

- (3) **MOTION:** To accept for information the Provincial Executive Minutes of February 13, 2008.
Properly moved and seconded.

CARRIED

Vice-President Ellis was in the Chair.

PRESIDENT'S REPORT

Clarification was asked for on a number of items contained within the President's report which he provided. It was requested that a list of current arbitration decisions be attached to these Minutes and if anyone would like a copy of the actual Award to contact R. Hodgins, Executive Director.

D. Tilleman, Local 052 advised that they were submitting a cheque to Executive Secretary-Treasurer Dechant to assist in the public employee's image campaign.

Some discussion arose with respect to the Labour Education School with such comments from participants that they really enjoyed it.

- (4) **MOTION:** To accept for information the President's Report of April 12, 2008.
Properly moved and seconded.

CARRIED

President Knight was in the Chair.

OFFICERS' REPORTS

Executive Secretary-Treasurer Dechant apologized for not being able to attend every meeting in his scheduled rotation. B. Nahornick, Local 069 on behalf of the Calgary Area Council thanked Brother Dechant for attending their meeting.

- (5) **MOTION:** To accept for information the Report of Executive Secretary-Treasurer Dechant of April 12, 2008.
Properly moved and seconded.

CARRIED

Vice-President Azocar advised of some changes to her itinerary. She also spoke on classifications and bargaining. As well, the Women's Committee is developing a union friendly cookbook containing recipes which are time efficient.

- (6) **MOTION:** To accept for information the Report of Vice-President Azocar of April 12, 2008.
Properly moved and seconded.

CARRIED

Vice-President Ellis stated it was an honour to attend Local and Chapter meetings at which she has requested that the members write 1 or 2 things down that they'd like to

see AUPE do. She also advised that members were quite irate about the \$300,000 donation to Albertans for Change, however once the process was explained and that a majority had voted democratically and AUPE had to abide by that decision.

As well, Vice-President Ellis was proposing that the Provincial Executive as the governing body between Conventions have a 'brainstorming' session to discuss the structure and policies of the Union, etc. Many of the policies were written many years ago and have never been updated.

The Alberta Government is accepting submissions with respect to a study re mature workers, pensions, etc. If anyone is interested, please go to the Government website for further details.

A number of issues with respect to policy 10-13 and the Labour Education School were discussed such as spouses and family not being allowed to attend during the school. Vice-President Ellis asked that members forward their concerns/feedback and she will take them to the Membership Services Committee for further discussion and review of the Policy.

- (7) **MOTION:** To accept for information the Report of Vice-President Ellis of April 12, 2008 including attachments.
Properly moved and seconded.

CARRIED

- MOTION:** That the Provincial Executive hold a brainstorming session to discuss issues listed on Page 37 of Vice-President's Ellis' Report as (a), (b), (c), (d) and (e) and any other Agenda items.
Properly moved and seconded.

Provincial Executive hold a brain storm session to discuss issues:

- a) *What kind of Union do the members want, an organizing union, a servicing union, or can we have the best of both worlds, continue organizing and do servicing at the same time;*
- b) *What kinds of services does the Provincial Executive feel are needed within AUPE besides bargaining and arbitrations, e.g. importance of classification, occupational health and safety, social justice, political action, pay equity, etc.;*
- c) *Does AUPE meet the needs in 2008 of their membership on a structure that was created 36 years ago, or is there better ways to service our members;*
- d) *How do we communicate with our members and how do we make union meetings more attractive or interesting so more members come out to meetings;*
- e) *Bargaining/Negotiations what are the expectations of the Provincial Executive and how are we as leaders guiding our members during negotiations.*

A motion to table was made until further information was available as well as tentative dates provided. It was further discussed that the PE would not go through each Policy as the Committee Chairs have been mandated to do that and the Legislative Committee will review the remainder. The Provincial Executive needs to come together with plans and a vision with respect to structure and providing services in getting members involved.

A number of dates were discussed, however the Provincial Executive would like to consult with their Locals.

The President advised that a recommendation for an Ad Hoc Committee to review the roles of the Vice-Presidents as well as the broader scope of the Union was proposed by the Local Chairs meeting. This was further discussed at the Executive Committee meeting. The Vice-Presidents are to submit their input to Vice-President Ellis and she will develop Terms of Reference, etc. for further review by the Executive Committee.

(8) **MOTION TO TABLE:**

Properly moved and seconded.

DEFEATED

(9) **VOTING ON MAIN MOTION:**

Properly moved and seconded.

CARRIED

A date for the brainstorming session of the Provincial Executive will be decided at the next PE meeting.

Vice-President Heistad advised the 'Albertans for Change Campaign' made for a good discussion for himself at meetings with the membership. The Committee on Political Action is discussing strategies in helping candidates running for election and better ideas to handle elections.

He also advised he had attended the Public Interest Alberta Board meeting and it was great that AUPE had sponsored two tables of six to attend their recent Conference.

He further advised that he and the President had met with Etraffic Solutions and discussed this web based technology to communicate with members province wide.

(10) **MOTION:** To accept for information the Report of Vice-President Heistad of April 12, 2008.

Properly moved and seconded.

CARRIED

Vice-President Raz advised he had spent an interesting two months touring the northern part of the province attending meetings, etc. He spoke on a number of issues and concerns which were discussed as well at the Executive Committee meeting.

- (11) **MOTION:** To accept for information the Report of Vice-President Raz of April 12, 2008.
Properly moved and seconded.

CARRIED

Vice-President Heistad in the Chair.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

- (12) **MOTION:** To accept for information the Report of the Executive Committee of January 09, 2008.
Properly moved and seconded.

CARRIED

Further discussion concerning the PE brainstorming session occurred. The Executive Committee together will develop a vision for further discussion by the Provincial Executive.

A question arose whether the list of MLA's and addresses could be contained on the AUPE website. They may be found now at www.gov.ab.ca

- (13) **MOTION:** To accept for information the Report of the Executive Committee of January 10, 2008.
Properly moved and seconded.

CARRIED

A question arose with respect to legal representation. The President advised this is being reviewed as well as implications for the Union.

K. Weiers, Local 095 inquired about a letter recently sent to the President in response to his letter on an additional member on the Bargaining Team. The President advised he had not received the letter yet having been in meetings the day prior.

The President advised he was meeting with the new Public Service Commissioner in the coming weeks. A number of items were suggested to him as topics such as bonus pay and variable pay in the Alberta Treasury Branches.

Some discussion occurred with respect to the new Vice-Presidents requiring roles and responsibilities from the President at times. As well, it is a work in progress in setting up the office for the Vice-Presidents.

