

**ETFO Toronto Occasional Teachers' Local  
Budget Committee meeting  
17 Fairmeadow Ave, Suite #209  
Monday, March 25, 2024 • 9:30am**

**Present:** Gail James, Laura Barrett, Christina Meynell, Sophie Kroesen, Nathan Goveas, Susan Richmond

**Regrets:** Sharon Brown, Olive Creary-Satchell, Rita McCann, Helen Singer, Jeremy Bass

9:42am

**1. Land Acknowledgement** - read by Laura

**2. Human Rights Statement** - read by Nathan

**3. Committee Member Duties to volunteer for:**

--**Human Rights Officer:** Laura

--**Secretary:** Laura

--**Speaker List (when necessary):** Nathan

--**Mathematical Checker (when necessary):** Susan

--**Tech Support if needed:** Laura & Christina

--**Committee Chair and Liaison:** Treasurer/Gail

**Note attachments as part of the Agenda**

**4. Approval of Agenda** - unanimous

**5. Approval of Budget Committee Minutes of Jan.30/24 meeting** - unanimous

**6. Terms of Reference**

**7. Decisions for times of Health Breaks, Lunch - Lunch 12:35**

**8. Review Additional Budget Notes** - these will be sent separately to use to help formulate the budget

**9. Creating a Draft Proposed Local Budget for 2024-2025**

**644 Social** - proposal: raise it back to \$15,000 as it was last year  
**Committee: \$10,000**

**645 Status of Women** Stays at \$6,000

**Budget Line 614-Health and Safety Ad Hoc Committee ( Feb.20/24)**

-money to be expensed to budget line 614 Health and Safety → **at the March 25 meeting, we established that it actually comes from 604 Committees (add subsection in Committees)**

-as of Feb.28/24 financials \$2,188.90 has been expensed from \$5,000 budget

614 - Health and Safety - \$5,000

This line is used for H&S conference, single room subsidy, certification

ETFO Incentive Funding is not part of our local budget

**600 Accounting - Targeted**

Fees for their time, preparing financials, etc

Last year: \$30,000

This year they say they can come in between \$13,000 and \$19,000

We're doing fillable forms, members more aware of how everything works

\$19,000 plus \$5,000 for Norton McMullin = \$24,000

So far we've only expensed \$7,492.91 but we'll have reimbursements from all-candidates' nights, elections, etc

**Committee: \$25,000 from \$30,000**

**Ad Hoc Committee 2SLGBTQIA+ (Feb. 20/24)**

-money to be expensed from Incentive Funding ( add to budget-income and expenses sub-section)

**Budget Line 600- Accounting**

-Targeted Accounting has two components of this budget line. They suggest a budget of:

a)fees of \$13,000 to \$19,000

-fees are being reduced from \$30,000 as processing is more efficient now that most members

understand how to better work with the virtual system

-fillable forms are now being created by the local

b)Norton McMullen:

-fee for audit \$5,085 (2023)

TOTAL NEW BUDGET AT THE HIGH END: \$24,085

TOTAL NEW BUDGET AT THE LOW END: \$18,085

TOTAL NEW BUDGET AT MID END: \$21,085

-\$7,942.91 has been expensed from a budget of \$30,000

**Budget Committee says: \$25,000**

**Budget Line 601-Bank Charge-**

Targeted suggests a budget of \$3,000

-Targeted Service Fees- \$3,000 --PayEdge monthly subscription fee of \$59.95 x 9 = \$539.55

--e-transfers \$1.50 each x 379 x \$568.50

--cheques \$2.50 each x 16 = \$40

-service fees until March/24 = \$1,394.43

-PayEdge @\$59.95/month x12 months = \$719.40 ( price per month is usually \$89.95)

-more members are now using e-transfers

-\$1,426.88 has been expensed from a budget of \$3,000

-RBC credit card fees:

--President-RBC Avion Visa Business- annually \$120 ( 67,000 avion points)

--Laura Barrett- RBC Visa Business-annually \$50 ( 36,346 avion points)

--Sharon Brown-RBC Visa Business-annually \$50 ( 35,10 avion points)

