

The Association of McGill University Support Employees

Public Service Alliance of Canada local 17600

2012 Annual Report

presented at the 4th Annual General Meeting on January 31st, 2013



The Association of McGill
University Support Employees

Le Syndicat des employé(e)s occasionnels
de l'Université McGill



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Executive Committee Report

prepare by Jaime MacLean, President

Introduction

The past year has been an important time for AMUSE. Last February the second Executive Committee was elected and the following week signed an Agreement in Principle after almost a year of bargaining with McGill, including two months of conciliation with the Labour Board.

The last year has been spent on two main projects: continuing outreach to the membership in order to distribute information about the Collective Agreement, and implementation of the agreement by working with Human Resources at the university and doing research with information from the university. Outreach and mobilization became very important in the implementation of the agreement due in part to the nature of our membership: since we have members working in nearly every department and building on both campuses it can be very difficult to find cases where the Collective Agreement is not being implemented correctly therefore outreach and education are extremely important to maintaining our agreement.

Another important development of 2012 was greater member involvement. In previous years we have struggled to maintain quorum at Board meetings and to find Stewards, however throughout the year our number of Delegates to the Board (Chief Stewards) and Stewards have grown steadily. This higher member involvement has led to the need for By-Law changes to adapt to the growing structure of our union.

The union's growth has also been physical - in May we began renting an office space off campus which we share with AMURE (the Association of McGill University Research Employees). Previously the AMUSE office was located in the MUNACA building, which the MUNACA Executive Committee and office staff were kind enough to offer us, however we were quickly outgrowing the space available. The larger space has allowed us to spend more time working together and involve members in the everyday activities of the union, as well as holding events in the office space such as film screenings. The long term goal is to create a community space where members are comfortable visiting during regular office hours.

I. Executive Committee (February 15th 2012 - January 31st 2013)

The Executive Committee was elected at the AGM in February 2012, with an Interim Communications and Secretariat Officer appointed in May by the Board of Representatives. The members were:

Jaime MacLean (President)

Derek Tyrrell (Vice-President)

Andrea Clegg (Communications and Secretariat Officer - resigned May 2012)

Justyn Teed (Treasurer)

Jessica Rozon (Interim Communications and Secretariat Officer - appointed May 2012)

In the spring two significant advances caused duties of the Executive Committee to change: signing the Collective Agreement and moving to a new office space. The biggest changes have been for the Labour Relations Officer and the Treasurer, as these portfolios are affected the most.

The increased stresses on the Labour Relations Officer are caused by a higher volume of email correspondence which consists of answering questions from members (in addition to meeting with members in person), contacting Human Resources about recurring problems, and communicating with our PSAC advisor. The end of bargaining also meant that Labour Relations Committee meetings with HR resumed with much of the preparation on the shoulders of the LRO. In addition to labour issues, coordination of Stewards is also in the LRO portfolio which is an added weight and with the addition of many new Stewards the duties of the LRO became disproportionately heavy. In an attempt to share some of this work, some of the responsibilities for coordinating Stewards could be shifted to the Vice-President portfolio (and this recommendation is included in the AGM motion for By-Law changes).

II. Mobilization

a. Implementation of the Collective Agreement

Since the beginning of the Executive Committee's term the main task in terms of mobilization has been to educate and inform the AMUSE membership of the details of the Collective Agreement, in a way which is easy to understand and relevant to the variety of workplaces at the university. The problem that we are always facing is that we have over a thousand members working in different departments and buildings across both campuses, often working irregular hours. When we do outreach we are trying to not only inform members about the relevant details of the Collective Agreement, but educate members about the union and how the union works as many of our members have never been part of a union before or may not even realise that they are unionized before receiving a newsletter or being visited by an AMUSE Outreach worker.

When the agreement was first signed we worked to create print materials that could be distributed as well as materials that were easily accessible on our website, with the hope that members could easily access information online.

b. Outreach Team

During previous years we found that the best way to reach members is to visit them in the workplace, a method which we began to refer to as 'door-to-door' outreach. In the Winter of 2012 the previous Executive Committee hired Outreach Workers in anticipation of the Annual General Meeting and the ratification vote. After both of these events were over we found that it would be useful to do continuous outreach with a team of Outreach Workers who are knowledgeable in regards to the agreement and are able to introduce members to the union as well as relevant sections of the agreement. This became an important way to check whether members were receiving newsletters, and whether the Collective Agreement was being applied appropriately.

Recommendations: The best method moving forward is to have Outreach Workers prepared to do outreach every new term, as there is a significant number of new members at the beginning of each term.

III. Bargaining

The AMUSE Bargaining Team signed a Tentative Agreement on February 22nd, 2012 after nearly a year of negotiating, including two months of conciliation with the Labour Board. The Bargaining Team achieved all six of bargaining priorities, which were approved by the membership in a General Meeting in November 2010. These priorities were: fair wage increases, priority for AMUSE members for contract renewals/promotions, written contracts, paid overtime, paid sick leave, “closed shop” (ensures that all members of the bargaining unit are members of AMUSE).

This Tentative Agreement was ratified in a General Meeting on March 15th, 2012 by 96% vote in favour, and then signed on April 20th, 2012 (taking effect immediately).

Recommendations: Since the agreement was signed there have been many recurring problems, as well as areas that we can already see in need of improvement. A Standing Bargaining Committee could be formed to meet periodically between periods of negotiating to keep track of the areas. A Standing Bargaining Committee would be lead by the Labour Relations Officer and ideally be composed of several Stewards who would be able to talk to members in their areas about ways in which the current agreement could be improved upon during the next round of bargaining.

