



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

Wednesday, January 24, 2024 at 9:15 a.m. via zoom

Present: Christina Meynell, Marisa Gallippi, Sharon Brown, Laura Barrett, Gail James, Rinat Evron, Gabrielle Blais-Jones, Sarah Boomhower, Caini Ouattara Sano, Jeishan Rajakulasingam, Efstathia Sotiropoulos

Regrets: none

Parliamentarian: Ruth Ann Morley

- 1) **Welcome** – Ruth Ann Morley, Parliamentarian
- 2) **Land Acknowledgement Statement** - read by Laura Barrett
- 3) **ETFO Human Rights Statement** - read by Gail James
- 4) **Human Rights Officer** -Ruth Ann Morley
- 5) **Third Party Consultant - Motion 23/24 – 44** (in progress)

Amendment moved at January 10 Executive Meeting:

Motion 23/24 - 44

Moved by Christina Meynell Seconded by Rinat Evron

That Motion 23/24 -27 be amended to read:

BIRT up to \$15,000 be used to hire Charles C. Smith Consulting to facilitate mediation with the Released Officers as per his quote. Costs to come from \$5000 from Budget 626 Meetings Other and \$10,000 from Budget 625 Meetings - Monthly Executive.

Motion 23/24 -44P

Moved by Gail James Seconded by Sharon Brown

That Motion 23/24 - 44 be moved to after the approval of the agenda.

CARRIED

6) Approval of Executive Meetings Minutes for January

Motion 23/24 - 47

Moved by Christina Meynell Seconded by Gabrielle Blais-Jones

BIRT the Executive Meeting Minutes from January 10, 2024 be approved.

CARRIED

7) Approval of the Agenda

Motion 23/24 - 48

Moved by Gabrielle Blais-Jones Seconded by Marisa Gallippi

BIRT the Executive Meeting Agenda for January 24, 2024 be approved as amended.

8) Time Sensitive Business

a. Committee Member List

Terms of Reference - Constitution Committee, Ad Hoc Committee

Constitution Amendment Form

h. Resolutions to ETFO Annual Meeting

9) Third Party Consultant

CARRIED AS Amended

8) Time Sensitive Business:

a. **Committee Members List** – additional members / changes for approval

Motion 23/24 - 49

Moved by Sharon Brown Seconded by Laura Barrett

BIRT the following changes be made to Committee Members list for the following Standing Committees:

Constitution Committee - resignation of Leanne Schira, addition of Gabrielle Blais-Jones and Cynthia McCarry

CARRIED

Committee Terms of Reference

Ad Hoc Committee

Motion 23/24 - 46

Moved by Laura Barrett Seconded by Christina Meynell

BIRT a 2SLGBTQIA+ Ad Hoc Committee be formed for advocacy for 2SLGBTQIA+ issues and to respond directly to the recent rise in trans-, bi-, and homophobic hate. Costs to come from Incentive Funding from ETFO.

Motion 23/24 - 46P

Moved by Laura Barrett Seconded by Caini

Postpone until 1:00.

Postponement CARRIED

Constitution Committee Terms of Reference

Motion 23/24 - 50

Moved by Sharon Brown Seconded by Laura Barrett

BIRT the following changes to the Constitution Committee Terms of Reference be approved.

3.3 Constitution Committee Terms of Reference

3.3.1 All proposed amendments to the local's Constitution must be signed and dated by the mover and are received by the Parliamentarian who will email confirmation of receipt of amendment within three (3) school days.

3.3.2 In the case of amendments submitted by the local's executive, the Parliamentarian must sign and date the final submission.

3.3.3 Any alteration or edit to proposed constitutional amendments proposed by the mover / seconder must be made at least 30 days before the local's annual general meeting and submitted to the Parliamentarian by the deadline.

3.3.4 Any alterations or edits to constitutional amendments proposed by the Constitutional Committee are shared with the mover/seconder prior to publication in the Annual Meeting Workbook required fourteen (14) days prior to the Local Annual Meeting.

