

**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON APRIL 3, 2006 AT AUPE HEADQUARTERS**

The meeting was called to order at 8:20 a.m. with Executive Secretary-Treasurer, Bill Dechant in the Chair.

ROLL CALL

Present: Bill Dechant, Executive Secretary-Treasurer, Chair
Gloria Holberton, Local 001
Sandy Kyle, Local 046
Erika Lukacs, Local 020
Susan Sawchuk, Local 047

Absent with regrets: Shelley Zabel, Local 052
Linda Laminman, Local 003

Staff Advisor: Rob Howatt, Director, Finance & Administration

Erika Lukacs from Local 020, was introduced to the Finance Committee Members.

ADOPTION OF AGENDA

- (1) **MOTION:** To adopt the Agenda.
Properly moved and seconded.

CARRIED

ADOPTION OF PREVIOUS MINUTES

- (2) **MOTION:** To adopt the minutes of January 12, & February 7, 2006.
Properly moved and seconded.

CARRIED

CORRESPONDENCE

- Correspondence from Britannia School requesting a donation. Denied
- Correspondence from the National Anti-Poverty Organization (NAPO) requesting a donation. Denied
- Correspondence from Brave Riders Athletic Club requesting a donation. Denied
- Member from Loc 057-Ponoka has made a request to sponsor her daughter for the Breast Cancer run. Denied
- Member from Loc 001- Stony Plain has made a request for sponsorship for Breast Cancer run. Denied
- Member from Loc 095-Calgary requesting sponsorship to participate in the San Diego's Rock and Roll Marathon for The Leukemia & Lymphoma Society of Canada. Denied
- Correspondence from May Week Labour Arts Festival- requesting donation. Refer to New Business. (copies attached)

- Letter received from Shirley Maki, Chair, Local 052. in regards to the University of Calgary celebrating their 40th anniversary. Local 052 is contributing \$5,000 to be given out on a one-time basis to a student(s) in recognition of the 40th anniversary of the University of Calgary and asking if AUPE will match. Denied
- Correspondence from the Kevin Flaherty, Alberta Workers' Health Centre. The Centre is looking for additional financial assistance to help keep their "Work Plays" production operating. This drama production is to familiarize students with the different aspect of worksite health issues, worksite injuries. Refer to New Business. (copies attached).
- Correspondence from Diana Brown (Member Loc 003 – Peace River) requesting donation. Refer to New Business. (copies attached)

- (3) **MOTION:** To accept the correspondence for information.
Properly moved and seconded.

CARRIED

NEW BUSINESS

Financial Statements

The committee members were presented with copies of the Financial Statements for December 2005, January 2006 and February 2006. An overview of the statements was presented to the Committee.

- (4) **MOTION:** To recommend to the Provincial Executive the acceptance of the attached Financial Statements for the month of December 2005, January and February 2006. (Copies attached)
Properly moved and seconded.

CARRIED

Anti-Privatization Conference - April 27th, 2006

- (5) **MOTION:** To recommend to the Provincial Executive that the Anti-Privatization Conference be held on April 27th, at Union Headquarters, with one member per local to attend the conference.
Properly moved and seconded.

CARRIED

Policy 4-6 Honorariums

- (6) **MOTION:** To recommend to the Provincial Executive to amend Policy 4-6, that the Vice-President Honorariums be increased from \$400 to \$500 per month.
Properly moved and seconded.

CARRIED

EXECUTIVE OFFICERS 4-6

Amended - Provincial Executive, March 10, 2001

4-6 Honorariums

That Honorariums of ~~\$400~~ \$500 per month be paid to Vice-Presidents for the two-year term and a further \$100.00 per month effective April 1, 2001 be paid into an RRSP.

Alberta Workers' Health Centre

Correspondence from the Kevin Flaherty, Alberta Workers' Health Centre. The Centre is looking for additional financial assistance to help keep their "Work Plays" production operating. This drama production is to familiarize students with the different aspect of worksite health issues, worksite injuries. (Copies Attached).

- (7) **MOTION:** To recommend to the Provincial Executive that a donation of \$5,000 be forward to the Workers' Health Centre for the "Workplays"; a dramatic approach to Injuries on the Job Site, dramatized at High Schools through Alberta.
Properly moved and seconded.

CARRIED

Labour Coalition on Pension

They are requesting participation from unions in the Local Authorities Pension Plan to defray ongoing expenses including legal opinion regarding the merits of the lawsuit filed against LAPP employers by the Alberta Society for Pension Reform.

- (8) **MOTION:** To recommend to the Provincial Executive that a donation of \$5,000 be forward to the Labour Coalition on Pensions. (copies attached)
Properly moved and seconded.

CARRIED

Greater Edmonton Alliance

- (9) **MOTION:** To recommend to the Provincial Executive that \$20,000 be forward to the Greater Edmonton Alliance for 2006 dues. (copies attached)
Properly moved and seconded.

CARRIED

- (10) **MOTION:** To recommend to the Provincial Executive that AUPE donate \$20,000 towards the Diakonos Retreat Society. (copies attached)
Properly moved and seconded.