IV. Labour Relations

prepared with Amber Gross, Labour Relations Officer

The main task of the Labour Relations Officer (LRO) was to act as a liaison between McGill Human Resources (HR) and the membership, to provide advice and advocacy when problems arose in the workplace affecting casuals. This year, the role of the LRO expanded with the signing of the new Collective Agreement (CA), as our memberships' working conditions, rights, and rates of pay changed on April 20th, 2012 when the agreement was signed. Questions and problems usually came to the LRO's attention after membership contacted AMUSE directly, usually by emailing the LRO or the Communications Officer. Other times, problems came to our attention during informal discussions with members at AMUSE events, like drop-in coffee hours on campus, or through contact with an outreach worker. Individual questions tended to focus on issues of compensation, as HR adjusted to the Collective Agreement and raised members' rates of pay. The LRO usually received questions like “am I being paid enough?”, and would reply to the member, letting them know what they should expect their hourly rate to be and explain that they were also entitled to retroactive pay, if applicable. Members were usually comfortable bringing the issue up with their supervisor, but would follow up with the LRO if there were further questions or if seemed the problem should be advanced to the Labour Relations Committee (LRC), which met every month, or to a grievance.

LRC meetings functioned as a space of discussion between HR and AMUSE each month. Typically, the LRO, the President, and AMUSE's PSAC advisor, Jean-Michel Fortin, would attend and meet with Alexandre Coutu from Employee Relations. AMUSE set the agenda, which usually brought up several questions from membership that needed further investigation or action from HR, like pay adjustments. Additionally, the agenda contained items related to the collective agreement and HR's associated responsibilities; for example, AMUSE often brought up questions about the progress of Appendices C and D, which stipulate the formation of a committee to provide certain members with ID cards and library access and providing members access to other employee benefits. Another recent point of discussion has been McGill's ability to provide AMUSE with office space, a point on which HR is supposed to update us three times a year. AMUSE has unfortunately found the LRC meetings to be unproductive on these items that the collective agreement left unresolved (the appendices stipulate that AMUSE and McGill would work on these issues after the signing of the agreement), as HR does not seem to be taking much action outside of the LRC. Over the past two meetings, however, AMUSE has put significant pressure on HR, and will begin to meet with HR separately from the LRC meetings to deal with these items. Another item from the CA, the establishment of Hiring Units, has gone back and forth between the union and HR for half a year, but seems to be moving towards resolution soon. The incoming LRO will have to be prepared to maintain and increase AMUSE's pressure through the next few months, and focus on direct approaches to the labour and collective agreement problems AMUSE has encountered this year.

The LRC was also a space to discuss specific, serious workplace problems for individual members. Typically, these discussions were about a member who was fired from their job. In some instances, the member would accompany the LRO to a separate meeting with HR, and then their case would be discussed via email and during the next LRC. Often the conflict arose between the member and their supervisor. In these cases, central HR would usually intervene with the supervisor or the HR representative in that department, who would join the discussion and in some cases address the situation to the member's satisfaction. In a few instances, AMUSE found itself in the unfortunate position of having no recourse to labour law or to any provision in the collective agreement, such as with a termination of a contract, and the best we could do was negotiate for a letter of recommendation from the member's supervisor. In other situations, meetings with HR have led to reinstatement of the member's position, or with the member deciding they would prefer to resign. In all cases, the LRO, AMUSE, and PSAC tried as much as possible to follow the guidance of the member, and aim for the resolution that the member had asked for. While AMUSE on many occasions entered into step one of the grievance procedure outlined in Article 12 of the CA, only once did a problem advance to the point where a grievance was filed on behalf of a member during the past year.

The issues faced by the LRO have greatly increased from 2011, as was expected after the signing of the CA. For example, discussions with HR are more regular, and LRC meetings typically have a substantial agenda and there are many items that take more than one meeting to resolve. The increased volume of items needing attention is something that requires significant time commitment – this has been a difficulty for the LRO as well as for HR. The biggest challenge for the upcoming years may be the ability of the LRO to deal with the day-to-day questions of membership and daily tasks while also increasing our ability to be a priority for HR. As a new union still working to get our bearings, it is often too easy, it seems, for HR to not

take AMUSE members and the union seriously, and not prioritize taking quick action on issues the union has brought to their attention. The incoming LRO could improve this situation by being more willing to file grievances when encountering problems with HR, and stepping up pressure on them to resolve issues quickly.

Employee Group Meetings with the University Administration

Over the course of the year Michael Di Grappa, the Vice- Principal (Administration and Finance), called several meetings with Employee Group Presidents (ie. labour unions and employee associations at the university). Lynne Gervais, Vice-Principal (Human Resources), and Robert Comeau, the Director of Employee Relations, were also present at these meetings.

June - Workforce Planning Initiative

In June Mr Di Grappa met to discuss the Workforce Planning Initiative, which is a project at the university in response to bill 100 which was passed through the National Assembly in 2010 and called for public institutions to reduce administrative spending through attrition (ie. for every two voluntary departures the university will only hire one replacement). The project affects administrative staff in that if an employee voluntarily resigns or retires their department would have their budget cut by 50 per cent of the employee's salary. The administration claimed during this meeting that this would mostly affect MUNACA and M level employees and not affect AMUSE members, however a foreseeable result may be that departments hire casual employees to fill in where a permanent employee has left as casuals can be paid at a lower rate.

