MINUTES / COMPTE RENDU

SP Executive Meeting/ Rencontre de l'exécutif SP

August 3, 2022 / 3 août 2022

Presence / Absence --- Présences / Absences

Leslie Nasmith (ATL)	P	Joanne Papineau (NCR – RCN)	P
Tanya Evans (BC - CB)	P	Sarah Marcil (QC)	P
Enzo Barresi (ONT)	P	Sushil S. Dixit (NCR – RCN)	P
Ira Hill (PRA/NWT – PRA/TNO)	P	Michael Elliott (QC)	A
Marcel C. Beaudoin (NCR – RCN)	P	Kevin Jacobs (PRA/NWT – PRA/TNO)	A
Nadia Roufaiel (NCR – RCN)	P	Nicolas Daignault (PIPSC – IPFPC)	A
Bryan Van Wilgenburg (NCR – RCN)	P	David Griffin (PIPSC – IPFPC)	P
Morgan Cranny (BC-CB)	A		

Ouverture de la réunion - Opening of the meeting

The meeting was called to order.

MOTION: Approve agenda (Leslie, Sarah). **CARRIED.**

MOTION: Approve minutes from June 3 2022 (Marcel, Enzo). **CARRIED**

Mesures de suivi - Action Items Review

Action items from the last meeting were reviewed. New and ongoing action items are summarized at the end of this document.

Articles permanents - Standing Items

- Rapport financier - Financial report
- TI-IT

Doing well, not many expenses, good financial situation, balance > $100,000

- Executive Travel - Voyage exécutif

Bryan attending Atlantic Steward Council in October, Going to BC for a Sub-group meeting. Kevin to attend BC Steward Council

- Advisory Council Meeting - Conseil consultatif

No meetings since last exec meeting.

- Sous-groupes - Subgroups

Zonal meetings still need to be costed and business cases to be submitted to finance.

- Delegate - délégué

PIPSC AGM delegates chosen, selection went well this year.

- Délégués syndicaux - Stewards -

New SP steward at CIPO

- Rapport du parlementaire - Parliamentarian's Report -

Two motions to be discussed later. The SP Group by laws need to be updated on the website.

ACTION: Sarah to email updated By Laws to Annie.

- Recognition - Reconnaissance

Joanne wants to develop a process for recognizing stewards. Good reasoning (can be short) can be sent to the Executive who can approve via email. There's no need to wait until the next Executive meeting. It was suggested that a form be developed to standardize the information for the nominations.

Joanne is working on a memo about the purchasing of green items and there is still some work to do to cost out options and compare costs. When completed, Bryan can present/send to relevant PIPSC body.

Joanne gave an update on the visibility item inventory: 27 mugs, 67 water bottles, 36 wine glasses, 110 buttons. She noted that members at the SP AGM were expressing that they wanted reusable bags to carry their swag in.

ACTION: Joanne to develop a form for steward recognition nominations.

No update:
- Mobilisation - Mobilisation
- Communications
- Regional reps - représentants régionaux
- Membership - adhésion
- Plan de travail - Workplan
- Visibility Items - Éléments de visibilité
- Scientific Integrity - Intégrité scientifique

SP AGM 2022 - AGA SP 2022 postmortem

The 2022 SP AGM went well. One member was concerned about the call for motion deadline. We called for motions in the Save the Date email, well over 12 weeks prior to the AGM. Member was concerned that we had violated bylaws by not also having the 12 week call for motions. In the future, the Exec should have a separate save the date and separate call for motions emails. Call for the AGM is shorter than the call for motions, we could improve the clarity of that in the by-laws.

ACTION: Marcel and Sarah to look at by-law wording.

The feedback survey was sent to Annie. This will cover in-person and virtual delegates and observers. It is in the queue to be emailed out to members.

Recognition for resigning steward(s) - Reconnaissance pour le(s) délégué(s) démissionnaire(s)

Recognition for resigning stewards will not be automatic, but there will be a nomination process. The Executive wants to recognize stewards at the level they worked at.

Executive agreed to recognize Rob MacDonald, Don Stewart, Alice Wood.

ACTION: Marcel to nominate Rob via PIPSC's recognition process.

ACTION: Joanne to follow up on recognition via SP group process: inform the members that they are being recognized.

ACTION: Nadia to contact NCR Regional training contact about steward training.

Explication des portefeuilles - Explanation of Portfolios

Marcel gave a review of the SP group executive portfolios.

Explication du processus électoral - Explanation of the electoral process

Elections were not needed. Executive members self-identified for portfolios they wanted, a number of portfolios were acclaimed.

Election of portfolios - Élection des portefeuilles

Following the elections, the SP Executive portfolio holders are as follows:

President - Bryan Van Wilgenburg
Vice-President - Marcel Beaudoin
Treasurer - Sushil Dixit
Secretary - Leslie Nasmith
Chief Steward - Kevin Jacobs
Membership - Michael Elliott
Communications - Tanya Evans
Delegate Coordinator - Ira Hill
Sub-Group Coordinator - Morgan Cranny
Mobilization - Nadia Roufaiel
Recognition - Joanne Papineau
Parliamentarian - Sarah Marcil

Portfolios not up for election per Group By-laws:
Bargaining Chair - Enzo Barresi

For future elections, Exec members who can't attend should provide a ranked preference of portfolios.

ACTION: New portfolio holders to reach out to previous portfolio holders to facilitate the transition.

ACTION: Marcel to send email to Annie to request update to the SP Exec web page. **DONE.**

Resolutions for PIPSC AGM - Résolutions pour l'AGA de l'IPFPC

The SP Group has two resolutions to put forward at the PIPSC AGM.

