

Upper Grand Occasional Teachers' Local
Executive Meeting
Sept. 13, 2005 at 4:45 P.M.
Orchard Park, Guelph, On

Present: Marina Howlett, Ted Pritchard, Donna Henderson, John Ritchie, Pat Klypycz,
Ruth Tomlins, Barb Walkey, Ralph Rainford, John Parkyn, and new member
Michelle Warren

Regrets: Andrew Aloe

1. Call to order and Welcome: Marina welcomed the new executive members- Ralph, John P., and Michelle. She also instructed us to be sure to fill out claim forms for mileage and childcare expenses.
2. Additions/ Approval of the Agenda: One item added- John P. had Questions.
'Motion 1' "Move to accept the agenda with addition" Moved by Ralph Rainford,
Seconded by John Ritchie CARRIED
3. (a) Approval of minutes of July 11/05 meeting.
'Motion 2' "Move the minutes of the July 11, 2005 meeting be accepted as read." Moved
by Barb Walkey, Seconded by Ted Pritchard CARRIED
(b) Business from the minutes- Business cards will be printed for the Executive. The format
is a sheet of 12 from an inkjet printer. There was input re- what info we wanted on
the front with our name and what info we wanted the membership to understand on
the back of each card.
4. Treasurer's Report-Ted Pritchard's role really transfers July 1, but the report of our
finances goes to Provincial Offices the end of September, so Ted and John Ritchie
and Marina are working together at this time. Chequing account-\$1592.16 . Savings
account \$4073.06 . There are invoices outstanding to ETFO and Upper Grand of
\$1000 approx. A new accounting process from the Board will submit invoices more
timely. Some release days from 04-05 need to be adjusted (5 or 6) either as
Collective Bargaining or Casual Release. A \$7000 cheque should be coming from
Provincial by end of September. We discussed the need for a cutoff date for
submission of unpaid invoices and to let the membership know the actual date.
'Motion 3' "Move to establish September 15 as the CUT-OFF date for submission of
expenses incurred by members up to June 30 of that year." Moved by John Ritchie,
Seconded by Donna Henderson CARRIED
(a)Update from Robinson, Lott and Brohman- The accountants still have the financial
books so we are working from bank statements.
(b)Budget Proposal for 2005-6 to be presented Nov. 17, 2005 at the O.T. General Meeting-
A committee of John R., Marina, Ted, and Ralph will look at priorities and how to
allocate funds for the working year. There will be a meeting called by Marina in mid
October to finalize plans.

(c) Budget Adjustments- Accounting should be changed to match the end of the year. At present the accounting programme that is used is Quicken 2002, it is not easy to follow. QuickBooks is higher level, more comprehensive, generates reports easier and the interface is more user friendly. This new programme could cut down on accountants' costs. It establishes an audit trail. The cost is \$184.00 for the programme. There is a course that John R. is willing to take. It costs \$195.00 + tax (3 nights).

'Motion 4' "Move that we pay the costs of registration for John Ritchie to take the course to manage QuickBooks." Moved by Ralph Rainford, Seconded by Barb Walkey
CARRIED

5. President's Report-

(a) Release Days (to Sept. 13, 2005)- 3 ½. There will be more days to be used coming up in the coming month.

(b) Office Reorganization- We need a storage cupboard to store surplus papers and also a legal filing cabinet.

'Motion 5' "Move that a 4 drawer legal filing cabinet be purchased for the executive suite." Moved by Ted Pritchard, Seconded by John Ritchie CARRIED

(c) Ongoing Activities, Upcoming Meetings- GHOT's Belleville Sept. 19, 20 – Ted and Marina going

ETFO Pres. Meeting / Coll. Barg. Sept. 20- Marina and Ted going (Topic- Prov. Takeover for OT's). Dates for bargaining- Sept.28, Oct.24, 28.

Committee- Marina, Ted, Barb, Pat and Karen Hunsberger.

Leadership Development Seminar- Sept.29-Mississauga Michelle W. and Pat K
Going for PD and Pol.Act.

Rep. Council- Oct.19, 20-Marina going

(d) Board New Teacher Orientation-Aug.31- Professionally done by Board at the end of the meeting, Federation and OT able to meet with teachers. There were great resources for the new teachers and it is hoped that this will result in a feeling of inclusion not isolation.

(e) Job Posting- OT list has 302 names, there will be more hiring (50-60). Family area of schools requires some juggling to have equal numbers. Selection is based on application and ability to work every day without restrictions. The package of school information (re entrance and balanced days, with phone numbers) is to come soon.

6. O.T. Website- UGOT.org . Email to John Ritchie info for the webpage (minutes, committee reports, P.D., things to get the site rolling). The idea is to show the membership things are going on. The 'Resources' section is excellent. There will be some statistics about membership. This can cut down on postage costs.

7. O.T. Local Priorities- See attached sheet

'Motion 6' "Move to accept the Priorities for 2005-2006 as presented in the Draft Proposal" Moved by Ted Pritchard, Seconded by Barb Walkey CARRIED

8. S.E.M.S. -

- (a) O.T./Administration Meeting Date- September 22 from 3:30 – 4:30 P.M. is the best for Barb W., Pat K., Marina H., and Ralph R..
- (b) Problems, Concerns, Issues- Friday night calls, After 10:00 P.M., Random Selection ???, When booked off the computer still calls into the future, We should be able to check the Profile, TIC positions are not specific enough to know the job, Must know subject and grade.. Bring concerns to next meetings.

9. Communication with Members- There will be a bulletin board display in every school staffroom. Secretaries will put info into the sleeve and O.T.'s will check. A letter has to be completed for the secretary and enough folders must be made for all sites. This will be done for the next executive meeting.

10. Other Business-

- (a) John P.'s questions- How are teaching days counted and accumulated? How does this affect "10 days in a year" to stay on the active list? What happens if the person is on "Leave of Absence"? Does a person have to retire at 65? 9All answers are in the contract or can be answered by the President.
- (b) The Board should create a photo badge for O.T.'s to identify us in school
- (c) Ralph Rainford will do dinner next meeting.
- (d) Next meeting there will be a list of dates and dinner organizers

Meeting adjourned 7:25 P.M.