



Association of Administrative and Professional Staff
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**Annual General Meeting
Tuesday, 16 October 2007
Student Union Building, Auditorium (Theater) & Remote Sites via Webcast**

MINUTES

1. CALL MEETING TO ORDER

Petra Ormsby certified that the necessary quorum of AAPS members was present for the meeting to begin and business to be conducted in accordance with the AAPS Constitution & Bylaws. The meeting was called to order by the President, Barbara Crocker, at 12:08 p.m.

2. ACCEPTANCE OF THE AGENDA

The agenda was distributed prior to the meeting to all members.

It was:

Moved/seconded (Michael Shepard/Justin Marples)

That the agenda, as distributed be accepted. – Carried.

3. ADOPTION OF MINUTES OF LAST ANNUAL GENERAL MEETING

The minutes of the last AGM held on Oct 17, 2006 were made available to all members via the AAPS web site.

It was:

Moved/seconded (Chris Skipper/Susanne Schmiesing)

That the minutes be adopted as circulated. – Carried.

4. PRESIDENT'S REPORT

a. Welcome to those here and on the Web-cast

Barbara Crocker welcomed everyone.

b. Recognition of Outgoing Board Members

Wendy Ma and Tina Chiao were honoured with a special gift for their service on the board.

c. Volunteer Recognition

The present volunteers were asked to stand for an audience applause. In addition to the applause, later on in the month, there will be an event at the Sage to honour the AAPS volunteers a little bit more intimately. Barbara mentioned that the board relies heavily on AAPS volunteers and if you would like to join a committee please contact the AAPS office for more info.

d. The Year in Review:

1. Salaries Arbitration

This was wrapped up in Dec 2006. The only piece that was left over was the \$300,000 extra that we received and by the end of June/07 we had distributed that money to the groups that were still at the lowest ranking of the salaries survey. So at this point the entire arbitration has been concluded. We've managed to bring some of our job families up to at least the 2004 level. Now the big question is what's going to happen next. We are having conversations with the University now about the next set of salary surveys. David will talk a little bit more on that in his report.

2. IRP Governance & Tax Issues

Another issue for us was of course the Income Replacement Plan (IRP) Governance & Tax Issue. The tax issue has been settled with the University. The next piece in that issue will be looking at the how the governance will play out. We've interviewed and hired a consultant who is having discussions with us about what the governance piece could look like. Once we have more information about that or once we know where we see us fitting in the whole governance scheme we will be having more communications with you the members. There's a great deal of information to go through and some careful thoughtful questions need to be asked before any decisions are made. When we send communications please read them and ask the questions. It doesn't matter what the question is because it will lead to further discussions. Please contact the office if you want to understand anything, if you want to debate any point because what happens in the end on all these issues will affect you going forward in your working lives.

3. 1% Fund and Benefits

The 1% we voted on last time and we have suspended the University paying a portion of the MSP premium. So that piece is settled. As far as we're concerned the benefits package is settled now. We shouldn't have to relook at it as far as not being able to support what we have for at least a couple of years. We're continuously looking at it, but we feel that it is not going to be an issue. As far as adding pieces, that will come up in the next round of negotiations.

4. Lease for AAPS Offices

We'd gone back to Discovery Parks to see what kind of deal we could make, and found out that since we weren't really a research unit that they would prefer that we not be on the premises at all. We signed a lease with them up to October 2009. Before you know it 2009 will be here and so we will continue to talk with the University about space on campus. We don't want to move off campus. We have to be close to where our membership rests.

5. Mandatory Retirement Agreement

You've seen that we've signed the agreement with the University on Mandatory Retirement. We were pleased with the outcome. It's basically the same deal that the Faculty received. If you carefully read through it, there are several options one can choose when they are coming up on retirement. Benefits will continue etc. But it is very important for anybody thinking about retiring, to really go through the wording on this because it is quite different now. There are options. If one wanted to stay working past retirement, you could choose to stay full time or maybe part time all depending on the unit you work with. Read that one very carefully and understand it completely.

