

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

January 11, 2018 @ 1:00 PM EST

Present: Ethan Clarke, Mohammed, Michelle, Brian

Staff: Raul

Guests:

Regrets: David, Roxanne

### **1. Review of agenda**

### **2. Approval of minutes from previous meetings**

- a. Minutes from [Dec 11 meeting](#)

Motion to approve minutes. Carried.

### **3. President's report**

- a. Did onboarding process for new coordinator, Raul Burbano, introducing him to our systems and providing context for the work ahead
- b. Met with Raul and Roxanne about organizing plans for Ontario in January/February.
- c. Met with Mohammed and Roxanne about possible freelancer event happening in Niagara at the end of January.
- d. Met with Michelle, and Michelle and David about the website project
- e. Conducted a training on NationBuilder for new executive members
- f. Worked on content for "Join CFU" flyer with Raul
- g. Sent out a message to the membership in December
- h. Plan to send out full membership message on or around Jan 22th
  - i. Content deadline for translation: Jan 18th

### **4. Treasurer report**

- a. **Lots going on and lots to do.**

VanCity requires a signing officer in BC. Account will be moved to Ontario instead.

Challenges with nation builder installment payments are ongoing.

### **5. Coordinator report**

- a. Have reached out and spoken to the regional directors.
- b. Working with our benefits provider to get more details about our commercial and home insurance
- c. Finalizing a one page and infographics about our benefits. Will need to look into a french version
- d. Planning first social in Toronto in Feb.

## 6. Unifor / Organizing Report

- a. ATL: 16, QC: 15, ON: 105, PR: 11, BC: 48, Total: 195 (-3 from last month)
- b. Interviews for the two outside Toronto organizers have been scheduled but not yet complete

## 7. Old Business

### a. Website renewal project

- i. Please review our Website Look & Feel review. Select items will be discussed at meeting, but all executives should have a look at the new website and give feedback:  
[https://docs.google.com/document/d/1cj92SwQ7yPGpsiEa67tMqXS\\_EsjfV8NPEZdLd4KLPv8/edit?ts=5a4d2e21](https://docs.google.com/document/d/1cj92SwQ7yPGpsiEa67tMqXS_EsjfV8NPEZdLd4KLPv8/edit?ts=5a4d2e21)
- ii. VOTING ITEM: Do we want a monthly dues option made available to new potential members? This would mean that people don't have to agree to be a member for a full year. One option would be to allow a monthly dues option at an increased fee (i.e. \$125/year, \$12/month)
- iii. Motion: To make a monthly or quarterly dues option available to members with a signed contract committing to paying for a 1 year membership.  
Moved: Michelle, Seconded: Nora, Motion carried.
  - 1. Discussion of motion: Membership is structured in the bylaws currently as an annual membership for 1 year. We have had requests for memberships in other durations. Need for annual renewal of contract. Action Item: Contract needs to be written.
  - 2. Options could be made available through the Unifor office (quarterly) and the contract could be set up to be triggered for renewal by us or automatically renew unless they trigger termination.
- iv. Search function: Do we really want to host advertising based search on the site? If you put in Canadian Freelance Union in the search, you get results for UFCW and a job bank as the first and second results.
  - 1. Discussion of motion: Can we get CRA registered as a non-profit and apply to google search as a non-profit to get rid of the ads?  
Discussion - Google will be eliminating the search without ads option.

These items can be discussed in Slack but I need comments back by end of day.

### January 14.

- v. How would we describe the membership fee? Currently, we have "Process Donation" and "Don't publish my donation on the website"
- vi. Sitemap: Do we want Services & Directory to go under the About section instead of the Join section?
- vii. Do we want to keep a request for fundraising goal on our member profile?

- viii. What does 'leaderboards' mean to us on our website and how can we phrase it to be clearer what the purpose is?
- ix. We use surveys in a sometimes unique way, i.e. looking for information on our contract templates etc. Some people might be fine sharing some surveys but not all. Do we want to look into making surveys public on a per survey basis?

**Action item:** *All Executive to review the document by Sunday and provide comments.*

**b. Template contract project**

- i. Nothing to announce at this time.

**c. Rate card project**

- i.

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

- i. *Diana to touch base with Roxanne to pursue this.*

**e. Executive Meeting schedule - Motion D from last meeting**

**i. Dates for meetings in 2018**

- 1. Jan 10, Feb 8, Mar 8, Apr 12, May 17 (moved to accommodate CALM conference), Jun 14, Jul 12, Aug 9, Sep 6, Oct 11, Nov 8, Dec 13

- ii. Time set for 1pm Eastern.

