

## Report to the Prairie Region Council February 2018

Alec Goertzen, Chair PRC Finance Committee

### Regional Finance Committee –

This is my first report as Chair of PRC Finance and I must say I was glad to return to this committee for the 2017-19 term to continue the work begun under the former chair. Efforts in gaining openness, accuracy, and transparency with PRC finances were starting my hopes were to continue this so there is no question from members what is accurate and what is creative accounting when it comes to PRC finances and the work we do for the region.

August 2017 – a conference call was held with committee members to discuss the TORs and any recommended changes. Minutes of the call are attached. The proposed TOR amendments will be presented to PRC for approval.

September 2017 – carrying over from the previous Finance Committee, and concerns raised during the April 2017 allocation review, a recommendation was made that an audit of Edmonton committees be completed. Being most familiar with the concerns, the REVP asked me in early August to arrange with the Edm-RO and Committee's to do this, as well as use the time as an education opportunity on year end financial reporting. I completed this task and provided the REVP with a reporting and offered to discuss the findings particularly ones that needed action. While a short discussion was had with the REVP at Leadership training, at the time of writing this report no confirmation of actions taken by the REVP have been received.

I want to extend a grateful thanks the Edmonton HRC (James Somers), and the Edmonton RWC (Patricia Jessom & Charmaine Nelson) for their time and cooperation with the financial review.

October & November 2017 – It was understood by the committee that the PRC financials would be provided quarterly for review particularly since the newly elected PRC council reps and FC members only met once in 2017, and the July PRC meeting only had report for Q1 Jan-Mar available. It is important to note, that various attempts were made to the REVP and the EA to obtain the financials for Q2 and Q3 for review. A request in early October was met with a response of they would be coming shortly, and after another 30-days was met with more delays. An offering was made by the REVP they would be available at the Leadership Training in late November. In Ottawa while a short discussion with the REVP having the reports, however the offer was again stalled by the REVP in not making herself available.

Disappointedly, at the time of this report writing the required Q2-Q3 financials have still not been provided. As Finance Chair, I must express to you the members that this lack of interest or response from the REVP and very concerning. The Finance Committee will continue with the work that needs to be done and push for continuity and openness regarding PRC finances.

Respectively submitted,  
Br. Alec Goertzen

PRC Finance Committee Conference call  
August 8, 2017 6:30pm

Attending  
Alec Goertzen/ Chair  
Greg Ballendine  
Krysty Munns  
Glen Johnston

Regrets: Evelyn Jackson

Subject of the call was to review and update of TORs.

#### Purpose

Discussion on description "...review significant financial planning, management and reporting..." and why the PRC-FC only looks at only significant financial matters and not all. The FC oversees the monies spent by PRC as provided quarterly by the REVP office. As well, the FC reviews special requests not previously budgeted for in the PRC Budget or where a committee request has not already received funding or allocation, and decides if the funding request or expense can be covered by budgeted monies. The 3-year budget for PRC approved at Regional Convention is all the monies we have to work with. The FC's review of a 'significant' financial matter is not attached to a dollar value, but simply a request for monies from the PRC outside of what has already been approved under a budget line item. Suggestion to remove the word 'significant' it would not change the intent of the activity of financial review, but clean up the wording to make the flow and ease for understanding.

#### Composition and Operations

Recommended changes accepted. Clarified meet 4 times a year to be 2 face-to-face meetings, and 2 conference calls; likely would be to review quarterly reports or financial requests as provided by REVP.

#### Duties

- ii) annual audited PRC financial statements
  - iv) include by-law reference Section 13 sub-sec. 3. Note: to action this, a motion by FC will have to be made at a PRC meeting following the FY ending.
  - vi) add council (for Area Councils)
- Agreed to further discuss at next PRC meeting, a recommended duty  
"Continue/Review the processes and procedures initiated from previous years committee"

#### Accountability

Add clarifier PR convention

Attachment: TOR with proposed changes.

Minutes by Alec Goertzen

# **Prairie Region Council – Finance Committee**

## **Terms of Reference**

### **I. PURPOSE**

The purpose of the Finance Committee is to monitor financial planning, management and reporting matters of the PRC, to make recommendations and to oversee the financial audit.

