximum members allowed.

Motion 23/24 - 09

Moved by Jeishan Rajakulasingam Seconded by Sarah Boomhower
BIRT Committee Terms of Reference 1.6 be amended by amending “eight (8)” to read “ten (10)”.

CARRIED

Motion 23/24 - 09A

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett
BIRT Committee Terms of Reference 1.6 be amended with the addition of:
“Members interested in joining a full Standing Committee can be approved by the Executive to serve as Observers to the Committee. They are not entitled to vote or claim expenses unless replacing a Committee member who is absent from the meeting.

LOST

Motion 23/24 - 10

Moved by Laura Barrett Seconded by Jeishan Rajakulasingam

BIRT the following members are approved to serve on the following Standing Committees for 2023-2024. *(to the new maximum of 10)*

CARRIED

Equity and Social Justice - Executive Liaison: Caini

1. Laura Barrett
2. Alynah Hyder Ali
3. Zara Bellavia
4. Jaimie Stagg
5. Nathan Goveas
6. Gladys Emokaro
7. Dithaya Laohaviraphab
8. Yara Galvez
9. Sophie Kroesen
10. Ruth Durand

Political Action - Executive Liaison: Jeishan

1. Caini Ouattara Sano
2. Laura Barrett
3. Jaimie Stagg
4. Gabrielle Blais-Jones
5. Jennifer Dietert
6. Wendy Shen
7. Jeishan Rajakulasingam
8. Nathan Goveas
9. Sophie Kroesen
10. Loreen Gale

Professional Development - Executive Liaison: Laura

1. Jatinder Randhawa
2. Zara Bellavia
3. Sarah Boomhower
4. Anderson Albert
5. Lavern Graham
6. Gabrielle Blais-Jones
7. Wendy Shen -
8. Sri Harini Alagendra-Surendran
9. Dithaya Laohaviraphab

Racialized Members - Executive Liaison: Sarah

1. Caini Ouattara Sano
2. Zara Bellavia
3. Sarah Boomhower

4. Jeishan Rajakulasingam
5. Olive Creary-Satchell
6. Rita Kalia
7. Nathan Goveas
8. Gladys Emokaro
9. Ruth Durand
10. Dionne Richards

Social - Executive Liaison: Sharon

1. Adil Ahmad
2. Jennifer Dietert
3. Jeishan Rajakulasingam
4. Nathan Goveas
5. Dithaya Laohaviraphab
6. Cynthia McCarrey
7. Loreen Gale
8. Gail James

Status of Women - Executive Liaison: Gabrielle

1. Kathryn Fulford
2. Caini Ouattara Sano
3. Jatinder Randhawa
4. Alynah Hyder Ali
5. Sarah Boomhower
6. Gabrielle Blais-Jones
7. Rita Kalia (4 committees)
8. Revekka Stasi
9. Leanne Schira
10. Cynthia McCarrey -

Waitlist:

Sophie Kroesen

Loreen Gale

b. **Elections Committee** – Approval of Elections Officer

The Elections Committee met for the first time on October 3. The Committee is saddened to share with the Executive that our Elections Officer for the last two years, Sean Graney, died suddenly and unexpectedly from a massive cardiac event in July 2023. Sean was a tremendous support for the Local bringing his professionalism, level headedness, experience and integrity to our Elections process. He will be greatly missed. A memorial donation is being made to the Heart and Stroke Foundation.

