

ARTICLE 29 COMMITTEE MEETING – MINUTES

March 1, 2018 1:00 pm – 4:30 pm @ BCLDB

- BCGEU** Sheila Puga, Kimberlee MacGregor, Keith Stone, Debra Yearly, Ana Trejis, Maria Middlemiss, Mark Guolo
- LDB** Blain Lawson, Rita Ferrara, Jennifer Nuttall, Ken McDonnell, Todd Cooper, Jonathan Castaneto

1. Standing Agenda Items

a) Corporate Update (Retail)

- MyP3 launched at the store manager’s conference.
 - Positive feedback received from managers, supervisors and assistants.
- Mission, Vision, and Values updated and beginning to be rolled out at stores.
- Regional Managers are making sure staff meetings are scheduled consistently every month.
 - A template has been created for stores to use (to ensure staff meetings are conducted the same way across the province). The template will be sent out to stores next week with formal communications.
- Finalizing contract with uniform (shirt) provider on March 12th.

Action	Who	Time Frame

b) Corporate Update (Wholesale)

- Sales are strong. Expenses are above budget, but profitability is still strong.
- In pretty good shape for the Wine Festival.
- Looking at buying for the Delta DC and the Vancouver DC.
- Holiday Planning – extended the holiday fiscal for a week
- BC Liquor Store deliveries not on time , but customer deliveries were 100% on time.

Action	Who	Time Frame

c) Corporate Update (Distribution)

- Trainers were added and were sent to train the trainer.
- Currently in the process of filling 6 temporary Forman positions.
- Shift selection in DC complete for warehouse 3 and warehouse 2 RPT.
- Second warehouse 3 competition to take place.
- Full time Foreman posting going out & two Assistant postings.

Action	Who	Time Frame

d) Corporate Update (Head Office)

- Many positions (bargaining unit and excluded) are being posted for the Cannabis Project. These positions are being posted internally and externally at the same time.
- E-commerce platform will be set-up for Cannabis first and will later also be set-up for Liquor.
 - RFP went up on Valentine's Day.

Action	Who	Time Frame

e) Delta Distribution Centre Update

- Move date has not been announced because many details are still unknown.
- Communication has been sent stating that the expectation is to open in the summer.
- No absolute system in place for the move at this point (still looking at the pros/cons of the various options).

Action	Who	Time Frame

f) Vacancies and Temporary Assignments

Action	Who	Time Frame
Deb/ Kimberlee to connect with Erin/Rita regarding temporary assignments being given to auxiliaries or new permanent employees.	Deb/Kimberlee	

2. New Business

a) Hiring for New Delta DC

- Looking at hiring 200 auxiliaries.
- Employment ads are currently going out through Black Press, papers, and online.

Action	Who	Time Frame
Ken to send the ad to Sheila, who will see about posting on the BCGEU site as well.	Ken	

b) Shop Steward Worksite List

Action	Who	Time Frame
Sheila to send an updated Shop Steward list for the entire province to Rita.	Sheila	

c) MyP3 Presentation

Action	Who	Time Frame
Rita to send Kimberlee the MyP3 presentation deck.	Rita	

d) Pre-Scheduling Meetings

- Next meeting scheduled for May 8th from 1300-1600 at the BCGEU office.

Action	Who	Time Frame
Kimberlee to schedule a mini meeting with Rita so that the meeting dates for the next 18 months can be established.	Kimberlee/Rita	

e) Cannabis Project Team

- Jennifer sent an email outlining those working on the project to the BCGEU.
- There are 100 work stations at the Cannabis Project Team office, but the number of people working on the project fluctuates.
- BC LDB will commit to sending an update on those working on the project on a monthly basis.
- Those who are uncomfortable with working on the Cannabis project will not be forced.
- The Executive Director for Cannabis has been hired and communication will be sent out shortly.
 - The Executive Director for Cannabis will be overseeing both the Wholesale and Retail Operations.

Action	Who	Time Frame
Follow-up meeting to be scheduled to discuss how candidates are being picked for the project & discuss employees who do not wish to be associated with Cannabis.	BCGEU/ Rita	
Transparency & communication regarding Cannabis Project job opportunities to be communicated on a monthly basis to the BCGEU.	Rita/ New ED	
BCGEU Lobbying Strategy to be communicated with the BC LDB once it has been established.	BCGEU	

f) Locked Safe Procedures

- People in the stores are concerned about robberies and not being able to open the safe with the removal of the day lock.

Action	Who	Time Frame
Jonathan/CLP to contact Kimberlee regarding the Locked Safe Procedures.	Jonathan/ CLP	

g) Cannabis Warehouse Job Descriptions

- Processes and procedures have not been looked at yet.

Action	Who	Time Frame

h) Store Organization Charts

- Jen sent the chart to Kimberlee.
- More specific information regarding the organization of each store can be found on the Store Staffing List.

Action	Who	Time Frame
Rita to connect with Kimberlee regarding the status of auxiliary employees on the Recall Schedule.	Rita/Kimberlee	

i) Store Hour Consistency

- Some employees/managers at certain stores have brought up concerns that they are being made to fail by the inconsistencies in operating hours.
 - Analysis is currently being done on store hours. As the year goes by, we will start to see consistently.
 - BCGEU to provide examples to BC LDB, and each case will be looked at.

Action	Who	Time Frame
Clear communication to be sent to managers regarding store hour consistency at the next store manager meeting in May. In addition, the issue will be addressed on the next weekly Regional Manager Conference Call.	Jonathan	

j) Staff Meetings

- Grievances will be filed if Staff Meetings are not being conducted on a regular basis at the stores.

Action	Who	Time Frame

k) PK Course and Other Training

- Learning Centre (PSA) not accessible to employees.
- Product Knowledge (PK) Course being currently being looked at revamped to make sure it is meeting the needs of those being trained.
- Training books will be going out to the stores in the future. More communication will be sent out in regards to this.

Action	Who	Time Frame
Look into why BC LDB employees do not have access to certain PSA resources (MyHR, Learning Centre etc.)	Rita	