

**The ETFO – Toronto Occasional Teachers’ Local
Fall General Meeting Minutes
Wednesday, October 11, 2023
5:00 p.m. Via Zoom**

1. **Meeting Called to Order** – Ruth Ann Morley, Parliamentarian
2. **Reading of the Land Acknowledgement**
– read by Sharon Brown (Eng) and Gabrielle Blais-Jones (Fr)
3. **Reading of the ETFO Human Rights Statement**
– read by Gail James (Eng) & Gabrielle Blais-Jones (Fr)
4. **Human Rights Officer** – Ruth Ann Morley
5. **Memorial for Sean Graney, Elections Officer**
6. **Motion to approve the 2023 Annual Meeting Minutes**

GM 22/23 - 01

Moved by Christina Meynell Seconded by Caini Ouattara Sano
BIRT the 2023 Annual Meeting Minutes be approved.

GM 22/23 - 01A

Moved by Gail James Seconded by Christina Meynell
Correction to page 4:

Currently says

NET OPERATING INCOME over the years:

2016-2017 = -\$99,100

2017-2018 = -\$85,200

2018-2019 = a balanced budget

2019-2020 = -\$68,812

2020-2021 = -\$51,592.55

2021-2022 = -\$126,282.38

2022-2023 = -\$85,572.63 as of May 22/23

Needs to read:

2016-2017 = -\$11,192

2017-2018 = \$14,960

2018-2019 = \$302,923

2019-2020 = -\$55,339

2020-2021 = \$250,100

2021-2022 = -\$126,282

2022-2023 = -\$85,572.63 as of May 22/23
CARRIED

7. Motion to approve the 2023 Fall General Meeting Agenda

GM 22/23 - 02

Moved by Christina Meynell Seconded by Caini Ouattara Sano
BIRT the Fall General Meeting Agenda be approved.

GM 22/23 - 02A

Moved by G. Deitcher Seconded by G. Blais-Jones
Amend the agenda to move the President's Report to the next item on the agenda.

CARRIED

8. Introduction of the 2023 – 2024 Executive - Christina Meynell

President: Christina Meynell

First Vice President: Marisa Gallippi

Vice President (Women Only): Sharon Brown

Vice President (Open): Laura Barrett

Treasurer: Gail James

Secretary: Rinat Evron

Executive Members:

Gabrielle Blais-Jones

Sarah Boomhower

Jennifer Dietert

Caini Ouattara Sano

Jeishan Rajakulasingam

Efstathia Sotiropoulos

President's Report - Christina Meynell

a) Strike Vote



This is a Central Strike vote - holding this in conjunction with ETT.

Tuesday, October 17th - 12:30-8:00pm at Meridian Hall.

You can register through ETT's website and select a bus if that suits you - otherwise you can come down by subway or drive down and park (public transit and GO will be covered, as will parking). This is an important vote - we need to have this card in our pocket.

b) Emergency Replacement Personnel

Increased use of emergency supply teachers in our schools - taking our daily OT jobs and LTOs. Very concerning - in May alone, over 3,000 jobs were taken by emergency replacement people. Contact the local if you see emergency replacement teachers coming into your school(s) on a regular basis. This would be a policy grievance.

9. Treasurer's Year End Update – Gail James

A. 2022-23 Year End Auditor's Statement

The Draft has been received. The Final Auditors report will be shared with members when it arrives and on the agenda of the February General Meeting.

B. Year End Actuals / Net Income

Actual June 2023 Year End	Actual	Budget
Total Expenses	\$ 976,490.44	\$ 1,150,800.00
Net Operating Income	\$ (336,066.73)	\$ (396,470.00)
Net Income	\$ (336,066.73)	\$ (396,470.00)

2016-2017 = -\$11,192

2017-2018 = \$14,960

2018-2019 = \$302,923

2019-2020 = -\$55,339
2020-2021 = \$250,100
2021-2022 = -\$126,282
2022-2023 = -\$336,066

C. Reserves as of September 2023

Impact on Reserve Funds

Reserves remaining going into 2022–2023 \$817,284.34
Reserves remaining going into 2023-2024 \$481,271.61

10. Approval of 2023-2024 Budget

Question about costs

Released officer leaves from 2021-2023: \$140,649

Additional Chief Negotiator position: \$41,000

This comes directly out of the local's budget - the Board doesn't pay. When a released officer goes on leave you're paying the replacement as well as the released officer.