TOTAL SUGGESTED: \$3,000 + \$220= \$3,220

**Committee says: \$3,220**

**Budget Line 602 Calendar** -in April a survey will be sent in Constant Contact to members to see if they want a paper or digital copy  
-suggestion: REVISIT this budget line after the survey to get a more accurate money amount  
-500 copies printed last year from a budget of \$3,000  
\$4,318.01  
-printed in August

**Christina will share Excel sheet at April Executive meeting**

**We'll still need to print extra copies of the pocket calendar (members are still asking for it, months later)**

**Counterpoints:**

**-we need to trim our budget until we get our reserves back**

**-move digitally or go to black-and-white for environmental and budget reasons**

**-update to the digital world (as is the case TDSB-wide)**

**Budget Line 603 Charitable Donations**--reduced to \$0.00 last year as Provincial donates to many charities

**Let members decide - leaving it at zero opens it up to member discussion**

**Budget Line 604 Committees**--this is used for committee expenses that do not have their own budget lines i.e. Budget, Ad Hoc, Constitution

- used for planning meal reimbursements, event reimbursements, venues, associated release time, materials
- \$168.41 expensed from a budget of \$5,000

**Committee: leave it at \$5,000**

**Budget Line 607 Dependent Care**

-Motion 23/24-73 as of Executive Meeting Feb. 20/24--Reimbursements will be limited to a maximum of \$50 per member. Dependent care may be claimed for General or Annual Meetings that are in person or virtual. Members may claim child care for all other Local meetings/events attended in person/virtual.

- \$775 expensed from a budget of \$6,000
- last year of the \$6,000 budget \$6,781.25 was expensed

**Committee: leave it at \$6,000**

**Note for Executive:** clarify this language (it seems to imply a \$50 annual maximum per member)

**11. Budget Line 608 Election**

-expensed to this line are:

-Election Officer (fall/winter) \$1,890 → **from a total of \$15,000 for the year, Yolanda**

**hasn't yet been paid**

-Electronic Voting Company

-1/4 of Spring newsletter as it contained the Candidate booklet --Printing, postage-- \$677.50 from an expense of \$8,590.38

-Executive Candidate Profiles booklet- printing, saddle stitch \$2,475 ← **Committee says**

**no**

-IT personnel (fall/winter) \$678.00

-Simply Voting if used \$10,000 (last fiscal year)

-Robo calls

-Committee planning meeting meal reimbursements

-Parliamentarian for election meetings, candidate nights

-election meeting meals -virtual (2024-\$20/member)

-2 candidate night meeting meals (\$25 /member)

-Secretary minutes

-\$1,277.76 expensed from a budget of \$35,000

-\$81,209.70 expensed last fiscal year

\$15,000 for the Election(s) Officer  
Candidate Profiles booklet wasteful  
Elections: electronic balloting (done over a period of time) vs virtual (simultaneous during a virtual meeting) vs in-person (paper ballots)  
Each of these have different financial implications  
Parliamentarian costs for Elections Committee meetings

**Committee says: \$40,000**

**Note:** there is no reimbursement set for the All-Candidates' Meeting

**Budget Line 610 Exec. Expenses**

-expensed are (not conferences), Member allegation expenses, some release time as associated with **executive** duties, New President Training (\$100)  
-\$100 expensed from a budget of \$1,500

**Committee: leave it at \$1,500**

**Budget Line 611 Executive Honouraria**

-all Executive who attend Executive meetings held outside of the regular school day receive a payment of \$150 ( night meetings or an emergency executive meeting)  
\$150 x 12 = \$1,800 per night

-\$4,589.85 expensed from a budget of **\$9,000** ( not all are recorded)

NOTE: if not virtual, Parliamentarian is expensed travel, hotel room?