November - Permanent Protocol

Mr Di Grappa called another meeting in November to discuss the draft of a permanent Protocol Regarding Demonstrations, Protests, and Occupations on McGill University Campuses. This protocol limits the ability of anyone to demonstrate on campuses. Unfortunately, Human Resources mailed an invitation marked 'confidential' to the PSAC Montreal Regional Office and not directly to the AMUSE office, and we did not receive until late in the afternoon on the day that the meeting was held. Executives of AMURE and AGSEM were also unable to attend because of similar scenarios. AMUSE released a statement denouncing the protocol with AGSEM and MUNACA. This was later reported on by The McGill Daily, Le Delit, and The McGill Tribune.

December - Budget Cuts

In December Mr Di Grappa called a meeting to discuss cuts to university finances that were announced by the provincial government. At that point in time the Board of Governors of the university had not yet met to discuss a course of action and very little information was shared. The amount cut was approximately 20 million dollars.

January - Budget Cuts

In a follow up to the December meeting, Mr Di Grappa discussed the Board of Governors' decision to run a deficit for the current fiscal year and make cuts the following year. The way in which the cuts will come about are unclear. Different units of the university will make cuts to suit their individual needs.

Meeting with Heather Munroe-Blum, January 2013

A meeting has been called for Tuesday, January 29th with Principal and Vice Chancellor Heather Munroe Blum to discuss budget issues.

Article 39 CRT with AGSEM

At the end of September AMUSE received notice from AGSEM that they were filing to the Labour Board under article 39 of the Quebec Labour Code, which regulates union memberships and is often when a union finds that members have been excluded from their bargaining unit. AGSEM's request was for "office assistants" who were part of AMUSE to be included in AGSEM Unit 2 (Invigilators).

Shortly after we received the request, a member of the AGSEM Unit 2 Bargaining Team explained the context: Invigilators were in negotiations for their first Collective Agreement with the university, however negotiations were stalled because of a disagreement on the bargaining unit. AGSEM argued that a small number of employees working in Exams as "office assistants" should be included in the bargaining unit. The AMUSE Executive Committee discussed this issue and did not wish to disagree on the point. However, at the end of November without consulting or even notifying any member of AMUSE our advisor and lawyer with the PSAC filed a request under article 39 of the Labour Code for all members of AGSEM Unit 2. The AMUSE Executive Committee was informed of this action when a member of the AGSEM Unit 2 Bargaining Committee contacted us. As an Executive Committee we wrote a letter to our advisor and lawyer at the PSAC to denounce their actions and especially lack of consultation and respect for the local. The reasoning for the PSAC to take such an action lies in past history between CSN (Conseil Syndicale Nationale, the parent union of AGSEM) and PSAC, as CSN recently attempted to raid a PSAC union at the University of Montreal, however because of this incident both AMUSE and AGSEM reaffirmed their positions that we stand together as unions at McGill and value our mutually solidarity more than past disputes between our parent unions.

The issue was resolved in a hearing at the Labour Board on December 18th with the agreement that anyone working as an office assistant in the Exams hiring unit who works invigilation shifts during their contract will be a member of AGSEM while they work as invigilators and a member of AMUSE while they work as office assistants in exams.

In the future we need to demand more clear and consistent communication from the PSAC, and follow through with this on our end as well.

V. Communications Report

prepared by Jessica Rozon, Interim Communications and Secretariat Officer

I was voted in as Interim Communications and Secretariat Officer at the AMUSE Board of Representatives meeting on May 14, 2012. Since assuming the position I have

- maintained updates on the AMUSE website
- prepared and sent out numerous AMUSE newsletters
- contracted out the translation of newsletters and other union documents from English into French
- taken minutes at

- the AMUSE Board of Representatives meetings
- the AMUSE Executive Committee meetings
- participated in the decision-making processes of the union as a member of the BoR and the Executive team
- oversaw the *communications.amuse* gmail account

Website

The AMUSE website has been kept up-to-date and includes more information than last year. We continue to occasionally hire a website designer, Forrest Higgins, for small changes that require html knowledge, such as the multilingual plugin to enable the website to be hosted in both French and English. Additional website pages and information include

- an updated bilingual banner
- an updated *Casual Employee's Guide to Working at McGill* (in English and French)
- newsletters, in English and French since September 13, 2012
- Salary details for MUNACA replacement employees
- "Know Your Rights" – a guide outlining the basics of the Collective Agreement
- an instructional video on how to access and understand a pay stub
- "Meet Your Stewards" – a collection of testimonials from AMUSE stewards
- a "Solidarity" tab, which includes the AMUSE Discretionary Fund Policy
- a "Committees" tab, which includes minutes from the Equity Committee and a report from the Dues Committee
- office hours of the Executive Committee

Newsletters

Our newsletter is sent out 2-4 times per month and is likely reaching 85-90% of our membership. In September 2012 we received a list of AMUSE members which included their email addresses. This has drastically increased our success in reaching the union membership via email communications. *Bounced* email rates have drastically diminished since last year, when this information was not provided to us. However, there is a considerable lag in receiving these lists from the university, which can result in the provided email address lists becoming outdated by the time we receive them.