The Committee has to begin the process of searching for a new Elections Officer to be in place by January 2024. Ruth Ann has reached out to ETFO James Taylor for anyone he may recommend in the Parliamentarian Training work he does. Christina is posting to the Presidents network for ETFO to see if any other Local President's can recommend someone. Danielle on the Committee is reaching out to her contact at

Elections Canada for another recommendation for us as this contact brought us Sean.
The Committee next meets October 23 to further work on this process.

c. Fall General Meeting Details

Timed Item	DRAFT Agenda
5:00 p.m.	<p>Meeting Called to Order – Ruth Ann Morley, Parliamentarian</p> <ul style="list-style-type: none"> -Reading of the Land Acknowledgement – Sharon (Eng) & Gabrielle (Fr) -Reading of the ETFO Human Rights Statement – Gail (Eng) & Gabrielle (Fr) -Human Rights Officer – Ruth Ann Morley -Motion to approve the 2023 Annual Meeting Session 1 May 25 & Session 2 May 31 Minutes - Moved by Christina, Seconded by Caini -Motion to approve the 2023 Fall General Meeting Agenda - Moved by Christina, Seconded by Caini - Introduction of the 2023 – 2024 Executive
5:20 p.m.	<p>Treasurer’s Year End Update – Gail James</p> <ul style="list-style-type: none"> 2022-23 Year End Auditor’s Statement Year End Actuals / Net Income Reserves as of September 2023
5:30 p.m.	<p>Approval of 2023-2024 Budget</p> <ul style="list-style-type: none"> Proposed Budget as amended by Annual Meeting continued Further Amendments to Proposed Budget Approval of Budget as Amended
	<p>Treasurer’s Report – Gail James</p> <ul style="list-style-type: none"> Current Budget vs. Actuals, financial reports for 2023-2024 to date
7:00 p.m.	<p>President’s Report – Christina Meynell</p>
7:30 p.m.	<p>Local Committee Updates / Events– Health & Safety -</p>
8:00 p.m.	<p>30 minutes Member Question and Answer Session</p>
8:30 p.m.	<p>Adjournment</p>

ii. **Auditor's Report / Current Financials updates**

Targeted Accounting needs to send further information to the Auditor. The Report has not yet been received. Gail will continue to monitor. Prior to the Budget vote Gail will update the membership with the year end information of the Actual Net Income and the impact on the Reserves.

iii. **Communication / Materials for Members**

Constant Contacts went out with the registration for the meeting.

Another Contact went out with:

The Draft Agenda, Proposed Budget Spreadsheet (as amended by AM and including further Amendment from Executive), Annual Meeting Minutes (including Attendance)

Another Contact to go out with:

Treasurer's Report, Current Financials

The Auditor's Report will be sent out when it is received.

The Zoom Link will be sent out the night before the meeting to registered members with the meeting materials again.

iv. **Tech Support**

We are using a new tech support person, Nick Tharani, for the Zoom Meeting that was recommended to us by sister Locals from Peel, Halton and Hamilton. The rate is \$80/hour. A technical rehearsal is scheduled for Thursday, October 5 at 1:00 p.m. for Nick, Parliamentarian and released officers. Yoland D'Bacy will return to manage the speaker's list. The released officers will assist Nick with the approving of members into the meeting.

v. **Other**

Ruth Ann will compile the slide show for the meeting. We will include a slide about Sean Graney's passing. Gail will provide what she wants for her slides to Ruth Ann and any auditor information as soon as it comes. A draft will be emailed out to the Executive for their review / corrections.

d. **Collective Bargaining**

i. **Updates**

Collective Bargaining Committee - Sharon Brown

The Collective Bargaining Committee/Team met with Derek Hulse on September the 27th for a full day in person meeting. The set agenda was successfully discussed. After reviewing Terms of Reference for this committee, the Team managed to get through the agenda to the end. During our time, the Preliminary submissions were reviewed and corrected as well as action items added to gain clarity on specific items. The Team

organically began to make substantive arguments to support the prepared prelim submissions. Our next meeting is planned for late October with a Board bargaining date on the horizon.

Collective Agreement Language - Marisa Gaillippi

For future reference, the Executive needs to be aware of language in the Collective Agreement to do with the structure of the Collective Bargaining Committee that needs to be considered along with the language in the Constitution and the Procedures.

