



**HDEAA Fall Financial Meeting
Thursday, November 28th, 2024
4:30-6:30pm
Draft Minutes**

1. Call to order: 4:45pm

- Welcome
- Introduction of Executive Committee
- Honouring the Land- K. Motluk
- Review of Meeting Procedures
- Overview of Agenda

Motion: To approve the agenda of the 2024, Fall Financial Meeting as presented/amended

Moved by: J. Reid

Seconded by: A. Chan

K. Motluk requested that item 7) Presentation of the 2024/2025 Budget be moved ahead of item 6) Union Updates- President's Remarks

No questions on the floor
Carried as amended.

2. Approval of the May 23rd, 2023, AGM Minutes as posted on
www.hdeaa.com

Motion: To approve the minutes of the May 30th, 2024, Annual General Meeting

Moved by: K. Powers

Seconded by: J. Reid

No questions on the floor
Carried.

3. 2023/2024 Auditor's Report- Scott Newport, Taylor Liebow

- Timing issue with School Board preventing draft audit being shared
- Meeting with the school board will take place December 10th
- No issues with any of the numbers from the Union

- When the draft is ready, members will be made aware.

Motion: To appoint Taylor Liebow as the auditors for the 2024/2025 fiscal year

Moved by: C. Lewis

Seconded by: B. Ferguson

Question: How do we discuss without numbers?

Answer: Union projected budget and updated numbers will be presented later in the meeting

- Union has supplied everything to the auditor, only outstanding piece is with HDSB

Carried.

4. Investment Update- K. Motluk

- John Hynes from ScotiaWealth is not able to access to a Google Meet due to restrictions with their organization
- Presentation was shared with K. Motluk to be presented
- Cash/Equivalents 5%, Fixed Income 60%, Equity 20%, Alternative Investments 15%
- HDEAA Investment Policy is to seek a return 5%
- ScotiaWealth meets quarterly with Union Officers
- Money was moved into GICs and High Interest Savings
- 2024- good year for risk assets
- Asset mixes- 40% equity, 60% fixed
- New Tariff threats pose challenge to Canadian Dollar
- Interest Rates are heading lower
- Fund has performed well, up over 10%
- No questions on the floor

5. Constitution Committee Recommendations- K. Motluk Recommendations from the Elections Committee

Bylaw 4- Elections, Section 4.12 & 4.13

Current sections both speak to terms of Executive Committee members

Proposed Amendment:

Article VII Duties and Powers of the Executive Committee, Section 5



Article VII, Section 5- the Term of office for the President and Vice President(s) shall be (4) four years commencing August 1st following the election process

Article VII, Section 5- The term of office for the Directors shall be (3) three years commencing August 1st following the election process.

Rationale:

- The Constitution already has language that exists the speaks to the terms of office for the Directors
- This is a more logical location for language from Bylaw 4.12 & 4.13 to reside in Article VII, Section 5
- The extension of the terms of office allows more time for training and onboarding of new committee members, provides stability in the roles, and allows more time and experience in the role in response to the Governments extension of Collective Agreement to 4 years.

Motion: To approve Article VII, Duties and Powers of the Executive Committee, as amended

Moved by: S. Gibson

Seconded by: H. Davidson

No questions on the floor

Carried

Bylaw 4- Elections, Section 4.1

Currently the president shall report to the membership, via the HDEAA website, the number of eligible executive committee positions to be elected. This report shall be made (14) fourteen business days prior to April 20th.

Proposed Amendment:

The president shall report to the membership, via the HDEAA website, the number of eligible executive committee positions to be elected. This report shall be made (14) fourteen business days prior to April 27th.

Rationale:

The AGM meeting date was moved to May/June. Moving the election date April 27th allows for more flexibility to work around potential conflicts with holiday dates.

