

## SHOP STEWARD'S MEETING

Norwood Legion

11150 – 82 Street

MAY 20, 2008

### MINUTES

---

Chief Shop Steward	Zonia Wuschenny	Phone: Work: 496-8808, Home: 475-4768
Recording Secretary	Karen Miller	Phone: Work: 496-1825, Home: 462-3863
Senior Shop Steward	Carrie Coffin	Main
Senior Shop Steward	Linda Schwonik	Main
Senior Shop Steward	Peter Neuschaefer	Main
Senior Shop Steward	Leta Gagliardi	Main
Senior Shop Steward	Kim Woolgar	Main
Senior Shop Steward	TBA	Main
Senior Shop Steward	TBA	Main
Senior Shop Steward	Lanny Chudyk	Main
Senior Shop Steward	Diana Kinnear	Epcor
Senior Shop Steward	Michael LeBlanc	Epcor
Senior Shop Steward	TBA	Epcor
Senior Shop Steward	Monica Melnyk	Library
Senior Shop Steward	John Sylvestre	Library
Senior Shop Steward	TBA	Telus World of Science

1. **CALL TO ORDER** at 5:30p.m. by Zonia Wuschenny, Chair.
2. **WELCOME** to all Shop Stewards, members and guests. Members and Guests **MUST FIRST** notify and receive permission from the Presiding Chair prior to attending a Shop Steward Meeting. Members and Guests **CANNOT** vote on Shop Steward matters.

Zonia welcomed new Shop Stewards Sasha Goders Edmonton Public Library and Sheldon Franco from Transportation Traffic Operations.

3. **CORRESPONDENCE POLICY – SHOP STEWARD ASSEMBLY**
  - a) **The Chair should always have prior knowledge and see the correspondence.**
  - b) **The Chair should never be surprised by any correspondence or contents of the correspondence.**
  - c) **If there are any questions or discrepancies regarding the contents of the correspondence then the following should always apply:**
    - 1) **Contents of correspondence should be investigated.**
    - 2) **Correspondence referred to Executive Board for their perusal and action.**
    - 3) **Correspondence referred to appropriate area(s).**

- 4) If contents or correspondence refers to a person(s), the named person or person(s) in the correspondence should be made aware of the correspondence and its contents and be given an opportunity to respond.
- 5) After items 1 to 4 have been completed, then the correspondence if required can be dealt with and put over to future meetings.
- d) Correspondence that is of a General Benefit or a Benefit to the General Membership should **ONLY BE READ** and attached to the minutes for circulation.
- e) Correspondence will not be read or attached to the minutes if the Correspondence bears no signature.

**4. ADDITIONS OR CORRECTIONS TO THE AGENDA**

There were no additions or corrections.

**5. ADOPTION OF THE AGENDA**

**MOTION:** I move to adopt the agenda.

**MADE BY:** Kim Woolgar

**SECONDED:** James Rockey

**MOTION CARRIED**

**6. SHOP STEWARD TRAINING**

A copy of all documents presented to this meeting will be attached.

The Members and Community Support Committee members Carrie Coffin, Pat Power, Donna Demyen, Leo Derkach and Zonia Wuschenny gave a presentation and answered questions. Committee members, Graham Burridge and Maria Halushka, were absent. The theme of the presentation was who is the Committee and what does it do?

Carrie explained the Committee meets once a month and makes decisions regarding bursary requests, charitable donations and, most importantly, requests for financial assistance from members. Carrie read the Committee's Terms of Reference.

Pat Power presented the objectives and responsibilities of the Committee. Pat also said the changes in criteria for charitable organizations requesting funds has been a real benefit. The Committee has been able to fund varying amounts to smaller, unregistered charities which are extremely grateful for the assistance. Pat also read the responsibilities of the Administrative Support Person whom, Pat said, does a heck of a job keeping the Committee members and the business of the Committee on track.

Donna reported that all the information received by the Committee is confidential and paperwork never leaves the Union Office. Donna said organizations, when requesting funding, often meet with the Committee to provide information about

their organization and what the money will be used for. Donna said when a person is a member of this Committee you realize how many people it helps.