24.3.0. The Union may appoint or otherwise select a negotiating committee of up to five (5) members. The committee shall represent the Union in all negotiations for the renewal of this Agreement with the representatives of the Board.

ii. **Strike Vote** - Christina Meynell



The Local Presidents have been meeting with ETFO Staff Officers to plan the Strike Vote details. ETFO makes the decisions about how the meeting is structured and the vote taken. They want in person voting to let members hear key information before casting their vote and to have a strong visual event for media purposes.

Members have been objecting to the meeting being in person with no on-line vote. This is not a Local decision. The Local did investigate and was able to confirm that ETFO will make medical accommodations required for health reasons. If these members contact the Local, the released officers can assist members with the ETFO process for this.

8) **Executive Committee (Released Officers)**

a. **Any Recommended Actions / Updates on Outstanding Issues:**

i. **Prep Time Grievance** - Marisa Gallippi

This issue is still in negotiations with the Board with no further progress made to date. Additional members have joined the grievance.

ii. **Health & Safety Inspector**

Health and Safety issues have been busy so far this fall. Marisa is the released officer taking care of the Health and Safety portfolio. Marisa is working as part of the Violence in Schools Sub Committee of the JHSC. Violent incident reports are coming in frequently. There are concerns that some schools are not forthcoming in encouraging members to use the Board's reporting form to report Violent Incidents. A school form is not acceptable as it doesn't go anywhere and does not meet the legal requirements to report and the right to know. Principals are required by law to have OTs who have experienced an incident to report it. Using the form and health and safety information

will be shared with members via Constant Contact, on the Local website and newsletters.

Jeishan Rajakulasingam has been appointed as the Local's member to serve as a Health and Safety Inspector for the Board as a full-time position. This is a newly negotiated position for the Local as a result of the new JHSC Terms of Reference with the Board. Jeishan is also a member of the Joint Health and Safety Committee. He is becoming familiar with the Work Refusal process to be prepared if members start a refusal. PR728 covers incidents surrounding racism but if these incidents involve threats of violence / fear of safety that would also be reported through health and safety.

iii. **OpenPhone / Tech for Office** - Laura Barrett

Laura has investigated OpenPhone, Vonage, Intermedia and Ooma for phone services for the Local Office. Ooma is \$169 / month and allows 5 users, transcription of voicemails, virtual receptionist, setting office hours and holiday hours, and forwarding calls remotely. There is a free 30 day trial which the released officers will trial. One challenging issue is after canceling the Bell landline, getting Bell to release the Local Office number quickly so the new plan can pick it up and use it promptly so as not to cause break in service for the members.

iv. **Kumospace** - Laura Barrett

The fall has been extremely busy, so better to hold off on the Executive trail of this app.

v. **Elder consult on Land Acknowledgement** -Laura / Sharon

Laura will email out to the Executive the package of Beyond a Land Acknowledgement. Sharon raised that making land acknowledgments with a personal connection has become a more recent custom.

vi. **Office Hours**

Part of this issue will be addressed when a new phone system is implemented that allows for remote set up of call forwarding. The Executive Committee has been discussing this issue and gathering information.

Motion 23/24 - 11

Moved by Laura Barrett Seconded by Sharon Brown

BIRT the Executive Committee complete a review of office hours information (Constitution, By-Laws, Procedures, Other Local's Procedures) and provide a report to the November Executive Meeting.

CARRIED

vii. **Safe Space** - no updates today

b. **Reports of Released Officers / New Issues**

i. **President - Christina Meynell**

The Fall Newsletter is in its final draft. Will be mailed out by the end of October.
Elementary Occasional Teacher Concerns Committee (**EOTCC**) meeting with the Board monthly to attempt to resolve issues before they become grievances.

POTS meeting of Local Presidents of ETFO - **“Protecting our Profession”**

Locals have major concern with how OT jobs are being filled by unqualified people, ERP (Emergency Replacement People). 300 jobs in May 2023 were filled by unqualified people. The Toronto Board had 9000 unfilled jobs in June 2023.