3.3.5 The mover / seconder can include a rationale of up to 100 words with their amendment by the deadline. Any alterations or edits to the rationale of a proposed constitutional amendment must be confirmed by email to the mover / seconder by the Parliamentarian.

3.3.6 Any alteration or edit to the rationale of a constitutional amendment proposed by the executive must be confirmed by email to the Executive.

3.3.7 To advise the executive on matters relating to the work of the committee.

3.3.8 To review the Policies and Procedures yearly.

3.3.9 To ensure that the policies and procedures outlined in this document are consistent with the intent of the Constitution and/or By-Laws of the ETFO – Toronto Occasional Teachers' Local and

the Elementary Teachers' Federation of Ontario, and with the current collective agreement.
3.3.10 To ensure the changes, additions, or amendments to the policies and procedures contained within the document will be made only by motion of the executive at any Executive Meeting. If additions or modifications to the contents of the document are necessary, a recommendation may be made to the executive for approval. Housekeeping and proofreading changes may be made by the Committee without executive approval.

3.3.11 In the case where the executive makes an amendment to the policies and procedures, that the Committee be informed immediately by the **Executive Liaison (or President in lieu of the Executive Liaison)**, so that the Committee can ensure that the proposed changes are in alignment with the Constitution and the by-laws of the Local. **Updated Executive February 2023**

CARRIED

Motion 23/24 - 51

Moved by Sharon Brown Seconded by Laura Barrett

BIRT the amended Constitution and By-Laws Amendment Form be approved for distribution to the membership.

CARRIED

(see end of minutes for the text)

b. **Approved Executive Meeting Dates:**

Tuesday, April 16

Tuesday, May 7

Tuesday, June 4

c. **On-Line Vote Results Report**

On-Line Vote

Motion 23/24 - 45

Moved by Efstathia Seconded by Caini Ouattara Sano

That Motion 22/23 - 148 Procedure 7.4 Social Activities be amended so that "Events will cost members a minimum of \$20." amended to read "A non-refundable deposit will be required for Social Committee events with a cost. The amount of the non-refundable deposit will be determined by the Social Committee depending on actual costs to hold the event and the available funds in the Committee's budget."

Motion 23/24 -45A

Moved by Gabrielle Seconded by Laura

AMENDMENT:

Procedure 7.4 Social Activities be amended so that "Events will cost members a minimum of \$20." amended to read "A non-refundable deposit will be required for Social Committee events with a cost. The amount of the non-refundable deposit of 20% of the cost per member to the local (not to exceed \$25) when that cost is \$20 or more, depending on actual costs to hold the event and the available funds in the Committee's budget."

AMENDMENT CARRIED

MAIN MOTION CARRIED AS AMENDED

- d. **Winter GM By-Election:**
 - i. Nominations due January 28, 4:00 p.m.
 - ii. Profiles due February 2, 4:00 p.m.
 - iii. Candidates' names / profiles posted on the Local website by the Elections Officer for membership by February 6

- e. **Winter GM Delegates Election:**
 - iv. Nominations and personal messages due February 5, 4:00 p.m.
 - v. 16 positions by acclamation or election (1-minute speeches) during GM
 - vi. Candidates' names / messages posted on the Local website by the Elections Officer for membership by February 7

- f. **Executive 2024-2025 Candidates:**
 - vii. Nominations due February 9, 4:00 p.m.
 - viii. Winter GM Candidate Speeches 2 min
 - ix. Profiles due February 15 to Yolanda B'Dacy Elections Officer who will post them to Local website by February 20
 - x. Elections Officer Lynn Buckley will begin her role the week of February 20 with a transition meeting with the Parliamentarian and Yolanda B'Dacy the week of February 20. Lynn Buckley will be responsible for managing campaign violations complaints and the April Candidates' Nights (dates TBA).