AMUSE Newsletter: Viewer Stats since Jan 2012

Date	Newsletter title	Emails sent	Emails viewed
February 23, 2012	Tentative Agreement Signed! + Results from AGM	821	174
March 2, 2012	Summary of AMUSE Tentative Collective Agreement (2012-2015)	787	190
March 19, 2012	Collective Agreement Ratified by AMUSE Membership	1164	253
May 10, 2012	Collective Agreement Signed and More News	1329	292
May 10, 2012	CALLOUT for Interim Communications and Secretariat Officer for AMUSE	1209	297

May 30, 2012	Opportunities to join new committees, collective agreement and more!	2521	531
July 9, 2012	New Office Location, Summer Office Hours, and Employee Classifications	1202	291
July 23, 2012	CALL OUT: Hiring French Translator	1191	269
August 4, 2012	Movie Night and Special General Meeting	1192	189
August 16, 2012	CALLOUT for AMUSE outreach worker	1186	283
September 4, 2012	Inter-Union Council Movie Night: Friday, Sept 7, 2012	223	54
September 13, 2012	Getting involved with your union	430	109
September 24, 2012	Fall Office Hours	1417	355
October 2, 2012	Coffee Break at Macdonald Campus	1409	320
October 9, 2012	Special General Meeting Wednesday October 10	1801	484
October 22, 2012	Motion passed at the Special General Meeting	1853	490
October 31, 2012	Coffee Break this Thursday!	1861	468
November 5, 2012	Event this Thursday: A Quieter Form of Austerity	1837	410
November 26, 2012	Coffee with AMUSE this Monday!	1961	465
January 9, 2013	AMUSE Annual General Meeting	2003	500
January 13, 2013	Upcoming events with AMUSE	1988	456

French Translation

In Summer 2012 the Executive team decided that we wanted to increase the bilingualism of the locale in order to better represent our union as an organization in Quebec, and largely to provide our French-speaking membership with increased French reading options. Derek (VP) and I hired an internal translator in September 2012, Nadine Lombardo-Han, who is still currently taking care of translations. The newsletters since September 13, 2012, as well as the AMUSE Handbook, the Discretionary Fund Policy, and other documents have been translated. The website in its entirety remains to be translated.

Varia

I took minutes at the Board of Representatives meetings and Executive meetings from July 2012 until January 2013. As well, I responded to emails from members and forwarded requests for specific information to the appropriate members of the Executive team. In summer 2012, AMUSE obtained its own office, for which I moved office equipment, purchased and installed furniture.

VI. By-Laws

As AMUSE is a growing union, we have made changes to our By-Laws in the past and it is the same case for this year. The growing structure of the union, the growing responsibilities and work loads of the Executive Committee, and the growing member involvement are all aided by By-Law updates. Since AMUSE has a high turn over of membership as well as Stewards and Executive Officers By-Laws that are easy to follow are important for consistency.

Near the end of the Summer it became apparent that By-Law changes were needed, especially in the context of a growing Board of Representatives. We attempted to hold By-Law Committee meetings, however there was little interest from members so I worked on them alone, seeking advice and opinions from other Executive Officers. A proposal for changes was distributed at the November Board meeting, followed by a consultation session where members were invited to drop in and discuss the changes. The By-Law changes were then approved in the January 2013 Board meeting to be voted on at the AGM.

The bulk of the changes concern the Board of Representatives, and Stewards and Committees. The previous year the Board was much smaller and had found that it was most useful for membership to be open, and for any member in attendance to have voting privileges, however as more members became interested in becoming Delegates to the Board this model stopped working (as the number of members interested in becoming delegates outgrew the capacity of a functioning body. The proposal is to fix the number of Delegates at twelve (for a total of seventeen members, including the Executive Committee). Other proposals for the Stewards and Committees sections of the By-Laws are clarify the responsibilities of Stewards and committee members.

Other significant changes are to the Executive Committee duties (as discussed in the “Executive Committee” portion of this report), in addition to a proposal to set a quorum of 20 members in good standing for General Meetings.

VII. Inter Union Council

The Inter Union Council has been very active over the past year, and extremely helpful for AMUSE as a young union with a new Collective Agreement. The IUC continues to share experiences and advice in working with the university administration for the best interest of employees. This solidarity continues to be very important and has come from a very strong background after the MUNACA strike in the Fall of 2011.

Some of the projects of the Inter Union Council over the past year include: a Year In Review publication looking back at the 2011-2012 academic year and the MUNACA strike as well as student activism on campus, actions against the permanent Protocol Regarding Protests, Demonstrations, and Occupations on McGill University Campuses, and a Labour Conference scheduled for March 2013. Moving forward, there has been a proposal from MAUT (McGill Association of University Teachers) to form a Citizen’s Council to discuss political issues on campus that affect students, faculty, and employees together.

Recommendations: This past year I was the only regular attendee of Inter Union Council meetings, which is in the President portfolio as it is external to AMUSE, however other members of AMUSE (Executive Officers as well as Stewards) could benefit from attending and taking part in IUC projects.

VIII. PSAC (National Convention, CQSU, CRM)

The PSAC National Convention

The 16th Triennial PSAC National Convention was held in May in Ottawa. Locals of the PSAC are allocated space for delegates based on their membership and AMUSE was allowed three delegates. Justyn Teed (Treasurer), Amber Gross (Labour Relations Officer), and myself attended as delegates (there is also room for observers and guests at the convention).

This year the convention hosted over 500 delegates and almost 300 observers from across Canada. The majority of the delegates were from Components with the PSAC, as the majority of members of the PSAC are structured in Components. Many of the delegates from Directly Chartered Locals (DCLs) were from the university sector, the majority from Quebec.

The convention was structured into Plenary Sessions, chaired by the National President, where each Committee gave their report and delegates voted on resolutions, and caucuses for Components, Regions, and Committees.