### **II. COMPOSITION AND OPERATIONS**

1. The Committee shall be composed of no fewer than four members of the PRC. The membership may be increased at the discretion of the PRC
2. The Committee shall elect from amongst itself a Chair.
3. The Committee will normally meet a minimum of four times a year by the most economical means, with additional meetings scheduled as necessary
4. Members are required to advise the committee chair of their inability to attend a meeting as early as possible.
5. The majority of members of the committee will constitute a quorum.
6. Committee members will be expected to attend all meetings.
7. REVP and/or Regional Coordinator may assign a staff person to support the work of the committee

### **III. DUTIES AND RESPONSIBILITIES**

A. The Finance Committee has the responsibility to:

1. Make recommendations for PRC approval and/or deliver reports to the PRC in the following areas:
  - i. Annual PRC budget;
  - ii. Annual audited PRC financial statements;
  - iii. Monitor expenditures to ensure they do not exceed the overall total of the budget over the course of the three-year budget cycle;
  - iv. Appointment of auditors in accordance with current Prairie Region Bylaws (Section 13, sub-sec. 3)
  - v. Policies related to financial management of the Prairie Region Council budget;
  - vi. Review Prairie Region Committee/Council(s) year-end financial reports, budget and allocation request and amounts
  - vii. Recommend Finance Resolutions to the PRC;
  - viii. Advise/co-operate with PSAC Prairie Region Triennial Convention Finance Committee.

B. Responsibility of the Chair:

1. Schedule meetings, request conference call line from REVP office, ensure reports are submitted to PRC; and
2. Liaison to and from the committee to the PRC and REVP

### **IV. ACCOUNTABILITY**

The Committee shall report its discussions to the PRC by maintaining minutes of its meetings and providing a written report to each PRC meeting and PR Convention, in accordance with PRC By-Laws (Section 8, par. (c)).

Revision (date)



## **PRC Health & Safety Committee Report Edmonton – February 09, 2018**

The PRC Health & Safety Committee met on Friday February 9<sup>th</sup>, 2018 at 4:30 PM and reached a consensus -after consulting with Brother Clint Wirth- on the following items:

- 1- Prairie Region Triennial Health & Safety Conference to be held in Saskatoon on November 17-18, 2018. The conference theme would be about Bullying & Violence.
- 2- Drafting & distributing a letter regarding the April 28 day of mourning including the events that will take place in the entire region.
- 3- Discussed the drafted Terms of Reference for the New Prairie Region Health & Safety Committee hoping for the TOR to be ratified by the PRC.

Respectfully Submitted,

Kris Slattery  
Satinder Bains  
Val Illingworth  
Gus Mardli



# TERMS OF REFERENCE

## **Prairie Region Health & Safety Committee**

### Mandate & Objectives

- Provide on-going communications on health and safety issues.
- Promote safe and healthy workplaces through the collective action of the Prairie Region's health and safety activists.
- Promote the training of health and safety activists to remain effective in all aspects of health and safety activities, in both the Union and the workplace.
- Participate in developing, organizing, hosting and delivering the Triennial Prairie Region Health and Safety Conference.
- Promote commemorative dates that pertain to health and safety.
- Provide information to the REVP and Prairie Region Council on all matters relating to health and safety.
- Ensure a follow-up on National health and safety priorities as identified by the PSAC National and the Regional Health and Safety Conferences.

### COMPOSITION

- The Committee may be comprised of the PRC Health & Safety Committee, One member from each PSAC component represented in the Prairies (elected/selected by their component who may choose to elect/select an alternate for this member) and one member from the Prairies DCLs elected at the DCL caucus at convention (with their choice to elect alternates for this member)
- The REVP/PRC shall approve two (2) co-chairs for the committee. One (1) Co-Chair shall be from the PRC members and One (1) Co-Chair shall be from the DCLs/Components members whom were assigned to the Prairie Region Health & Safety Committee.
- At the beginning of each cycle, following the Prairie Region Triennial Convention; a call-out will be sent to each component to elect/select a representative and an alternate to represent them on the Committee.
- The Resource Officer for the committee will be the Regional Representative-Health and Safety Officer, Prairie Region; unless otherwise assigned.

## MEETINGS

- The Committee shall hold via Conference Calls / Webinars four (4) quarterly meetings one of which would be a Prairie-Wide meeting (similar to a Townhall meeting); where it would be open to every MIGS in the prairies. This annual Prairie-Wide meeting would update and report to everyone on activities that had taken place and it would also solicit health & safety activists input on the committee's direction.

## OPERATION

- A quorum will consist of one (1) of the Committee's Co-Chairs and not less than 33% of Committee members.
- All decisions will be by a simple majority of members during meetings.
- The Co-Chairs shall schedule meetings (request a webinar or a conference call line from the REVP Office).
- The Committee would report (through the Co-Chair member of the PRC) to PRC twice per year at the PRC scheduled face to face meetings.
- All meetings will provide minutes, which shall be sent to the office of the REVP for review, filing and posting to the website.



## PRC COMMUNICATIONS COMMITTEE REPORT – Deb Kosteniuk

The Communications Committee first met for a brief period at the PRC meeting held in Saskatoon July 7 and 8, 2017. At that time, Ryan Zacharias was made Chair of the Committee. Since then Ryan has resigned, Deb Kosteniuk has become the Chair.

Our Committee is tasked with endeavouring to promote, encourage and improve communications in an effort to ensure that communications at all levels of the PRC is effective, efficient and responsive to the needs of the Union and its members.