CARRIED

- (11) **MOTION:** To recommend to the Provincial Executive that AUPE contribute \$1,500 towards the May Week Labour Arts Festival. (copies attached)
Properly moved and seconded.

CARRIED

New Policy - 5-26 Gift Certificates**FINANCES**Policy - 5-26 Gift Certificates

- (12) **MOTION:** To recommend to the Provincial Executive that new Policy 5-26 Gift Certificates be added. **Gift certificates should only be given out in limited amounts at special function(s) and meeting(s) for prizes. Records and supporting documentation will be maintained of same. Gift certificates that have redeemable cash value of any kind are prohibited.**

Properly moved and seconded.

CARRIED

Policy 5-4 Deposits

- (13) **MOTION:** To recommend to the Provincial Executive to amend Policy 5-4 Deposits, adding new paragraph; **Under no circumstances will any local/chapter or area council have a ATM bank card or credit card associated with a bank account, as dual signatures are required on all expenditures.**

Properly moved and seconded.

CARRIED

FINANCES

Provincial Executive, Updated June 21, 2003.

5-4 Deposits

All Union funds shall, as soon as possible after receipt, be deposited in a Chartered Bank, Credit Union, Treasury Branch or other financial institution in Alberta to the credit of the Union, Local or Area Council as appropriate.

Bonding

All Union Officers and staff who handle funds or property of the Union shall be bondable for an amount deemed advisable by the Provincial Executive.

Local and Area Council Officers (Treasurers and Chairs) who handle funds or property of the Union shall be bondable for an amount deemed advisable by the Provincial Executive.

The Local, Chapter and Area Council Officers are responsible for advising Headquarters of any changes within thirty (30) days of the change. Failure to do so will result in a reminder notice being sent by Headquarters to appropriate Chair.

The cost of such bonding shall be paid by Headquarters.

Signatories on Cheques

All funds of the component shall be disbursed by cheque or other Bill of Exchange drawn on the account of the component maintained by the Treasurer and shall be signed by two Executive Officers of the component Executive Board including where practicable, the Treasurer. Signatories on cheques from component funds are responsible for the timely distribution of same.

Under no circumstances will any local/chapter or area council have a ATM bank card or credit card associated with a bank account, as dual signatures are required on all expenditures.

- (14) **MOTION:** To recommend to the Provincial Executive that three hundred and seventy two thousand (\$372,000.00) be moved from the Cash Reserve into the Members' Benefits Benevolent Reserve.
Properly moved and seconded.

CARRIED

- (15) **MOTION:** To recommend to the Provincial Executive that three hundred and 10 thousand (\$310,000.00) be moved from the Cash Reserve into the Members' Benefits Education Fund Reserve.
Properly moved and seconded.

CARRIED

Policy 5-4 Deposits

- (16) **MOTION:** To recommend to the Provincial Executive to amend Policy 5-2 to reflect the following changes;

Effective July 01, 2002 ~~2002~~ 2006 and;

Multi-Site Local

First 500 (or portion thereof)	\$5.85 \$6.15 per member per month
Next 1500 (or portion thereof)	\$3.51 \$3.69 per member per month
Remaining members (2001+)	\$2.45 \$2.58 per member per month

One-site Local

First 500 (or portion thereof)	\$4.10 \$4.31 per member per month
Next 1500 (or portion thereof)	\$2.93 \$3.08 per member per month
Remaining members (2001+)	\$2.45 \$2.58 per member per month

Properly moved and seconded.

CARRIED

FINANCES 5-2

Amended Provincial Executive – June 22, 2002

5-2 Rebates to Locals

WHEREAS the present rebates to the Locals do not reflect the higher activity costs of the multi-job-site Locals versus the one-job-site Locals;

THEREFORE BE IT RESOLVED that Policy 5-2 be amended to read as follows:

Effective July 01, 2003 all rebates to Locals will be electronically deposited;

and

Effective July 01, ~~2002~~ **2006** the Executive Secretary-Treasurer shall remit to each Local an amount based on the following formula:

Multi-Site Local

First 500 (or portion thereof) ~~\$5.85~~ **\$6.15** per member per month

Next 1500 (or portion thereof) ~~\$3.51~~ **\$3.69** per member per month

Remaining members (2001+) ~~\$2.45~~ **\$2.58** per member per month

One-site Local

First 500 (or portion thereof) ~~\$4.10~~ **\$4.31** per member per month

Next 1500 (or portion thereof) ~~\$2.93~~ **\$3.08** per member per month

Remaining members (2001+) ~~\$2.45~~ **\$2.58** per member per month

and

BE IT FURTHER RESOLVED that rebates to Locals be adjusted each fiscal year to reflect the average change in negotiated salaries of all Locals to commence the following fiscal year.

MEETING DATES

The next meeting will be on Friday, May 12, 2006.

ADJOURNMENT

(17) **MOTION:** To adjourn.
Properly moved and seconded.

CARRIED

The meeting adjourned at 4:05 p.m.

Respectfully submitted,



William A. Dechant
Executive Secretary-Treasurer

William A. Dechant
Chair