- g. **Winter General Meeting**
 - i. **DRAFT Agenda**



The ETFO – Toronto Occasional Teachers' Local Winter General Meeting

Tuesday, February 13, 2024
5:00 – 8:45 p.m.

4:30 – Zoom Meeting sign in and member information verification process begins

Timed Item	DRAFT Agenda
5:00 p.m.	Meeting Called to Order – Ruth Ann Morley, Parliamentarian -Reading of the Land Acknowledgement – S. Boomhower & G. Blais-Jones -Reading of the ETFO Human Rights Statement – M. Gallippi & G. Blais-Jones -Human Rights Officer – -Motion to approve the 2023 Fall General Meeting Minutes -Motion to approve the 2024 Winter General Meeting Agenda
	President's Address – Christina Meynell

5:30 p.m.	Elections Officer: By-Election for Executive Member Candidate Speeches Vote Election of Delegates for the 2023 ETFO Annual Meeting Candidate Speeches (if required) Vote (or acclamation) Treasurer’s Report – Gail James Receive Auditor’s Report Current Financials Update Financial Motions for consideration
6:25 p.m.	Consideration of Proposed Resolutions submitted for the 2024 ETFO Annual Meeting
6:55 p.m.	30 minutes Member Question and Answer Session
7:25 p.m.	Elections Officer Introduction of candidates running for the 2024-2025 Local Executive: Candidate Speeches
8:45 p.m.	Adjournment

ii. **Registration -**

Has been sent out by Constant Contact to the membership. We are using the Zoom platform for registration this year so that it is more streamlined and only needs to be checked once for valid membership at registration and then the zoom link will let the members directly into the meeting.

iii. **Tech Support issues / Rehearsal**

First meeting has been held with tech support for registration set up and poll operation. Rehearsal confirmed for February 8, 2024 at 1:30 p.m. via zoom

ix. Information for members that has already been sent out by Constant Contact:

1. **Auditor’s Report**
2. **DRAFT Agenda**
3. **Minutes of the Fall GM**

Information to be sent closer to date of General Meeting:

4. Current Financial Statements
5. Treasurer’s Report, report on Article 13.5.2
6. Resolutions for ETFO Annual Meeting
7. Lists of Candidates for Elections

g. **Resolutions**

Resolution #1

Moved by Christina Meynell Seconded by Rinat Evron

That ETFO prioritize responding to Boards that are making routine use of Emergency Replacement Persons (ERP), through a province-wide action plan.

CARRIED

9) Third Party Consultant

Original Motion passed at November Executive Meeting:

Motion 23/24 -27

Moved by Gabrielle Blais-Jones Seconded by Jeishan Rajakulasingam
BIRT up to \$5000 from Budget 626 Meetings Other be used to hire a third party mediator to meet with the Released Officers about safe space.

CARRIED

Amendment moved at January 10 Executive Meeting:

Motion 23/24 - 44

Moved by Christina Meynell Seconded by Rinat Evron

That Motion 23/24 -27 be amended to read:

BIRT up to \$15,000 be used to hire Charles C. Smith Consulting to facilitate mediation with the Released Officers as per his quote. Costs to come from \$5000 from Budget 626 Meetings Other and \$10,000 from Budget 625 Meetings - Monthly Executive.

Motion 23/24 -44AA

Moved by Sharon Brown Seconded by Gabrielle Blais-Jones

BIRT that amendment 23/24 - 44 be amended to read: BIRT up to \$5000 from Budget 626 Meetings Other be used to hire a third party consultant Andrew Williams, Liberty Square Consulting to meet with the Released Officers about safe space. **CARRIED**

Motion 23/24 - 44AAC

Moved Jeishan Rajakulasingam Seconded Gail James

Call the Question

CARRIED

Main Motion as Amended CARRIED

10)Executive Committee (Released Officers)

Updates on Outstanding Issues:

i. Prep Time Grievance

This Policy Grievance has gone to Step 2 Arbitration. No date has been received yet. Ongoing issues with OT Prep Time continue this year and can be filed again as a Group grievance. Marisa will prepare an update on the Policy Grievance and information for how to report issues with lost prep time for this school year. Message for members to go out by Constant Contact.

ii. Health & Safety:

Standing Sub-Committee on Violence

Laura attended this meeting this past week. Focus of this meeting included making sure the reporting form can be accessed by members from home and the need to address issues surrounding

Communication and Training for supervisors and principals so they are taking appropriate actions and providing support for OTs.