The Board removed 700 members from the list for not completing their 30 day requirement or not answering the email with the “submit” button to stay on the list. The Board has not hired 700 new OTs to replace those no longer on the list, so the OT list is not at capacity. The Board is expecting teachers on the OT list to work everyday which does not recognize the occasional status of OTs. These issues need to be a major focus for the Local working together with other Locals experiencing similar issues.

ii **1st VP - Marisa Gallippi**

The members need to be aware of the new language in the Collective Agreement from the last round of bargaining that pertains to over / under payments of salary in clause 10.9.0 There have been payroll issues for members who need to contact the Local office for assistance with timelines and process for correcting these errors.

iii **VP (Woman Only) - Sharon Brown**

Motion 23/24 - 12

Moved by Sharon Brown Seconded by Gabrielle Blais-Jones

Move change to the orders of the day so that item 9 a) be heard at this time.

CARRIED

9) **Notice of Motions from the Executive**

a) ETFO Leadership Conference - S. Brown

Motion 23/24 - 13

Moved by Sharon Brown Seconded by Christina Meynell

BIRT the following be added as a new procedure:

“The incoming executive shall be invited to participate and attend ETFO's Leadership Conference in the new executives upcoming year.”

CARRIED

Rationale: It is important for incoming executive members to have the tools necessary to properly administer and run local meetings for the upcoming year.

iii **VP (Open) - Laura Barrett**

Updates needed to PL Forms by updating procedures. New forms have been created with treasurer Gail James to fit this criteria for Executive approval.

Motion 23/24 - 14

Moved by Gail James Seconded by Laura Barrett

BIRT event/meeting reimbursement forms amend “must be received within the present fiscal year by June 15th”, to read “must be received within 60 calendar days of the event/meeting, and no later than June 14th, 2024 (fiscal year-end).”

And that

BIRT Professional Learning reimbursement forms amend the “must be received within the present fiscal year by June 15th, retroactive to September 1st, 2022.” to read “must be received within 90 calendar days of the course completion date, and no later than June 14th, 2024 (fiscal year-end).”

CARRIED

vi Treasurer - Gail James

Run out of meeting time. See the written report provided (included at the end of these Minutes).

11) Committee Liaisons (written only)

- a. Questions on the role / responsibilities - can be forwarded to Ruth Ann
- b. Calling the first meeting of Committees by the end of October to complete:
 - Election of Committee Chairs
 - Reviewing Committee Terms of References

c. Committee Reports

Social Cttee - S. Brown

The Social Committee is up and running! Members met on Tuesday, September the 26th at their own volition for a 30-minute zoom meeting, to make sure the committee is on its feet in a possible Collective Bargaining/strike year. The Chair, Co Chair, Secretary, and Co Secretary were all elected as well as amazing ideas brainstormed, as to how this committee will provide a respite in this next year ahead. Go-Team- Go! The committee is poised and ready to bring you events to make you feel welcomed and to help manage the apprehension during this" change making" school year.

13) Adjournment 8:45 p.m.

Treasurer Report

Welcome to all new members of the Executive and to returning members as well. I have prepared some financial information for you to use for your reference. Each month one of these booklets will be sent to you along with the monthly financials. 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.



Balance Sheet as of Sept.25/23

ASSETS

1. Chequing Account— \$169,253.49

—account needs to remain at \$75,000

or else there is \$100 fine payment due

—Total Current Assets are \$464,253.49

AS OF OCT.1/23 --chequing account is \$307,493.24

--Sept. 28/23 deposit from ETFO \$11,502.48

--Sept. 29/23 deposit from ETFO \$128,215.28

--Sept. 29/23 deposit from TDSB \$245.16

2. GIC Account Holdings—\$295,000

1). 1 year prime-linked cashable for \$250,000-4.7000% at purchase, as of

Oct. 1/23-4.9500%-matures July 2/24-anticipated interest \$11,814.38

2). 1 year prime-linked cashable for \$45,000- 4.5000% at purchase, as of

Oct.1/23—4.7500%-matures July 2/24-anticipated interest \$2,036.10-collateral for credit cards