6. Many dozens of Advocacy Issues

There are always Advocacy Issues and you'll hear from the Chair of the Advocacy Committee about some of the issues we've been dealing with in the past year. There are always questions when somebody is let go. Why were they let go? Were the proper procedures followed? Many of them revolve around that particular issue.

d. Executive Director Appointment

Last time we were going out for candidates for the position. We interviewed and as we expected David Harvey proved to be the candidate that we wanted to have in the position. So now David who had been on contract has been formally offered a long-term contract. I would like to have a round of applause for David in his new position.

5. EXECUTIVE DIRECTOR'S REPORT

Thank you to the staff, who work with me every day in the office. The work that goes on behind the scenes is a lot. It's busy and it's intense and some of it is very emotionally draining. We are working with people sometimes who find themselves in very difficult circumstances. We simply couldn't do this work without

Michael, Petra, Karin & Sharon and I just don't want a meeting to go by without letting you know how much I rely on them and how important they are to our operation and to ensuring that you folks are served well. Please join me in recognizing them. Applause was given.

Couldn't do that without also echoing Barbara's comments about the volunteers. We have a small office, there are now five of us and there are 2500 members. We couldn't possibly do all the work. So thank you to each and every one of those volunteers, who has helped us in Advocacy, in PD Committee or Communications Committee or External Committee such as Health & Safety, the people that come in regularly to give orientation presentation to new members. You folks are critical to our success. Thank you one and thank you all.

b. Welcome new Member Services Officer: Karin Wills

Karin Wills is the newest addition to our staff. We passed the budget in the spring meeting which authorized an addition to staff. We've been expecting this for two or three years. We've been running pretty lean. We ran a competition and were most fortunate to attract Karin, who comes to us with an MA from Royal Roads and is a professionally certified HR Practitioner. She's going to be taking on the lead role in terms of our communications, our professional development and she will be supporting the things that we do in Advocacy. I know you'll get a chance to meet her in the coming months and years and please when you do take a chance to introduce yourself and she will be pleased to help you with any of the issues you bring forward.

a. Priorities for the Coming Year

1. IRP Governance & Plan Design

We need a new structure. The structure needs to reflect the needs and the wishes of the people who are paying for the plan. And that's us. We each pay, out of each and every pay cheque, a percentage that goes to cover the long term disability plan which we refer to as the Income Replacement Plan. We're going to first solve that piece of a new governance structure that has input from you folks plus input from the University. It will be a shared model of some sort. Then once we've done that we need to look at the plan design. The design in the past hasn't met all the needs of our members. Most critical for me amongst those, is if we have a member who is partially disabled. Got injured at home maybe and now can only work three days a week. Our plan doesn't cover them for the two days pay that they would lose. We need to fix that. We've been trying to deal with this on an ad hoc basis to date, but by re-jigging the plan design from the top to bottom, we should be able to include those. As we go through that plan design we're going to have a lot of conversations with you folks and you'll be hearing more about this. But the things I know that the board will be keeping in mind as we go down this road, is they'll be worried about best services. It's critical that people that suffer catastrophic injury or illness have services available to them. And at the same time, we also need to be prudent. We need to balance the risk and the cost to the rest of the members maintaining the plan. We will be doing that in the coming year.

2. Salary Surveys

There is some good news here folks. The arbitration eliminated internal equity which was that terrible process of us trying to compare one job family to another. How do we compare a facilities manager with research scientists.? It was a terrifically difficult thing. We've now got rid of that. We can do surveys on a family by family basis. We've written UBC, putting them on notice, that we expect to see new survey's done for each of the job families in the coming year. And the really good news is that in the first meeting we had with them a couple of weeks ago, we were told by Linda McKnight that for the first time since UBC made this commitment to pay you at the 50th percentile, and they made that commitment in 1995, for the first time they are going to go to the budget process and ask for money to be put in the budget process. So when the salary surveys come back, we're not arguing about do you have the money, do you have the ability to pay? And that is a major step forward. We were quite heartened to hear that from Linda. So we're treating that as good news for now. We'll keep you up to date as those discussions progress with the University and as we hear more on this issue.