As mentioned in Executive Secretary Treasurer Dechant's Activity Report, office space in Athabasca is being sought. At this time, he is reviewing vacant space which will require improvements.

- (13) **MOTION:** To accept for information the Report of the Executive Committee of February 12, 2008.

Properly moved and seconded.

CARRIED

The meeting recessed for lunch at 12:04 P.M. and reconvened at 1:10 PM with Vice-President Ellis in the Chair.

FINANCE COMMITTEE

Executive Secretary-Treasurer Dechant provided a handout entitled 'Account Information Assistance' for reference.

- (14) **MOTION:** To accept the Financial Statements for the months of November and December 2007.

Properly moved and seconded.

CARRIED

- (15) **MOTION:** That AUPE donate \$25,000 to the Parkland Institute. This will be \$15,000 towards their annual operational costs and \$10,000 for their reports studies on Privatization.

Properly moved and seconded.

CARRIED

President Knight was in the Chair.

- MOTION:** To recommend to the Provincial Executive to amend Policy 5-19, that meal allowances be increased as follows: Breakfast from ~~\$10.00~~ to **\$12.00**, Lunch from ~~\$12.00~~ to **\$14.00**, and Dinner from ~~\$18.50~~ to **\$20.00**.

Properly moved and seconded.

5-19 Meal Allowance

1. *Where a member is away from his/her home location, he/she is entitled to reimbursement without the production of receipts for the costs incurred for meals at the following rates:*

*Breakfast - ~~-\$10.00~~ **\$12.00** (if departure is earlier or time of return is later than 7:30 a.m.)*

*Lunch - ~~-\$12.00~~ **\$14.00** (if departure is earlier or time of return is later than 1:00 p.m.)*

*Dinner - ~~-\$18.50~~ **\$20.00** (if departure is earlier or time of return is later than 6:30 p.m.)*

2. Meal expenses are not to be claimed in those cases where the meal is already provided at Union expense except under special circumstances which must be fully explained.
- (16) **MOTION TO AMEND:** To amend the amounts: Breakfast \$15.00; Lunch \$15.00; and Dinner \$30.

DEFEATED

- (17) **VOTING ON MAIN MOTION:**

CARRIED

Some discussion arose with the following motion and it was asked that Local Chairs be advised of 'no-shows' for hotel accommodations for all Education courses.

- (18) **MOTION:** To recommend to the Provincial Executive to amend Policy 5-18, Paragraph #2, to read as follows:
Direct billing will only occur when Headquarters makes special arrangements with the hotel prior to the event, ie. the Union Labour School, **conferences** and ~~education courses~~, **seminars** etc.
Properly moved and seconded.

CARRIED

5-18 Policy on Hotel Accommodation

1. Except as outlined in 2., no direct billing will be allowed. Members are expected to pay for their hotel accommodation and claim this expense on their expense claims.
2. Direct billing will only occur when Headquarters makes special arrangements with the hotel prior to the event, ie. the Union Labour School, **conferences** and ~~education courses~~, **seminars** etc.
3. When Headquarters is responsible for payment, members are encouraged to stay in mid-range hotels.
4. Where a member is away from their regular domicile and makes arrangements other than hotel accommodation, they may claim \$30.00 per night without a receipt.
5. Unless previously approved by Headquarters, members must reside 100 kilometers or more away from the event location in order to qualify for reimbursement of accommodation expenses.
6. That Headquarters make arrangements for direct billing of hotel accommodations for all Provincial Executive members. Any no shows are to be billed back to the Local except in extenuating circumstances. A minimum of 14 days notice to Headquarters for booking prior to Provincial Executive meetings is to be given.

- (19) **MOTION:** That AUPE provide \$400.00 for the Young Activists Committee to secure hall rental for the proposed Ball Tournament to be held June 2008.
Properly moved and seconded.

CARRIED

- (20) **MOTION:** That the Young Activists Committee hold a two day Conference which will be held in May 2009 (Total number of conference attendees to be 100 members).
Properly moved and seconded.

CARRIED

- (21) **MOTION:** That the Grandparents' Day Picnic Barbecue be held in Edmonton on September 4, 2008. In addition, AUPE sponsor BBQ's held by Long Term Care facilities around the same time.
Properly moved and seconded.

CARRIED

- MOTION:** That AUPE sponsor a two day Women's Conference on March 5 and 6, 2009.
Properly moved and seconded.

As the above proposed dates conflict with the 2009 Labour Education School, the Women's Conference has to be changed to another date sometime in 2009. It was felt that more information is required with proposed dates.

- (22) **MOTION TO TABLE:** To table until more information is provided.
Properly moved and seconded.

CARRIED

Much discussion ensued concerning funds collected at the Labour Education School and a request to have AUPE match them. The past practice has been to match funds collected however, a commitment should not have been given before being forwarded to the Finance Committee and then to the Provincial Executive. As the funds have already been paid, it was proposed that everyone vote against this motion and then do a reconsideration.

- (23) **MOTION:** That AUPE double match funds collected for charities by Members at Kananaskis Labour School.
Properly moved and seconded.

DEFEATED

- (24) **MOTION:** To donate the amount of \$5,710.00 to St. John's and the amount of \$3,780.00 to Jenn's Place.

CARRIED

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

- (25) **CALL THE QUESTION:**

CARRIED

- (26) **VOTING ON MAIN MOTION:**

CARRIED

By a friendly amendment the second sentence of the following motion was removed. Much discussion ensued with respect to a membership survey being conducted and the preference and utilization of video conferencing. It was felt that the survey could be conducted starting at Local/Chapter meetings, etc. The topic re videoconferencing could be further discussed at the Provincial Executive brain storming session.

- (27) **MOTION:** That the Membership Services Committee conduct a Member's Survey up to the cost of \$25,000. ~~The survey will include an analysis on the preference and utilization of video conferencing by Members.~~
Properly moved and seconded.

DEFEATED

- MOTION:** That a new line item of \$1 Million be added to the Financial Statements for the Public Relations Campaign pursuant to Convention 2007 resolution.
Properly moved and seconded.

- (28) **MOTION TO TABLE:**

CARRIED

- MOTION:** To send one Member from the Human Rights Committee to attend "Fixing Your Collective Agreement" being held in Calgary on June 12, 2008.
Properly moved and seconded.

It was discussed whether the whole Committee should attend the Lancaster House Conference.

- (29) **MOTION TO WITHDRAW:**
Properly moved and seconded.