Also, reimbursements - member reimbursements for 2022-23 totalled \$136,000 (meals for Zoom meetings, dependent care, professional learning rebate, single room subsidy)

We have been advised by ETFO's Chief Financial Officer that we can't give away money we don't have.

A. Proposed Budget as amended by Annual Meeting continued debate

AM 22/23 - 4

Financial Motion #1

Moved by Gail James Seconded by Jeishan Rajakulasingam
BIRT the 2023 – 2024 Proposed Budget be approved.

CARRIED

B. Further Amendments to Proposed Budget:

Mover	Seconder	Budget Line Name and #	Amended Amount
EXECUTIVE	EXECUTIVE	607 – Dependent Care	6,000
Christina	Gabrielle	608 – Election	35,000
Meynell	Blais-Jones	615 – Insurance	4,000
		621 – Meetings – Local AM	17,000
		623 – Meetings – Fall / Winter General	20,000
		635 – Professional Learning – Cttee	15,000
		641 – Released Officers	500,000
		644 – Social	5,000
		645 – Status of Women	7,500

(Purple lines) CARRIED

C. Approval of Budget as Amended - CARRIED

11. Treasurer’s Report - Gail James

Financial Reports for 2023-2024 to date (see Treasurer’s Report at end of minutes)

Information on how to fill in the forms

13. Local Committee Updates - Marisa Gallippi (1st VP)

Size of committees has been increased from eight (8) to ten (10).

Standing Committees in red still have some room for members to join:

Budget Committee

Constitution Committee

Elections Committee

Equity and Social Justice Committee

New Members Committee

Political Action Committee

Professional Development Committee

Racialized Members Committee

Social Committee

Status of Women Committee

14. Health & Safety - Marisa Gallippi

A. Violence in Schools Sub Committee

The president spoke very strongly about this to the board because of the violence some of our members are experiencing. It's extreme and it's on the rise, so this is a great achievement for our local and the other locals who work for the TDSB.

B. Inspector - Jeishan Rajakulasingham

Every other local in the TDSB had its own health and safety inspector but the two occasional teacher locals, so we advocated very hard to have our own H & S inspector and got one, paid for by the board. Important work, done through the lens of an occasional teacher, our inspector also receives all of the violent incident reports. Jeishan also sits on the Joint Occupational Health and Safety Committee table and is very passionate about representing teachers. We're very proud and glad to have him as our health and safety inspector.

15. 30 minutes Member Question and Answer Session

Q: How serious is the emergency replacement personnel issue?

A: Other larger locals are also deeply concerned by the usage and frequency of ERPs. At the Enough is Enough rally, a CUPE member said "we're making a tonne of money off of your jobs". There's a grievance around a principal putting in an ERP every day and not posting the jobs. Some ERPs

Q: Why is this meeting online?

A: (answered by parliamentarian) We ran out of quorum at the two annual meetings in May, and you get a substantially higher level of participants in an online meeting than in person.

President: We didn't want to take any chances, because it was absolutely critical for the running of our local to pass this budget tonight.

Q: Why is the funding for a released officer's leave not coming out of insurance? Why is it coming out of our local?

A: I don't believe we have insurance coverage of this nature. In our collective agreement it says the local is responsible for the cost of leaves, not the TDSB. Regarding insurance, maybe that's something that should be looked into.

Q: When can an ERP take the job? And if we're aware of the situation, who should we contact?

A: There needs to be an adult with the students. Last year, it was warranted to bring people in when there weren't OTs. We have a cap on our list - we are 40% of ETT's FTE (ETT is about 10,000 people, and our membership is about 4,000). We've had over 700 of our members not working or barely working – not filling the jobs gives the board further justification to bring in an ERP.