3. Pension Improvements

We've been advised by the Pensions Board that they have been examining for the last few years the fairness of the Pension. And it's become quite clear to them that there is some inequity in how the plan is designed. The inequity exists for those who are in the upper pay brackets. They are getting a much better pension than they are paying for. So people who are earning a bit more than \$90,000 and upwards of there. They want to look at this and find a way to make a plan that is fair for all. They have done a lot of work. There will be a lot of discussion with you the plan holders going forward from here. They've asked the board of AAPS to have a look at what they are doing. And they've asked us to become involved in the consultation. We will be coming back to you with more on this but you will also be hearing more from the Pensions Board who is ultimately responsible for it.

4. Update 3yr Plan

We need this year to update our three year plan. We've made minor tweaks to it. We really need to sit down as a board in the coming year and look out, crystal ball gaze, where are we going to be in three years. What kind of services do we need to be providing to you folks. And once we have identified those, how do we organize ourselves to best provide them. That is a plan that very much I'll be working on with the board in the coming year and we hope that by the time we get to the April Spring Meeting we're able to a notion of where that is headed.

5. New Premises

We've signed that extension that gets us just under 2 years in our current premises. It would not be prudent for us to go into 2009 without some kind of idea of where we are going. The problem is when you are negotiating rent and new premises you need a period of time even once you've secured the premises to get them modified to accommodate your uses etc, and that often given the shortage of skills in the labour market these days takes a long time to get organized. We're looking to see what we can do to get the University to find us a home in the coming year and we'll keep you up to date on that.

6. Advocacy

This is probably the biggest thing the Association does for our members. There's a couple of things that we really want to do and you'll hear more from the Committee Chair in a couple of minutes. We would really like to improve the reporting to you folks and you'll see some of that today. You'll see what we started to do in our last On-the-Radar. We're trying to give you a better idea of the types of issues that we handle without violating anybody's confidentiality or privacy restrictions. The other thing we have worked hard on this year and plan on doing more of in the coming year is training the Advocacy Reps. They are very dedicated people and they've been great about giving their time for training. We will continue to do that so they have the best skills to serve you when you need them.

7. Communications

We're looking to produce a few more issues of On-the-Radar's this year. We're also going to look at our Annual Report and you'll hear more in a minute from the Communication Chair about what we plan to do in general, but a couple of comments. You've said to us you want us to make it more eco friendly. We're going to do that. We're going to do our very best to reduce the number of paper copies we print. We're going to do our very best to make sure that paper copies we print are as eco friendly as possible. So we will be working on that. We will continue to strive to make our website better. We made huge strides this year. We've had great feedback from you folks about it, but we would love to hear more. If you have further ideas for us, please let us know.

8. Member Professional Development

We're already strengthening the PD program, and now that we have got Karin Wills on board, she's really dug in and started to work with the committee on this. We are looking to make the program better and stronger every year. We don't try to replicate what UBC does. We simply want to complement what's there. And you'll be hearing more about this in a couple of minutes.

c. Financial Update (First quarter to Sept 30, 2007)

There are a couple of things I'd like to talk about. One is just a quarterly update of where we are at in our finances in the current fiscal year. We're doing extremely well. Our revenues are about 1% ahead of where they should be. We should be at a quarter of the year and they're at 26%. Expenses are a little bit under expectations. Part of that is due to the fact of course, Karin didn't start with us until well into September so we were quite a bit into the budget year before we incurred her salary. We have a strong financial situation at present and a growing membership. We'd like to point out to everyone again how dramatically the membership has grown in the last few years. We're now at 2500 members. Over half of you folks work outside of the general purpose operating fund. So a lot of you are working in areas that are funded by ancillary grants, by revenue generating operations, by research grants. It creates opportunities for us, but we also need to start to service you differently and better. We're working hard on that and you're going to hear from the committee chairs in a few minutes about their plans for ensuring that you have the best service.

