

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

**Session 1: Wednesday, Sept. 6 at 5:00 – 8:30 p.m.**

**Parliamentarian:** Ruth Ann Morley

**Present:** Gail James, Rinat Evron, Sarah Boomhower, Laura Barrett, Efstathia Sotiropoulos, Christina Meynell, Sharon Brown, Jennifer Dietert, Caini Uttara Sano, Marisa Gallippi

**Regrets:** Jeishan Rajakulasingam, Gabrielle Blais-Jones (attended Session 2)

- 1) **Call to Order** – Parliamentarian
- 2) **Reading of the Land Acknowledgement Statement** - read by Laura Barrett
- 3) **Reading of the ETFO Human Rights Statement** - read by Laura Barrett
- 4) **Human Rights Officer** - Sharon Brown
- 5) **Welcome and Introductions**
- 6) **Approval of the June 7, 2023 Executive Minutes**

**Motion 23/24 - 01**

Moved by L. Barrett Seconded by S. Brown  
BIRT the June 7, 2023 Minutes be approved.

**CARRIED**

- 7) **Approval of the Sept 6-7, 2023 Strategic Planning Agenda**

**Motion 23/24 - 02**

Moved by L. Barrett Seconded by S. Boomhower  
BIRT the Strategic Planning Agenda be approved.

**CARRIED**

- 8) **Financial Update of June 2023 Year End**

The files were emailed out to the Executive in advance of the meeting.

a. Surplus / deficit

**Actual**

**Budget**

**Shared at May Annual Meeting**

Total Expenses	\$	621,882.52	\$	1,150,800.00	\$
Net Operating Income	\$	(85,100.67)	\$	(396,470.00)	\$
Net Income	\$	(85,100.67)	\$	(396,470.00)	\$

## Actual June 2023 Year End

	Actual	Budget
Total Expenses	\$ 976,490.44	\$ 1,150,800.00
Net Operating Income	\$ (336,066.73)	\$ (396,470.00)
Net Income	\$ (336,066.73)	\$ (396,470.00)

## NET OPERATING INCOME over the years:

2016-2017 = -\$99,100

2017-2018 = -\$85,200

2018-2019 = a balanced budget

2019-2020 = -\$68,812

2020-2021 = -\$51,592.55

2021-2022 = -\$126,282.38

2022-2023 = **-\$336,066.73**

## Impact on Reserve Funds

Reserves remaining going into 2022-2023 **\$817,284.34**

Reserves remaining going into 2023-2024 **\$481,293.32**

**ETFO - Toronto Occasional Teachers Local**  
**Balance Sheet**  
As of June 30, 2023

	Total
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalent</b>	
102 RBC Chequing XXX7892	436,293.32
103 GICXXX7083	45,000.00
<b>Total Cash and Cash Equivalent</b>	<b>\$ 481,293.32</b>
<b>Total Current Assets</b>	<b>\$ 481,293.32</b>
<b>Total Assets</b>	<b>\$ 481,293.32</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Card</b>	
210 Credit Cards	
210-4 RBC Visa 1646- Marisa Gallippi	75.71
<b>Total 210 Credit Cards</b>	<b>\$ 75.71</b>
<b>Total Credit Card</b>	<b>\$ 75.71</b>
<b>Total Current Liabilities</b>	<b>\$ 75.71</b>
<b>Total Liabilities</b>	<b>\$ 75.71</b>
<b>Equity</b>	
Retained Earnings	817,284.34
Profit for the year	-336,066.73
<b>Total Equity</b>	<b>\$ 481,217.61</b>
<b>Total Liabilities and Equity</b>	<b>\$ 481,293.32</b>

**9) Collective Bargaining Committee (CBC)**

Reference: Constitution

7.4.2 The Collective Bargaining Committee:

- shall consist of the Local President and four (4) other Executive members who shall be elected by the Executive at the first Executive meeting each year;
- shall solicit input from the members.