CARRIED

A new Motion was proposed on behalf of the Human Rights committee with the rationale that having first hand knowledge of the Collective Agreement language which ensures that human rights issues are addressed directly and in the best interest of our members, is essential when assisting our members in areas of contract negotiations.

- MOTION:** That the Human Rights Committee attend the Lancaster House Pre-Conference Workshop 'Addressing the Human Rights Pitfalls in your Employment Policies and Collective Agreements' to be held in Calgary on June 12, 2008.
Properly moved and seconded.

- (30) **CALL THE QUESTION:**

CARRIED

(31) **VOTING ON MAIN MOTION:****CARRIED**

Discussion ensued whether donations should continue to the Greater Edmonton Alliance. It was felt that the Greater Edmonton Alliance reports should be forwarded to the Provincial Executive and perhaps one more year of funding be given.

- (32) **MOTION:** That \$20,000 be donated to the Greater Edmonton Alliance for 2008.

Properly moved and seconded.

CARRIED

- (33) **MOTION:** That AUPE donate \$5,000 as a Gold Sponsorship for the "Home Program".

Properly moved and seconded.

CARRIED

Executive Secretary-Treasurer Dechant advised the PE Ad Hoc Committee had all agreed upon the following Policy.

- (34) **MOTION:** That new proposed Policy 3-6, Policy on Seminars, Conferences and Ad Hoc Courses be accepted.

Properly moved and seconded.

CARRIED**New Policy 3-6 Policies on Seminars, Conferences and Ad Hoc Courses**

Seminars: a one-day meeting devoted to presentations or discussions of a particular topic.

- The component proposing the Seminar shall provide information on the purpose of the Seminar, the date and venue.
- Headquarters shall pay for:
 - 1 member per Local: their meals, accommodation, mileage and time off; and may pay for further participants as approved by the Executive Committee.
 - Meals, accommodation, mileage and time off for members of the Conference/Seminar Steering Committee. This committee shall not exceed a total of nine (9) members (similar to the total number of members on any of the Standing Committee of the Union as referenced in Article 15.07 of the Constitution). These members shall not be included in the member entitlement count for each Local (above).
 - The venue, speakers and related costs.
- Additional costs shall be the responsibility of the component(s) submitting the proposal, or as determined by the Executive Committee.
- Locals may send additional delegates, at Local expense, up to levels that the seminar can accommodate.

Conferences: a 1 or more day meeting in which members with common interests participate in discussions or listen to lectures to obtain information, energize, invigorate and mobilize the participants in furthering the causes of AUPE.

* The component proposing the Conference shall provide information on the purpose of the Conference, the date and venue.

- Headquarters shall pay for:
 - 1 Local delegate for each 500 members or portion thereof: their meals, accommodation, mileage and time off.
 - Meals, accommodation, mileage and time off for members of the

Conference/Seminar Steering Committee. This committee shall not exceed a total of nine (9) members (similar to the total number of members on any of the Standing Committee of the Union as referenced in Article 15.07 of the Constitution). These members shall not be included in the member entitlement count for each Local (above).

- The venue, speakers and related costs.
- Additional costs shall be the responsibility of the component(s) submitting the proposal, or as determined by the Executive Committee.
- Locals may send additional delegates, at Local expense, up to levels that the conference can accommodate.

Sector Bargaining Conferences: as required, a bargaining conference for the Sector shall be held to co-ordinate, develop and recommend bargaining policy for the bargaining units represented; and review the progress of bargaining within the group represented.

- Headquarters shall pay for:
 - The meals, accommodation, mileage and time off for:
 - the greater of:
 - 1 Local delegate for each 500 members or portion thereof;
 - or
 - 1 delegate per Bargaining Unit
 - Meals, accommodation, mileage and time off for members of the Conference/Seminar Steering Committee. This committee shall not exceed a total of nine (9) members (similar to the total number of members on any of the Standing Committee of the Union as referenced in Article 15.07 of the Constitution). These members shall not be included in the member entitlement count for each Local (above).
 - The venue, speakers and related costs.
- Locals may send additional delegates, at Local expense, up to levels that the conference can accommodate.

Seminar, Conference and Sector Bargaining Conference Approval Process:

- The proposal for a Seminar, Conference or Sector Bargaining Conference shall be sent to the Executive Committee who shall forward it to the Finance Committee for their recommendation to the Provincial Executive.
- Once approved by the Provincial Executive, the proposal shall be sent to the Director of Labour Relations, who shall assign Staff as required for the Seminar, Conference or Sector Bargaining Conference.
- If the Provincial Executive denies the proposal, the President shall send a letter to the component that submitted the proposal, giving the rationale for the denial.
- In any calendar year only one conference per Sector will be approved (either a Sector Conference or Sector Bargaining Conference, not both).
- Any Headquarters paid for members/delegates that are no shows shall be billed back to their respective Locals, except in extenuating circumstances.

Ad Hoc Courses: are courses that are requested by a component that are not part of AUPE's core courses or advances courses.

- The component proposing the Ad Hoc Course shall provide information on the purpose of the course, the length of the course (eg. 2 hours, 1/2 day, or 1 day), the date and venue.
- Ad Hoc courses are normally at Local expense.

Ad Hoc Course Approval Process:

- The proposal for the Ad Hoc course shall be sent to the Director of Labour Relations for an approval decision based on the Director's evaluation of the proposal and the costs to AUPE and the Local(s) involved.

Executive Secretary-Treasurer Dechant advised the Audit Committee met and provided a written report (hand-out) to the Provincial Executive. There were only a few minor recommendations from BDO Dunwoody and the concerns have been rectified.

Brother Dechant also advised a report on the reserve funds would be provided to the next Provincial Executive meeting.

- (35) **MOTION:** To accept for information the Report of the Finance Committee of March 14, 2008.
Properly moved and seconded.

CARRIED

A number of suggestions to move the meetings along were made such as the Officer Reports being presented at the end of the Agenda, time limits being given to the Committees such as are at Convention, new business to follow the Committee reports and starting on time.

- MOTION:** That the Provincial Executive meetings be scheduled for two (2) days.
Properly moved and seconded.

- (36) **CALL THE QUESTION**

CARRIED

- (37) **VOTING ON MAIN MOTION:**

CARRIED

Vice- President Ellis was in the Chair.

LEGISLATIVE COMMITTEE

- (38) **MOTION:** To accept for information the Report of the Legislative Committee of March 13, 2008.
Properly moved and seconded.

CARRIED

President Knight was in the Chair.

YOUNG ACTIVISTS' COMMITTEE

Vice-President Heistad asked the Provincial Executive to advise their Locals of the slow pitch tournament scheduled for June 7 and 8, 2008 in Sundre.