Suggested budget: Executive payment \$150 x12 = \$1800 x 10 meetings = \$18,000  
Parliamentarian (\$87.50/hr x 3.5 = \$306.25 x 10 meetings = \$3,062.50  
Secretary minutes \$150 per set x 10 meetings = \$1,500

TOTAL= \$22,562.50

-a decision as to whether day or night meetings or a combination of both for next year

**Discussion of meeting pay:**

**-pay for meeting minutes: currently a half-day. Should it be \$150? \$75?**

**If we're having Strategic Planning in the summer, does that come from Executive Honouraria? No, it comes from 626 - Meetings Other**

**Parliamentarian \$85/hr (TBD: comparative pricing for parliamentarians)**

**If we're going to have mainly day meetings, the money will come out of 625**

**Perpetual problem of going back and forth every year in terms of daytime vs evening meetings - discussion of constitutional language to fix it as one or the other**

**Budget line 612 Fellowship**

- expenses incurred in recognizing fellowship among the membership
- custodian holiday gifts
- \$119 expensed from a budget of \$800 (last year \$377.26)

**\$500**

**Budget Line 616 IT Support**

- computer repair, network settings, correcting wi-fi connection, installing printers, Norton Anti-virus renewals, Window program installation, preparation of Levy Analysis (\$840), IT support (\$757.10 )
- \$1,597.10 has been expensed from a budget of \$4,000

**Committee: leave it at \$4,000**

**Budget Line 617 Legal**

- expenses incurred in legal expenses as a result of local business
- if a lawyer is chosen, the retainer can be \$5,000 at least

**Committee: \$4,000**

**Budget Line 620 Meetings-ETFO AM ( Provincial August meeting)**

- all payments for alternates-single hotel room (2023 was \$341.98), similar meal allowance as ETFO (2023 was \$200), meal allowance from local (2023 was \$235)
- difference in price for delegate single rooms not covered by ETFO ( 2023 was \$170.99), local food allowance (2023- \$235)
- \$37,522.47 was expensed from a \$15,000 budget--\$11,502.48 reimbursed from ETFO for room allowances- money was spent on a hospitality room, food/drink, taxis for shopping, snacks during meetings (\$747.60), pizza for delegate/alternate meeting ( \$51.35)
- \$37,522.47 expensed from a \$15,000 budget

Suggested budget: alternate rooms =      x \$341.98 = \$  
alternate meal allowance similar to ETFO allowance =      x \$200  
delegate rooms = 16 x \$170.99 = \$2,735.84

delegate local food allowance =  $16 \times \$235 = \$3,760$   
snacks for meetings =

TOTAL:

**Committee discussion: the cost/value of ETFO AGM, distributing funds to parliamentarian chairing Executive meetings**

**8 alternate rooms \* 341.90 = \$2735.84**

22 delegate rooms \$3761.70

Alternate food 8 \* 200 = \$1600

Food: 8 \* 235 = \$1,880

Delegates 22 \* 235 = \$5,170

Snacks: \$500 (no drinks)

Alternate parking & dependent care:

\$30/day per person =  $30 * 4 * 8 = \$960$

Dependent care (4 out of 8 ppl) =  $75 * 4 * 4 = \$1200$

Dependent overnight care ( $\$65 * 4 * 3$ ) \$660)

Total - \$18,467.62

**ETFO AGM = \$18,500**

**Budget Line 621 Meetings-Local AM ( May meeting)**

-venue, meals, AV personnel and equipment, single hotel rooms, resources,  
Parliamentarian fees and travel expenses if not virtual, Secretary minutes  
2 registration non-members @ \$100 each, parking, TTC/GO

NOTE: 1 or 2 meetings?

-\$0.00 expensed from a budget of \$17,000 (this year will be virtual)

**Leaving it at \$17,000**

**Budget Line 623-Meetings-Fall/Winter General**

-venue, meals ( \$20 allowance since virtual), Parliamentarian rehearsals and materials  
(\$744.68),

Secretary Minutes, AV, IT personnel ( \$342.40), parking, TTC, front desk registration helpers (\$100 each for 2), Speaker's List Coordinator (\$720--for Winter \$1,890)  
-\$5,923 has been expensed from a \$20,000 budget

Used to have \$40,000 (at \$20,000 each)

Last year we spent \$22,600 (both Fall & Winter were virtual)

