

## **Minutes for meeting of executive Canadian Freelance Union**

December 11, 2017 @ 1:00 PM EST

Present: Ethan, Nora, Dave, Brian and Christine(count as 1 for quorum), Diana, Mohammed.

Guests: Roxanne, Raul Burbano

Regrets: none

- 1. Review of agenda**
- 2. Introductions**
- 3. Election of secretary**

*Diana Gibson was approved as secretary.*

- 4. Approval of minutes from previous meetings**

Minutes were posted in slack but need approval for quorum to be reached.

*Meeting did not have quorum so no minutes*

- 5. President's report**

- a. Welcome all new exec members and thanks go to all those returning/continuing
- b. In process of switching systems from Leslie including bank account, email systems, NationBuilder etc
- c. Participated in the hiring committee for our new coordinator/organizer.
- d. Stood in for the coordinator position while the position was vacant.
- e. **Procurement and union bug use:** Attended the Ontario Regional Council as observer and worked with members and staff support to ensure the motion regarding the Unifor purchasing policy was as inclusive as possible. Motion deals with merchandising. It now references all bargaining unit members as listed in the national directory.

Challenges of CFU being perceived as being in competition with some bargaining unit members, particularly printing and graphic locals. This has been part of an ongoing conversation about union bug use. Note on the website there is a clear image for use as CFU members.

*The text on the website needs to be updated.*

*Roxanne will provide an update on this at the next meeting clarifying this in line with Unifor policies.*

**General discussion:** Procurement of CFU services (non-printing). Nora reported that there have been enquiries about membership by those hiring for services meaning that folks are looking at that. More can be done.

CFU did have a presence at the OFL convention distributing materials on the directory.

- f. Drafted a [message to the members](#)

## 6. Treasurer report

Nora updated folks on recent activity. A budget was passed at the GM.

All expenses over \$500 require an executive vote. Good form to check in but not necessary.

For Labour Council payments, it is good to check in as there have been some issues.

Reps are encouraged to use the funds for meet ups.

*Nora will circulate materials for filing expenses.*

## 7. (Interim) Coordinator report

- a. Handled new member notifications  
Ethan has been circulating this to date but will be passing this off to the new coordinator.
- b. Compiled a list of member issues to be addressed by the new coordinator

## 8. Report from Unifor / organizing report

- a. Current numbers:
  - i. Atlantic: 31:
    - 1. Bill Swan attended the Nova Scotia Federation of Labour Convention in November
  - ii. Quebec: 16
  - iii. Ontario: 103
  - iv. Prairies: 10
  - v. BC: 51
  - vi. Total: 198

## 9. Old business

- a. Review of AGM
- b. Coordinator hiring committee - Motion A Contract status Motion regarding contract status discussed in camera. Motion not approved. Ethan to follow up with coordinator.
- c. Website renewal project
  - i. Website will be available for testing and review on December 16th
  - ii. Payment has been issued for December as per the contract

Working on making this more user friendly. *It will be available on the 16th.*

Suggestions: In the directory, can translators and interpreters be added as separate categories? Merchandize producers are not tagged so we could not tell how many members were impacted. Michelle was thanked for all her hard work.

**d. Template contract project**

- i. Nothing to announce at this time. *Ethan has been responsible for this and is looking for help.*

**e. Rate card project**

Rate card: Roxanne reported - this is linked to the recognition of union work. It would be a rate sheet that would recommend a union rate for standard work such as photography, video crew, etc.. A local members "Amina" has been working on that. Angelo, Unifor researcher has been working on it. Currently looking at work that is in the collective agreement but not all of that work will be in the rate sheet. Hope to have a document where we can fill in the blanks in the New Year.

**f. Fact sheet on EI/CPP for freelancers**

Roxanne - creating an educational tool that explains what these programs are and how they can access them. If they cannot, other alternatives. The Unifor pensions and benefits folks are on it now. Roxanne will circulate it as a fact sheet when she gets their material.

10. New business (Motions for each item below)

- a. Expectations for executive members - Motion B & C

**Motion B**

**Whereas** certain minimums are required of the executive board in order for the CFU to be a functional organization;

**Whereas** all members of the CFU are subject to the feast and famine dynamics of freelancing; and

**Whereas** the membership has many people who are interested in being part of the executive.

**Be if therefore resolved that** all executive members will be held to the following expectations:

11. Maintain a minimum of a 80% attendance rate over a rolling 6 month period.
12. Keep the Secretary updated when they are going to attend or miss any executive meetings
13. That all meetings of the executive will be scheduled at least 3 weeks in advance at a time agreed to by the executive committee members
14. All meetings will start on time and will finish by the announced times unless otherwise determined by a vote of the members present.

Motion: Ethan, Seconded: Christine.

Discussion: Michelle:

Motion amended - To say that three meetings should not be missed in a row.

**Final Motion wording:**

**Be if therefore resolved that** all executive members will be held to the following expectations:

- *Maintain attendance - members commit to not missing three meetings in a row.*
- *Keep the Secretary updated when they are going to attend or miss any executive meetings*
- *That all meetings of the executive will be scheduled at least 3 weeks in advance at a time agreed to by the executive committee members*
- *All meetings will start on time and will finish by the announced times unless otherwise determined by a vote of the members present.*

**Motion Carried**

**Motion C**

**Whereas** the executive must be able to make decisions in between meetings;

**Whereas** the executive is spread out all over the country and in different timezones;

**Be it therefore resolved that:**

- *All executive members will maintain an account on the CFU Slack channel;*
- *All executive members will check that Slack channel at least once a week unless they are unavailable;*
- *All executive members will alert the executive channel when they expect to be unavailable for longer than a week and will not be counted for quorum calculations on decisions made by Slack*
- *All decision made by Slack will come up for affirmation at the next regularly scheduled executive meeting.*

Discussion: Some members are not able to access slack on weekends or evenings (ie those with small children). A poll with a request for a response over a weekend is problematic. The week of response expectation should address the time challenges with work hours.