6. FINANCIAL ISSUES

Edward Hung presented the following three motions around the finances of the Association.

a. Approval of Financial Statements as of June 30, 2007 year end.

The financial statements for 2006-2007 were circulated to members via the AAPS website. Additional hard copies were made available to members at the meeting.

It was

Moved/seconded (Justin Marples / Isabella Losinger)

“Be it resolved to approve the Association’s 2006-07 audited financial statements as presented.”

CARRIED

b. Motion to transfer the surplus into the Dissolution Reserve Fund

It was

Moved/seconded (Daryl Stowe / Chris Skipper)

“Be it resolved to transfer the 2006-2007 operating surplus of \$134, 233 into the reserve funds as follows:

\$66,713 to bring the dissolution fund to its target of \$250,000; and

\$67,520 to the contingency reserve fund” **CARRIED**

e. Appointment of Auditor for 2007-2008

It was

Moved/seconded (Kelly Simons / Daryl Stowe)

“Be it resolved to appoint the firm of Goossen & Associates CGA as the Associations’ auditors for the 2007-08 fiscal year ending June 30, 2008.” **CARRIED**

7. COMMITTEE REPORTS

a. Advocacy Committee – Anne-Marie Fenger

The role of the Advocacy Committee is to assist, support and advise AAPS members on their rights under the Agreement and Terms of Employment. The committee is located on the Vancouver campus as well as at UBCO. It is currently comprised of 12 members who work closely with Executive Director David Harvey and Member Services Officer Sharon Cory to assist and provide representation to AAPS members who experience workplace difficulties such as harassment, discrimination, and work performance. While most issues are resolved informally with committee or staff members, it is sometimes necessary to file a grievance to resolve differences between AAPS and the University.

In order to be able to discharge our responsibilities, Advocacy Committee members receive labour relations training both informally by working together and formally by attending workshops, seminars, and conferences. Some training sessions are held jointly by AAPS and Human Resources with Advocacy Committee members and HR Advisors in attendance. For instance, we participated in joint training this past June on conducting “Fair and Effective Investigations”—a two day workshop given to us by John and Ricki McConchie of J&R McConchie Law Corporation. These lawyers are exceptionally well versed in the law related to Labour Relations and HR in B.C. The workshop was very well received (and fun). We have plans to hold more joint sessions in the future.

While most member inquiries are resolved with telephone discussions or e-mail communications, there are a large number that are more complex and require some in-depth assistance from AAPS Advocacy. During 2007, these included:

- Members whose jobs ended for reasons such as reorganization, lack of funding, and project completion (20 members affected).
- Members who had sick leave issues (2)
- Members who suffered personal harassment and toxic workplace issues (6)
- Members who had performance evaluation issues (6)
- Members who had pay issues such as eligibility for mid-point progression (11)
- Members who had extra hours of work expectations (4)
- General workplace issues including benefits, early retirement, reclassification.

Our process is fair but firm. We work with departments and HR towards resolution of issues for our members. With HR we try to find win-win solutions to issues.

In 2007 AAPS filed 7 grievances. Two of these are moving to Arbitration for formal resolution. The members affected have been terminated and AAPS is seeking formal resolution for the members. AAPS has also filed other types of grievances. Some deal with policy issues. For example, do we or do we not recognize service time for employees who obtain a new position during the salary continuance period? This recognition affects sick leave and vacation entitlements. We are also pursuing clarification in the area of Exclusions—what positions rightfully belong in AAPS. Every grievance and arbitration brings with it, not only resolution of some sort for the affected member, but also greater clarification of our Agreement. One of the great learning’s for those of us on the Advocacy Committee is that there are ‘grey areas’ in our AAPS-UBC agreement. We enjoy working on processes and procedures to clarify these. The more experience we gain in these areas, the better our Agreement and our employment practices can become, and the better we can assist and advise our members.