Reference: Procedure Manual

3.2.2 The local should include the following steps leading up to a round of negotiations:

a. A Collective Bargaining Team of the president and four executive members is elected from the executive at the first executive meeting of the year.

b. The executive selects a chief negotiator from among the team members. The Executive will assign the Chief Negotiator duties to one of the released Vice Presidents. Updated June 7, 2023 Executive

a. Summer Updates

- June 8th ratification vote
- Christina reached out to the Board to request bargaining dates, haven't been firmed up yet

b. Strike Vote

- October 17th, Meridian Hall, full-day event
- ETFO will pay release, mileage, parking to non-released members to help out on Oct. 17
- Different categories of job/duties for the day
- Question about timeline: OSSTF has decided to settle, so that will make things difficult for us
- **Action item:** Christina to ask ETFO about LTO release pay for the Oct 17 work

c. Nominations for Committee members

Nominations received for:

Gabrielle, Sarah, Jeishan, Laura, Sharon, Gail, Rinat, Caini, Marisa, Efstathia

d. Speeches for Committee member candidates (if required)

- 1 minutes speeches conducted

e. Vote / Appointment for Committee members

Vote results:

- Gabrielle 4
- **Jeishan 5**
- Gail 3
- Sharon 2
- **Laura 7**
- **Marisa 9**
- Rinat 2
- Caini 2
- **Sarah 7**
- Efstathia 1

**CBC elected members:** Marisa, Sarah, Laura, Jeishan

**President:** Christina mandatory member

f. Vote / Appointment for Chief Negotiator

- **Chief Negotiator: Sharon Brown**

10) **Committees for 2023-2024**

Reference: [Constitution](#)

[Section 2 – Committees](#)

[6.2.1 There shall be the following Standing Committees:](#)

[Budget Committee](#)

[Constitution Committee](#)

[Elections Committee](#)

[Equity and Social Justice Committee](#)

[New Members Committee](#)

[Political Action Committee](#)

[Professional Development Committee](#)

[Racialized Members Committee](#)

[Social Committee](#)

## Status of Women Committee

6.2.2 Other ad hoc committees required to carry out the work of the Local may be established by the Executive or by General Meetings as necessary.

### Constitution 7.3.1

- (a) The executive shall assign one (1) vice-president responsibility for **health and safety**;
- (b) The executive shall assign one (1) vice-president responsibility for **social activities**;
- (c) The executive shall assign one (1) vice-president responsibility for **professional learning**;
- (d) The executive shall assign one (1) vice-president responsibility for **communications** including social media;

#### a. Committee Liaison Assignments

**Budget Committee - Gail James**  
**Constitution Committee - Sharon**  
**Elections Committee - Ruth Ann Morley**  
**Equity and Social Justice Committee - Caini**  
**New Members Committee - Rinat**  
**Political Action Committee - Jeishan**  
**Professional Development Committee - Laura**  
**Racialized Members Committee - Sarah**  
**Social Committee - Sharon**  
**Status of Women Committee - Gabrielle**

**Health and Safety - Marisa**  
**Communication - Laura**

#### b. Approval of Committee Members

i. Notice to members requesting sign up

**Action item:** Check sheets from Annual Meeting

Any members who have called in

Adil Ahmad - Social Committee

Kathryn Fulford - Status of Women Committee

*Tyler Hughes - interested in ad hoc Annual Meeting committee*

ii. Organizing on-line sign up

**Action item:** Constant Contact invitation to join committees - Google form

**Members of the Executive: at first, limit yourselves to two committees (to maximize member engagement)**

iii. Approval at October Executive Meeting - list to be brought to Oct Executive for approval  
Then Executive Liaisons can call for first Committee meetings by the end of October.

**11) Calendar Dates for 2023-2024**

- a. Religious Observances / Holidays - checking list for conflicts before setting dates
- b. TDSB PA Days
- c. ETFO dates for Rep Council (Oct 18 & 19), Leadership (Sept 20 & 21), Annual Meeting, etc.
- d. POTS (Sept 14 & 15, June 12, 13, 14), GHOTs (Nov. 15, Jan. 17, Mar. 6, Apr. 17) , TROTS
- e. Bargaining Dates: Strike Vote Oct 17
- f. Executive Meetings:

Wed. Oct 4

Thu. Nov. 9

Tues. Dec. 5

Wed. Jan 24

Thu. Feb 8

Tue. Mar. 5

Wed. Apr 10

Wed. May 8

Wed. Jun 5

g. Fall General Meeting (Wed. Oct. 11), Winter (Tues. Feb 13) Spring General Meeting

h. Annual Meeting Session 1 (Tues May 14) and Session 2 (Thur May 16) with the possibility of  
Tues. May 28 if we need a Session 3

– **RECESS** at 8:34pm

**Session II - Thursday, September 7, 5:00 p.m.**

**Calendar Dates con't**

i. Dates from Constitution requirements

See Document emailed to Executive re dates for 2024-2025

Thurs., June 20 for meeting of Local Delegates to ETFO Annual Meeting 2024

**12) Organizing for October General Meeting**

Reserves remaining going into 2022-2023 **\$817,284.34**

Reserves remaining going into 2023-2024 **\$481,293.32**

**Issue:** renting vs purchasing office space (to be discussed at Nov. Executive Meeting)

- If there is strike action, our office is on Board property

a. Proposed Budget from AM, Recommended amendments Budget

See Proposed Budget document emailed to the Executive with three columns, June 2023 Actuals, Annual Meeting PB in progress, Amendment to PB from Executive

**Motion 23/24 - 03**

Moved by G. Blais-Jones Seconded by L. Barrett  
BIRT Line 645 Status of Women be amended to read \$7500.