Leo reported the budget for this Committee comes from the Benevolent Society and is \$500,000.00 (five hundred thousand dollars). Out of that, three hundred thousand dollars (\$300,000.00) goes to charitable organizations and two hundred thousand dollars (\$200,000.00) goes to bursaries and member assistance. Leo said at the end of each year all monies are to be spent.

Zonia explained that if two parents are CSU 52 members they both can apply for the bursary for their student children as long as they have worked a total of one thousand seven hundred and fifty five hours (1,755). Zonia also said bursaries can be received for step-children as long as the member is paying for benefits for that child. Zonia explained that a T4A has to be prepared for amounts over \$500.00 which is why the Committee needs the student's social insurance number.

Zonia reviewed the formation of the Committee from the Benevolent Society Bylaws. Zonia also reviewed the forms, some of which are not on the web page as the Committee would be inundated with requests. Zonia explained the request for financial assistance form is not on the web page.

Carrie asked that Shop Stewards be sure their members are aware of the member financial assistance. Carrie also repeated that it is so gratifying to see a small amount of money go a long way to support a small charity.

Questions were posed by the Review Committee. The results of the questions will be brought back to the Executive Board to review.

A member enquired about the interview payment for Committee members. Pat explained that the reimbursement was for expenses incurred.

A member asked how a member could recommend a charity for donation. Zonia said the form, Community Organization Application for Funding, would need to be submitted.

Zonia explained that the internet or phone calls have usually been sufficient to work with our Calgary members. Zonia explained it would be rather expensive, due to travelling, to have a Calgary member on the Committee. A member suggested teleconferencing might allow a Calgary member to participate in Committee meetings.

**ATTACHMENT**

**7. CONSIDERATION OF THE MINUTES OF March 18 and April 15, 2008.**

**7.1 Error – Minutes of April 15, 2008** – an overview of the Collective Agreement, Telus World of Science was not presented as no Shop Steward from that unit was present at the meeting. Michelle Strong, Business Agent, did not cover Dispute Resolution but did cover management rights and job selection. Amber Anderson, Business Agent, did not cover job selection.

**8. ADOPTION OF THE MINUTES OF March 18 and April 15, 2008.**

**MOTION:** To adopt the minutes of March 18 and April 15, 2008 with corrections.  
**MADE BY:** Tracy Foran  
**SECONDED:** Peter Neuschaefer  
**MOTION CARRIED**

**9. BUSINESS ARISING OUT OF THE MINUTES**

There was no business arising.

**10. CORRESPONDENCE**

There was no correspondence.

**11. NEW BUSINESS**

Zonia reported she met with the Senior Shop Steward Committee to set a schedule for future Shop Steward meetings. June will be roundtable discussions.

**12. REPORTS**

**12.1 Sergeant-at-Arms Report – Carrie Coffin**

0 guests  
51 Shop Stewards  
0 members

For a total of 51

Carrie reported there was one Shop Steward who left early.

**MOTION:** To accept the Sergeant-at-Arms Report.  
**MADE BY:** Carrie Coffin  
**SECONDED:** Darlene Kutnikoff  
**MOTION CARRIED**

**13. COMMITTEE OF THE WHOLE**

There was no discussion.

**14. GOOD AND WELFARE**

**14.1** The next Shop Steward Meeting will be June 17, 2008 at the Norwood Legion.

**14.2** Zonia said the Mustard Seed supper is this Friday May 23, 2008 and will be stew. Zonia asked that anyone who wishes to help please contact her. The

time on Friday will be approximately 5:30 to 8:30 p.m. Zonia said sandwich preparation will also be happening in June and asked for volunteers for that endeavor. Zonia reported that no food cooked elsewhere can be served at the Mustard Seed Church according to Capital Health regulations.

**15. ADJOURNMENT**

**MOTION:** To adjourn the meeting at 6:15 p.m.  
**MADE BY:** Peter Neuschaefer  
**SECONDED:** Leo Derkach  
**MOTION CARRIED**

**Karen Miller,  
Recording Secretary**