For every National Convention resolutions are submitted and then reviewed by the designated committee. These committees are the Collective Bargaining Committee, the Constitution Committee, the Finance Committee, and the General Committee. Committee Chairs and Vice Chairs are appointed by the National President, and delegates for the committees are nominated by Components, Area Councils, Directly Chartered Locals and, and other committees (for example, equity committees). Each committee reviews the resolutions that have been submitted and prepares a report recommending resolutions that have been submitted and prepares a report recommending resolutions for concurrence or nonconcurrence, and identifying priorities. The committee may amend some resolutions, or recommend concurrence fo select resolved clauses.

The resolutions most relevant to AMUSE were concerning changes to the PSAC structure that would affect DCLs. All of these either failed or were tabled, after much campaigning by delegates and observers from DCLs. The majority of these resolutions were formed without consultation with DCLs and if passed would have had negatives consequences for our everyday operations as well as long term autonomy. This is largely to do with the structure of the PSAC, which was founded on the Component Structure, where employees in the public sector are unionized based on department and profession. For example, everyone working for Parks Canada across the country is organized into the same component with the PSAC, and each local works with their component's office directly. When a group of employees is unionized by the PSAC and they don't fit in to an existing component, they create a new DCL. DCLs work directly with their Regional PSAC office in organizing, bargaining and every day advising.

Another motion which was relevant for AMUSE membership (and many university sector unions) was from the Finance Committee and regarding compensation for training for members with precarious and atypical status (ie. casual or part time workers). This resolution is relevant to university sector unions, where many members do not work full time hours. This resolution would have modified the current liberation structure for PSAC training courses, where members are liberated based on their hourly wage as well as their average work week to a structure where atypical members are remunerated for time spent at a training course. Unfortunately there was not time to discuss and vote on this motion at the convention.

Conseil québécois des syndicats universitaire (CQSU)

The CQSU is a committee of the PSAC for university sector unions in Quebec. Membership is voluntary, and if we were to choose to join we would need to pass a motion at a General Meeting and pay a portion of our membership dues to the CQSU. At this point in time the Executive Committee is still working to establish the union and focusing on implementing the Collective Agreement and does not necessarily have the resources to participate in the CQSU, however it is an issue that should be revisited consistently as sharing information and solidarity among other university sector unions is useful.

Recommendations: As a national union that primarily serves employees in the public sector, the PSAC often lacks relevance for the university sector unions, especially AMUSE as a union whose members are often young workers. While most members of the PSAC are worried about pensions, the concerns of our membership are mostly to do with precarity and rate of pay. While it is difficult to prioritize attending meetings that are not always relevant to our membership, AMUSE should continue to urge the PSAC and our representatives in the PSAC to contribute resources to the issues that affect our members.

Financial Report

prepared by Justyn Teed, Treasurer

The last year has been one of a lot of changes and revaluation. A large part of my work this last year has been occupied with making a successful transition from a newly begun union to one that has achieved substantial growth, has expanded its operations, and that has signed a collective agreement.

Our office

Prior to the summer of 2012 we were lucky enough to have had MUNACA allow us to use one of the small rooms in their office space as our temporary office. At the time involvement in the union amounted to the executive team and a small group of stewards, so we were able to make do, but it became increasingly apparent that we needed our own space and a larger space at that. We strategically chose to combine resources with another union on campus, AMURE, and we now share an office space with them which allows us to share costs like rent, utilities, printing, etc.

Discretionary funding

Another change this year has been the creation of a discretionary fund which allows us to share resources and maintain solidarity with other groups in a far more transparent, organized, and accessible manner. The Discretionary fund allots 300 per month for a total of 3600 a year with both of those amounts rolling over in order to compensate for varied volume in requests. This year some of the projects our allies have worked on with our support have included:

- The creation of a hotline by the Southwest Solidarity Network which aims to increase worker and resident solidarity in the Southwest of Montreal.
- A postcard campaign run by the by-and-for Québec trans health group, *Action santé travesties et transsexuel(le)s du Québec (ASTT(e)Q)*, which provided empowering role models standing up to violence as well as concrete anti-violence resources for trans people.
- The organization of a rights education workshop by the Immigrant Workers' Centre
- The printing of School Schmool, an alternative student agenda, and the organization of Rad Frosh by QPIRG McGill.
- A solidarity Strike Fund for striking Fredericton Airline workers

Dues change

Additionally, after looking at the unions projected expenses, it was decided that the dues should be lowered so as to minimize the amount of dues members would be paying while also ensuring the financial stability of the union and through the collaborative work of a committee it was decided to lower the dues from a rate of 1.7% to 1.57%.

Timesheet Video

Another exciting project this year has been the creation of an instructional video explaining how members can access their timesheets through Minerva as well as how they can use the different information provided there to make sure their rights are being respected in their workplace. If anyone has not yet seen the video it can be found on our website.

PSAC Loan Repayment

At the beginning of AMUSE’s organizing on campus, our parent union, the Public Service Alliance of Canada (PSAC), extended to us a 15,000 start-up loan which we would have to pay back once we had signed a collective agreement with the University. Our repayment plan allows us to repay the loan over a 6-year period with \$250 payments per month. Repayment deductions from member dues collected by the PSAC began with the September dues (which are processed in December) which mean that we have completed one payment leaving our remaining loan balance at 14,750.

