

# ARTICLE 29 COMMITTEE MEETING – MINUTES

April 10<sup>th</sup>, 2017 9:00 am – noon @ BCLDB

**BCGEU** Aaron Donovan, Kimberlee MacGregor, Debra Yearley, Ana Treijs, Keith Stone, Mark Guolo, Shannon Murray

**LDB** Blain Lawson, Rita Ferrara, Michael Procopio, Eileen Egilson, Todd Cooper, Sairose Fisher, Raman Bains

## 1. Standing Agenda Items

### *a) Corporate Update (Retail)*

- Mike gave Retail update, had a good year overall
- Enhance update – roll out of pilot stores
  - 6 more stores to be included in pilot (C stores)
  - Plan for ~37 smaller stores
  - Anticipated date: end of October 2017

Action	Who	Time Frame

### *b) Corporate Update (Wholesale)*

- Sairose gave WSC update; running fairly smoothly
- WCC update – part of the Cascade project

Action	Who	Time Frame

### *c) Corporate Update (Distribution)*

- Todd gave update on DC; overall strong year
- Good year for bottle picks and case picks

Action	Who	Time Frame
Todd to share ABLE presentation with BCGEU	Todd, Aaron, Kimberlee	April 10, 2017

**d) Corporate Update (Head Office)**

- Rita provided update on Head Office – change management (new systems, warehouse, etc. everyone is impacted by change)
- Feedback gathered from employees re: change taking place, leaders focusing the attention on the change and facilitating dialogue and encouraging feedback

Action	Who	Time Frame
Rita to provide a list of the 'Change Champions' to Debra	Rita, Debra	

**e) Vacancies and Temporary Assignments**

- Rita will provide assignment list and will send soft copy to BCGEU

Action	Who	Time Frame
Rita to send assignment list to Union	Rita	April 10, 2017

**f) Contractors**

- Rita will provide contractor list and will send soft copy to BCGEU

Action	Who	Time Frame
Rita to send contractors list to Union	Rita	April 10, 2017

**g) Workload**

- Discussion on classification in stores
- Union inquiring about what current formula is and about current FTEs across organization

Action	Who	Time Frame

***h) New Distribution Centre (new!)***

- Todd provided update on new DC
- Significant change in location, size, etc.
- Currently working on warehouse management system (WMS)
- DC involved in change management process and leaders are supporting workforce accordingly

Action	Who	Time Frame
Todd/ Ken to arrange new DC tour with Union committee around next Article 29	Todd & Ken	Next Article 29
Organize a sub-committee/meeting to have an ongoing discussion re: changes/updates with new DC	Todd & Aaron	Next Article 29

**2. Old Business/ Outstanding from Previous Meeting**

***a) Cold Zone & Renovations***

- Eileen provided list of stores to Union that LDB has committed to re: cold zone/ renovations
- 'Q' beside the store = smaller unit
- Time frame for this list = aiming for next fiscal year end
- Ana recommended that Stores can provide feedback on shelving and other renovations (i.e. flooring)

Action	Who	Time Frame
Resolved		

***b) Distribution Centre Supervisor Meeting & Productivity***

- Todd to follow up with supervisors regarding numbers on productivity to ensure that it is set and communicated

Action	Who	Time Frame
See above	Todd	Next Article 29

***c) WES Employee Engagement***

- Resolved item

**d) Uniforms**

- Mike updated group on uniforms. Shirts for supervisors, golf shirts for all other staff
- Working on RFP for May/June 2017

Action	Who	Time Frame

**e) Clarity on Footwear Expectations**

- Union wondering if memo went out

Action	Who	Time Frame
Rita to follow up with Jen re: memo	Rita, Jen	Next Article 29

**f) Paid Holiday Process**

- Memo communicated to BCLS – LR/Jen
- Debra inquiring about aux employees and submitting time for stat holidays (following up with HR Services)

Action	Who	Time Frame
Copy of the memo to be provided to Union	Eileen & Jen	Next Article 29
Rita, Erin & Debra to discuss auxiliaries & stat holiday time submission	Rita, Erin, & Debra	1 week

**g) Branch Wide Relief Eligibility List/ CA05 11.1**

- Ongoing process to be kept on items list

Action	Who	Time Frame

**h) Staffing at the End of Shifts**

- Eileen updated that this was communicated to regional managers and they passed on information to store managers
  - Eileen to confirm that this was communicated

Action	Who	Time Frame

### 3. New Business

#### *a) WCC Component*

- Sairose updated: WCC involved in the Cascade update
- WCC will remain in component 5

Action	Who	Time Frame

#### *b) Restructuring WCC*

- See above

Action	Who	Time Frame

#### *c) Respect Matters Training*

- Rita provided update that it is ongoing with slight delay
- New materials have been reviewed but needs additional updates & changes before ready

Action	Who	Time Frame

#### *d) Great West Life Change*

- Kimberlee inquiring about EFAP change; GWL change; brochures; updating the stores
- LDB notified of new provider shortly before communication was sent
- Mark mentioned that staff are experiencing issues logging in with GWL

Action	Who	Time Frame

#### *e) Follow Up March 30<sup>th</sup> Meeting*

- Temporary positions greater than 7 months; reposting? (BCGEU)
- Need to discuss strategy moving forward

Action	Who	Time Frame

***f) Space Planning for Head Office***

- Discussion occurred beginning of meeting

Action	Who	Time Frame

***g) Over Short Warehouse Procedures/ How Stores Being Credited for Errors***

- Clarity on what the process should be discussed; communication to go out to avoid confusion (i.e. checking boxes)
- Wholesale Operations to finish the SOP

Action	Who	Time Frame

**Next meeting: TBD**

*Good days for BCGEU:*

*June 7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup> (afternoon)*