

Upper Grand Occasional Teachers' Local  
Executive Meeting  
July 11, 2005 at 9:30 A.M.  
Marina Howlett's residence at 16 Lorna Drive, Guelph

Present: Marina Howlett, Ted Pritchard, Donna Henderson, John Ritchie, Andrew Aloe, Pat Klypycz, Ruth Tomlins, Barb Walkey.

Regrets: Jennifer Levesque

1. Call to Order and Welcome: Marina welcomed all of us to the upcoming year on the executive. She outlined some of the events that we would be facing such as a new Collective Agreement, more OT professional development and more visibility to the membership through a web site.

2. Additions/ Approval of the Agenda: Other items added were Goodwill, Key to Office, Two members PRS.

'MOTION 1' "Move to accept the agenda with additions" Moved by Barb Walkey, Seconded by Andrew Aloe CARRIED

3. Approval of minutes of June 21/05 meeting.

'MOTION 2' "Move the minutes of the June 21, 2005 meeting be accepted as read." Moved by Donna Henderson, Seconded by Ted Pritchard. CARRIED

4. Treasurer's Report: The Auditor will get the books once books can be balanced by us. The proposed budget for 2005-2006 will be presented at the November Meeting. We will have an upcoming budget in September after consultation with Marina and John. There is not enough cash in the active account to cover expenses for the ETFO AGM . Until we get our grant the end of October it was decided to move some money.

'MOTION 3' "Move that \$2000. be moved from savings to the chequing account with the intention of returning the \$2000. to the savings account by the end of October 2005." Moved by Ted Pritchard, Seconded by Barb Walkey CARRIED.

'MOTION 4' "Move that the Treasurer's Report be accepted as presented." Moved by Ted Pritchard, Seconded by Barb Walkey. CARRIED.

5. Organizational Procedures:

a) Executive list- Names, addresses, telephone numbers and email addresses will be available on the Web Site and posted on Staffroom Bulletin Boards for all members to access.

b) Executive replacements- There will be two positions on the executive for Member at Large. Marina will ask Ralph Rainford and John Parkyn to be in those roles.

'MOTION 5' "Move to approach Ralph Rainford and John Parkyn to become members of the executive." Moved by Marina Howlett, Seconded by John Ritchie. CARRIED.

c)O.T. programming- Andrew Aloe and Jennifer Levesque are interested in P.D.. Ted Pritchard, Pat Klypycz, Barb Walkey are interested in Collective Bargaining. Pat Klypycz is interested in SEMS. All executive are to keep notes of problems that they hear around SEMS and its operation with date. The mentoring programme needs our involvement.

d) Meeting dates and member in charge-	Tues. Sept.13	Orchard Park	Barb Walkey
	Oct. 25	Orchard Park	Pat Klypycz
	Nov.15	Orchard Park	Ruth Tomlins
	Dec. 13	Orangeville Restaurant	Donna Henderson

Fall General Meeting- Nov.17, Marina to arrange location, dinner and speaker. 4:45- 7:00 P.M.

(information published in newsletter)

AGM- Thurs. June 1, Marina to arrange location, dinner and speaker. 4:45- 7:00.

6. Office Procedures:

a) President- Tuesday all day

- Thursday/Friday A.M.. Members can call at home any time.

b) Administrative Assistance- Jan Grant has an already full workload. We have needs such newsletters, meetings etc, it would be good to have a helper.

'MOTION 6' "Moved to hire Anne Smith for 5-10 hours per month to perform administrative duties for the OT Local until Dec.31 at \$16 per hour. To be reviewed in Jan.2006." Moved by Marina Howlett, Seconded by Andrew Aloe. CARRIED .

c) It was proposed to publish the fax number at Marina's to eliminate loss or extra work at the office.

'MOTION 7' "Moved that the President be reimbursed for costs involved with her home fax, cell phone and internet costs on a 50/50 basis. Procedure to be reviewed in Jan.2006." Moved by Ted Pritchard, Seconded by John Ritchie. CARRIED

7. O.T Website:

John Ritchie has spoken to Stephen from Orangeville about his progress so far in developing a website. There has not been much progress. We are pleased with the work John has done on our behalf.

'MOTION 8' "Moved that the website produced by John Ritchie be used as the official UGOT website and that obligations made to Stephen Castel be honoured as contracted (\$200.)" Moved by Ted Pritchard, Seconded by Andrew Aloe. CARRIED

8. Annual Meeting August 15-18, 2005:

a) Delegates are Ted Pritchard and Marina Howlett. Alternates are Donna Henderson and Pat Klypycz.

b) A proposal was made that the meal allowance for the Alternates be the same as the Delegates.

9. Collective Bargaining:

Negotiations are on hold until Sept.. Marina will meet with Jim White during AGM to get some dates in Sept.. Rainbow( Sudbury) settled with 1/194, 8-10 days before LTO. That is promising. O.T.'s will likely need a campaign across the province. We may have a settlement by Dec..

10. Local Priorities:

1. Communication- Membership must be involved and kept informed. There must be accessible and accurate info from the Board.

2. Collective Bargaining- Come prepared with ideas for Sept.

3. PD- In Family of Schools. Aug.31 Marina is invited to the Orientation of New Teachers. Ted will create a pamphlet for O.T.'s. Business cards will be created with legalities on the back and for communication.

11.S.E.M.S. discussion/ feedback:

Discussion expressed a list of concerns. We are all to keep track of problems with dates.

- replacing someone who is TIC and the Principal's name is listed not the teacher or grade
- should always know what the role is to be
- Friday calls
- retraining for SEMS
- answering machine messages and frequency
- specific instructions on line but not on phone line

12. Policies/Procedures Manual:

- mileage/expenses policy-standard claim form- Mileage forms need to be revamped.
- childcare/dependent expenses- receipts required- A provision needs to be stated on expense forms.
- submit claims forms at executive meetings- cheque mailed within two weeks.
- motions to support major expenses- pre-authorization.
- Policy/Procedures could be covered, for expenses, in ETFO Manual, if our constitution does not cover it
- work from Model to determine spending ceilings to determine motions. Pat K., Marina H., Ted P., and John R., will work on setting guidelines.

13. GHOT's meetings: Sept.

- It is a link of information for 32 Locals.
- Costs are high –Reduce the number of participants.
- Try to shorten the agenda, as a Local to shorten time there or plan to arrive later and leave earlier.

14. Goodwill:

Terry Card's mother died. It was discussed to send flowers or making a donation. Ted P. will look into the arrangements.

'Motion 9' "Moved that we make a charitable donation in memory of Terry Card's mother in the amount of \$30. Ted Pritchard to make the arrangements." Moved by Donna Henderson, Seconded by Pat Klypycz CARRIED.

15. Key to Offices:

Marina and Ted with the caretaker will ensure that there are keys for the correct doors and people.

16. Two Members PRS:

In both cases the members did not follow the correct steps of contacting the OT President before taking any action. We must constantly tell members there are correct steps to take whenever an accusation has been made, just for their own protection and our consequent help.

17. Adjournment: 1:20 P.M.

Next Meeting- September 13, 2005 at 5:00 P.M. at Orchard Park