Income statement

Income		\$ 69,992.12
Expenses		\$ 56,184.30
Amount remaining from previous year.		\$ 3,589.46
Cash Balance		\$ 17,397.28

Balance sheet

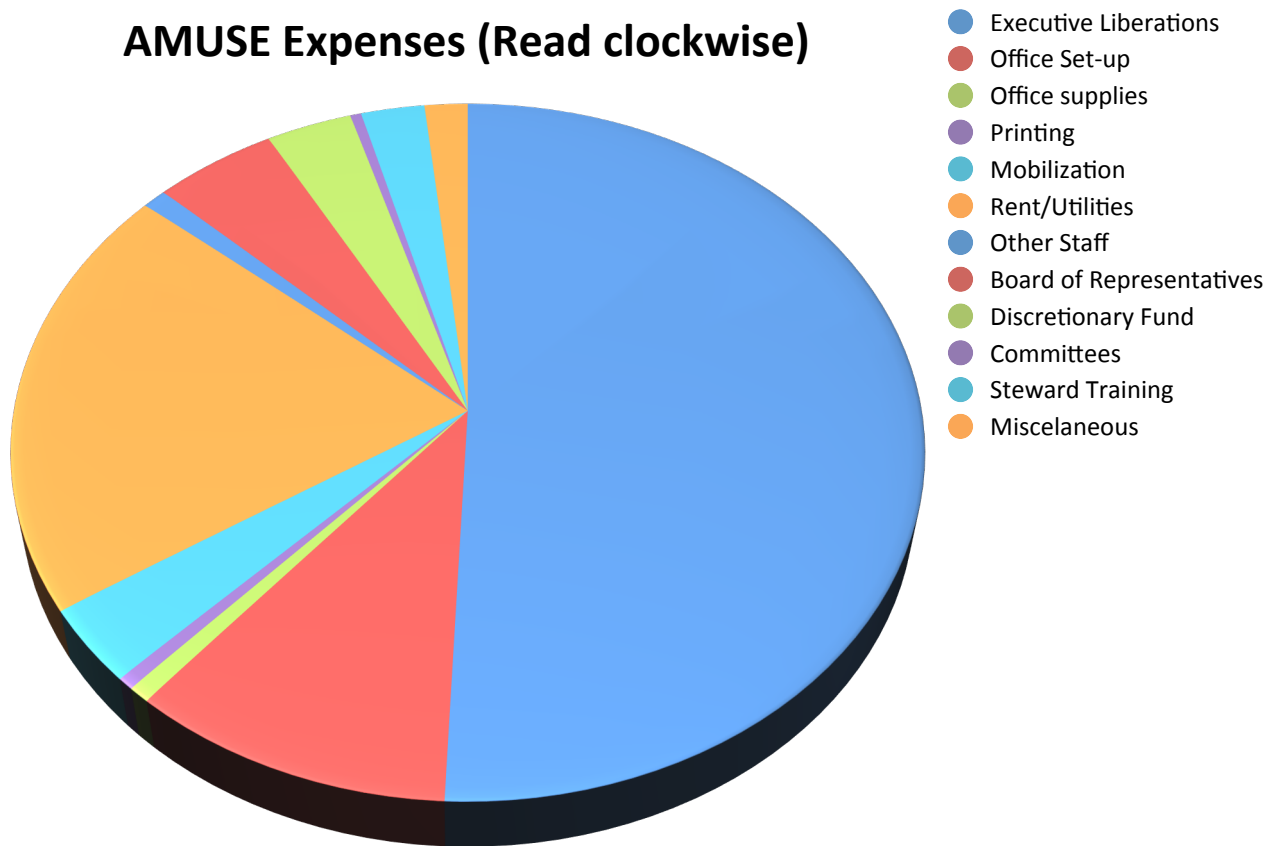
Assets		
Cash		\$ 17,397.28
Liabilities		
PSAC Loan Payable		\$ 14,750
Fund Balance		\$ 2,647.28

Expenses Breakdown

Executive Liberations	28,498.19
Office Set-up	5868.52
Office Supplies	404.13
Printing	302.92

Mobilization	1,956.97
Rent/Utilities	11392.85
Other Staff	531
Board of Representatives	2723.34
Discretionary Fund	1,900
Committees	242.03
Steward Training	1,409.31
Miscellaneous	955

AMUSE Expenses (Read clockwise)



The following will be a brief explanation of what each category of expenses entails.

Executive Liberations are the hours each executive member has worked throughout the year on projects specific to their portfolio. Part of these expenses are offset by funds given to us by the University pursuant to Article 10.8 of our collective agreement.

Office Set-up expenses include all expenses related to outfitting our office such as purchasing office furniture, office technology and programs, and other necessities.

Office Supplies expenses include stationary as well as any other recurring office basics cost.

Printing expenses includes paper and any other costs related to printing in our office as well as any additional printing that was not mobilization related.

Mobilization costs were related to the hours worked by our mobilization workers and any costs associated with the events they organized such as movie nights and samosa events.

Rent/Utilities represent our rent, internet and phone, web hosting, and listserv costs.

Other Staff expenses represent hours worked by our translator, web editor, and office cleaner.

Board of Representatives costs include honorariums for participants and dinner.

Discretionary Fund costs are the solidarity funds given to support community projects.

Committee expenses represent the hours worked by committee members as well as any other associated costs.

Steward Training expenses include liberation for participants, lunch, workshop honorariums, etc.

Miscellaneous expenses include registration fees, gas or parking expenses, etc

Recommendations

Now that we are a more established union, I believe that ensuring transparency, accountability, and efficient organization of our finances are some of the key goals for the upcoming year.

Ways of achieving these goals could include a finance committee and evolving financial guidelines and procedures.