**f. 2018 Executive digital retreat - Motion E from last meeting (below)**

**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. A task force will plan an agenda which will allow everyone to participate and lend their ideas. This agenda will determine the length of the meeting.

3. 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.
4. The executive will respond to the report with a plan for 2018 at the subsequent executive meeting.

**Motion carried:**

**Task force volunteers:** Michelle, Ethan, Nora, Raul

**g. Setting up committees - Motion F (below)**

**Move:** Nora **Seconded:** Ethan

Be it resolved that the executive strike:

- a communications committee,
- a growth and organizing committee and
- a membership support committee.

Be it further resolved that the executive strike the committees as indicated by the CFU bylaws

- Legislative Committee (aka Political action committee)
- Education Committee
- Industry Committee (aka Services committee)
- Elections & Nominating Committee (aka Bylaws committee)

Be it further resolved that executive members be assigned to each committee via Slack.

**7. New Business**

a. Insurance issues

Michelle's experience with the insurance provider has been poor and Raul's communication with insurance contact has been inadequate. Nora to follow up with other insurance contacts.

Motion to approve Mohammed at Windsor council. Nora seconded. Motion Carried.

b. Labour Councils

i. Motion G (Below): **Moved:** Mohammed **Seconded:** Ethan

Discussion: concerns around information flow to members about what is going on in CFU, and with reporting back. Also, costs - some labour councils have minimums. The idea is to more consistently and formally approach labour council relationships.

*Motion to table this until the next meeting.*

*Action: Ethan and Mohammed and Nora to redraft the policy for the next meeting.*

*Also pending more information on cost.*

- c. CFU Logo (bug) Policy
  - i. A letter from Unifor leadership is on it's way which should clear up this issue.
- d.

## 8. Regional director reports

- a. Atlantic Canada
  - i. Nothing to report as my attention has been to finishing the website feedback. Hoping to host another meetup in April of this year. Continuing with member outreach.

- b. Quebec

Had member denied access to auto show. Nora called and advocated for him to have press access. He was given access.

- c. Ontario

I continued conversations around the Niagara Freelance Union. It has been determined **Roxanne** will attend their upcoming event with materials to pass out and get an understanding of what the NFU is, and how we can plug in. I am confident in membership growth within the Niagara Region through this partnership.

I drafted an event proposal for use by the executive and staff, and will remain in contact with staff on social plans for Toronto in the future.

I also sent out an email to active members in Ontario, and got a bit of feedback: Of the three emails I received from the message, one photographer had the following question:

"I wanted to reach out in order to inquire about what UNIFOR can do for someone like me in the freelance world. "

I followed up via email, and am waiting for a response. It sounds like the question this member has is around what advantage unionized freelance labour provides in terms of connections and/or gigs.

- d. Prairies: Absent with regrets
- e. British Columbia. No report

## 9. Adjournment

- a. Motion to adjourn: 11:56 Pacific time Motion carried

### **Motion F - Committees**

**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.

Motion carried.

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 G - Labour Councils**

**Whereas** Labour Councils and Regional Councils are critical to building solidarity on issues and representing our members

**Whereas** Labour Councils and Regional Councils can be an effective way to engage members and build capacity through unique opportunities among our members

**Whereas** membership fees for the CFU are generally minimal due to the nature of our membership;

**Be it therefore resolved that:**

1. The CFU commit to facilitating participation in Labour Councils wherever members are willing to commit to being a delegate.

2. The delegates be held to a standard of attending their council regularly and report to the #labourcouncil slack channel after each meeting about what was discussed and what they contributed by their presence.
3. The CFU will provide potential delegates with a stock letter that can be used to pursue a lower dues cost from the LC in accordance with our lower due structure.
4. The CFU will pay into the labour councils in cities where we have committed delegates.
5. Delegates to the councils will be appointed and removed by a vote of the executive.

### **Motion H - Labour Council Participants**

**Whereas** the CFU is looking to include members as delegates to Labour Councils

**Whereas** the CFU has members with significant relevant experience

### **Be It Therefore Resolved That:**

1. The following Delegates be approved in the following region:
  - a. Ethan Clarke - Toronto
  - b. Mohammad Akbar - Windsor
  - c. Kerry Duncan - Niagara
  - d. Mohammad Ali Aumeer - Hamilton
2. That all delegate approvals be subject to members paying their dues