

CUE Executive Meeting  
Dec. 2, 1986

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Minutes

Present: Shirley Irvine, Kitty Byrne, Ted Byrne,  
Edmund Kam, Suzan Zagar, Adrien Kiernan,  
(Joe Denofreo)

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This was a special meeting. There was no agenda, and the business of the meeting followed the motions put forward by Adrien Kiernan at the Nov. 27, 1986 special meeting.

After considerable discussion, the following motions were voted on:

1. That we bring someone in from Cupe National to advise us on how the office should be structured and managed, and to consider in particular: office procedures and workflow, staffing level, job duties for each position, whether or not there should be a manager, the level of clerical assistance necessary, and the pay structure.

This motion was moved by Adrien Kiernan, seconded by Edmund.

Joe said that he would ask Doris Hansen, the Job Evaluation Officer from the Cupe Office, to do this work.

The motion was carried.

2. That we bring in an accountant from Cupe National to help us with our books and in developing a draft budget for 1987.

Moved by Ted Byrne, seconded by Adrien.

The motion was carried.

3. That a subcommittee of the Executive, consisting of Adrien Kiernan, Shirley Irvine, Kitty Byrne, and Ted Byrne meet immediately with Helen Glavina to go over her job description and determine her duties.

Moved by Adrien, seconded by Ted.

The motion was carried.

4. That a policy be developed with respect to overtime and be on the table by the next Executive Meeting.

Moved by Adrien, seconded by Ted.

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The motion was carried. Adrien said that she would have a proposal for us by the next meeting. The problem is when overtime should be worked, how it should be approved, and what level of volunteer work can be expected from the full-time staff. There is a need to have some control over the approval of overtime that does not allow the kind of uncertainty we have had in the past.

Joe suggested that we have workshops early in the new year for both our stewards and the members of the next Executive. We should also write job descriptions for each Executive position, and make each Executive member responsible for a committee. We also need to put some effort into recruiting members to the Executive since at this point only one new member has been nominated.

Next meeting: Tues, Dec. 9, 1986.