**Motion Carried.**

**a. Executive Meeting schedule - Motion D**

**Motion D**

**Whereas** meetings are more likely to be productive when members have time to prepare;

**Whereas** meetings planned in advance are less disruptive to the lives of executive members;

**Whereas** a number of new executive members and volunteers are eager to start work; and

**Whereas** coordinating work is the role of the executive committee and as such a lack of regular meeting hinders work moving forward;

**Be it therefore be resolved that**

1. The executive schedule meetings on second Thursday of the month for each month of 2018.
2. There will be a meeting scheduled for January \_\_\_ and February \_\_\_ in addition to the regularly monthly meeting.
3. The secretary will send out meeting invites to the executive Google addresses for each of those dates and keep those invites up to date as times or dates are changed.

**Amendment:** Meetings will be scheduled between noon and 3pm Eastern on weekdays.

The extra full meetings in January and February will be removed.

**Final motion wording**

### **Motion D**

**Whereas** meetings are more likely to be productive when members have time to prepare;

**Whereas** meetings planned in advance are less disruptive to the lives of executive members;

**Whereas** a number of new executive members and volunteers are eager to start work; and

**Whereas** coordinating work is the role of the executive committee and as such a lack of regular meeting hinders work moving forward;

#### **Be it therefore be resolved that**

- The executive schedule meetings on second Thursday of the month for each month of 2018. The meeting dates will be reviewed at the next meeting.
- The secretary will send out meeting invites to the executive Google addresses for each of those dates and keep those invites up to date as times or dates are changed.

### **Motion Carried**

Note: Where members cannot make a meeting, there will be an effort to ensure the next date is one they can make.

## **b. 2018 Executive digital retreat - Motion E**

### **Motion E Moved: Ethan Seconded: Christine**

**Whereas** the CFU needs to achieve more in order for it to be an organization that freelancers can believe in;

**Whereas** we have limited volunteer and staff resources which need to be focused on the more important work;

**Whereas** for this work to be rewarding, we need to accomplish goals quickly and efficiently.

#### **Be it therefore resolved that:**

1. The executive schedule an online general meeting on a date in March that is convenient to all executive members with an agenda aimed at making long term plans and setting goals for the organization.
2. This meeting will be scheduled for 4 hours so as to allow a more complete conversation.
3. A task force will plan an agenda which will allow everyone to participate and lend their ideas.
4. This task force will also create a report at the end of the retreat which will outline the results of the retreat to distribute to the entire membership shortly after the retreat.
5. The executive will respond to the report with a plan for 2018 at the subsequent executive meeting.

Discussion:

Difficulty with an online meeting of 4 hours. Last meeting was in person paid for by Unifor.

Tried to have an executive meeting with the CALM meetings nationally last year.

Amendment: remove the four hours. Strike a committee to draft an agenda and then discuss the length of the meeting.

Committees have not yet been struck, want to see us get further into our mandate before we decide on that event.

**Motion tabled until next meeting**

c. Setting up committees - Motion F

Time was a concern. ***Motion to be tabled for the next meeting.***

**Motion F:**

**Whereas** the CFU executive is far too busy to do all of the work of a fully functioning union;

**Whereas** the CFU is full of very highly skilled members;

**Whereas** the volunteers of the CFU struggle to do the work of the union in coordination with others due to the feast/famine cycle of their work and other's work;

**Be it therefore resolved that:**

1. The CFU shall reconvene the following committees as stipulated in the by-laws:
  - Legislative Committee (aka Political action committee)
  - Education Committee
  - Industry Committee (aka Casework committee)
  - Elections & Nominating Committee (aka Bylaws committee)
2. The CFU shall reconvene the following committees not stipulated in the by-laws with mandates as follows:
  - Growth and organizing
    - i. To work with the staff organizers and the Unifor rep to build the size and strength of the membership of the CFU.
    - ii. This organizing work may include organizing public events on topics important to non-union freelancers (in person or online), doing direct outreach to non-members, or otherwise engaging with potential members.
  - Communications
    - i. To coordinate the communications of the union to the membership on email, social and website.
3. Members of the executive will be appointed as "anchors" for these committees. Such anchors will:
  - Ensure that the committees meet at least quarterly,
  - Inform members that the committee exist and invite them to participate,
  - Find and support a committee Chair who will lead the committee, and
  - Report back to the executive on a regular basis as to the work on the committee.

MOTION TABLED until next meeting

***Business tabled to the next meeting:***

- d. Insurance issues
- e. *Federations of Labour / Labour Councils*

15. Regional director reports

- a. Maritimes
- b. Quebec
  - i. *Speaker for Concordia: Nora can go but the two reps in Quebec will decide.*
- c. Ontario

- i. A resolution has been submitted to the CFS-Ontario January Meeting to ensure all freelance labour CFS Ontario uses is through the CFU, and where they need to hire a non CFU freelancer they will provide a membership to them. Not done on behalf of CFU, but something to be aware of.
- ii. Speaking with freelancers in Niagara Freelance Union to see what is going on with that group
- iii. Met the only other freelancer in Windsor(that i'm aware of)!!!

d. Prairies

e. British Columbia

#### 16. Adjournment

Motion to adjourn: Nora

Moved.

Adjourned 12:01