



**General Meeting**  
**Virtual**  
**4:15 pm**  
**January 28, 2025**

1. Call Meeting to Order
2. Land Acknowledgement
3. Equality Statement
4. Roll Call of Officers
5. December General Meeting minutes
6. Treasurer's report
7. New Business
  1. **President Nominations & Elections**
  2. **Recording Secretary Nominations & Elections**
  3. **Head Steward Nominations & Elections**
  4. **Executive Recommendation** - That CUPE Local 1099 send Heidi Hovis - President - to the All Leaders Conference on January 30, 2025 in Nisku, AB. Local to cover book-off, per diem, and mileage.
  5. **Executive Recommendation** - That CUPE Local 1099 donate \$2000.00 to CUPE Local 4625 (Sturgeon School Division) to help Members in Need who are on strike.
  6. **Executive Recommendation** - That CUPE Local 1099 donate \$1000.00 to each following Local on Strike - Local 3550 (Edmonton Public School), Local 2545, & Local 2559 (Fort McMurray Public & Catholic School Divisions) to help Members in Need who are on strike.
8. Unit Business
  1. St. Albert Public Schools
    - a. Bargaining Update
    - b. Strike Committee
      - i. A successful Strike relies heavily on this Committee. There are 4 pillars of need. If you feel that you are a good fit for any of these roles, please contact Heidi or Craig.
        1. Administration (At least 2 Members)
          - a. **Goal: To Ensure that the strike is well organized and well-resourced from beginning to end.** This pillar is concerned with all things related to setting up, organizing, and running strike headquarters.
        2. Finance (At least 2 Members)
          - a. **Goal: to ensure that funds are dispersed efficiently and recorded accurately.** This pillar is concerned with strike pay and member assistance. (They will work alongside the Executive Secretary-Treasurer)
        3. Communications (At least 2 Members)
          - a. **Goal: to ensure regular and consistent communication that builds membership and public**

**support.** This pillar is concerned with developing a communications strategy to coordinate messaging, a media strategy and communicating with members. (They will work alongside the Mobilization Committee)

4. Picketing (Multiple Members working together)
  - a. **Goal: to ensure that picket lines are up, and staffed, and well-organized with high morale.** This pillar is concerned with the planning and coordination of safe and effective lines during the strike.
  - c. PD Committee Update.
    - i. We are hosting a Food Drive - so please bring items to donate.
    - ii. We will have the 50/50 tickets on sale (\$2.00/each) and proceeds will go to the St. Albert Food Bank.
  - d. Mobilization Committee Update.
2. WJS Vegreville
  - a. Has asked for a committee to plan and Union fund a seasonal Members function.
3. Bike Edmonton
  - a. Getting back to the bargaining table soon.
4. Cogir
  - a. In the process of getting their CA's printed, Heidi will do a site visit as soon as they are.
5. ProVita
  - a. Filed a grievance surrounding a disciplinary action.
6. CMHA (Canadian Mental Health Association)
  - a. Scheduled meetings to create ingoing bargaining proposals.
7. Look for more meeting dates earlier in February as we move through Mediation and need to build up our Committees.
8. Next Meeting - February 25, 2025
9. Adjournment

## Executive Position Descriptions as per our Bylaws

### (a) **President**

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Interpret these bylaws as required.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and conduct them through the initiation ceremony.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership.
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National and CUPE Alberta Convention.
- Be a member of the negotiating committee.

### (c) **Recording Secretary**

The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval prior to implementing.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members.

- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.

(e) **Chief Steward** (*Bylaw Amendments will change this title to Head Steward*)

The Chief Steward shall:

- In addition to the duties of the shop steward.
- Be a member of the negotiating committee.
- Also preside when called upon by the President and at times when both President and Vice-President may be temporarily unable to discharge the duties of that office.

(f) **Shop Steward**

The Shop Steward shall:

- Attend Executive Board and Membership meetings.
- Be responsible for the effectiveness of communication with Management in his particular section.
- Know the personnel in his work area and keep them informed on matters relating to Union business.
- Assist employees in problems brought to his attention.
- Prior to the initiation of a grievance, the shop steward shall attempt to resolve the problem with the section concerned but will attempt to foresee where grievances might occur and attempt to correct the situation before it develops.