**Committee: \$10,000 each for a total of \$20,000**

**Budget Line 625 Meetings-Monthly Executive**

- daily Executive meetings
- daily release pay except for Released Officers
- virtual expenses
- Parliamentarian  $\$87.50/\text{hour} \times 6.5 \text{ hours} = \$568.75 \times 10 \text{ meetings} = \$5,687.50$
- if meeting is not virtual then Parliamentarian travel expenses, hotel?
- Secretary minutes-\$150/set x 10 meetings = \$1,500

NOTE: decision as to whether meetings will be during the day or evening meetings

- \$4,514.84 has been expensed from a \$27,000 budget

**Depends on day vs. evening**

**Keep it at \$27,000 (different variables involved here)**

**Budget Line 626-Meetings-Other**

- ETFO Rep Council Meetings
- OFL Conference
- meetings with TDSB officials as prescribed by the Collective Agreement
- Provincial/Golden Horseshoe OT President Meetings
- POTS (\$1,276.48), TROTS, PAROTS, GHOTS (\$441 for 3 meetings)
- August Strategic Meeting- Parliamentarian \$694.97, Executive \$3,304.71, Secretary \$150/day for minutes, snacks, venue, resources, AV equipment
- Leadership Conference

-\$7,678.16 has been expensed from a budget of \$20,000

**Committee: \$20,000** (even if in-person, an economical venue such as Fairmeadow/library/community centre could be chosen)

**Budget Line 627- Meetings-OFL/CLC**



-no budget was assigned to this line

**Keep it at zero.**

**Budget Line 629 Membership Recognition**

-handouts, cards, prizes, gifts, flowers, tribute donations, approved leave gifts  
-gift cards not used by the local anymore

-\$0.00 has been expensed to a budget of \$4,000

**Historically, \$1,000 for each of the General Meetings and \$2,000 for Annual Meeting**

**Keep it at \$4,000**

**Budget Line 630 Negotiations/Grievances**

-Collective Bargaining--surveys, time formulating preliminary submission,  
release time for committee printing & postage of CB bulletins, meals for meetings, grievance  
process, member support, arbitration meeting release time, strike vote event  
expenses, ratification meeting expenses, Steward Plus meetings  
-monies are reimbursed by ETFO for Steward Plus meetings, strike vote event  
NOTE: does extra monies need to be put into budget for CB?

-\$5,052.93 has been expensed to a budget of \$80,000

**Do we need to put extra in, as we did this year?**

**Yes, because we're still in bargaining.**

**Keep it at \$80,000 (to pay everyone \$50 a day if members come out and picket).**

**15% of \$507,710 is 76,156, so we're keeping it at \$80,000**

**Budget Line 628 New Members Committee - decrease it to \$1500**

**Budget Line 631 Computer Equipment**

-prices according to March 23/24 financials  
-computers, printers, projectors, ink cartridges, hard drives, software, Acrobat,  
Microsoft Office 365, Adobe (\$1,084.24--\$135.53 monthly), Constant Contact (\$ 1,039.73 ),  
Zoom ( \$1,207.97--monthly \$75.71), Fax Engineer (printer), printer toner ( \$427.14 for  
two)

-\$3,824.50 expensed from a budget of \$6,000

**Note for Executive:**

**What is the cost per Constant Contact e-mail? Which items go in the Constant Contact?**

**Budget Line 632-Office Occupancy**

- rent-Feb./24-\$1,248.49
- Feb./25-\$1,285
- July/24-Jan./25-\$8,739.46
- Feb./25-June/25-\$6,429.74
- TOTAL rent \$15,169.20
- property tax-interim 2024-\$2,345.09 (usually 50% of final property tax )
- both are paid by autopay to TDSB at the beginning of each month
  
- \$12,093.80 has been expensed from a budget of \$25,000

TOTAL budget: \$19,859.38

### **\$25,000 assuming no vote to close the office**

#### **Budget Line 633-Office Supplies**

- kitchenware, Released Officer business cards, stationery, computer cheques
- water ( Canadian Springs)? desk supplies, event supplies, photocopy paper
- \$585.21 has been expensed from a budget of \$5,000

#### **Office duties re: water cooler cleaning**

**Committee: \$4,000**

**Note: Costco membership of one released executive with the credit card of another released executive? Is it a conflict of interest?**

