

CFU Executive Meeting Minutes

Thursday, Oct. 12, 2017 @ noon PT / 3 PM EST

Location: www.canadianfreelanceunion.ca/hangout

Present: Leslie, Ethan, Nora, Michelle, Dave

Regrets: Amy

Guest: Roxanne

1. Adoption of Agenda

- a. M/S/C: Leslie/Michelle/Carried

2. [Minutes of Sept. 14](#)

Approved on Slack

3. Unifor Report - Roxanne

- a. Organizing
 - i. Postings are ready for 3 organizers: 1 in Toronto, 2 outside of Ontario
 - ii. Toronto pub night on October 11 -- 2 members came + Ethan and Roxanne

4. Projects Under way

- a. Coordinator position - [Draft 2 new contract](#)
 - i. Motion: Hire 2 organizers for 12-month contracts with commensurate hours adjustments outside of Toronto and a third organizer in Toronto who would jointly work as CFU's coordinator.
M/S/C: Nora/Ethan/Carried
 - ii. Hiring Committee volunteers - Ask on slack for volunteers by early next week, aim for 3
 - iii. M/S/C: To remove the mention of setting targets in section 4 b of the job description: Ethan/Leslie/Carried
 - iv. M/S/C: To accept as amended the job description: Ethan/Leslie/Carried
 - v.
- b. AGM (Nov. 14, 2017 @ 3 p.m. ET)
 - i. Oct. 18 - Nominations deadline
 - ii. Oct. 24 - Nominations Committee to send notice to members
 - iii. Nov. 7 - meeting agenda posted and emailed
 1. Mention that folks are welcome to submit bylaw change notices
 - iv. Nov. 14, 9 a.m. ET - directions for signing into meeting
 - v. Notice of motion for bylaw changes?
 - vi. Post AGM notice to website/FB with graphic - **Ethan**
 - vii. Set up GoToWebinar
 1. Nora is maintaining GTW account, and will set it up for this meeting
 - viii. Volunteer to handle technical side of meeting
 1. Dave volunteers to run the GTW site of the meeting
 - ix. Volunteer to take minutes
 1. Ethan will take minutes
 - x. Volunteer to handle elections
 1. Leslie will talk with Diana about this role
 - xi. Slides made for the meeting

1. Leslie will set up the slides
- xii. Calls to ensure quorum (min. 20)
 1. all board members of the board will commit to 90 minutes of calling before Nov 12th
 2. Ethan will build lists for folks to call from
 - a. Active members to make sure as many people as possible attend GM in English and then in French
 - b. And if we have time, we'll also call recent expired and other folks with technical problems
- c. Unifor to handle monthly dues withdrawals (Roxanne)
 - i. Form covering paying by installments being implemented on new website
 1. Direct debit or credit payments via Unifor
 - ii. Coordinator will have to communicate with Unifor to ensure the installments
- d. GoToWebinar charges (Roxanne/Nora)
 - i. Nothing to report at this time
- e. Website overhaul update (Michelle)
 - i. Things are on target with our timeline as set out in the contract.
 - ii. Since October 3rd David has been working on the CFU site.
 - iii. Currently working on getting the new site structure and all the content needed for the site first, and then design it in a working prototype. Currently implementing the custom search bar in the main navigation, as well as the members-only navigation.
 - iv. Design should be completed in the next month (before November 11th).
 - v. David is waiting for any new text and content (images, or other) that will be going on the new site complete with translation.
 - vi. We need to figure out volunteer roles, and interest, to redesign our volunteer page. <http://www.canadianfreelanceunion.ca/getinvolved>
- f. Template Contract (Ethan)
 - i. Waiting on response from Unifor lawyer department to comment on how to condense the sample contracts into one
- g. Rate card (Nora)
 - i. Unifor research department is finding rate ranges for 5-6 sectors
 - ii. Soon we will be able to offer the members to comment via a survey on those ranges hopefully in January
- h. Guide to getting paid (Diana)
 - i. Diana not present
- i. Factsheet on Employment Insurance and CPP (Roxanne)
 - i. Unifor research is on the case but we're waiting on updates.

5. New business

- a. Lists of volunteers

- i. When calling happens, tags should be looked at for folks who signed up to volunteer, ask for communications volunteers to test the new website

6. President's report

- a. Forwarding new/renewing member notifications to directors
- b. Talked to members about problems with Paypal, press cards, etc.
- c. Prepared a couple of press cards and a couple more requests expected soon.
- d. Attended meeting re. staffing/organizing plans for next term.
- e. Sent out AGM email to 5 regions (thanks to Unifor for translation)

7. Vice-President's Report

- a. Led an attempt to have an ontario meeting, 2 new members attended
- b. Been monitoring the inbox

8. Treasurer's Report

- a. NS Federation of Labour membership has been caught up

9. Reports from Regions

Atlantic: None

BC: Not present

Ontario: Not present

Prairies: None

Quebec: None

- 10. Meetings 2nd Thursday of the month at noon PT**
Next meeting: **3 pm ET, Nov. 9**

11. Adjournment at

- a. M/S/C:Dave/Michelle/Carried