The jobs need to be posted on SFE - the daily jobs and the LTOs have to be posted and accessible to our members. If they aren't filled then the school can go to an ERP.

Note: ERPs can't work more than 10 days in a row at a school, so if you notice that, let the local know.

Q: Are we getting paid for compliance training? Any discussion within the board about getting OTs benefits in their first year?

A: Compliance training - no firm answer. If you're doing it for the first time, you should be paid a half-day, but there is a new suite of training, and the Board hasn't given us an answer regarding that. LTOs get paid, but we're looking into daily OTs getting it.

Q: If there were to be a strike, whenabouts would we expect that to happen?

A: No answer on that from Derek Hulse (ETFO CB staff officer) - no timeline. Members need to approve a strike vote before they can start pulling that card out of our pocket.

Q: Qualifying days for benefits?

A: For daily OTs, you need to work a minimum of 80 days this year to be eligible for benefits in the subsequent year. For LTOs, you work 90 calendar days, and then the benefits are retroactive to the start of your LTO.

Q: Costs of benefits?

A: There are different options - single, family. OCM, OTIP. Last time our president was paying for the daily OT plan it was well over \$100 a month for a single person.

Q: How does the Executive decide IRL vs online?

A: In-person - central location that works for most of our members, which usually comes with a high cost (a hotel with enough room to host 100-130 people). Menu for offering dinner for our members - depending on location, that meal can be quite expensive (one

time a “buffet” that wasn’t even a buffet was \$70/plate. In-person tech team \$4,000-\$5,000. Anywhere from \$7,000-\$12,000. Parliamentarian (mileage and paying \$87.50 hourly rate)

Online: IT person (\$80/hour), meal reimbursements (we’ve lowered it to \$20 this time around, looking at the budget and our need to spend within our budget - so about \$3,000 tonight). Parliamentarian’s hourly rate, without hotel.

There’s a motion from June 2023 regarding \$30/person

Q: What is being negotiated for OTs at the provincial strike vote?

A: (from Chief Negotiator) We’re going into bargaining November 1st, meeting October 24th.

Q: Seniority list hasn’t been sent out in two years.

A: There is no longer a seniority list. Feb 2022 the Ford government rescinded Regulation 274.

Q: Is SmartFind running by seniority?

A: No, it goes by profile: qualifications and what parts of the city you’re working in. You can always expand your profile by sending an e-mail to Sam Venneri (you used to be able to send it to the help desk and now it all needs to go through Sam).

Q: Is dependent care being provided for the strike vote?

A: It’s being provided for the volunteers working the evening shift.

Q: How was that decision made?

A: There was a struggle just for parking and transit reimbursements (with strike coordinators at provincial).

Q: Do you know if there’s any other local with dependent care being provided for them for the strike vote? Maybe mobilization funding?

A: It’s not too late - mobilization funding is a possibility.

16. Adjournment 7:39 p.m.

Treasurer Report

Welcome to all new members of the Executive and to returning members as well. I have prepared some financial information for you to use for your reference. Each month one of these booklets will be sent to you along with the monthly financials. If you require any explanations, clarifications, or if you have any questions now or in the future, please feel free to contact me. If, for some reason, it is not possible to answer you at the time i.e. I need to check records that are not readily available, I will get back to you as soon as possible.



Balance Sheet as of Sept.25/23

ASSETS

I. Chequing Account— \$169,253.49

- account needs to remain at \$75,000
or else there is \$100 fine payment due
- Total Current Assets are \$464,253.49

AS OF OCT.1/23 --chequing account is \$307,493.24

- Sept. 28/23 deposit from ETFO \$11,502.48
- Sept. 29/23 deposit from ETFO \$128,215.28
- Sept. 29/23 deposit from TDSB \$245.16

I. GIC Account Holdings—**\$295,000**

- 1). 1 year prime-linked cashable for \$250,000-4.7000% at purchase, as of Oct. 1/23-4.9500%-matures July 2/24-anticipated interest \$11,814.38
- 2). 1 year prime-linked cashable for \$45,000- 4.5000% at purchase, as of Oct.1/23—4.7500%-matures July 2/24-anticipated interest \$2,036.10-collateral for credit cards