#### **Budget Line 637 Professional Learning Rebate**

- AQ courses, teacher training, ETFO workshops & conferences, First Aid/CPR (\$250)
- resources for member self-directed professional learning courses, books related to teaching, culturally-relevant pedagogy and materials (\$50)
  
- \$9,070.60 has been expensed from a budget of \$40,000

**Keep it at \$40,000**

#### **Budget Line 639 Public Relations**

- for campaigns related to the union for OT visibility
  
- \$0.00 is expensed from a budget of \$3,000

**Keep it at \$3,000.**

**PR's focus is building relationships and managing reputations**

**Budget Line 634 Political Action**

**Political action is concerned with influencing policy and engaging citizens (/members) in the political processes**

**Keep it at \$5,000**

**Budget Line 640 Release Time Daily**

-costs associated with release time for members doing work on behalf of the local that is not included in any other budget line

-pay is the daily rate for an OT

-\$0.00 has been expensed from a budget of \$5,000

**Reduce to \$4,000**

**Budget Line 641 Released Officers**

-the President's salary (100% grid rate) and First VP's salary (75%) is reimbursed to the local from ETFO and TDSB is reimbursed for their salaries (includes vacation

and EI

-VPs', Treasurer, Interim Released Officer salaries, approved Released Officer leave salaries

-\$182,307.38 has been expensed from a budget of \$500,000 ( Jan.-March has not been entered yet)

NOTE: -reimbursement of released officers from 2019 to present (**Bill 124 remedy**) comes out of this budget line-can be paid next year

-this budget line can be expensed at the top of the grid, and/or it can be revisited after the

election when actual salaries are known

**Working out Bill 124 Remedy payments, assuming Step 10 A4 salaries for five released officers per year:**

$\$103,064 * 1.0741 = \$110,701.042$

\$7327.

A4 Step 10:  $\$101,034 * 0.0075 = \$757.76$

102,044

2020-2021 - 0.75% = \$765.33

103,064

2021-2022 - 2.75% = \$2,834.26

2022-23 (maybe) = \$2,834.26

2023-24 (maybe) = \$2,834.26

**Total per person = \$10,025.87 \* 5 years = \$50,129.35**

### **Budget Line 646 Travel**

-travel allowances for Fall/Winter, May General Meetings, transit expenses, parking, meetings with school staff, Executive travel, local related errand parking

-\$2,002.06 has been expensed from a budget of \$6,000

**Leave it at \$6,000**

### **Budget Line 650 Website**

-Union Digital hosting, maintenance, security updates (\$ 6,780 Nov./23-Oct.31/24)

-Web Network Solutions-this is the local's domain which is owned by the local ETFO-Torots.com

\$623.37 for renewal for 5 years-expires 07/17/28

\$6,780.00 expensed to a budget of \$5,500

REVISIT Budget Line 605 Communication after the survey is tabulated to see which members want a printed newsletter

**Revisit website providers, reorganization**

**Note:** Maybe an ad hoc website committee of dedicated members? Not satisfied with the price.

**How many members are opening our Constant Contact e-mails and clicking?**

**How to make this decision (Executive language before the members decide)**

**Revisit: Calendar**

**Equity and Social Justice stays at \$4,000**

**Professional Learning Committee: stays at \$15,000**

**Racialized Members Committee: reduce from \$12,000 to \$8,000**

**INCOME:**

**400 ATFO AM Reimbursements**

To find out payback for single rooms

11,502.48 last year for 21 delegates means \$574.74 per delegate

This year, with 22 delegates, it'd be \$12,644.28

**We're estimating \$12,000**

**405 ETFO Fee rebates:**

we need to wait until Rep Council in May

**Leave it at \$507,710**

**410 ETFO Program Funding**

**\$1,500 (depends on how much we apply for)**

**415 Interest**

from GICs July 2/24

**11,814.38+2036.10=\$13,850.48**

**420 Local Levy**

We have a facilitating motion that was originally set to be voted on at the May 2023 Annual Meeting.

