

**Agenda / Minutes for the meeting of the executive
Canadian Freelance Union**
Zoom Link for meeting canadianfreelanceunion.ca/zoom

July 18, 2019 @ 1:00 PM EST

1. **Present:** Ethan, Nora, Mohammad, Michelle
Regrets: Brian
Guests:
Guests regrets:Roxanne
2. **Review of agenda**
3. **Approval of minutes from previous meetings**
 - a. [June 13](#): M/S/C: Michelle/Ethan: Carried
4. **President's report**
 - a. Not much activity
 - b. Represented the CFU to a meeting of the Progressive Workers Union at the Netroots Nation Conference in Philadelphia
5. **Treasurer report**
 - a. Paypal has been reactivated. Nora strongly recommends that we still leave Paypal the second we're able to remove the money that we have in holding.
 - b. There's been a small bump in new membership of new members, but they've been balanced out by members not renewing.
 - c. Raul and Ethan are meeting with Alterna to set up a new bank account on Friday, July 18.
6. **Coordinator report**
 - a. Held Toronto social, Under the Jazz umbrella
 - b. Numerous interactions with Freelancers and Roxanne re: CFU press card
 - c. Set up meeting with Alterna
 - d. Working on grievance support case for member
 - e. General support to members (membership receipts, inquiries etc)
 - f. Had meeting with Toronto social committee for planning July social
 - g.
7. **Report from Unifor / organizing report**
 - a. Current numbers: 163 (+2 change from June meeting)
 - i. Raul is going to refresh the followup calling with recently expired members
 - b. Member Organizers

- i. Current: [2019 Organizing plan](#) is in process
- c. CLC / Unifor issue
 - i. Nothing to report at this time
- d. Issues with Press Cards
 - i.
- e. Member Organizers for the Federal Election
 - i. One member who was put forward has reported not hearing at all from Unifor about this project despite followup messages from Ethan to Roxanne and Josh at Unifor.

8. Old business

a. Template contract project

- i. Posted RFP on Upwork but did not get any takers.
- ii. We're going to post members-only page on the website with a link to a Google Docs read-only version and add comments of explanation for how to use the document
- iii. Mohammad will write a letter to members announcing that the contract is now available

b. Rate card project

Summary (raw data here):

https://docs.google.com/document/d/145eHYqYHDro13LYzBfhfrEPdYkGjG_R5oXoA0Y97WSE/edit)

Mohammad will make a draft price sheet to start the conversation for our next meeting.

How do you calculate your price?

Freelancers are almost evenly split between a rate of pay per a block of time vs. a rate of pay per block of work.

In terms of percentage of time spent on work vs. on administrative or marketing tasks, the majority of freelancers spend between 70-80% of their time on freelance work.

In terms of pricing structure, most freelancers base their rate on the publication or group they work with. Some charge per piece, others charge per word. A common rate per hour in a general sense is \$150-300.

In terms of recommendations for other freelancers: (would love help interpreting this data)

The ranges vary significantly. There is no standard, but it seems our members charge anywhere between \$35 - \$250 per hour or more depending on the task.

c. Committees

- i. Communications
 - 1.
- ii. Grievance support
 - 1. The issue at YouTube video channel
 - 2. Raul will add a question to the form to ask the name
 - 3. Raul will organize a conference for him and Nora with member requesting support
- iii. Growth committee
 - 1.

d. Online store for CFU Branded Swag

- i. Received three quotes from members between \$300 and \$700
- ii. MOTION: Michelle is authorized to engage a member artist to develop a image which can be used for swag and social for up to \$700.
 - 1. Moved: Ethan/Nora: Unanimous

e. Delegate to Unifor National Convention, August 19-23, Quebec City

- i. Ethan will write a post-convention report

f. Legal Support Service Update

- i. **Mohammad will follow up with lawyer on:**
 - a. **areas of law, contracts, what kind of contracts, one time consultation of 30 min, references**

9. New Business

- a. Proposal: Strategic retreat meeting
 - i. Ethan will draft a proposal for having a meeting to be discussed at the September meeting
- b. College PIRG “New Student Organizing Project” Endorsement
 - i. **BE IT RESOLVED THAT the CFU endorse the College PIRG organizing project and their efforts to secure funding for student organizing.**

Rationale: I am working on some student organizing projects. In particular one aim is creating Public Interest Research Groups at non organized institutions. Since the aim is broader, this project going forward will be called the New Student Organizing Project. I’m trying to get Unifor locals to endorse the project in advance of submitting it to the Unifor Social Justice Fund and other funding groups. An endorsement is all I’m looking for at this time.

M/S/C: Mohammad/Michelle/Unanimous

- c. CALM Conference

- i. Motion: CFU will pay for two conference registrations for the upcoming min-conference in Ottawa. We will not pay for transportation or lodging but just registration
 - 1. M/S/C: Nora/Mohamad/Unanimous

10. Regional director reports

- a. Atlantic Canada
 - i. Begun proposed edits for Bylaws for review & acceptance before AGM. https://drive.google.com/file/d/1YkpuYrseEKnab1woKrFgvl1Gx3k_Rwq9/view?usp=sharing
 - ii. Reached out to Mike Byrne from EFAP at Unifor about opportunities
 - iii. Reached out to disABILITY at Unifor about getting the disABILITY guidebook
 - iv. Added accessibility needs page for all our events, to be added to our RSVP page
- b. Quebec
 - i.
- c. Ontario
 - i.
- d. Prairies
 - i. Position not filled
- e. British Columbia
 - i. Position not filled

11. Confirm next meeting dates

- a. Aug 8 - cancelled
- b. Sep 12,
- c. Oct 10,
- d. Nov 14,
- e. Dec 12

12. Adjourn