2. CREDIT CARDS- August/September payments were made to Marisa and Christina's card and extra credit applied to Sept./Oct. statements

4. LIABILITIES AND EQUITY

1. Retained Earnings or income from last year is \$481,217.61
2. The Profit for the year is -\$15,546.12
3. Total Liabilities and Equity \$464,253.49

2. Budget vs. Actuals Sheet

INCOME received this year as shown in the Actual Column—\$64,024.06 or 8.26%

THE BUDGET COLUMN: shows the 2023-2024 Proposed Draft Budget of \$775,577.50 as of May /23.

THE OVER BUDGET COLUMN: shows that \$711,553.44 is left to receive this year -this is evident if the amount is in brackets or has a minus sign in front of it.

THE % of BUDGET COLUMN: shows monies in a percent of what has been received so far—8.26%

EXPENSES

TOTAL EXPENSES are \$79,570.18

THE BUDGET COLUMN: shows the 2023-2024 Proposed Draft Budget of \$1,118,800.00.00 as of May /23.

THE OVER BUDGET COLUMN: shows that \$1,039,229.82 is left to spend this year this is evident if the amount is in brackets or has a minus sign in front of it.

THE % of BUDGET COLUMN: shows monies in a percent of what has been spent so far—7.11%

Budget lines that are over budget are:

602—Calendar- budgeted \$3,000—actual expenditures are \$4,318.01 or 143.93%

620-Meetings-ETFO AM-budgeted \$15,000—actual expenditures are \$35,861.59
or 239.08%-ETFO will reimburse the local for the delegate rooms which will reduce this amount

NET OPERATING INCOME or PROFIT - minus \$15,546.12 is calculated by subtracting the Total Actual Expenses (\$79,570.18) from the Total Actual Revenue (\$64,024.06). This results in 4.53% .

3. Prior Year Revenue and Expenses paid in Current Year

-as per the request of members, this financial explanation has been included in the Sept.25/23 financial reports

-due to the lateness of receiving TDSB, ETFO invoices and the unusual volume of reimbursements from the last fiscal year, some of the payments needed to be carried over to this fiscal year financial budget

FREQUENTLY ASKED QUESTIONS

Note:

The local will follow the ETFO Guidelines for expensing alcohol and Uber, Skip the Dishes etc.—as long as all or part of the expense falls within the allotted reimbursement guidelines, they will be covered. However, an entire receipt for alcohol won't be covered.

I. WHAT ARE THE INSTRUCTIONS FOR SENDING ITEMS TO THE etfo.otl.toronto@dext.cc EMAIL ADDRESS?

Documents need to be in PDF, JPG or PNG format. These documents can be contained in the body of the email (like a picture) or as an attachment. If the email has multiple documents, the

program uploads each attachment separately. That is why it is so important to have your name on ALL documents and itemized receipts so that your total reimbursement forms can be amalgamated and processed. The easiest way is to merge your files or take a picture from above with the receipt(s) beside the form and just send the one document. There are many online free tools to merge your files such as <https://smallpdf.com/jpg-to-pdf>.

Links to a Google Drive can't be read by the receiving program.

ALWAYS KEEP A COPY OF ALL REIMBURSEMENT FORMS AND ITEMIZED RECEIPTS IN CASE THERE IS A NEED TO RESEND THE DOCUMENTATION TO THE TREASURER.

2. WHY DO I NEED TO INCLUDE AN ITEMIZED RECEIPT WITH MY MEAL REIMBURSEMENT FORM?

The local has a fiduciary responsibility to have appropriate documentation for every expense that is paid from the local finances. The three signing officers have to ensure that all expenses are valid and receipts submitted are confirmed to be exactly what was purchased before an approval for payout is made. The local cannot operate on an honor system and approve a credit card receipt without the supporting documentation. All receipts have to show the following: the member's name; the date of the purchase; the name (address of the seller or supplier —not always possible with meals); the name of the buyer; the full description of the goods and the purchase price. If the meal is paid by credit card which has a tip on it, and the tip is part of your reimbursement, the credit card receipt can also be included. The auditor's job when performing an audit is to ensure accountability, transparency and the validity of all expenses. They constantly request additional financials from the local to back up their audit process. The CRA guidelines also require itemized receipts for expenses to be accepted. The local is obligated to honor these guidelines and to properly manage members' finances at all times. It is suggested that Delegates and Alternates to the August Provincial conference keep itemized meal receipts that the local and provincial food allowances purchased in case the CRA decides to ask for them.

3. WHAT IS THE PROCESS FOR PAYMENT AFTER MY REIMBURSEMENTS ARE RECEIVED?

Forms are put into a program called Approval Max Access is granted to the President, First VP and the Treasurer. These three Released Officers are called the signing officers. Two of three signing officers view each form and either approve or reject them. Then the approved forms are put into a program called Pay Edge. Only the Treasurer has access to this program which verifies the payments and monies are then distributed. An e-transfer is preferred as the method of payment as opposed to a cheque. There are usually two Pay Edge payments each month. The three signing officers try their hardest to approve when they're not working on grievances/allegations or in official meetings, and the Treasurer has a half time allotment. Patience please—all payments will be made.

4. WHEN ARE REIMBURSEMENT FORMS SENT TO MEMBERS WHO ATTEND AN ONLINE MEETING?

Forms are usually sent to members a day after an online meeting. Attendance lists need to be organized, checked and then forms are sent to a non-TDSB email address.

5. WHAT ISSUES MIGHT PREVENT MY PAYMENTS?

If you have submitted your form and meal receipt, your payment may have been rejected due to: an incomplete filled out reimbursement form, no itemized meal receipt attached, a date on the receipt that is different from the event/meeting date, no date on the meal receipt, no vendor name on the receipt, a blurry or too dark or too small form/receipt sent that is difficult to read. Try to be vigilant about obtaining proper receipts for all spendings if you wish to be reimbursed.

PLEASE CHECK ALL FORMS AND RECEIPTS BEFORE SENDING THEM IN SO THAT YOUR PAYMENTS CAN BE MADE IN A TIMELY MANNER.

6. WHAT IF I HAVE NOT RECEIVED PAYMENT FOR MY REIMBURSEMENT SUBMISSIONS?

After a reasonable time has passed, send an email to the Treasurer along with the reimbursement form, the itemized receipt and an explanation. Then the process can be tracked to see if the payment is pending or if there was an issue with the data sent. Sending such an email to the entire Executive does not ensure that you will receive your payment any sooner. Payments for reimbursements are solely the job of the Treasurer.

7. WHEN DO ALL REIMBURSEMENT FORMS NEED TO BE RECEIVED THIS YEAR?

All reimbursement forms must be received by June 14/24. Please see individual reimbursement forms for additional information. There will be NO extensions as all of the end of the fiscal year finances need to be completed as soon after this date as possible.

8. HOW IS THE LOCAL INTENDING TO SAVE MONEY THIS FISCAL YEAR?

Saving money has been a top priority for the local this year. Some of the ideas that have been practiced so far are:

- a two night online Strategic Meeting as opposed to a two-day retreat
- researching a different, cheaper telephone system instead of a land line
- paying for the POTS chairperson one meeting at a time instead of a yearly fee
- ordering only essential office supplies needed for the moment
- not ordering necessary new equipment for the office i.e. laptops
- giving back extra water bottle for the water cooler and refraining from reordering
- no payments for single room supplements

- reducing the meal allowance for online member meetings
- encouraging members to accept e-transfers (\$1.50) as opposed to more expensive cheques (\$7.50)
- \$244.24 is being reimbursed by ETFO for mileage and parking for attendance at Steward Plus One Meetings held this year.