- (39) **MOTION:** To accept for information the Report of the Young Activists' Committee of March 28, 2008.
Properly moved and seconded.

CARRIED

COMMITTEE ON POLITICAL ACTION

Vice-President Heistad advised the Committee would be meeting in the next week.

MEMBERSHIP SERVICES' COMMITTEE

Vice-President Ellis referred to the Membership Services Committee Report which contained the Request for Decision on the Member Survey which had been defeated earlier in the Finance Committee Report.

As well, Sister Ellis referred to the Request for Decision – Video Conference contained on Page 119 of the Membership Services Committee Report.

MOTION: That:

1. AUPE purchase a videoconference system to be installed at AUPE Headquarters, Calgary Regional Office and rural regional office based on the information provided by the Membership Services Committee

2. These offices be hooked up as a pilot for one year to see if a videoconference system be implemented in all the AUPE regional offices is warranted.

Properly moved and seconded.

It was proposed that this Motion be referred to the President to have the Information Technology staff look at this proposal and see if feasible; see if Locals/Chapters would be interested in this service; what size of group can use at one time; is this equipment compatible with existing equipment; and cost of equipment and services.

(40) **MOTION TO REFER:** To refer to the President with direction.
Properly moved and seconded.

CARRIED

(41) **MOTION:** To approve the Life Membership Criteria and new Life Membership Nomination Form.

CARRIED

AUPE LIFE MEMBERSHIP NOMINATION FORM

As per the Alberta Union of Provincial Employees Life Membership Policy
Approved by the Provincial Executive, May 30, 1986
(amended June 24, 1985 and April 12, 2008)

Nominee Information:

Name: _____ Local: _____

Address: _____

City/Town: _____ Postal Code: _____

Commencement Date: _____

Date Retired or left AUPE Bargaining Unit: _____

Nominator Information:

Name: _____

Signature: _____

Chapter: _____ Local: _____

Home Phone: _____ Work Phone: _____ Email: _____

Office held by Nominator, if any: _____

Approved by:

Chapter Component: _____ Signature of Chair: _____

and/or

Local Component: _____ Signature of Chair: _____

(Once this Nomination form is approved and signed by a component, it must be sent to Edmonton Headquarters, Attention Executive Office)

LIFE MEMBERSHIP POLICY
 Approved by the Provincial Executive, May 30, 1986
 (Amended: June 17 and 18, 2005; April 21, 2007, April 12, 2008)

Policy regarding nominations and granting Life Membership in accordance with Article 4.08 of the Constitution.

1. All nominations must be on the Life Membership form and approved by the Provincial Executive.
2. All nominations should be processed through the AUPE Executive office and on to the Membership Services Committee.
3. All nominations should be received by the Membership Services Committee at least ninety (90) days prior to Convention so as to allow time for the Provincial Executive to deal with and if approved, make arrangements for official presentation at Convention.
4. The Membership Services Committee will deal with each nomination by reviewing the application. They will then make the recommendation on each application and forward the recommendation to the Provincial Executive for their decision.
5. When final disposition by the Provincial Executive has been decided, the Executive Office will advise the Nominator, Local Council, the Chapter or Area Council, the results of the nomination.
6. New Life Members will be invited to Convention along with their spouse for presentation of the Life Membership and all reasonable expenses will be paid by Union Headquarters.

7. Life Members, as on record prior to Convention, will be invited to Convention and will receive a complimentary ticket to the social (if one is held). Those members living 50 kilometers outside of the city limits will be provided hotel accommodation on a double occupancy basis for up to three (3) nights at Union expense. All other costs such as travel, meals, etc., will be at the Life Member's own expense.

8. Criteria for Life Membership:

"It is understood that when making nominations and granting Life Membership, it is the highest honor the Union can bestow on a former member and criteria must be of a high standard."

The nominee:

- a) Must have been a member of the Alberta Union of Provincial Employees for not less than ten (10) years except in exceptional circumstances.
- b) Must be retired or have left an AUPE Bargaining Unit prior to the opening day of Convention.
- c) Must have provided special contributions to the Union on a Provincial, Regional and Local basis in the following areas:
 - i) Served as an Executive Officer of the Union and/or as a member of the Provincial Executive and/or an Officer of a Local, Chapter, Area Council or Council Representative for at least five (5) years.
 - ii) Must have served on a Local Negotiating Committee and/or Union Standing Committee or other Committee as established by the President or the Provincial Executive (excluding Convention Committees).
 - iii) Must have been an observer or delegate to the Union's Convention on at least five (5) occasions.
 - iv) Must have been an active Union Steward for at least eight (8) years.
- d) Must have an application of recommendation passed by the Local.

Please check applicable boxes.

Must have:

- Member of AUPE for not less than 10 years.
- Member is retired or has left an AUPE Bargaining Unit.
- Member was an active Union Steward for at least 8 years.
- Member was an observer or delegate to AUPE's Annual Convention on at least 5 occasions.

<p style="text-align: center;"><u>Worksite:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Worksite contact <input type="checkbox"/> Attended chapter meetings <input type="checkbox"/> Handled worksite complaints <input type="checkbox"/> Union Steward <input type="checkbox"/> Represented members on grievances 	<p style="text-align: center;"><u>Chapter:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Chair <input type="checkbox"/> Vice Chair <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Council Rep <input type="checkbox"/> Health and Safety
<p style="text-align: center;"><u>Local:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Chair <input type="checkbox"/> Vice Chair <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Provincial Executive <input type="checkbox"/> Convention Observer <input type="checkbox"/> Convention Delegate 	<p style="text-align: center;"><u>AUPE:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> President <input type="checkbox"/> Executive Secretary Treasurer <input type="checkbox"/> Vice Presidents
<p style="text-align: center;"><u>Participated in:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Information Pickets <input type="checkbox"/> A Strike <input type="checkbox"/> In AUPE Campaigns <input type="checkbox"/> AUPE Education Courses 	<p style="text-align: center;"><u>Committees:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> AUPE Standing Committees <input type="checkbox"/> Health and Safety Committees <input type="checkbox"/> Ad Hoc Committees <input type="checkbox"/> Union/Management Committee

*At least four (4) of the six (6) main boxes must be checked in order to qualify for AUPE's Life Membership.

REASONS FOR NOMINATION: Must include dates for criteria noted in 8 (c).

If more space is needed, attach a separate sheet.

Nominations must be forwarded to the Executive Office no later than ninety (90) days prior to Convention.

Executive Office, c/o AUPE Headquarters, 10451 - 170 Street, Edmonton, Alberta, T5P 4S7, or via fax at (780) 930-3312.

FOR OFFICE USE ONLY:

APPLICATION RECEIVED: _____

COMMITTEE MEETING: _____

RECOMMENDATION: _____

P.E. APPROVAL DATE: _____

(42) MOTION: That Life Membership be granted to Trudy Rausch.
Properly moved and seconded.

CARRIED

(43) MOTION: That Life Membership be granted to Dean Cunningham.
Properly moved and seconded.

CARRIED

The Provincial Executive discussed the reasons for discontinuing the mail out practice for companies participating in the AUPE Discount Program. Many complaints were received with members being bombarded with mail outs in AUPE envelopes and the amount of mailouts being sent.

(44) MOTION: To reconsider Motion (5) of the June 2007 Provincial Executive Meeting.
Properly moved and seconded.

DEFEATED

“That AUPE discontinues the current mail out practice for companies that are participating in the AUPE Discount Program.

Due to the decision defeating mailouts of discounts, Motion #15 to support Personal Home and Auto Group Insurance Program to send a mail out to the membership contained within the Membership Services Committee report was redundant.

The motion as follows with respect to the survey was defeated earlier in the Finance Committee Report.

RECOMMENDATION: *To recommend to the Provincial Executive the following :*

1. *AUPE hire a professional survey company to complete a scientific survey with a cross section of grass roots members, from each sector of AUPE.*
2. *Questions in the survey to be developed by the survey company with input from the AUPE Executive Committee, Membership Services Committee, Locals and staff with final approval questions being approved by the Membership Services Committee and Executive committee.*
3. *Questions as to the structure, services, including Impact, communication, website be framed to be part of the survey with input from all levels of AUPE including Executive, MS Committee, Locals and staff.*
4. *A cost approximately \$50,000 plus a 10% contingency be forwarded to the Finance Committee and recommendation to the Provincial Executive*
5. *Input from all levels be back to the MS Committee no later than June 30, 2008, Locals*
6. *Survey Company to report all findings to the AUPE Executive Committee and Membership Services Committee on or before September 30, 2008 .e*
7. *AUPE Executive Committee and Membership Services Committee review for recommendations to the appropriate committees, Provincial Executive and Convention.*

Vice-President Ellis asked that the Provincial Executive canvass their members for input about the distribution, etc. of the pins and certificates as they are reviewing the Policy.

As well, the Committee will be reviewing the Union clothing and accessories and would like input from the Locals as to what they would like to see available.

Vice-President Ellis referred the Provincial Executive to page 117 of the Membership Services Committee Report for a Request for Decision – Update Computer System.

(45) **MOTION:** That:

1. AUPE investigate the possibility of securing adequate equipment to implement and develop member access as follows:
 - a) every AUPE member be given an AUPE e-mail address;
 - b) AUPE develop/implement an AUPE Blog with adequate resources;
 - c) AUPE set up Face Book and My Space sites with ongoing monitoring;
 - d) AUPE set up a new Website which can be handled internally, and can be shared with each AUPE Local for easy access to Union and Local affairs;
2. AUPE identify all issues required, or desire under a new computer system, including required hardware/software and assign adequate resources to meet this mandate.

3. Identify issues within members, locals, leaders, executive and staff with a view of improving data collection for research, etc.
 4. AUPE develop proposal and put out for tender for a comprehensive cost, implementation and time line date for approval by the Provincial Executive no later than September 2008.
 5. AUPE Membership Services Committee will negotiate Member Discount with a Computer firm to provide discounts for members to purchase home systems and software.
- Properly moved and seconded.

CARRIED

A meeting is being planned with the Area Councils to sort out issues

- (46) **MOTION:** To accept for information the Report of the Membership Services Committee of March 13 and 14, 2008.
- Properly moved and seconded.

CARRIED

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

- MOTION:** That the issue of Occupational Health and Safety be placed on the Agenda as a regular item of all Local/Chapter meetings to provide information to our members.
- Properly moved and seconded.
- (47) **MOTION TO REFER:** To refer back to the Committee to come forward with a Policy and Letter or as general Resolution to Convention.
- Properly moved and seconded.

CARRIED

- MOTION:** To accept the concept for an Occupational Health and Safety Representative education program.
- Properly moved and seconded.

REQUEST FOR DECISION

NAME OF COMMITTEE: *Occupational Health and Safety*

ISSUE: *To able us to deal with OHS issues as they arise ,AUPE as a leader in Occupational Health and Safety needs to develop in-depth OHS educational program for training AUPE members representing the Union on Worksite Committees. The Occupational Health and Safety legislation ensures workers have a safe and healthy worksite. Many of our committee members are not receiving training on the latest OHS information available, and as a Union we have a responsibility to train our member representatives as well as build an OHS culture and to ensure compliance with OHS Legislation.*

BACKGROUND: AUPE recognized the importance of Occupational health and Safety creating an OHS area in 1977 and negotiated a joint OHS program with the Government of Alberta. In 1977 the majority of AUPE members were employed by the provincial government, with a few bargaining units of hospitals, Boards and Agencies. Ongoing organizing of members in the health care sector as well as continued growth in other areas, AUPE members are involved in OHS activities in four sectors .

RESOURCES: The OHSR program may require additional resources, as it will impact two areas of AUPE 1) Occupational Health and Safety area, for research, development of resources for new course content and material and 2) Education section to work with the OHS area to develop and deliver the new module program.

A review of present resources would be made by the President, and if additional staff would be required, it would be incumbent on this Committee to request a staffing proposal be sent to the Provincial Executive for discussion.

OPTIONS AND IMPLICATIONS:

- 1) Implement the new OHSR program to provide more in depth training for AUPE activists involved in worksite committees or OHS issues on the worksite ensuring up dated and ongoing skills and knowledge to represent our members.
- 2) Train more members who have a desire to improve working conditions, by identifying health and safety issues on their worksites and to effectively deal with issues outlined in the OHS Legislation.
- 3) Provide necessary skills and knowledge to OHS activist representing our members.
- 4) Keep OHS program as we now have it with Introduction to Occupation Health and Safety courses offered in each Region, offering the Advances OHS course once a year at the Labour School

RECOMMENDATION:

Recommend to the Provincial Executive the new education program and concept of Occupational Health and Safety Representative program as follows:

- 1) AUPE develop, implement a training program for members interested or active in becoming or are OHS activist representing members at the worksite.
- 2) The new program be named "AUPE Occupational Health and Safety Representative (OHSR) program.