JHSC

Motion 23/24 - 52

Moved by Marisa Gallippi Seconded by Sharon Brown

BIRT the Toronto OT Local Inspector serve as the Joint Occupational Health and Safety Committee representative as per 6.3.1 in the Constitution.

CARRIED

ETFO Health and Safety Conference

Motion 23/24 - 53

Moved by Marisa Gallippi Seconded by Sharon Brown

BIRT the Local send the Local Health and Safety Inspector / JHSC rep for the ETFO 2023-2024 Health and Safety Special Topics Training: Cleaning the Air, a Health and Safety Conference on indoor air quality on Friday, March 22, 2024 at 7:00 p.m. - 8:30 p.m. and Saturday March 23, 2024 from 9:00 a.m. - 2:30 p.m. Costs to come from Budget Line 614 -Health and Safety.

CARRIED

iii. EOTCC – Cap and Use of ERP - Christina

Current OT List numbers have dropped, so the Local is not hired to the Cap. Members are being hired to permanent positions and the Board is not replenishing their spots. The ETT current FTE would allow the board to hire 700 OTs. Secondary OTs do not have a cap and they are also experiencing the same issue of unfilled jobs and frequent use of ERPs. Organizing a meeting with the Director to address these issues of unfilled jobs. Meeting with our sister Local as unfilled jobs affects both Locals. It's having widespread effects. We do have a large number of OTs (665) retired teachers who can't do more than 50 days and no word from the government if they are planning on extending the days. Increasing this in the past did not have a significant impact in reducing unfilled jobs. We need to continue pressure so the board hires to the cap.

Timed Item 1:00 p.m.

2SLGBTQIA+ Ad Hoc Committee

Motion 23/24 - 46

Moved by Laura Barrett Seconded by Christina Meynell

BIRT a 2SLGBTQIA+ Ad Hoc Committee be formed for advocacy for 2SLGBTQIA+ issues and to respond directly to the recent rise in trans-, bi-, and homophobic hate. Costs to come from Incentive Funding from ETFO.

CARRIED

Laura will be the Executive Liaison for this new Ad Hoc Committee.

New Issues

iv. President - Christina

EOTCC dates are pending. It has been very hard to get confirmed information from the Board. There is a scheduled meeting next week. The President will work on the Agenda with the released officers.

Allegation numbers continue to rise. There is a need for members to develop proactive skills to avoid allegations. Workshop is available with ETFO to help members with this issue. This is not just new teachers are affected as retired teachers are also having allegations. In the past principals could use professional judgement based on knowledge of the student saying allegations, but they can no longer do that. Every allegation has to go through the process. We are looking in to having the ETFO workshop for the membership.

v. 1st VP - Marisa

Motion 23/24 - 54

Moved by Marisa Gallippi Seconded by Jeishan Rajakulasingam

BIRT a Health and Safety Ad Hoc Committee be established. Costs to come from Budget Line 614 - Health and Safety.

CARRIED

Jeishan Rajakulasingam will be the Committee Liaison.

vi. VPs

VP - Sharon

Safe Space

Contact has been made with Andrew Williams, Liberty Square Consulting that the Executive approved his hiring. A contact is being sent for signing.

Collective Bargaining - January 29 Committee Meeting, two bargaining dates booked with Board Feb 1 and Feb 29.

VP - Laura

Unsafe work refusal checklist is now on the Local website for members' information.