3. **CREDIT CARDS**- August/September payments were made to Marisa and Christina's card and extra credit applied to Sept./Oct. statements

4. LIABILITIES AND EQUITY

1. **Retained Earnings** or income from last year is \$481,217.61

2. The **Profit** for the year is -\$15,546.12

3. **Total Liabilities and Equity** \$464,253.49

2. Budget vs. Actuals Sheet

INCOME received this year as shown in the Actual Column—\$64,024.06 or 8.26%

THE BUDGET COLUMN: shows the 2023-2024 Proposed Draft Budget of \$775,577.50 as of May /23.

THE OVER BUDGET COLUMN: shows that \$711,553.44 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—8.26%

EXPENSES

TOTAL EXPENSES are \$79,570.18

THE BUDGET COLUMN: shows the 2023-2024 Proposed Draft Budget of \$1,118,800.00.00 as of May /23.

THE OVER BUDGET COLUMN: shows that \$1,039,229.82 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—7.11%

Budget lines that are over budget are:

602—Calendar- budgeted \$3,000—actual expenditures are \$4,318.01 or 143.93%

620-Meetings-ETFO AM-budgeted \$15,000—actual expenditures are \$35,861.59

or 239.08%-ETFO will reimburse the local for the delegate rooms which will reduce this amount

NET OPERATING INCOME or PROFIT - minus \$15,546.12 is calculated by subtracting the Total Actual Expenses (\$79,570.18) from the Total Actual Revenue (\$64,024.06). This results in 4.53% .

4. Prior Year Revenue and Expenses paid in Current Year

-as per the request of members, this financial explanation has been included in the Sept.25/23 financial reports

-due to the lateness of receiving TDSB, ETFO invoices and the unusual volume of reimbursements from the last fiscal year, some of the payments needed to be carried over to this fiscal year financial budget

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.

1. WHAT ARE THE INSTRUCTIONS FOR SENDING ITEMS TO THE etfo.otl.toronto@dext.cc EMAIL ADDRESS?

Documents need to be in PDF, JPG or PNG format. These documents can be contained in the body of the email (like a picture) or as an attachment. If the email has multiple documents, the program uploads each attachment separately. That is why it is so important to have your name on ALL documents and itemized receipts so that your total reimbursement forms can be amalgamated and processed. The easiest way is to merge your files or take a picture from above with the receipt(s) beside the form and just send the one document. There are many online free tools to merge your files such as

<https://smallpdf.com/jpg-to-pdf>.

Links to a Google Drive can't be read by the receiving program.

ALWAYS KEEP A COPY OF ALL REIMBURSEMENT FORMS AND ITEMIZED RECEIPTS IN CASE THERE IS A NEED TO RESEND THE DOCUMENTATION TO THE TREASURER.

2. 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 member's name; 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. 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. The auditor's job when performing an audit is to ensure accountability, transparency and the validity of all expenses. They constantly request additional financials from the local to back up their audit process. The CRA guidelines also require itemized receipts for expenses to be accepted. The local is obligated to honor these guidelines and to properly manage members' finances at all times. It is suggested that Delegates and Alternates to the August Provincial conference keep itemized meal receipts that the local and provincial food allowances purchased in case the CRA decides to ask for them.

3. WHAT IS THE PROCESS FOR PAYMENT AFTER MY REIMBURSEMENTS ARE RECEIVED?

Forms are put into a program called Approval Max Access is granted to the President, First VP and the Treasurer. These three Released Officers are called the signing officers. Two of three signing officers view each form and either approve or reject them. Then the approved forms are put into a program called Pay Edge. Only the Treasurer has access to this program which verifies the payments and monies are then distributed. An e-transfer is preferred as the method of payment as opposed to a cheque. There are usually two Pay Edge payments each month. The three signing officers try their hardest to approve when they're not working on grievances/allegations or in official meetings, and the Treasurer has a half time allotment. Patience please—all payments will be made.