We held a teleconference meeting on December 11, 2017 and Thomas Linner, our Regional Political Communications Officer was present as was Marianne Hladun, our REVP. The focus of that meeting was the delivery of information to our members. Email still remains the most popular way our members like to receive information. But we have a very low percentage of email addresses for our members in this region. In fact, we are aware our postal address/telephone number/email address information is very inadequate/incomplete and sometimes out of date. The biggest challenge is getting members to share this information – and reassure them they will not be bombarded with information through email.

Have we figured out what is working? What isn't? What methods should we be trying to reach our members and get that all important info we need from them? Social Media can be very effective for little or no cost. But we have low numbers or shares in Facebook and Twitter. We need to build those numbers – but how do we encourage and build Facebook post shares or Twitter tweets or retweet numbers? How can we get more members signed up for our newsletter (online or by mail?) Is Instagram worth pursuing (it might be for pictures of rallies and events) We have used YouTube but how many members even know that PSAC has a YouTube channel? Are we doing all we can, with as many communications tools we have? We still have members complaining that finding information on our website is very difficult. So we have more work there to do make things much more accessible than they are perceived to be.

Mail out campaigns are too expensive, so we are looking for innovative ways to get the address information we need. We discussed the idea of running a contest, with prizes (such as a iPad or tablet). To be eligible for the grand prize, members would have to provide us with up to date phone, physical and/or postal addresses as well as their non work email addresses.

To start promoting it, we would like to do real posters if possible – large sized on glossy paper with good graphics. No 8 x 11 prints done at the local RO on a colour printer. We would like to contact the components/locals by phone and speak with them about posting them in their locations where they are visible to their members and also taking the time to personally talk to members and encourage them to send in an entry

Some of the issues with this could be:

- This may require additional “bodies” for the personal calls. Could we ask for assistance from the Geographical Reps on this?

- In addition to promoting the contest on the PSAC Prairie website, could we run it through social media? Do a Facebook post, asking each person to complete the entry and then share the post with other PSAC Prairie Region members? Tweeting about the contest?
- iPads/tablets were discussed as grand prizes (would we do just one "grand prize" for the region or do we look at awarding one tablet to one person in each of the three provinces we represent?) Costs for the grand prize(s) – do we have budget to do three prizes like an iPad or Tablet? Is there a supplier we could reach out to secure a better price for them?
- What about other, smaller prizes (PSAC scarves, hot/cold beverage glasses, PSAC fleece blankets, or one of the nicer swag items - maybe 10 of each for each province)

We will need an internal procedure to handle the processing of information by regional offices. All member information is recorded in unionware, which can only be accessed by Regional Office staff, so there is a discussion necessary with PSAC staff. The logistics, posters, timelines, roll out date all need to be thoroughly discussed and worked out.

This will need to be discussed at our next PRC meeting.

# **TERMS OF REFERENCE FOR THE PRAIRIE REGIONAL COUNCIL EDUCATION COMMITTEE:**

The PSAC Prairie Regional Council is committed to a dynamic, relevant and accessible education program for all PSAC members across the Prairies. To this end the Education Committee of the Prairie Regional Council shall:

- identify current educational needs, anticipate emerging issues and seek broad based input into the Regional Educational Plan;
- review and discuss issues related to PSAC education in the Prairies and where applicable make recommendations for the consideration of the full Regional Council;
- develop creative strategies for the delivery of PSAC Union education and training within locals, work sites, the union and the community;
- on behalf of the Council work collaboratively with the Regional Education Officer and staff from the various Regional Offices in the development and implementation of the Regional Education Plan, including the appropriate program allocations from the Regional Education Budget;
- Work as active liaisons and advocates for training opportunities across the Prairies (affiliates, labour councils, federations of labour, other unions etc).

## **COMPOSITION OF THE COMMITTEE:**

The Committee shall be appointed by the Regional Executive Vice President (REVP) based loosely on the preferences of the representatives on the Prairie Regional Council. The Regional Education Officer shall be a technical support person. The Chairperson shall be selected by the committee and reported to the REVP after the first meeting of the full committee.

The Chairperson shall be responsible for the following:

- in conjunction with the REO and in consultation with the REVP call regular meetings of the Committee;
- Chair all meetings of the Education Committee;
- Ensure a report is provided to the Regional Council on the Committee's progress;
- ensure accurate records of the Education Committee's meetings and recommendations are recorded and presented to the Regional Council for adoption.

Members of the Education Committee shall be responsible for the following:

- representing the educational needs of the members;
- working collaboratively with the PSAC Regional Representative(s) in order to determine the educational needs of the members;
- attending all meetings of the Education Committee;

## **MEETINGS OF THE COMMITTEE:**

The Committee shall meet in conjunction with regular or special Prairie Regional Council meetings. In addition the Chairperson and/or a majority of members of the Committee may, in consultation with the REVP, request a special meeting(s) via conference call and/or in person.