CONCLUSION:

It is the desire of the Occupational health and Safety Committee to further the education, knowledge, skills and abilities of AUPE members working on worksite OHS issues and to ensure we all have safe, fair, healthy work, environments.



OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVE
COURSE OUTLINE
MODULE 1-5
OCCUPATIONAL HEALTH & SAFETY REPRESENTATIVE
(OHSR)

The Occupational Health and Safety Representative (OHSR) enables the OHS activist to gain knowledge, skills and experience to represent members. The program is designed to allow every member to become involved with Occupational Health and Safety. It sets criteria to enroll for training, gaining work experience and knowledge with expectations the members enrolled in the OHSR program utilize the education and experience gained to ensure our members have safe and healthy worksites.

MODULE 1: OHSR LEVEL 1- INTRODUCTION OF OCCUPATIONAL HEALTH & SAFETY (1 DAY):

- ◆ *Designed for members who are beginning or practicing health and safety principles in the worksite.*
- ◆ *Any member can enroll in the OHSR modules must take the Introduction to Occupational Health and Safety Course.*

MODULE 2 – OHSR LEVEL 2 –LEGISLATION & HAZARDS– (2 DAYS)

- ◆ CRITERIA TO ENROLL: *Members must be working as OHS Committee member, OHS worksite representative or actively involved in Occupational Health and Safety at the chapter or local level and completed OHSR Level 1*
- ◆ *Includes Occupational Health and Safety legislation, including federal and provincial legislation*
- ◆ *Alberta Occupational Health and Safety Act, Regulations and code*
- ◆ *Key elements of WCB legislation and completion of WCB forms.*
- ◆ *Identify hazards, evaluate risks and learn how to manage risks.*
- ◆ *Develop Hazard Assessment documents, identifying workplace health and safety hazards and identify job/activities/work processes*
- ◆ *Methods to evaluate hazards and determine risk, including engineering, administrative and personal protective equipment.*

MODULE 3 – OHSR LEVEL 3 – PHYSICAL ENVIRONMENT: (3 DAYS) :

- ◆ CRITERIA TO ENROLL: *Member must have taken Module 2 OHSR Level 2 – Legislation & Hazards, as well as actively involved at worksite, chapter or local occupational health and safety*

- ◆ WHIMIS - Identify hazardous materials, identify hazardous material storage, moving and handling procedures.
- ◆ Knowledge how to obtain material Safety Data Sheets (MSDS) for hazardous material
- ◆ Disposal of hazardous waste in safe manner.
- ◆ Occupational health monitoring of employees to provide early identification of health changes due to occupational exposure.
- ◆ Ensure management conduction Occupational Health surveys to determine dust, noise, chemicals, radiation present on a worksite.
- ◆ Health monitoring and immunization program for members e.g. tetanus, rabies, typhoid, hepatitis
- ◆ Working Alone legislation and workers rights for working alone
- ◆ Personal Safety – protection of workers for personal safety
- ◆ Violence on the worksite – handling of violence against members
- ◆ Ergonomic principles identifying, matching physiological and psychological capabilities of our members to the design of equipment, tasks they perform, fit total work environment.
- ◆ Identify ergonomic concerns, provide solution and evaluate changes
- ◆ Completing ergonomic assessments to reduce injury and increase productivity by improving the “fit” of the worker and the work environment.
- ◆ 5 day secondment upon completion Module 1,2,3 enable member to complete practicum/work experience and make decision if they wish to continue with remainder of the OHSR program.

MODULE 4 – OHSR LEVEL 4 – EMERGENCY PLANNING, COMMUNICATION AND PROMOTION, INSPECTIONS AND AUDITS (3 days) :

- ◆ CRITERIA TO ENROLL: Member must have taken Module 3 OHSR Level 3 – Physical environment and actively involved at worksite, chapter or local occupational health and safety
- ◆ Establish adequate emergency preparedness, response plans, specified to needs of worksites
- ◆ Emergency evacuations, fire control, first aid, chemical spills
- ◆ Understanding roles/responsibilities of fire and evacuation plan including fire extinguishers
- ◆ Develop and implement communication plans for emergency response procedures, workplace violence and working alone.
- ◆ Inspection of worksites, how to identify, recommend health and safety issues on the worksite, develop process and procedures and follow up for management.
- ◆ Audits – expectations and process of audits required for meeting Certificate of Recognition (COR) /Partnership program
- ◆ Ability to utilize OHS knowledge and skills to work as team/committee member preparing worksite for COR.

MODULE 5 – OHSR REPRESENTATIVE – INCIDENT INVESTIGATION, WCB, LTDI AND DUTY TO ACCOMMODATE – ADVANCE LABOUR SCHOOL (4 DAYS)