Members can contact Local for assistance with pay issues. Sometimes an option of an advance transfer to accommodate the amount of time it takes to get pay sorted out, but concerns about lump sum payment tax implications. In our Collective Agreement, the Board cannot unilaterally take back overpayments. Members should contact the Local for assistance.

Kumo virtual space - still interested in trying a trial if time at the end of a full day meeting.

vii. Treasurer - Gail

The Treasurer reviewed the Budget vs. Actuals with the Executive. Further details are available in the Treasurer's report. An updated Treasurer's Report is being prepared for the Winter GM.

11) Committee Liaisons Reports

Budget Committee - Gail

The second Budget Meeting is taking place Tuesday, January 30/24 at Fairmeadow PS. The meeting will be in person from 4:30-6:30 pm. (there will be accommodations for those that need to work from home).

Constitution Committee - Sharon

The Constitution Committee met on January 23 via zoom to discuss the constitution and to elect a chair. The committee will plan on meeting in the spring again with help from the Parliamentarian Ruth-Ann Morley. Next meeting is planned for February 8 to elect the Committee Chair and review outstanding Constitution amendments.

Equity and Social Justice Committee - Laura

- rescheduling "Islamophobia Affects All Our Students" workshop
- additional workshops/events TBD
- next committee meeting in early February

Professional Learning Committee - Laura

- Workshop: "Assessment IS Learning!" Mon. Jan. 22
- Next meeting Mon. Jan 29 via Zoom

Social Committee - Sharon

A free roller skating event planned for February 1st is in its final planning and execution stages. Alternately a coffee meet and greet is in its final planning stages for later on in February. The next meeting for social is planned for January 31 via zoom.

Racialized Members Committee - Sarah

No report

Status of Women Committee - Gabrielle

The Committee is planning an event for February. Next meeting by the end of January.

Political Action - Jeishan

Committee will meet in February.

New Teachers Committee - Rinat

First meeting had to be rescheduled. Need to set a date with Committee Members..

12) New Business

a) **Sitting Executive Member on Elections Committee**

Current wording:

Operating Procedures 1.10

That a sitting executive member shall not serve on the Local elections committee. **Motion 20/21 – 9**

Motion 23/24 - 55

Moved by Sharon Brown Secunder Sarah Boomhower

BIRT Executive Operating Procedures 1.10 be amended to read:

1.10 That a sitting executive member **who does not put a nomination in by the February deadline**

for Executive Elections can serve on the local elections committee.

CARRIED

Motion 23/24 -55C

Moved by Jeishan Rajakulasingam Seconded by Sarah Boomhower

Call the Question

CARRIED

b) **Released Executive on Personal Leave**

Motion 23/24 - 56

Moved by Marisa Gallippi Seconded by Sharon Brown

BIRT: that Procedures 2.2 Personal Leaves be deleted.

CARRIED

Note: See the new By-Law 4.2 for Temporary Vacancies on the Executive resulting from a temporary approved leave of absence.

c) **Political endorsement**

Motion 23/24 - 57

Moved by Jeishan Rajakulasingam Seconded by Sarah Boomhower

BIRT the ETFO - Toronto OT Local Executive endorse the Canadian Labour Congress and the International Trade Union Confederation to call for an immediate ceasefire by all parties and the return of all hostages and people held in Gaza and Israel without legitimate legal basis.

CARRIED

Motion 23/24 - 57T

Moved by Marisa Gallippi Seconded by Gabrielle Blais-Jones

That Motion 23/24 - 57 be tabled to the February General Meeting.

LOST

13) **Adjournment** 3:17 p.m.

Text of Amendments to the Local Constitution and By-Laws Form

The Local Annual Meeting is being held over two sessions:

Tuesday, May 14, 2024 and Thursday, May 16, 2024

Sixty percent (60%) of members present voting in favour at the Local Annual Meeting is required for an amendment to pass.

