

**This is a template designed for CUPE 3903 Committees to submit their year-end, annual reports. You will likely have to add and/or delete sections that are specific to your individual committee.*

***Create a copy of this Google Document and fill in your committee's relevant information by signing into Google, making, and editing a copy. Do this by clicking 'File → Save as Google Docs' in the top left hand corner of this page. Then save to your own Google Drive and rename the document with the title of your committee, e.g. Accessibility Committee Annual Report, 2024–25.*

****Please delete this text along with the bracketed text and the 'Example...' bits at the start of each section. Once you're finished, please send cupe3903vpul@gmail.com a link to your completed report.**

Accessibility Committee ▾ Annual Report, 2024-2025

[Select your committee or position from the dropdown menu above]

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Committee Name or Position Title

[Include name of your CUPE 3903 committee, caucus, working group, or position]

Example: Bargaining Research and Preparation Committee

Members of Committee or Council

[Include committee members' Name, Unit Number, any other important info]

- *Example: Alie Hermanutz, Unit 1*

Term of Service

[Include date range of your committee's term in office]

Example: June 2023-May 2024

Committee Mandate

[Include the mandate of your committee [found in our by-laws here](#)]

Example: The mandate of this joint CUPE 3903/York Committee is to discuss and investigate systemic and/or individual discrimination, interference, restriction, harassment or coercion exercised or practised with respect to any union member in her employment relationship, by reason of race, colour, nationality, ancestry, place of origin, or native language. The Committee works closely with the Anti-Racist Working Group and may also make recommendations to the Labour Management Committee.

The Committee is elected for a one-year term and consist of two CUPE 3903 representatives from any unit, one of whom will be the joint Chair.

Year Overview

[Include an overview of the committee's work during your term, tasks performed during the committee's term in office and their result (state if they are finished or an ongoing project that will be passed on, any ongoing issues and important updates, and so on...)]

Example: The Joint Health and Safety Committee was established in 2020 to address health and safety concerns on York's Keele and Gelson campuses. Currently, XX CUPE 3903 members sit

on the committee with XX members from other campus bodies... During the 2023-2024 term we focused on....

Meetings Held

[List all the meeting held or attended by your committee members during your term, **including attendance at each meeting**]

Example:

- *January 12: Fall Adjudication Meeting*
- *March 6: Form Update meeting with Executive*

Fund Adjudication Summary

[This section is only for committees that distribute money to members, including Ways & Means, Professional Development Fund, Extended Health Benefits Fund. List the deadlines/rounds/semesters that you adjudicated awards. Provide statistics and/or description of applications received, applications approved, average and total money disbursed, etc.). Provide an accounting of the money remaining in the fund. Attach table(s) if appropriate.]

Example:

Fall 2023

- *January 10, 2022 Deadline - Covering activities between September 1st 2020 and December 31st 2021*
- ❖ *Total Applicants: 41*
- ❖ *Successful Applicants: 37*
- ❖ *Unsuccessful Applicants: 3*
- ❖ *Future Round: 1*
 - *On Hold, More Documentation Required: 0*
- ❖ *Unit 1 Applicants: 30*

- ❖ *Unit 2 Applicants: 10*
- ❖ *Unit 3 Applicants: 1*
- ❖ ***Initial Total Amount Approved: \$10,902.03***
- ❖ ***Additional Top Up Amount Distributed October 2022: \$1,772.51***

Recommendations & Notes to Future Committees

[List any recommendations that the incoming committee should focus on]

Example: We have a few recommendations for future Accessibility Committee members. In order to better improve access to union spaces, prioritizing ASL interpretation is in place two weeks prior to scheduled meetings is necessary...

Committee Member Report Sign Off

[Input all committee members names/signatures who were involved in drafting and signing off on your report]

Example:

Submitted by,

Name:
