

**BC Regional Union Safety & Health Committee
Annual General Meeting
Wednesday, April 03, 2019
5:30 – 7:30pm**

2nd Floor Boardroom - 5238 Joyce Street, Vancouver, BC

In attendance

In person; Linda Harding (Chair GSU 20008), Wendy Tangye (UHEW 20031), Ryan Sharp (UNE 20140), Jennifer Horsley (UPCE 20095)

By phone; Karen Sutton (CIU 20045), Ernest Hooker (UCTE 20220), Monique Bakker (UHEW 20147), Kirsty Havard (USJE 20091), Bert Farwell (UCTE 20020)

Regrets; Marcelo Lazaro (UNDE 21016), Wayne Little (UTE 20028), Brad Klein (UNDE 21016)

MINUTES

The meeting was called to order at 5:35

Linda Harding acknowledged that the meeting was taking place on unceded Coast Salish Homelands of the Musqueam, Tsleil-Waututh, Squamish and Stó:lō Nations.

Linda conducted introductions and provided background information by explaining that BRUSH is required to formalize the committee structure and financial reporting procedures after receiving funding from the PSAC National budget. This would be the first AGM of the BRUSH intended to address the following business;

- 1.) Review, revise and approve a Terms of Reference
- 2.) Elect Executive members
- 3.) Develop and approve a budget

Karen Sutton moved to accept the agenda, Wendy Tangye 2nd, zero opposed.

Karen Sutton moved to accept the agenda, Wendy Tangye 2nd, zero opposed.
Terms of Reference

Linda provided a history of the draft Terms of Reference, explaining they were based on the Area Council model. She pointed to some of the primary changes including the quorum, provisions for the election of executives, change in number of meetings annually, and financial procedures.

Discussion centered on typographical errors, which were corrected.

Kirsty Havard moved to adopt the Terms of Reference. Bert Farwell 2nd None opposed. The Terms of Reference were unanimously adopted.

Election of Treasurer

Linda Harding read the duties of the Treasurer from the Terms of Reference and asked if there were any questions.

Sharon Barbour conducted the election.

Monique Bakker (Sutton / Sharp) and Wendy Tangye (self/Horsley) were

Wendy accepted the nomination, Monique declined.

Wendy Tangye was acclaimed as the Treasurer of the BRUSH Committee.

Election of Secretary

Linda Harding read the duties of the Secretary from the Terms of Reference and asked if there were any questions.

Jennifer Horsley (Farwell/Sharp) was nominated.

Jennifer accepted the nomination.

Jennifer Horsley was acclaimed as Treasurer of the BRUSH Committee

Budget Proposal

Linda explained that the committee does not yet know what its allocation amount is, but a budget should be submitted for approval. The group reviewed Appendix E of the PSAC BC Region Area Council and Regional Committee Funding and Reporting Procedures.

The committee reviewed an older design for PSAC Day of Mourning buttons and posters and agreed that they appreciated the unique PSAC BC design. Because they don't have a year printed on them they could be used every year.

The posters/buttons would be sent to Locals on request.

A proposed budget was developed (Appendix A of these minutes) and will be presented to the REVP for consideration.

Next Meeting

The next meeting will be held on Wednesday, June 26, 2019.

Adjournment

The meeting was adjourned at 6:45pm

Appendix A

ANNUAL BUDGET REQUEST

**Regional Committee: BC Regional Union Safety & Health
For the Period January 1, 2019 to December 31, 2019**

EXPENSES

Meeting Expenses

- Teleconference _____ \$ 100
- Meals _____ \$ 200

Donations*

- Miscellaneous (new) _____ \$ 250¹

Event/Project Expenses**

- Day of Mourning pins² _____ \$ 1800
- Day of Mourning posters _____ \$ 800

Other

- Postage / Courier _____ \$ 100

Total Expenses \$ 3250

TOTAL PROJECTED EXPENSES \$ 3250

Bank Balance, as of December 31, 2018 \$ 0

TOTAL BUDGET REQUEST FOR 2019 \$ 3250

*Please indicate if donations are ongoing or new

**Please attach a description of projects with a breakdown of costs. There may be other revenue sources (e.g. Political Action, Social Justice, etc.) to assist.

¹ Any donation request under \$50 the Executive can vote by email and forward donation. Larger donation requests must be raised at a meeting for discussion and vote.

² Project expense breakdown on next page.

Project Expense Breakdown

Day of Mourning 1.5" buttons;

Qty 2500 pcs - \$0.64 each = \$1600
Freight / Tax \$200

Total; \$1800

Day of Mourning Posters

11X14 two color printing
We did not have a quote on posters but would like to spend \$800.

DRAFT