Amendments are due to the Parliamentarian by email at TorontoOTConstitution@gmail.com by Friday, April 12 at 4:00 p.m. The Parliamentarian will email confirmation of receipt of your amendment within three (3) school days. If you do not have access to email, your form(s) can be sent by Canada Post to 102 Burnside Drive, London, Ontario N5V 1B5. If using this option, please allow ten (10) business days for mail delivery.

Amendments received by the deadline that are in order will be posted on the Local's website by Tuesday, April 30, 2024.

Mover: _____ Employee #: _____

Phone number: _____ Email: _____

Secunder: _____ Employee #: _____

Phone number: _____ Email: _____

Be It Resolved that Article _____ Section _____ be:

_____ deleted

_____ amended by the deletion of:

_____ amended to read:

_____ amended by the addition of:

_____ amended by the addition of a new section / subsection to read:

A rationale of up to 100 words can be typed into the body of your email to be posted with your proposed amendment on the Local website.

Treasurer Report--Welcome to the Jan.17/24 edition of the local's Treasurer Report

This is the first Treasurer Report of the 2024 fiscal year. If you require any explanations, clarifications, or if you have any questions now or in the future about information in the Treasurer Report, 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. Hope all of the Executive and the Parliamentarian have a wonderful New Year.

Balance Sheet as of Jan. 17/24-- ASSETS

Chequing Account— \$411,240.89

—account needs to remain at \$75,000 or else there is \$100 fine payment due

Total Current Assets are \$706,240.89

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

CREDIT CARDS- \$482.75 are invoices that need to be applied to credit cards and that's why they're called "clearing" and also recorded under Non Current Assets

LIABILITIES AND EQUITY

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

2. The Profit for the year is \$225,506.03

3.Total Liabilities and Equity \$706.723.64

Budget vs. Actuals Sheet

INCOME received this year as of Jan.17/24 as shown in the Actual Column—\$529,089.65 or 68.22% of the expected budget

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

THE OVER BUDGET COLUMN: shows that \$246,487.85 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 this fiscal year—68.22%

EXPENSES

TOTAL EXPENSES as of Jan.17/24are \$303,583.62.

THE BUDGET COLUMN: shows the 2023-2024 Proposed Draft Budget of \$998,300.00-May/23.

THE OVER BUDGET COLUMN: shows that \$694,716.38 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 is 30.41%

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 \$37,522.47 or 250.15% -

Sept.28/23 ETFO deposited into the local account \$11,502.48 for the annual meeting room reimbursement—this can be found in Income Budget Line 400 ETFO AM Reimbursements

NET OPERATING INCOME or PROFIT – \$225,506.03 is calculated by subtracting the Total Actual Expenses (\$303,583.62) from the Total Actual Revenue (\$529,089.65). This results in -100.25%

FREQUENTLY ASKED QUESTIONS

HOW MUCH MONEY IS TO BE REFUNDED BY ETFO FOR THE CENTRAL STRIKE VOTE REIMBURSEMENTS EXPENSED BY LOCAL MEMBERS?

Local members have been reimbursed by the local for the Central Strike Vote activity.

ETFO will be reimbursing the local a total of \$1052.08. The amount is composed of the following categories and amounts:

Mileage \$162.51 Transportation \$448.05 Parking \$401.52

WHEN ARE MEMBER REIMBURSEMENT FORMS DUE FOR SUBMISSION FOR THE 2023-24 FISCAL YEAR?

All member reimbursement forms are due within 60 calendar days of a workshop or event.

Reimbursement forms are due by June 14/24 for the fiscal year. This is a hard cutoff date. All forms should be filled out completely and correctly. All itemized receipts and highlighting of

name, date, amount of money expensed is also due at the same time. After this date, no further corrections or reimbursement forms will be accepted. The Treasurer is not able to make corrections for members, and may not be able to email individuals for notice of corrections. Please make sure that all forms and corrections are made and are complete before submission in one attachment.

WHEN WILL THE PAY EDGE ORDERS BE PROCESSED IN FEBRUARY?

The Pay Edge orders will be processed approximately February 7 and February 21.

WHO'RE THE RBC PERSONEL THAT THE LOCAL DEALS WITH?

The RBC Relationship Manager, Commercial Financial Services, Not for Profit is Bradley Rabins.

The new Commercial Banking Advisor, Not for Profit Commercial Markets as of January/24 is Jay Mori. The previous Advisor was moved to support another portfolio of clients.

AS A RESULT OF THE AUDIT, WHAT IS THE FUTURE COURSE OF THE LOCAL FOR FINANCIALS?

- continue to get itemized receipts for reimbursement forms
- ensure that all forms are completely filled out before submission
- deadlines are strictly monitored
- both the invoice and payment receipt are submitted for office reimbursements i.e. Bell Mobility, Zoom accounts
- continue to create new, easier to use fillable reimbursement forms
- frequent reminders to members about financial information
- June 14/24 is a hard cutoff for all member reimbursement submissions
- conversation with Secretary of the Local to begin a file of minutes of Executive and Member Meetings that can be sent to the auditors June 30/24

WHAT IS THE LOCAL DOING TO SAVE MONEY THIS YEAR?

- meal money, when allocated, will be less than last year according to new motions
- the Strategic Meeting was not offsite, but rather on zoom in Sept. for 2 nights with \$300 being paid per Executive member
- replacing the Bell land line with a cheaper, more efficient system called Ooma
- asking members to accept e-transfers which cost \$1.25 each as opposed to cheques for \$2.50

- cancelling Union Digital which costs \$7,000 every 3 months
- ordering only essential office supplies needed for the moment
- when ordering necessary new equipment for the office such as laptops for the First VP and the Treasurer, perhaps Avion points could be used for partial payment
- no payments for single room supplements

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, Nov. and Dec./23 a payment of \$101,541.69 was made, towards the yearly payment total of \$507,867.47.

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. Other local levies range from 0.003% to 0.33%. 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 money to run the local comes from ETFO.

WHAT IS THE ORIGINAL AMOUNT AND WHAT HAS BEEN USED OF COMMITTEE BUDGETS THIS FISCAL YEAR?

Note: there are some expenses that haven't been approved yet and will be expensed to some of these budget lines

Committees-\$5,000--\$30.26 (Budget and Constitution are expensed to this)

Election-\$35,000--\$265.32 (two of the eight pages of the newsletter reported on election information, so \$677.50 will also be expensed for the printing of these pages—

Parliamentarian Pay of \$175 will also be expensed)

Equity and Social Justice-\$4,000--\$125

Fellowship-\$800--\$119.08

Negotiations/Grievance-\$80,000--\$3,315.32 (Collective Bargaining is part of this)

New Members-\$3,000--\$0.00

Political Action-\$5,000--\$0.00

Professional Learning-\$15,000--\$299.09

Professional Learning Rebate-\$40,000--\$6,235.60 (\$1,500 -also will be expensed)

Racialized Members-\$12,000--\$114.19

Social-\$5,000--\$40.00

Status of Women-\$7,500--\$163.49

TO WHICH BUDGET LINE ARE EXECUTIVE MEETINGS EXPENSED?

611 Executive Honoraria (night meetings)- - \$9,000 budget

625 Meetings-Monthly Executive (day meetings) - -\$27,000 budget

-Parliamentarian expenses, Secretary Minutes, meeting room if necessary, daily

Release Pay, virtual expenses are all included in this budget line

HOW MUCH WERE THE NEW CHEQUES THAT WERE ORDERED FOR THE LOCAL?

600 local cheques were ordered for a cost of \$226.33, or \$0.38 each. This was much cheaper than ordering a smaller number:

-50 cheques for \$110 = \$2.20/cheque

-200 cheques for \$178 = \$0.81

These are used for handwritten cheques for AGM, GHOTS, POTS etc.

WHO DO I CONTACT IF I HAVE A FINANCIAL QUESTION?

If there is a financial question, please contact the Treasurer directly. Sending an 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