Motion: To approve Bylaw 4 as amended

Moved by: S. Gibson

Seconded by: A. Chan

No questions on the floor

Carried

Bylaw 5- Collective Agreement, Chief Negotiator, Negotiating Team and the Priorities Committee

Current Bylaw outlines responsibilities of both the Negotiating Team and the Priorities Committee

Proposed Amendment:

Bylaw 5- Collective Bargaining

5.10- The Negotiating Team shall:

- a) be knowledgeable about the Collective Agreement and assist the Union President and Chief Negotiator in helping members understand the contract
- b) determine the negotiating priorities of the membership through the development and distribution of membership surveys
- c) receive submissions from members for consideration
- d) analyze and summarize the membership survey results
- e) collect and analyze relevant bargaining information
- f) prepare a bargaining brief as the basis of negotiations
- g) have full authority and responsibility to negotiate a local Collective Agreement for the Members
- h) seek ratification of the tentative agreement by the members at a General Meeting called for that purpose
- i) prepare a report for the Annual Meeting of the membership

Rationale:

- Cleaning up the title of the Bylaw
- Combining the duties and responsibilities of the Negotiating Team and Priorities Committee into the duties of the Negotiating Team
- For continuity, it is best practice to have the same team do the preparatory work for negotiations, prepare the briefs for bargaining and actively bargain.

Motion: To Approve Bylaw 5- Collective Bargaining, as amended

Moved by: S. Gibson

Seconded by: A. Chan

No questions on the floor.

Carried.

6. Presentation of the 2024/2025 HDEAA Draft Budget and HDEAA Financials- K. Motluk

- HDEAA Governance is the responsibility of the HDEAA Executive Committee which holds the fiduciary responsibility for HDEAA and its operations
- HDEAA day-to-day operations are the role of the HDEAA Office. Costs are governed by the HDEAA Executive Committee through the President
- Overview of HDEAA accounts as of today- slide available in presentation
- Union had an influx of income from dues on the remedy and retro payouts that occurred in the fall
- Union still needs to pay back the Board for retro/remedy payments for seconded Union officers
- Union and Board meeting on Dec 10th to go through invoices and confirm numbers
- Comparison chart of 2023/24 proposed budget to actual numbers was shared- slide available in presentation
- Use of Emergency Reserve Funds in 2023-2024 (from cash reserve)- bargaining trips to Toronto for President and VP, local negotiations team mileage and meals, honourariums for Negotiating Team, ratification and strike votes, extra staffing in office, union t-shirts, union training, Central negotiations spokesperson through EWAO
- FTE is 885
- Projected dues, investment interest, 3rd party agreements and cash back chart was shared- slide available in presentation
- Review of Proposed 2024- 2025 Budget- slide available in presentation
- Overview of budget categories for non-staffing and staffing costs
- Ended relationship with previous database system and transitioned to new provider
- Question- are numbers presented for staffing costs actual salary?
- Answer- No. Numbers are base salary and union allowance, employer costs are also included in this total (EI, Pension, ELHT), Union Officers work longer year now as members are represented in the summer months

- Next steps- preparing for world events when choosing banking and investment options, finish Audit and review financial policies, maximize Union's interest sources as not in a bargaining year

7. Union Update- President's Remarks- K. Motluk

- Pay Grid Grievance- HDEAA grieved the Board for the math used to calculate the pay grid. No conversation with Union prior to implementing this grid. Board had rounded down on some calculations. Union has agreed to the new pay grid. Total cost is approximately \$14 per member per year. New pay grid will be reflected on Dec 6th pay.
- Remedy and Retro payments occurred in late September and early October. HDEAA believes most members likely over paid in taxes.
- Toileting memo was released- some issues with role of DECE in the process
- Autism Ontario- HDEAA and sister Unions met with the group regarding a proposal to the Government around standardized training for the EA role. It would be offered as modules. If proposal is accepted, there may be paid training opportunities for members in the summer months.
- Sick Pay and WSIB- clarification that if a claim doesn't meet the requirements for WSIB loss of earnings, the Board will review medical for access to sick bank
- Working conditions- HDEAA recognizes how difficult the work is, teams have been in crisis this year. So far this year we have already had 8 CAS allegations and 7 work refusals.

Question: Is \$808.00 Scotia amount accumulated since the beginning of the Union?

Answer: No. Initial investment was \$800,000 approximately 5 years ago. Current market value is \$849,000 so we have made \$49,000 not including unpriced Bridging Finance.

Adjournment: 6:05pm