

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

Present: Michelle, Paula, Joshua, Setaj, Ethan (ex-officio), Mohammad
Regrets: David, Nora
Guests: Raul, Roxanne
Quorum: 4
Meeting date: September 22, 2020

Meeting called to order at 12:03 pm EST.

Standing Items

Approval of Agenda

- Approval of [Minutes](#)
- Current Member Count: 175
- Change from July: -7 (182)

President's Report

- Created Skills Matrix, Board Directory, and the template for a Risk Matrix
 - Will need a session with the Board to discuss the Risk Matrix and develop it
 - Executive needs to fill out Skills Matrix and Board Directory if they haven't already
- Created orientation packages for new board members
- Attended two COVID Committee meetings and handled work around that
- Sent out interest check for Board members to stay on another term
- Started preparations for board development and strategy 'session'
- Attended several sessions of Unifor's Summit
- Sent out Labour Day message in English and French to all members
- Will be attending Capacity Canada Board Governance Bootcamp (Nov 5-7)
- Developed Social Media policy for branded CFU social media sites

Coordinator's Report

- Partook in COVID Committee meetings and supporting work of committee
- Planning and supporting Sept Social - Wheel of Fortune
- Call Hub campaign calling members to partake in Trivia social
- Coordinated mailing and payment for extra masks
- Called members whose membership expires over 12 wk period
- Developed and rolled out RFP for Swag and consolidating responses
- Undertook numerous communications to members, re: Unifor Summit, CALM, social event etc.
- Maintained social media presence
- Support request for press passes
- Sent out quarterly reporting to Unifor
- Responding to emails/calls and admin work such website update etc.

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Unifor Report

- All still working from home. Some people have returned to the print shop, so we could work on getting physical press cards printed again
- COVID response ongoing (taskforce meeting every week)
- Deal with Ford struck today
- Running online education program
- Dominion / Loblaws Strike in Newfoundland
- Some provincial elections coming up
- Unifor platform around economic recovery to be shared with executive and COVID committee ([Build Back Better Project](#))

Treasurer Report

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AGM Planning

- Set a date for November
- Raul will be working on getting an election committee together. We have at least one position we need to fill (BC), with the possibility of Prairies (depending on Unifor's ability to rehire Paula as Organizer)
- Bylaws specify that we must annually elect trustees, however this has not been done.
- Will be voting on [bylaws that were presented last year.](#)
- All executive members will need to help with preparation, including adding information to the slide show, and making sure they attend (Quorum is 20 members). If possible, executive members should reach out to members in their region via phone or email to try to make sure members RSVP and show up. Members must be in good standing to vote. You can view [last year's AGM slideshow here.](#)

Communications

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Committees

- COVID Committee
 - Currently has three members as well as the executive board on the committee
 - A lot of interest and positivity from committee members
 - Will be sending out a survey to members to help guide our actions, and we'll be potentially doing a followup webinar.

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- Working on updating the template contract to include more information about safe working conditions; Waiting on Unifor update for Contract Template for safe return to work language
- Working on getting information to our members about the end of CERB and their eligibility for EI through Unifor
- Penning an open letter to the Federal Government to raise awareness about why EI isn't a substitute for CERB for Freelancers

New Business

- [Social Media Policy](#)
- Prepared as an informal document to be provided to anyone who has access to post under any of our social media accounts to outline what's appropriate and what's inappropriate to post on our branded social media sites.
- **Motion by Michelle, Seconded by Joshua, passed by consensus**

Old Business

- Procurement process to be developed by Michelle for board review
 - Michelle and Raul will work out the details
- Webinar for how different organizations organize and different union organization styles
 - Webinar for members and the executive
 - Discussion period afterwards to build organizational strategy
- Guidelines for making grievance support public
 - Statement to ask for member's permission to share information about successful grievance mediation
 - Raul & Nora to develop a half page document about what information should be asked for, how the information should be used, and what information the member doesn't want shared.
- Strategy Meeting
 - To set a new date to develop staffing plan for 2021, create a social media strategy, and review survey responses
 - Will be reenvisioned as a series of documents being sent to executive for review and comments with a meeting to discuss and vote on issues once review is completed
 - Michelle will prepare policies around conflict of interest, social media, organizing strategy, new member package, and national book-off policy
- Template [contract project](#)
 - This has been handed to the COVID committee

Regional Reports

- Atlantic
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- Quebec

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- Ontario
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- Prairies
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- British Columbia
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On Hold

- Press Cards
 - Discuss current requirements and the process of applying for press cards.
 - Will put out a call for membership about process and areas for improvement.
 - Currently National Press Cards say it must be presented with union card and both need to have the same number on it, but Unifor cards don't come with a number. The number on the press card is the number of press cards, not tied to member number.
- Commercial Insurance Provider
 - A lot of complaints against current Insurance Broker, will review options.
- CFU membership cards
 - Nora will discuss with Roxanne about the process of sending cards to new members and members who lapsed.
- Online store for [CFU Branded Swag](#)
 - On hold for the moment.

Meeting adjourned at 1:13 pm EST. Motion to adjourn by Michelle seconded by Paula, Passed by Consensus.

Minutes Taken By: Michelle Keep

Michelle Keep

President

Date