b. Member Professional Development Committee – Jason Congdon

I’d like to talk a little bit about last year and spend more time talking about some exciting developments we have in the new year. Particularly which have been enabled by hiring Karin Wills who you heard about earlier and probably met on your way into the room. Last year as some of you may know from experience we had Process Mapping and Project Planning seminars offered by the Berrant Group. Over the summer we had a seminar with Carla Reiger on Humor in the Workplace which was very well received. Another thing we worked on is formalizing the increase of the individual professional development fund from \$200 to \$400. So for your professional development activities in the coming year, you can submit up to \$400 in reimbursement. *[At the time of this meeting, the increase was still only a verbal agreement]*

In the coming year we have a much expanded slate of activities. There are a handful of things that we are doing. We’re continuing with the Berrant Group. So those courses are still available to people who are interested. And meanwhile we’re looking into other opportunities to put on similar courses where we can group people together and pass those savings on to you. We’re also putting on a series of keynote events which would be things like the Carla Reiger seminar that we did. And then a series of smaller lunchtime seminars as well. In the coming year we have scheduled for January Terry Small who will be talking to us about brain research. We’re going to try to do a seminar of some sort and are still working the details giving people information and making arrangements for volunteering with the Vancouver Olympic Committee. In April Stephen Toope has generously agreed to come and address us about the future at

UBC. And in June/08 Elaine Allison will be coming to talk about gender differences in the workplace. So we have an exciting slate of events forthcoming and I really have to thank Karin for actually allowing us to move from the thinking about these things to really taking an aggressive attack and getting these things scheduled and happening.

Our lunch and learn sessions which don't always entail lunch, depending on whether food is allowed in the room. We just had one with VanCity on Personal Financial Planning. Some of you may have attended. Here is a list of upcoming sessions.

- Nov 15/07: Wills & Estate Planing
- Dec 5/07 Bullying – How to Deal with it
- Jan 2008 Home Vacation Exchanges
- Jan 16/08: Personal Financial Planning at VGH (note that we are trying to have as much as possible events at the other locations as well)
- Feb 7/08 Ergonomics @ Home & Work
- March 13/08: Working in Multi-Cultural Environments

And others as they become available. I would like to thank our committee: Elena Bobyрева, Jenny Wong, Manpreet Dhillon, Susanne Schmiesing, and Wendy Ma. Conclude just by calling on you to offer any suggestions for anything you would like to see added to this list as well as anyone interested in volunteering to help us in the future with Professional Development, please contact me or Karin and we'd be delighted to have you join us.

The point from the floor is that with Children & Women's Hospital as the example, that Organizational Learning & Development and other providers of educational opportunities on campus are not getting out to the satellite locations as well as they could and that there is a demand there. Within the professional development committee, the main thing we can do is to try to make sure that we're adequately covering everybody but that's certainly a point that I'm happy to have brought to my attention so that we can convey to our colleagues as well. If it's possible to get a sense in particular of what the demand is, this really goes for folks at the Okanagan, folks downtown, folks anywhere outside of point grey. If you have a need or a desire to have something, you let us know about it. This could be all sorts of cases where it's more appropriate for another division to handle that. We'd be glad to put some pressure on them to fulfill those needs. Thanks I appreciate the comment.

c. Communications Committee – Wendy Ma

Just in a review of what the Communications Committee has been doing over the past year. We have sent 5 issues of On-the-Radar our electronic newsletter. We do have a plan to put into place to produce more issues of our electronic newsletter so that it becomes frequent and on a more regular schedule for our membership in the year to come. We're certainly very glad to have Karin Wills join the staff team at AAPS, because we feel certainly that will facilitate being able to deliver information to you in a more timely and regular fashion

AAPS website

I don't know if you remember but at the Spring AGM we just launched our new website at that time and solicited feedback. Most of the feedback that we have gotten from the website is very positive. Most people found it very useful in terms of being able to find information and very easy to navigate. Having said that we certainly would welcome further input if there is information that you are looking for and it's hard for you to find or if there is additional information that you would like to see on our website, we welcome your comments. Stay tuned for more because we are looking at adding extra information and extra features on the website. So more to come in the year.

