

**Sample Minutes – Regular Monthly Meeting**

Minutes of the Regular Monthly Meeting of Component Local \_\_\_\_\_

Held in \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_.

The meeting was called to order at 20:00 hours, chaired by the President \_\_\_\_\_

**Roll Call of Officers**

In attendance: President \_\_\_\_\_

Vice President \_\_\_\_\_

Committee Chairs \_\_\_\_\_ (Executive)

\_\_\_\_\_ (Grievance)

\_\_\_\_\_ (Social/Recreational)

\_\_\_\_\_ (Education)

\_\_\_\_\_ (Good and Welfare)

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

\_\_\_\_\_ members signed the attendance register.

**Reading of Minutes of Previous Meeting**

Copies of the minutes of the previous meeting which was held on April 23, were distributed to all members in attendance

M/S/C

\_\_\_\_\_

a mover

\_\_\_\_\_

a seconder

*THAT the minutes of the previous meeting be adopted.*

**Business Arising Out of the Minutes**

It was reported by the Chairperson of the Social/Recreational Committee that \$10.50 had been handed over to the Treasurer as a result of the February raffle. The President expressed thanks to the members who had assisted in this venture.

**Treasurer's Report**

Total funds received since the last meeting was \$95.95, which included the \$10.50, received from the Chairperson of the Social/Recreational Committee. Expenditures amounted to \$24.46 leaving a net increase of \$71.49 for April. Bank Balance was \$842.62 at March 29.

M/S/C \_\_\_\_\_  
a mover a seconder

*THAT the treasurer's report be accepted.*

**Communications and Bills**

The Secretary read a letter from the PSAC which dealt with a CLC institute to be held on June 8 and 9 in the Union Hall. Topics to be presented included 'Collective Bargaining' and 'the Role of the Steward'. Registration fee is \$75.00 per person.

A letter from the Ottawa/Hull PSAC Regional Office was also read advising that a Steward Advanced Training Program would be held from June 15 to 19 at the RO. Expenses for this course, including loss of salary is borne by the Alliance.

M/S/C \_\_\_\_\_  
a mover a seconder

*THAT the President attend the CLC Institute on June 8 and 9 and the Vice-President be the alternate with the cost being borne by the Local.*

M/S/C \_\_\_\_\_  
a mover a seconder

*THAT the Chief Steward attend the SATP June 15 to 19.*

M/S/C \_\_\_\_\_  
a mover a seconder

*THAT bills payable to Bell Telephone (\$26.73), Western Stationary (\$25.10) and Bragg Florists (\$25.00), for a total of \$76.83 be paid.*

**Report of the Grievance Committee**

The Local is presently processing three grievances on acting pay, one on report evaluation and one on disciplinary action. We are still waiting for a decision from the Public Service Staff Relations Board on denial of special leave to take care of a child.

M/S/C \_\_\_\_\_  
a mover a seconder

*THAT the Grievance Report be adopted.*

### **Report of Welfare Committee**

M/S/C

\_\_\_\_\_   
 a mover

\_\_\_\_\_   
 a seconder

*THAT the Progress Report be accepted*

### **Education Committee**

Four stewards were sent on a week-long training course. Our first Vice-President attended a LOATP. We received an invitation to participate in a Safety and Health Seminar given by the Federation. Those interested see the committee chair after the meeting.

M/S/C

\_\_\_\_\_   
 a mover

\_\_\_\_\_   
 a seconder

*THAT the Education Committee report be accepted.*

### **Unfinished Business**

A letter dated May 10, signed by the President to the Executive Secretary of the Component requesting information on contract demands be submitted by our Local, was read by the Secretary to the members.

M/S/C

\_\_\_\_\_   
 a mover

\_\_\_\_\_   
 a seconder

*THAT a second letter be written to expedite the information from the National Office.*

### **Nomination, Election and Installation of Officers**

The President accepted the name of Brother Punjwani, a member from the Central Heating Plant Group as a replacement for Brother Stevens who had retired as an employee and CHP Steward.

There being no further nominations, the Chairperson declared Brother Punjwani elected by acclamation.

**New Business**

M/S/C

\_\_\_\_\_ a mover

\_\_\_\_\_ a seconder

*THAT the Local fully support the CLC Day of Protest by organizing the membership on June 21 to take part in the demonstration*

**Adjournment**

M/S/C

\_\_\_\_\_ a mover

\_\_\_\_\_ a seconder

*THAT the meeting adjourn.*

The Chairperson declared the meeting adjourned at 21:30 hours.

\_\_\_\_\_ (Secretary)

\_\_\_\_\_ (President)