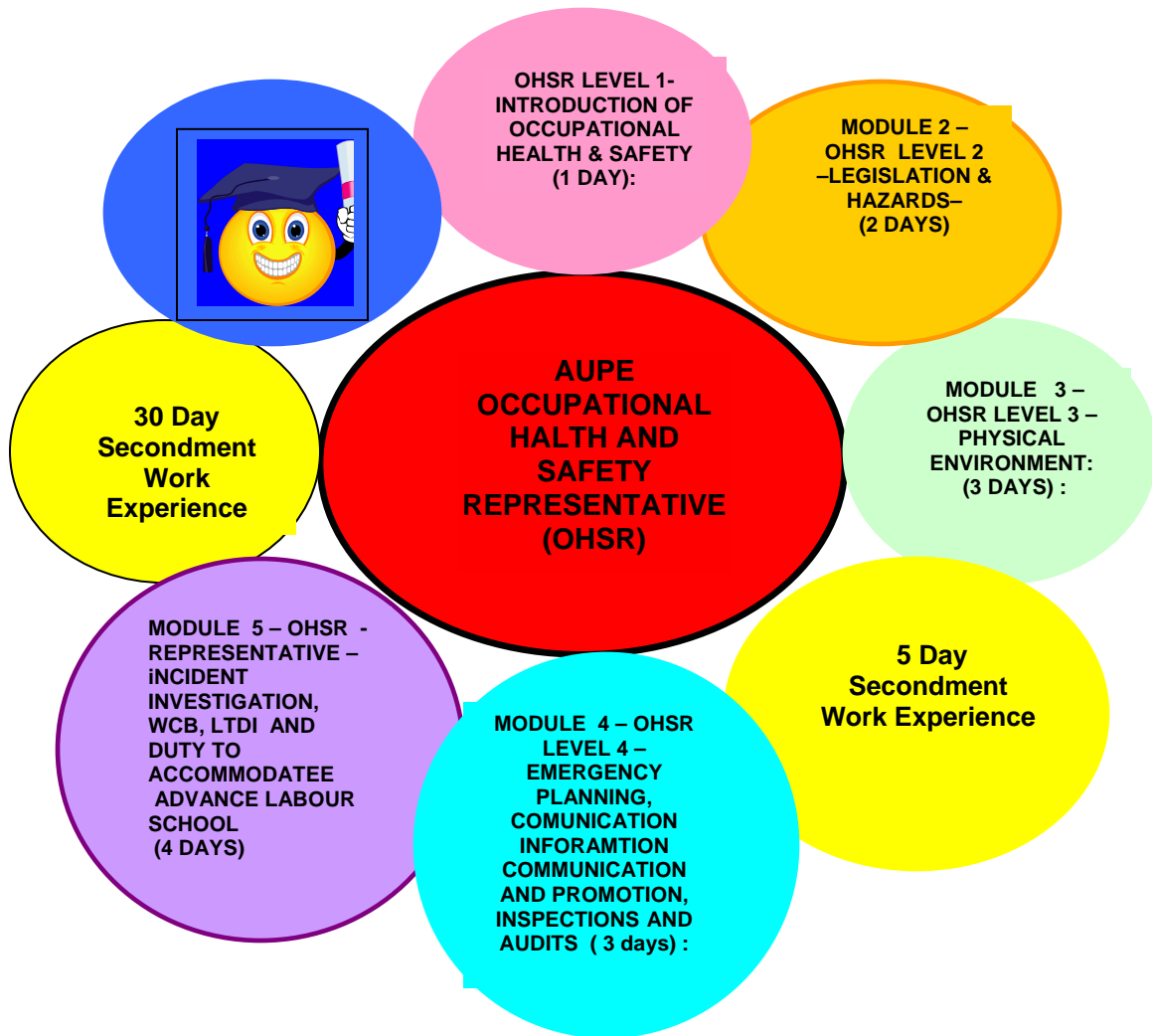
- ◆ CRITERIA TO ENROLL: Member must have taken Module 4 -OHSR Level 4 – Emergency Preparedness, Communication and Promotion, Inspection and Audits.
- ◆ Must have completed OHS Level 1-4 prior to registering for Module 5.
- ◆ Module 5 is the last module required to become a fully designated AUPE Occupational Health and Safety Representative
- ◆ Incident investigations – when incident happens, how to secure incident area, how to identify and write incident reports, information required to ensure complete incident investigations.
- ◆ WCB and LTDI advocate, how to file appropriate forms, request information and act as a member representative to assist our members who are having problems, difficulties with WCB or LTDI.
- ◆ Research and preparation for WCB and LTDDI appeals.
- ◆ Duty to Accommodate and Return to Work – roles, responsibilities of Duty to Accommodate and Return to work.
- ◆ A 30 day secondment with AUPE OHS staff upon completion of this course
- ◆ Final module to become designated AUPE OHS representative.
- ◆ A final AUPE OHSR Certificate will be awarded when this Module is completed.

SECONDMENTS:

- ◆ A 5 day secondment upon completion of Module 1, 2, and 3 will be arranged to work with AUPE OHS staff representative, to allow member to decide if they wish to continue with remainder OHSR modules .
- ◆ A 30 day secondment upon completion of Module 4 and 5 will be arranged for the graduating OHSR to complete practicum, to enable the member to graduate
- ◆ Upon completion of Module 1,2, 3 OHSR Level 3 and 5 day practicum/secondment will be able to identify concerns, resolve issues, serve as committee members, vice chair of local committees representing AUPE.
- ◆ Upon completion of Module 4, 5 and 30 day practicum, member will be able to be fully trained to handle all OHS issues on worksite, including committee members, vice chair of committees, sitting on AUPE Standing Committee, AUPE/GOV Joint Union Management Committee, being identified as OHS specialist in AUPE.
- ◆ An AUPE OHSR Diploma will be given out to all graduates of the OHSR program upon completion.

PROPOSED AUPE OHSR

PROPOSED
AUPE OHSR



The Committee would like to see implemented a new Occupational Health and Safety Representative education program to provide more in depth training for AUPE activists.

(48) **CALL THE QUESTION:**

CARRIED

(49) **VOTING ON MAIN MOTION:**

CARRIED

A question was raised with respect to the Return to Work Agreement. A lot of members are not aware of the process. The President was asked to check the process for other boards and agencies and forward to the negotiators for discussion.

(50) **MOTION:** To accept for information the Report of the Occupational Health and Safety Committee of March 7 and 8, 2008.
Properly moved and seconded.

CARRIED

Vice-President Ellis thanked Staff representative, Dennis Malayko for an excellent job in training 400 people at the recent Alberta Employment and Immigration health and safety training.

WOMENS' COMMITTEE

Vice-President Azocar advised that Sister Mary Kehoe, Local 049 was the recipient of the DOVE Award this year.

The Committee is in the process of organizing the Grandparent's Day picnic scheduled for September 4, 2008.

The Committee is developing a labour friendly cookbook and will be selling this to fundraise at Convention this year. If anyone has any recipes to submit, please contact Vice-President Azocar or Staff representative Maria Marrazzo. The Committee will not be handling the entertainment this year at Convention.

(51) **MOTION:** To accept for information the Reports of the Women's Committee of March 7, 2008.
Properly moved and seconded.

CARRIED

HUMAN RIGHTS' COMMITTEE

Vice-President Azocar advised the Translator Program has 32 people on its list. Training is to begin on May 24th after which a bank of translators will be available.

The Human Rights Committee will be working together with the Young Activists Committee to have a cultural diversity night.

As well, the Human Rights Committee would like the Statement of Equality placed into the Constitution. It was suggested the Committee write this up as a Resolution and submit to Legislative Committee for Convention.

- (52) **MOTION TO REFER:** To refer the Statement of Equality to the Human Rights Committee to submit a Resolution to Convention.
Properly moved and seconded.

CARRIED

- (53) **MOTION:** To accept for information the Report of the Human Rights Committee of March 19, 2008.
Properly moved and seconded.

CARRIED

PAY EQUITY COMMITTEE

Vice-President Raz advised the Pay Equity Committee have set goals and will be submitting some Constitutional Resolutions.

The statistical analysis and research is in the works. The Pay Equity leaflet will be distributed in the fall as the Committee is looking at changing their name. The Committee is also looking at creating and distributing a DVD.

- (54) **MOTION:** To accept for information the Reports of the Pay Equity Committee of March 15, 2008.
Properly moved and seconded.