Annual Report

We published our second issue of the Annual Report this past year and we intend to publish our third issue of our Annual Report in this coming April. David alluded earlier that we have had some discussions about how we can make that a greener option for all of us. Whether it's an electronic form for those of you who want an electronic form or a more greener option whether it's via the paper or the ink. We're certainly

looking at all of these options for our next Annual Report. We welcome any of you to contribute or look forward to your feedback on some of the information you'd like to see in the Annual Report. We'll be putting together at least a draft by the end of this year so we can get it published in the next year. And we hope that the information you found in it has been useful. We have had positive comments in particular about the statistical information we provided about our membership through the Annual Report. We hope that it continues to serve as an information source for all of you

Member Orientation

Through the next year we will look at continuing to revive our information for our new members during orientation. Whether that's the print version or the electronic version, we'll be continuing to provide more support and information to new members as they join AAPS. As you can see, the numbers have certainly grown in terms of membership.

Over all I would say in terms of communications, it will continue to be a priority for our organization. As you can see from the statistics about 20% of our membership is not located on the UBC main campus. Having the right communications tools and providing all of our membership with the relevant information, is critical to the success of our organization, making us relevant so that we can all participate in shaping what it is that we want for our organization.

8. ELECTIONS OF BOARD FOR 2007/2008– MICHAEL SHEPARD

Good afternoon. I'm just going to do a brief blurb as to what we have been doing up to now and then we'll carry on with the elections. The process to date has been, we've gathered a group of people together as we do every year and try to fill all the positions, to have at least one candidate for each position. A couple of emails were sent out from the office soliciting nominations. People on the board were asked if they wanted to stay and that kind of stuff. People that responded and were nominated in advance that had position statements if they wanted to posted up on the AAPS website. And now we're here for today. The process today will be, we'll be going through positions as they are listed on the screen. That's the order prescribed in the constitution. If there are more candidates than positions then we'll have a vote. Attached to your agenda are some paper ballots that we will use at that point. If there is only one candidate for a position then that person is acclaimed for the position. We are counting ballots at four sites. Here, UBCO, VGH & St. Pauls. And those people are watching via webcast as well. For each position, I'll call three times for nominations from the floor and we will then carry on with an election as necessary. The following nominations were elected by acclamation.

President	Bernice Urbaniak	Secretary	Jason Congdon
1st Vice President	Isabella Losinger	Treasurer	Edward Hung
2nd Vice President	George McLaughlin		

The AAPS Constitution sets out that we can have up to six members at large on the Executive. We currently have seven nominations. So there will be an election. This is the second year in a row that we actually have an election. I will read the names and then ask for any further nominations from the floor and then we will go through the election process, give you a chance to fill out the ballot, drop them in the big ballot boxes. You can select up to six people. Ballots with seven selected will be considered spoiled. There are officers at each site to collect those ballots and those tallies will be phoned in at the end. There were no nominations from the floor.

The following seven nominees were presented for the six Member at Large positions:

Daryl Stowe, Dave Rowlands, Jess Roebuck, Roger Miller, Anne-Marie Hague, Anne Marie Fenger and Justin Bonzo.

The members voted and after the counting the following were elected as Member's at Large

Daryl Stowe, Dave Rowlands, Jess Roebuck, Anne-Marie Hague, Anne-Marie Fenger and Justin Bonzo.

10.0 OTHER BUSINESS.

There was no other business.

The meeting adjourned at 1:22 pm.