4. WHEN ARE REIMBURSEMENT FORMS SENT TO MEMBERS WHO ATTEND AN ONLINE MEETING?

Forms are usually sent to members a day after an online meeting. Attendance lists need to be organized, checked and then forms are sent to a non-TDSB email address.

5. WHAT ISSUES MIGHT PREVENT MY PAYMENTS?

If you have submitted your form and meal receipt, your payment may have been rejected due to: an incomplete filled out reimbursement form, no itemized 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. Try to be vigilant about obtaining proper receipts for all spendings if you wish to be reimbursed.

PLEASE CHECK ALL FORMS AND RECEIPTS BEFORE SENDING THEM IN SO THAT YOUR PAYMENTS CAN BE MADE IN A TIMELY MANNER.

6. WHAT IF I HAVE NOT RECEIVED PAYMENT FOR MY REIMBURSEMENT SUBMISSIONS?

After a reasonable time has passed, send an email to the Treasurer along with the reimbursement form, the itemized receipt and an explanation. Then the process can be tracked to see if the payment is pending or if there was an issue with the data sent. Sending such an email to the entire Executive does not ensure that you will receive your payment any sooner. Payments for reimbursements are solely the job of the Treasurer.

7. WHEN DO ALL REIMBURSEMENT FORMS NEED TO BE RECEIVED THIS YEAR?

All reimbursement forms must be received by June 14/24. Please see individual reimbursement forms for additional information. There will be NO extensions as all of the end of the fiscal year finances need to be completed as soon after this date as possible.

8. HOW IS THE LOCAL INTENDING TO SAVE MONEY THIS FISCAL YEAR?

Saving money has been a top priority for the local this year. Some of the ideas that have been practiced so far are:

- a two night online Strategic Meeting as opposed to a two-day retreat
- researching a different, cheaper telephone system instead of a land line
- paying for the POTS chairperson one meeting at a time instead of a yearly fee
- ordering only essential office supplies needed for the moment

- not ordering necessary new equipment for the office i.e. laptops
- giving back extra water bottle for the water cooler and refraining from reordering
- no payments for single room supplements
- reducing the meal allowance for online member meetings
- encouraging members to accept e-transfers (\$1.50) as opposed to more expensive cheques (\$7.50)
- \$244.24 is being reimbursed by ETFO for mileage and parking for attendance at Steward Plus One Meetings held this year.

10. HOW MUCH MONEY 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 difference of what was paid and what was owing). The calculation is based on the FTE (number of days worked by members). Payments last fiscal year were \$94,913.05 quarterly. At the end of Sept./23 the reconciliation payment of \$128,215.28 was made to the local's account, making the yearly payment a total of \$507,867.47.

11. HOW MUCH LEVY MONEY IS RETURNED TO THE LOCAL FROM TDSB?

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. The projected budget for this fiscal year is \$12,000. Comparing this amount to the amount that ETFO fees contribute, it is clear that most of the local's money to run the local comes from ETFO.

12. WHAT IS THE DIFFERENCE BETWEEN "CASH BASIS" AND "ACCRUAL BASIS" ACCOUNTING?

Cash basis accounting, which is what the local uses, occurs when invoices are recognized, recorded and expenses are paid. Accrual accounting is a method where expenses are recognized and recorded when a transaction is billed, not paid.

13. WHEN IS THE NEXT PAY EDGE PAYMENT FOR

REIMBURSEMENTS TO MEMBERS?

The next Pay Edge order will be made the first week of October/23.

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

If there is a financial question, please contact the Treasurer directly. Sending the email to the other Released Officers is not necessary as finances are the job of the Treasurer.

work email gailjames@ica.net

work cell 416.458.3451

Thanks,

Gail James

Treasurer

ETFO Toronto Occasional Teachers' Local

gailjames@ica.net