CARRIED

ANTI-PRIVATIZATION COMMITTEE

Vice-President Raz advised the Local and Chapter Chairs have received the Anti-Privatization DVD. As well, two Committee members have received training on the website and will be making some changes upon approval from Headquarters.

The looking at holding a seminar on September 26th and will provide costs, etc. to the net Provincial Executive meeting.

- (55) **MOTION:** To accept for information the Report of the Anti-Privatization Committee of March 13, 2008.
Properly moved and seconded.

CARRIED

PENSION COMMITTEE

Executive Secretary-Treasurer Dechant advised the Pension Seminar for north of Red Deer is proceeding on June 10, 2008.

Retirees from the Alberta Public Service are now eligible to enroll in a health benefits program. This applies to members in Local 001 through 012.

A new staff member is joining AUPE in May. He has a background in pensions, benefits and WCB appeals.

- (56) **MOTION:** To accept for information the Report of the Pension Committee of January 21, 2008.
Properly moved and seconded.

CARRIED

MEMBERS' BENEFITS COMMITTEE

Executive Secretary-Treasurer Dechant thanked Local 038 for their donation of \$10,000 to the Members Benefits fund.

The criteria for the Members Benefits Benevolent Fund and Education Assistance Fund do not match what is in the Constitution. Brother Dechant indicated that this criteria has to be placed on the website before May 1st. He will make sure the wording matches the Constitution and is totally correct and also pertains to the endowment fund.

- (57) **MOTION:** That Executive Secretary-Treasurer Dechant place the criteria for the Members Benefits Benevolent Fund and Education Assistant Fund on the website as amended to run concurrently with the Constitution.
Properly moved and seconded.

CARRIED

- (58) **MOTION:** To accept for information the Report of the Members' Benefits Committee of February 22, 2008.
Properly moved and seconded.

CARRIED

NEW/UNFINISHED BUSINESS

1. Kilometrage

- MOTION:** That the rate for kilometers be set at 65 cents.
Properly moved and seconded.

It was suggested that this would reflect the increase in gas, insurance, repairs and costs to vehicles. Discussion occurred that after 50 cents, it becomes taxable income.

Executive Secretary-Treasurer Dechant advised the Finance Committee was already looking at this.

- (59) **MOTION TO REFER:** To refer to the Finance Committee.
Properly moved and seconded.

CARRIED

2. Bargaining Size

J. Spencer, Local 046 will have her Local forward in information to discuss at the next Provincial Executive meeting.

3. Memorials

It was noted that the Pipefitters' Union acknowledge their fallen comrades in the obituaries and AUPE should be doing the same.

- MOTION:** That AUPE recognize members who die and have their obituaries placed into the newspaper like other Unions do.
Properly moved and seconded.

It was discussed whether this would violate the Freedom of Information and Privacy Act. Vice-President Ellis advised that the Membership Services Committee was dealing with the process and policies for members killed on the job and would review this request as well.

- (60) **MOTION TO REFER:** To refer to the Membership Services Committee.
Properly moved and seconded.

CARRIED

DATE OF NEXT MEETING

The next meeting is scheduled for Friday and Saturday, June 13 and 14, 2008 at the Coast Plaza Hotel, 1316 - 33 Street. N.E., Calgary, Alberta.

ADJOURNMENT

- (61) **MOTION TO ADJOURN:**
Properly moved and seconded.

CARRIED

The meeting adjourned at 6:46 P.M.

Respectfully submitted,

Doug Knight
President

RECORDING SECRETARY:

Cheryl Austin

**PROVINCIAL EXECUTIVE MEETING
ACTION SHEET
April 12, 2008**

BY WHOM	ACTION
PE	To hold brainstorming session – date to be selected at next PE meeting. Locals to discuss at upcoming meetings.
Exec. Sec-Treasurer	Ensure donations, etc. are forwarded: <ol style="list-style-type: none"> 1. \$25,000 to Parkland Institute; 2. \$400.00 for hall rental for YAC Ball Tournament; 3. To charities sponsored at LES matched by AUPE; 4. \$20,000 to Diakonos Retreat Society; 5. \$20,000 to Greater Edmonton Alliance; 6. Donate \$5,000 as a Gold Sponsorship for the “Home Program:
Vice-President Heistad	Two day Young Activists Conference to be held in May 2009.
President	Ensure Policies & Procedure Manual is updated: <ol style="list-style-type: none"> 1. Policy 5-19 Meal Allowance; 2. Policy 5-18 Hotel Accommodation; 3. Policy 3-6 Seminars, Conferences and Ad Hoc Courses; 4. Policy 7-4 Life Membership Policy.
Vice-President Azocar	<ol style="list-style-type: none"> 1. Provide more information to PE re Women’s Conference. 2. Grandparent’s Day Picnic to be held September 04, 2008 3. Human Rights Co to submit Resolution on Statement of Equality to Convention.
Exec. Sec-Treasurer	Motion tabled re new line item of \$1 Million to be added for the Public Relations Campaign.
Vice-President Azocar	Human Rights Committee to attend Lancaster House Pre-Conference Workshop on June 12, 2008 in Calgary.
President	Have Information Technology staff review Video-Conference system and equipment to implement and develop member access to computer system.
President	Life Membership approved for: Trudy Rausch and Dean Cunningham
Vice-President Ellis	<ol style="list-style-type: none"> 1. OH&S to develop Policy and Letter or General Resolution to Convention re OH&S being placed on Agenda of all Local/Chapter meetings.

2. Concept for OH&S representative education program approved.
3. Review memorials for members and whether should be placed in newspapers.

Exec Sec.-Treasurer

Place amended criteria on website for the Members Benefits Benevolent Fund and Education Assistance Fund.

Exec Sec.-Treasurer

Motion re increasing kilometrage rate to 65 cents to be reviewed at next Finance Committee meeting.

	#15			#16			#17		
	YES	NO	ABST	YES	NO	ABST	YES	NO	ABST
KNIGHT	4						4		
DECHANT	4				4		4		
AZOCAR	4				4		4		
ELLIS					4		4		
HEISTAD	4			4			4		
RAZ	4			4			4		
BROWN	4			4			4		
ELLIS	4				4		4		
FELAND	4			4			4		
GIBBONS	4			4			4		
HANSEN	4				4		4		
HEIL	4				4		4		
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NIELSEN	4				4		4		
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WRIGHT	4				4		4		
Alternate:									
MCDONALD	4				4		4		

	#19			#23			#24		
	YES	NO	ABST	YES	NO	ABST	YES	NO	ABST
KNIGHT							4		
DECHANT	4			4			4		
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