1. SAC membership

This motion was written in and will be submitted in French. Sarah was seeking input on the whereas statements, and any other comments. The intent for the seat isn't necessarily for an

SP Executive member, but an SP Group member that is chosen by the SP Executive, so they may not be an Exec member. This will not take a seat away from the Regions.

ACTION: Bryan to reach out to other science Group Presidents.

ACTION: Sarah to make edits and redistribute to the Exec for review.

2. Single use plastic ban

This motion was written in and will be submitted in French. It was suggested that single-use plastic be defined more in the motion.

ACTION: Sarah to make edits and redistribute to the Exec for review.

PIPSC AGM Planning - Planification de l'AGA de l'IPFPC

Delegate meeting is scheduled for Wednesday November 10th in the evening, two sessions are being offered. Hospitality is on the Thursday evening before the AGM. The delegate coordinator will send an email to the delegates with information about the hospitality suite.

ACTION: Ira to email the delegates before the AGM to inform them of where and when the hospitality suite is.

Articles permanents (suite) - Standing Items (cont.)

Rapport de négociation - Bargaining Report

- non-monetary proposals have been exchanged
- First meeting with TBS is Aug 30-31.

Strategic Bargaining Committee - Comité stratégique de négociation

- Meeting next Aug 19th, Sept 16th. Hope to get a central table decision at that time
- SBC will review all the PIPSC and TBS common issue tables
- PSAC conciliation will be in October or closer to the end of year
- CAPE translators filed for arbitration, but are still meeting

New Business

Next meeting between now and AGM.

ACTION: Bryan to send out Doodle for next meeting and 2023. DONE

Marcel advised Exec to be mindful of travel times and meal claims and how that is being enforced by Finance.

Round table - tour de table

Nadia asked about reimbursement for lunch during virtual meetings. Sushil said we agreed to that at a previous meeting, receipts are required.

From the May 2022 meeting:
MOTION: SP executive to reimburse those attending meetings remotely for lunch expenses upon submission of receipts, in line with the travel policy. (Sushil, Marcel). **CARRIED.**

Tanya is interested in the ongoing telework agreement. Sushil noted that telework agreements not going well, people are confused

Joanne is attending SAC on Aug.15 as a Friend of the Committee.

End of meeting - fin de la réunion

MOTION to adjourn (Ira, Nadia). **CARRIED**. Meeting adjourned at 2:50 pm EST.

Member/ Membre	**Topic / Item**	**Action Item/ Suivi des actions**	**Status/ Statut**
Sarah	Work Plan	Revise Workplan and send to Executive for feedback.	ONGOING
Sarah	By Laws	Send updates By-Laws to Annie to post	
Sarah, Marcel	By Laws	Look at by-law wording for the AGM call and call for motions.	
David	CanadaLabs	Identify the lab sites for a targeted email asking for volunteers (i.e., stewards with lab experience) from Subgroups.	ONGOING
Marcel	SP AGM 2021/2022	Send delegate survey to Annie to distribute to attendees. *Sent to Annie in translation.*	ONGOING

Kevin	Stewards	Arrange for a presentation on steward renewal at a future Executive meeting.	ONGOING
Kevin	Stewards	Reach out to the Branches, members in the North to explore options.	ONGOIN G
Kevin	Stewards	Gather information and cost-out options (tshirts, notepad) for steward recognition and bring back to the Exec.	ONGOIN G
Bryan	Stewards	Ask stewards to add 'Steward' to their work email signature when appropriate; *Sent to Annie*	ONGOIN G
Nadia	Stewards	Contact NCR Regional training contact about steward training.	
Bryan	AC/ Relocation	Raise potential TBS relocation directive issue to the AC to flag.	ONGOING
Bryan	AC/ PIPSC	Raise at AC: delays in notification of meetings, delays in translation; general lack of support for PIPSC administration.	ONGOING
Bryan	Mobilization	Plan a series of town hall meetings. has a prelim framework, first one RAND (NTL or BVW).	ONGOIN G
Bryan	Mobilization	Send around final sticker cost for Executive approval.	ONGOIN G
All	Newsletter	Send newsletter ideas to ~~Morgan.~~ Tanya.	ONGOIN G
David	Newsletter	Draft a bargaining item for the newsletter.	

Joanne	Recognition	Look at allowing green products and the cost increases inherent in that. *Drafted a memo for the Exec Committee; Joanne seeking suggestions, edits; has not done a price comparison*.	ONGOIN G
Joanne	Recognition	Develop a form for steward recognition nominations.	
Marcel	Recognition	Nominate Rob via PIPSC's recognition process.	
Joanne	Recognition	Follow up on recognition of two stewards via SP group process; inform the members that they are being recognized.	
Sushil	PIPSC AGM	Order t-shirts for the PIPSC AGM	
Ira	PIPSC AGM	Email the delegates before the AGM to inform them of where and when the hospitality suite is.	
Bryan	PIPSC AGM Motions	Bryan to reach out to other science Group Presidents re: SAC Motion.	
Sarah	PIPSC AGM Motions	Make edits to SAC motion and redistribute to the Exec for review.	
Sarah	PIPSC AGM Motions	Make edits to single use plastic motion and redistribute to the Exec for review.	
Marcel	Communic-ations	Invite PIPSC Comms Team to attend next Executive meeting.	Deferred
Affected Exec Members	Exec. Elections	New portfolio holders to reach out to previous portfolio holders to facilitate the transition.	