

Agenda / Minutes for meeting of executive Canadian Freelance Union

Sep 13, 2018 @ 1:00 PM EST

1. **Present:** Ethan, Michelle, Nora
Regrets: Brian
Guests:
Guests regrets: Roxanne, Raul
2. **Review of agenda**
3. **Approval of minutes from previous meetings**
 - a. [July 19](#) : Approved via [slack vote](#)
4. **President's report**
 - a. I have gathered the old member survey for review so it can be reinstated and presented to members when they pay their dues. The text [is here](#).
 - b. I have not yet completed a commitment from last meeting to move the members directory tool from a personal server account to a CFU owned server account. This is due to technical complications and lack of time.
 - c. Due to the data breach issue last month, it was decided to not ask members to sign up for direct bank account withdrawal since they might be concerned about security. Instead they will be instructed to contact Nora directly.
 - d. Served as host for the webinar we hosted in August about Press Freedom
 - e. A member emailed to report that they left the CFU due to pressure from clients around the Unifor/CLC issue
5. **Treasurer report**
 - a. No updates
6. **Coordinator report**
 - a. Called lapsed members to renew memberships
 - b. Held our 1st webinar of the year in Aug
 - c. Provided membership reporting to Unifor
 - d. Planning conference call with organizing committee to socialize member drive campaign and recruit new members
 - e. Planning Sept. social (trivia night) for Toronto
 - f. Planning webinar for Oct. The idea for the webinar is "defend your rights as a freelancer". **Would welcome any ideas for speakers.**
 - i. Nora is interested in helping with this event as a primary speaker. Exec recommends a small number of speakers, more workshop style
 - g. Working on CFU Press Card process

- i. Raul will followup with Roxanne

7. Report from Unifor / organizing report

- a. Current numbers: 176 (-8 change from July meeting, -36 from Sep 14, 2017)
- b. Member Organizers ([Organizing plan](#))
 - i. Toronto Trivia night on Sep 27
 - ii. Panel on Precarious work under Ford in Kingston on Nov 7
 - iii. Monthly social in Edmonton
 - iv. National call with the organizers, date TBD
- c. CLC / Unifor issue
 - i. Nothing to report at this time

8. Old business

a. Planning for General Membership meeting in November

- i. Executive recommends November 15th, at 1pm ET or 3pm ET
- ii. Exec asks that Raul figure out mobilization plan to ensure attendance

b. Strategic Planning (Brainstorm) Session in March

- i. Ethan completed gathered survey questions, awaiting input from others and expects to post this month.
- ii. Michelle will finish up the summary email this week
- iii. Exec asks Raul if he can post to stimulate conversation, executive members will also try to post more frequently

c. Template contract project

- i. Roxanne has sent a first draft of the Template Contract Tool. It includes various parts and pieces from contracts used as examples in our discussions on this project. There are some pieces missing -- for example we need to draft language on IP clauses -- but Roxanne would like to suggest the following process to complete this project.
 1. Finalize clause drafting and identify any missing clauses. A review of this draft should identify major items missing from the tool, and finalize language for some of the incomplete clauses.
 2. Review of final draft by Unifor lawyer. We can also get their help with some special clauses where we can't find language examples.
 3. Explore avenues for web rendering of this tool. The idea here is that members should select which clauses to include in their contract, and it will produce a draft contract that they can modify, or copy into a word document. The alternative is that we include ALL the text, and invite members to remove any language they don't want.
 4. Review and trial run with Executive. Make sure to identify any other items missing, and correct language as needed.
 5. Translate the tool and circulate to members.

- ii. Ethan will talk with Roxanne about reconciling the document with the survey we already did. And find out what next steps could be implemented to bring this project home.

d. Rate card project

- i. Angelo, Nora and Roxanne are now revising a draft of the document. In its current form, the guide is a 3-page document which includes a range of average hourly rates for the occupations listed below, based on Stats Can data. Once we're done this round of edits, Roxanne believe we'll be ready to send to exec for further revisions. As discussed, this tool will reference the Urban Worker Project hourly wage calculator to help members come up with a wage that they can ask for their work.
 - 1. Executive recommends
 - a. that we use our OWN wage calculator or not use the concept of a wage calculator at all
 - b. It's important to be clear about pricing on project vs hourly
 - c. Or to talk about value delivered to the client rather than the time it takes to build it

e. Fact sheet on EI/ CPP for freelancers

- i. Roxanne has delivered a laid out version of the fact sheet. Ethan will post on slack so we can post comments

f. Committees

- i. Communications
 - 1. Tina Duke and Dawn Beuie attended CALM conference and made a commitment to write a short report on how it went for distribution to the membership.
 - 2. Raul needs to follow up with
 - 3. Ethan will talk with Raul about how to continue the communications work

9. New Business

- a. Organizing drive
- b. Call for submissions of communications material
 - i. Needs to be sent out beyond the membership
 - ii. Michelle is going to send to Women's Binders Group, and other writers groups
- c. Unifor 597
 - i. Michelle is going to send \$250 from the Atlantic budget

10. Regional director reports

- a. Atlantic Canada
 - i. Motion to donate money to Unifor 597 in solidarity with the locked out workers in Gander, Newfoundland.
- b. Quebec
 - i.

- c. Ontario
 - i.
- d. Prairies
 - i. Position not filled
- e. British Columbia
 - i. Position not filled

11. Confirm next meeting date

- a. Oct 11, Nov 8, Dec 13. Time set for 1pm Eastern.

12. Adjourn