

**The Association of Administrative,  
Professional and Support Personnel**

**Meeting of the Board Representatives**

**Thursday, Nov 17th, 2005**

**4:30 p.m. Erie Room, Education Centre**

Present:: Phil Hicks, Velda Hutchison, Joe V., Lisa Smith, Fred Wideman, Sharon P., Peter Blain, Nancy Hindmarsh  
Regrets: Kelly Sadlowski, Kevin Noble, Rob Kamphius, Barry Mack  
Minutes: Cathy Chester

**Minutes:**

1. **Welcome** **Phil**  
Phil welcomed the group and thanked them for their attendance.
  
2. **Review of the previous meeting minutes** **All**  
*A. Budget -*  
Nancy Hindmarsh: Review of the Financial Summary.  
Motion to accept the Summary as presented: Velda, Seconded: Lisa. Carried:  
All  
*B. Subsidy Rates for PD -*  
It was decided that Phil, Sandi and Nancy would meet to discuss how events would be subsidized. (ie. A per member rate set versus a per event rate. In this way, we might balance out the cost of activities, and give members a better sense of what cost may be involved if we set a rate of 15 to 25 per attending member at an activity.) They will bring back their proposal to the December Reps meeting.  
*C. AAPSP Logo Development -*  
Fred Wideman presented us the findings from our request to review development of the Logo. Special thanks to Jason Rake who helped out. Discussion: the proped Logo has additional descriptive text which makes our group identity clearer. It was noted that the proposed logo prints well also in black and white.  
Motion to accept the new logo: Nancy. Seconded: Peter. Carried by all. Phil will write a thank you to Jason for his help. Fred will forward the electronic version to Phil.
  
3. **Newsletter/ Website** **Phil**  
Request for items to submit to both the newsletter and the website.  
Deadline for submission to the newsletter is next Friday (Nov. 25<sup>th</sup>).  
Items to include: Skating Party, December Reps "Christmas meeting", promote the winter PD Session promotion, and a request for volunteer to take over running of the website.

- 4. AAPSP Casuals/Temp** **Catherine**  
 Cathy was concerned that we have temporary members who are paying dues but not being missed in our activities. Currently the labour turnover report only notifies us of changes to permanent employees. Joe said that he recently devised a new menu item for HR that should be able to pick up Temporary/Casual hires by group and would make this more accessible information. Sharon P also suggested that we should be getting updated listings my group to our Reps, so that they can keep on top of casuals and temps being included in our activities. Sharon will investigate how we might get the access to a more complete listing of our members.
- 5. Negotiations Committee** **Sharon/Phil**  
 Sharon reported that the team has had the initial meeting with HR. Fred Wideman has stepped up to replace Nancy McWebb on the Negotiating team. Sharon gave the group a brief overview of the process of negotiation meetings.
- 6. Social Committee** **Sharon**  
*Murder Mystery night*  
 This event fell through due to not enough responses. Even though it was a free activity for members, it was discussed that perhaps more promotion was needed, or a different venue.  
*Skating Party*  
 Every thing is set now for Farquarson Arena/ South SS., for December 11<sup>th</sup>, 12:30 to approx 3:30 pm. We need volunteers: Organize Food, We need a Santa, Decorating (Ruth Sims said she would help), Shop for Santa gifts (Carolyn Blewet offered to help), We need the Reps to help collect volunteers for this event.  
*Night at the Races:*  
 It was decided that this event would be booked for Friday February 10<sup>th</sup>. Sandi will proceed with making the arrangements and promotion of the event.
- 7. Mutual Concerns** **Phil**  
 Our meeting in November was cancelled due to conflicting meeting dates with committee members. Meher will be contacting Phil with a confirmation of the new date in December. We are still taking forward our request for clarification on the Mileage issue. Although this is a policy issue (and not subject to Mutual Concerns) we are asking for clarification from Sharon Dawson, so that we may be able to explain to our members how the policy and rates are set.
- 8. Award of Distinction Committee** **Phil**  
 A request went out by email earlier this month for a volunteer to sit on this committee. Cheryl McKenzie put forth her name, and given that Cheryl was a previous recipient of the award we are pleased to have her represent us at these deliberations.  
 Phil also asked that members please start to think of possible AAPSP members that we could submit for nomination. We have a lot of very dedicated members

who would represent well as nominees and should be acknowledged for their contributions. Reps are to contact Phil with suggestions.

**9. Meeting Dates** **Phil**

It was decided that the next meeting of the AAPSP Reps would occur on Wednesday Dec. 14. As per our previous meeting, it was decided that perhaps we could make this a bit of a team building night to provide Reps with an opportunity to get to know the group. Suggestions were made for a festive venue, and Nancy Hindmarsh volunteered to investigate a few places such as Windermere Manor, Spencer Hall and get back to Phil with availability and costs. More information will be sent out to the Reps as soon as a decision has been made.

**10. Professional Development** **All**

Team Building for Reps -

The activity will occur at the December Reps meeting. Suggestions for activities included having a guest speaker to simple networking games. Activities will be further discussed once a venue has been arranged.

PD Session for Members -

From the last meeting two members brought forth ideas for activities. Sharon said that the format for the day has been set up so that it runs as two half day sessions. Morning session being something tied into the board's vision statement, and afternoon session a wellness activity, and both sessions being involved in the lunch to promote networking. Sharon has been in contact with Karen regarding appropriate board sponsored PD activities. Fred Wideman has been in contact with a former employee (Jeff Hill) who does Professional Development that promotes team building and has already been approved as a board presenter. A full day activity is 2000, and half day is 1300.

We also have to consider the cost of location and food. Some suggestions for locations made by the group were Craig Owen, Union Golf and Country Club, and the 4 Points Sheraton.

We will aim for the first of February once we see what is available. Sharon will investigate to see the availability of openings and rental costs. Nancy offered to help as well.

**11. Recognition** **Phil**

Phil reminded the Reps to bring forward any members names for acknowledgement.

1. New Supervisor of Accounting Services - Donna Baldwin Smith (Lynn Smith?)

2. **New Office Supervisor - Randall Delanghe**

3. It was reported that a members father had passed, however according to our bylaws we don't acknowledge parents. It was decided to take this back to our AGM for inclusion/revision.

**12 Additional Items**

**All**

1. Do we have a budget for the December Reps Meeting? Nancy  
A motion to approve a budget allotment for rental, team building activity and dinner meeting increase of up to \$400 was put forth by Phil. Seconded by Sharon. Carried by all.\

2. Recognition of Years of Service Awards Night:: Peter  
Peter indicated that on Tuesday night, we have a member he believes will be receiving a 25 years of service award. Phil noted that he will be in attendance as our President.

**3. Council of Presidents: Phil**

Phil reported that a number of issues were discussed including School closures, Emergency Response plan, Mental Health issues, Capital Plan, Budget planning process, Budget surplus and IT issues..

**13. Motion to adjourn:** Joe. Seconded by Sharon. Carried by all.  
Meeting adjourned at 5:45 PM