10. HOW MUCH MONEY HAS ETFO GIVEN TO THE LOCAL IN FEES REBATE?

Member's pay 1.6% of their gross salary to Provincial. 31.5% is given back to the local in payments in Nov., Dec., Feb. and May. Each payment is 20% of the projected rebate and in September there is a reconciliation payment (the difference of what was paid and what was owing). The calculation is based on the FTE (number of days worked by members). Payments last fiscal year were \$94,913.05 quarterly. At the end of Sept./23 the reconciliation payment of \$128,215.28 was made to the local's account, making the yearly payment a total of \$507,867.47.

11. HOW MUCH LEVY MONEY IS RETURNED TO THE LOCAL FROM TDSB?

According to the Constitution, TDSB deducts 0.01% of each member's salary as dues that are given directly to the local to run it. The projected budget for this fiscal year is \$12,000. Comparing this amount to the amount that ETFO fees contribute, it is clear that most of the local's money to run the local comes from ETFO.

12. WHAT IS THE DIFFERENCE BETWEEN "CASH BASIS" AND "ACCRUAL BASIS" ACCOUNTING?

Cash basis accounting, which is what the local uses, occurs when invoices are recognized, recorded and expenses are paid. Accrual accounting is a method where expenses are recognized and recorded when a transaction is billed, not paid.

13. WHEN IS THE NEXT PAY EDGE PAYMENT FOR REIMBURSEMENTS TO MEMBERS?

The next Pay Edge order will be made the first week of October/23.

14. WHO DO I CONTACT IF I HAVE A FINANCIAL QUESTION?

If there is a financial question, please contact the Treasurer directly. Sending the email to the other Released Officers is not necessary as finances are the job of the Treasurer.

work email gailjames@ica.net
work cell 416.458.3451

Thanks,

Gail James
Treasurer
ETFO Toronto Occasional Teachers' Local
gailjames@ica.net

Attendance

Abbey Huggan	Donna Bonanno	Karishma Balani
Adam Berofsky	Efstathia Sotiropoulos	Kirsten Henderson
Adil Ahmad	Einstein John	Kit Wun Li
Akashpreet Kaur	Elena Bozzo	Laura Barrett
Alice Godfrey	Fiona To	Lauren Barsuk
Alice Zywiell	Gabrielle Blais-Jones	Leanne Schira
Amy Frank	Gail James	Lei Xu
Andrea Meynell	Gervais Murray	Linda Frank
Angela Di Prospero	Greg Deitcher	Ling Lei
Aoife Fleming	Helen Singer	LISA DE SANTIS
Arjumand Hasan	Helene Bauer	Loreen Gale
Arlene Lax	Hetal Rajgor	Lynda Patterson
Beverley Flynn-Samuels	Iyabo Ibazebo	Mamta Sharma
Blair Sleightholm	Jan Ian	Manju Chandan
Byron Stevenson	Jane Kirkwood-Lazazzera	Marisa Gallippi
Caini ouattara sano	Janis Rubenzahl	Mary Carrino
Carol Collin	Jason Martorino	Meenakshi John
Chantelle Cresswell	Javed Iqbal	Melissa Major

Christina Meynell	Jeishan Rajakulasingam	Milica Hranisavljevic
Colleen Wood	Jennifer Dietert	Murad Doray
Cynthia Mccarrey	Joanne Alter	Murielle Richard
Dalia Frank	Joannie Ing	Natalie Mo
Daniel Frank	John Gonos	Natasha Davis
Daniel Kinrys	John Pacocha	Nathan Goveas
Danielle Ingster	Josephine Osei	Nazila Heidari
Darshana Patel	Julia Fung	Neelam Kapoor

Nick Stodola	Tiffany Gardiner	
Nisha Dutta	Vineeta Verma	
Peter Bartl	Wen-Chia Chang	
Peter Schubert	Yen Dao	
Prabhjot Guliani		
Punita Sharma		
Rinat Evron		
Santosh Phougat		
Sarah Boomhower		
Sat Binder Dhir		
Seema Khanna		
Serena Retson		
Shannon Dunham		
sharon brown		
Shazia Sunderji		
Sophie Kroesen		
Susan Richman		
Syed Din		
Tammy Leung		