**Revisit**

**425 Release Time (Extra Days) - First VP - keep at \$84,000**

**430 President - keep at \$118,000**

**Keep TDSB Professional Learning Fund at \$25,000**

**440 Uncategorized Income**

**Keep at \$50 (Revisit)**

**12,000**

**507,710**

**1500**

**13,850.48**

**12,000**

**84,000**

**118,000**

**25,000**

**50**

**= \$774,110.48 (just under last year)**

**Expenses \$1,041,521**

998,300 is what we spent last year

775,577.50

774,110.48

1,467.02 difference

Deficit: 267,410.52

Additional rebate for the Bill 124 Remedy (all our members from 2019-2024)

## 10. Next Steps

**Next meeting: Thursday, April 25th - 5:00pm to 6:30pm via Zoom**

### **To revisit:**

- 2SLGBTQIA+ ad hoc committee and Committees budget line (even though the funding comes from ETFO incentive funding)
- Dependent care language in reference book (current wording implies a \$50 annual maximum)
- All-Candidates Meeting: no reimbursement allotted in reference book
- Costco membership - conflict of interest?
- Day vs night executive meetings
- Political Action versus Public Relations (definitions)
- 641 Release Time (we'll need to wait until the elections to find out these amounts)
- Website: re-examine this in terms of organization, upload process
- Constant Contact: member response/clickthrough rate, what content goes out via Constant Contact
- ETFO rebates (we'll find out more in May)
- Local levy
- 440 Uncategorized Income (\$50)

Plus any items the Executive discusses on April 16<sup>th</sup>

<b>INCOME</b>	<b>Budget Cttee</b>
<b>400 ETFO AM Reimbursements</b>	12,000
<b>405 ETFO Fee Rebates</b>	507,710
<b>410 ETFO Program Funding</b>	1,500
<b>415 Interest</b>	13,850.48
<b>420 Local Levy</b>	12,000
<b>425 Release Time (0.75 Release)</b>	84,000
<b>430 Release Time (1.0 President)</b>	118,000
<b>435 TDSB Professional Learning Funds</b>	25,000
<b>440 Uncategorized Income</b>	50
<b>Total Income</b>	<b>\$774,110.48</b>
<b>Expenses</b>	
<b>600 Accounting</b>	25,000
<b>601 Bank Charge</b>	3,200
<b>602 Calendar</b>	5,000
<b>603 Charitable Donations</b>	0
<b>604 Committees</b>	5,000
<b>605 Communication</b>	42,820
<b>607 Dependent Care</b>	6,000
<b>608 Election</b>	40,000
<b>609 Equity and Social Justice</b>	4,000
<b>610 Exec Expenses</b>	1,500
<b>611 Executive Honouraria</b>	<i>\$12000</i>
<b>612 Fellowship</b>	500
<b>613 Furniture</b>	1
<b>614 Health and Safety</b>	5,000
<b>615 Insurance</b>	4,000
<b>616 IT Support</b>	4,000
<b>617 Legal</b>	4,000
<b>620 Meetings-ETFO AM</b>	18,500
<b>621 Meetings-Local AM</b>	12,000
<b>623 Meetings-Fall/ Winter General</b>	20,000
<b>624 Meetings - Executive Evening</b>	<i>12,000</i>
<b>625 Meetings - Executive Day</b>	27,000

626 Meetings-Other	20,000
627 Meetings-OFL/CLC	0
628 New Member Committee	1,500
629 Membership Recognition	4,000
630 Negotiations/ Grievance	80,000
631 Computer Equipment	7,500
632 Office Occupancy	25,000
633 Office Supplies	4,000
634 Political Action	6,000
635 Professional Learning-committee	15,000
637 Professional Learning Rebate	40,000
638 Racialized Committee	8,000
639 Public Relations	3,000
640 Release Time (daily)	4,000
641 Released Officers	555,000.00
Bill 124 Remedy retro pay	
644 Social	10,000
645 Status of Women	7,500
646 Travel	6,000
650 Website	5,500
<b>Total Expenses</b>	<b>\$1,041,521.00</b>
<b>Total Income</b>	<b>\$774,110.48</b>
<b>Net Income</b>	<b>-\$267,410.52</b>