Board of Representatives Report

prepared by Jaime MacLean, President

The Board of Representatives is the governing body that holds the Executive Committee accountable on a regular basis, and is obligated to meet once every two months. This year the Board of Representatives was chaired by David Howden and the Vice Chair was Jenna Hornsby. The Board regularly discusses taking positions on issues, funding requests, and the best course of action to take in matters outside the jurisdiction of the Executive Committee.

This year saw an increase in members of the Board, with a regular group of Delegates in attendance at every meeting. As more members became involved and the regular duties of the Board grew, the Delegates decided to enter a trial period during the Fall semester, holding monthly meetings as opposed to bi-monthly.

In the past the union has received requests from community groups for funding, so this Summer we decided to develop an official policy on discretionary funding in the attempt to be transparent and open to all. Justyn Teed, Treasurer, wrote the policy over the Summer and the Board approved the policy with amendments in the Fall. The policy is available on our website and has been functional for the Board. For more information on the groups that have received funding under this policy see the Financial Report (page 14).

Another role of the Board is to take positions on relevant issues. In 2012 the Board discusses the Quebec Student Strike and Bill 78, deciding to take a position in support of the student strike and in opposition to Bill 78. The Board also made the decision to sign on to a letter to Michel Arsenault, President of the Fédération des travailleur(e)s Québécois (FTQ), written by SÉTUE (a PSAC union at UQÀM) regarding comments made about the Quebec Student Strike. All official positions are available on the AMUSE website.

Recommendations: Over the next year the Board should continue to discuss the major issues that affect the AMUSE membership, but should also make an attempt to be more involved in the day to day work of the union by encouraging committees to become more active and take on more responsibilities. This Fall the Board discussed taking a position on the Boycott, Divestment, and Sanction movement for Palestine and held a reading group, but didn't revisit the issue. I would recommend that the Board continue to discuss this idea.

Committee Reports

Introduction

prepared by Jaime MacLean, President

In 2012 AMUSE was able to start committees working more actively than we have before. The Dues Committee addressed the issue of reviewing the union's dues structure, the Mobilization Committee began to get Stewards more involved in organizing union events, and the Equity Committee began discussing ways in which AMUSE can reach out to more members.

All of the committees which began working this year have a lot of potential to involve members in the day to day activities of the union, as well as bring in fresh ideas and give Stewards new ways to improve their workplaces. One of the ways in which the union struggles is that we are always trying to engage with our membership, which is made harder since there is such a high turnover every semester. Committees and Stewards could contribute greatly to this and take much of the pressure off of the shoulders of the Executive Committee.

Dues Committee - Final Report

prepare by Chelsea Rogers, Dues Committee Chair

Mandate

The AMUSE Dues Committee was struck in order to determine the appropriate percentage of dues to be paid to AMUSE by each McGill Casual Employee. The goal of the committee is to minimize the amount of dues collected from each member while ensuring the financial stability of the union. The committee is responsible for looking into the statistical information and implications of the projected dues rate and recommending the lowest rate that will sustain the union's operations, while also preserving union members' best interests.

The current dues rate is 1.7% of each casual employee paycheck, which is 0.2% above the minimum rate of 1.5% recommended by the affiliated PSAC. The committee will ascertain the rate, at least 1.5%, that is the most financially viable and equitable.

Available Information and Considerations

In order to make a recommendation to the Board, the committee needs to estimate how much money would be raised by setting the dues at any given amount.

The information and issues currently at hand:

- The global salary paid to AMUSE members 2 years ago: \$11,200,000.

In general, the global salary goes up by 11% each year, but starting this year, McGill is going to decrease administrative costs by 3%. Since the impact of this policy on AMUSE members is unknown and thus precise numbers are unavailable, the committee will do its best to calculate union costs and income based on the available data.

- PSAC regulations concerning dues; 0.9% of all salary to be paid to PSAC
- AMUSE's previous expense information and projected budget

Information that is missing and needed:

- More recent global salary information

As per the collective agreement, McGill is supposed to give us lists of members and their salaries, but they have not done so yet. If that information becomes available before a general assembly is held, the committee will incorporate the data in the report and the recommended dues rate may be changed. An ATI request has been filed with McGill to get the information but it may not be available before the fall.

Projected Budget

Establishing a budget for AMUSE is paramount to making any decisions on dues rates. Data from previous years' expense reports and expected future costs were used to build a preliminary budget for the next fiscal year. The budget will take into account fixed costs (rent, utilities, and internet/phone) and variable costs (liberations, mobilization, committees, supplies, and committee/executive meetings) and other miscellaneous costs. There is also a \$15,000 loan from PSAC to take into consideration.

The income from dues at certain rates between the current rate and the minimum rate has been calculated as well, in order to decide which rate would provide enough revenue to cover costs and avoid a large surplus.

Using these two tables, it was decided that a rate of 1.57% would allow the union to cover all annual costs and have a surplus in case of unexpected expenses in the future. It should also be noted that costs shaded in gray are not current costs. The possibility of hiring an office worker has been considered, but the exact terms have not been decided. There may also be an extra member of the executive if the labour position is split in two. These costs have been included because this budget is intended to be a plan for the future. The loan from PSAC has also not been included here, because we expect any change in dues to take a few months to come into effect, and during that time, the extra revenue from the current dues structure can be put towards the loan. The budget will be re-evaluated in a few months once we know the new dues revenue to make sure it is sustainable.