December 18, 2024

## CUPE Local 1099 General Membership Meeting (virtual)

### CALL TO ORDER & OLD BUSINESS

- Heidi Hovis called the meeting to order at 6:05pm. 12 members in attendance. Quorum established. **Three executive members plus nine members at large are required to meet quorum.**
- The CUPE Land Acknowledgement and Equality Statement were read.
- Roll Call of Officers - Heidi Hovis (President), Craig Arnold (Vice President), Alison Hofstede (Recording Secretary), Raul Manalac (Shop Steward for Custodians). Absent were: Karen Balog (Secretary-Treasurer), Aiden Zaretski (National Representative)

***MOTION to accept the November minutes as circulated. Moved by Joan Misner. Seconded by Craig Arnold. No discussion. MOTION CARRIED.***

### TREASURER'S REPORT

- In Karen Balog's absence, Craig Arnold reviewed the monthly and year-to-date financial reports from the affiliation and active accounts.

***MOTION to accept the financial reports as presented. Moved by Craig Arnold. Seconded by Amanda Jorgenson. No discussion. MOTION CARRIED.***

### NEW BUSINESS

1. Executive Recommendation - CUPE Local 1099 will open a Strike Fund Account.

***MOTION that CUPE Local 1099 open a Strike Fund Account. Moved by Alison Hofstede. Seconded by Raul Manalac. Discussion included: This does not mean we are going on strike, but we would be prepared should we need to go on strike. The funds from CUPE National would go into this account and be paid out of this account. Should we not need the account, it can be closed without issue. MOTION CARRIED.***

2. Executive Recommendation - CUPE Local 1099 will purchase gift cards for the 1099-SAPS PD Conference in February 2025 Door Prize Draw up to \$2000.

***MOTION that CUPE Local 1099 purchase gift cards for the upcoming PD Conference. Moved by Craig Arnold. Seconded by Joan Misner. Discussion included: This is an annual event that we purchase gift cards for, though we do require a membership vote. MOTION CARRIED.***

3. Executive Recommendation - CUPE Local 1099 will purchase lunch for the Bargaining Committee on January 10, 2025 not to exceed \$200.00.

**MOTION that CUPE Local 1099 buy lunch for the Bargaining Committee.** Moved by Alison Hofstede. Seconded by Amanda Jorgenson. Discussion included: Bargaining Committee set to meet that day and review a package. Because the meeting is not at the District Office, lunch is not included as usual. **MOTION CARRIED.**

## **UNIT BUSINESS**

### 1. St. Albert Public Schools

a. Bargaining Update: Set to review the proposal package that has been received. Much more positive experience this time, however a large portion of our proposals are monetary and will be discussed more at later dates. Payroll changes (averages vs. actuals) are to be reviewed to ensure minimal impact on members (for example Dec/Jan/Mar would be lower paycheques with actuals, but if our wages were increased enough the impact might be mitigated). The Bargaining Committee is committed to negotiating for the best wage possible. Requesting mediation dates early to ensure we have them in place, hopefully speeding up the process.

b. Strike Committee - We will need nominations for Members to be part of a Strike Committee at the GMM in January. These members will be responsible for organizing, tracking, and running picket lines, should we get to that point. Heidi anticipates sending out some role descriptions over the holidays or early in the new year. Hoping to develop a strike aversion campaign and implement a call hub. The goal is to do everything possible to prevent going on strike, but we know being prepared is necessary.

### c. PD Committee Update

Missed a few meetings because of the busy season but hoping to get everything set up and have registration open in January.

### 2. WJS Vegreville -

a. No News

### 3. Bike Edmonton

a. No news

### 4. Cogir (previously Revera)

a. No News

### 5. ProVita

a. No news

### 6. CMHA (Canadian Mental Health Association)

a. We are compiling the results of their survey and will meet to begin the planning for the proposal package in the New Year

**MOTION to adjourn.** Moved by Amanda Jorgenson. Seconded by Claire Stata. **MOTION CARRIED.**

**Next Meeting: January 28 at 6:00pm**

*CUPE 1099 Local General Meetings are held virtually for the fourth Tuesday of each month excluding December and July unless otherwise announced. PLEASE NOTE: Three executive members plus nine members at large are required to meet quorum.*