**CARRIED**

**Motion 23/24 - 04**

Moved by S. Brown Seconded by L. Barrett  
BIRT Line 644 Social be amended to read \$7500.

Motion 23/24 - 04A

Moved by S. Brown Seconded by S. Boomhower  
BIRT Line 644 Social be amended to read \$5000.

**CARRIED**

**Action item for released team:** Allocation of ETFO strike reimbursements in light of likely strike action – increasing the collective bargaining expense, and discussing with membership the possibility of CB Committee being over-budget but coming back to us in a reimbursement. Gail to have update for the October Executive meeting re and funds expensed in 2022-2023 that were not paid before June 2023 so will be coming out of this year's budget.

b. In-person Location or Virtual?

**Motion 23/24 - 05#1**

Moved by C. Meynell Seconded by G. Blais-Jones  
BIRT the 2023 Fall General Meeting be conducted online via Zoom.

**Carried**

**Motion 23/24 - 05A#2**

Moved by L. Barrett Seconded by S. Brown  
And that Procedure 5.17.3 be amended  
By amending “up to \$30 per member” to read “up to \$20 per member” for Virtual Membership Meetings.

**Carried**

**Motion 23/24 - 05AA**

Amendment to the Amendment

Moved by M. Gallippi Seconded by C. Meynell

\$15 per person

**Lost**

**Motion 23/24 - 05AAC**

**Motion to put the question**

Moved by S. Brown Seconded by G. Blais-Jones

**Carried**

**Roles for October General Meeting:**

Human Rights Statement English - Gail

Human Rights Statement French - Gabrielle

Land Acknowledgement Statement English - Sharon

Land Acknowledgement Statement French - Gabrielle

Move Annual Meeting Minutes - Christina, Secunder - Caini

Move Agenda for October GM - Christina, Secunder - Caini

Move Executive Amendment budget to the Proposed Budget - Christina, secunder Gabrielle

**February GM**

Land Acknowledgement English - Sarah

Human Rights Statement English - Marisa

**Collective Bargaining all member meeting**

Human Rights Statement English - Laura

**Ratification Bargaining all member meeting**

Human Rights Statement English - Efstathia

May Annual Meeting - members who are not running as candidates

**13) July / August Financial Report – Treasurer**

Updated Balance sheet reviewed with the Executive.

**14) Released Officers Reports / Division of Duties**

**a. President**

There will be a reorganization in the Board this fall and as a result a number of contract openings will be posted that OTs looking for permanent positions can apply to. There will be posting starting September 22 and closing September 25.

**b. 1st Vice President**

M. Gallippi:



About 15 prep-time grievances for daily OTs that had the prep time scheduled for the teacher they were replacing taken away. OTs take on the schedule for the teacher they are replacing, but CA doesn't specifically state that daily OTs get prep like it does for LTOs. Board seems unwilling to budge, so it seems like it may go to arbitration

Released officers have been discussing Office hours and physically being in the office - bring issue to executive and then to membership

### **c. VPs**

L. Barrett discussed OpenPhone as an alternative to the office land line, presented Kumospace as an alternative to Zoom.

L. Barrett will prepare trial run of Kumospace for the Executive to engage with to see if they would like to use it for meetings.

S. Brown is new to working released in the office this year and will do her first report at the October Executive Meeting.

### **d. Updates on Outstanding Business from Executive Committee**

I. Safe Spaces - S. Brown will compile resources for the Executive Committee to share with the Executive.

II. Consult with Elder re: Land Acknowledgement - report at next Executive Meeting

III. Land Line / Office Tech - L. Barrett investigating OpenPhone.

## **17) New Business**

### **a) Discussion of Office Hours**

Not sufficient time to fully discuss all the details of this issue. Executive members can send their ideas / motions to the Parliamentarian to compile for the October Executive Meeting.

## **18) Adjournment 8:40 p.m.**