AMUSE Projected income:

Global Salary (2009) : \$11,200,000.00

Dues Rate	1.5%	1.55%	1.57% (recommended)	1.6%	1.7% (current)
PSAC portion 0.9%	\$100,800.00	\$100,800.00	\$100,800.00	\$100,800.00	\$100,800.00
AMUSE portion (0.6-0.8%)	\$67,200.00	\$72,800.00	\$75,040.00	\$78,400.00	\$89,600.00
Total	\$168,000.00	\$173,600.00	\$175,840.00	\$179,200.00	\$190,400.00
Additional income	\$7,800.00	\$7,800.00	\$7,800.00	\$7,800.00	\$7,800.00
AMUSE Revenue	\$75,000.00	\$80,600.00	\$82,840.00	\$86,200.00	\$97,400.00

Budget

Type of Expense	Hourly Rate	Hours/Month	# of People	Additional Cost	Monthly Expense	# of Months	Total
Rent					\$862.00	12	\$10,344.00
Internet					\$40.00	12	\$480.00
Printing					\$50.00	12	\$600.00
Mailing List					\$30.00	12	\$360.00
Office Supplies					\$25.00	12	\$300.00
Miscellaneous					\$25.00	12	\$300.00
Discretionary Fund					\$300.00	12	\$3,600.00
Committees	\$13.00	3	4		\$156.00	12	\$1,872.00
Office Assistant	\$16.00	60	1		\$960.00	6	\$5,760.00
Steward Training	\$13.00	8	5	\$100.00	\$620.00	3	\$1,860.00
Liberations	\$13.00	48	6		\$3,744.00	12	\$44,928.00
BoR Meetings	\$50.00	1	10	\$100.00	\$600.00	6	\$3,600.00

Mobilization	\$13.00	8	2	\$208.00	12	\$2,496.00	
						Total	\$76,500.00

Recommendation

The committee recommends a decrease in dues from 1.7% to 1.57%. Since this requires the approval of the membership, a special general meeting should be held by the recommendation of the Board of Representatives. This meeting should be held early in the Fall semester, at the end of September or beginning of October. This will give AMUSE enough time to mobilize and the fall hiring will probably be mostly done by then.

The committee also recommends that a standing finance committee be created to oversee the budget and perform annual audits to ensure money is being spent effectively. This committee could recommend that certain costs be capped and help determine the financial viability of new expenses, like an office worker. The exact details can be decided by the Board of Representatives if they take this recommendation.

New Salary Information:

Employees	Global Salary	Dues (1.7%)	Dues (1.57%)
casuals	\$3,391,752.46		
salaried casuals	\$382,381.76		
total may-aug	\$3,774,134.22	\$64,160.28	\$59,253.91
total year (projected)	\$11,322,402.66	\$192,480.85	\$177,761.72
	AMUSE portion	\$90,579.22	\$75,860.10
	McGill income	\$7,800.00	\$7,800.00
	Total	\$98,379.22	\$83,660.10

This is the newest salary information provided at the beginning of October. McGill gave us the information on the total salaries paid between May and August to all AMUSE members. These numbers were multiplied by 3 to estimate the income for the whole year, but it isn't known how much the summer months differ from the school year. Since these numbers are very similar to what was calculated in the report, the recommendation remains the same.

Mobilization Committee Report

prepared by Derek Tyrrell, Vice-President

Goals

The AMUSE Mobilization Committee is designed to give guidance to outreach workers and to plan events with the input of the most members and most diversity of members possible. Vice President, Labour Relations Office, President, and outreach workers typically attend Mobilization Committee meetings. In 2012 a staff of 4 outreach workers were employed throughout the year. The Mobilization Committee makes outreach work more efficient by prioritizing campaigns, and designing events that our members want to go to.

Projects

As far as mobilization is concerned, much of 2012 was spent going into workplaces and simply explaining that our union exists. This task became much easier after the signing of the first Collective Agreement as workers began to notice improvements in their conditions.

Under the new CA, the mobilization team shifted toward answering questions regarding implementation of the CA, and to events with more diverse content.

The free samosa and coffee events in the SSMU building have been well attended and were very productive both for increasing AMUSE's visibility on campus as well as answering concrete questions from members who otherwise might not have contacted us.

The film screenings have been great for familiarizing members with our office and fostering a sense of community.

Recommendations

The high turnover inherent to our type of union means that mobilization for AMUSE must always have emphasis on welcoming new members and keeping them informed of the support we can offer.

A campaign to increase physical union presence in the workplace with bulletin boards for events and general information has been suggested. Since our office is off campus, it is important for future mobilizers to maintain AMUSE's visibility on campus and in public areas at McGill. – Postering, demonstrating, and holding events on campus must be maintained throughout the year.

Making outreach activities more streamlined by organizing many similar events at once throughout the year allows more effort to go into promoting events and makes running them easier.

Getting stewards and members more involved in events planning and outreach would be useful to keep new ideas coming, and to free up executive hours to do more specialized tasks.

Mac Campus remains a weakness for AMUSE mobilization – although postering, workplace door-to-door, and events have all taken place there, it remains difficult to reach out to many members at a time there. Recruiting a Mac Campus steward to help with mobilization should be considered a priority.

Equity Committee Report

prepared by Jaime MacLean, President

The Equity Committee had two successful meetings this Fall, and will be a standing committee working well in to the future.

In the first two meetings the committee discussed ways in which the union can reach more people and Equity Committee members will begin working with the Outreach Committee in 2013. The committee also discussed creating an Equity Mandate for the union, to encourage Executives and Stewards to consider equity issues explicitly, as well as creating a detailed mandate for the Committee itself.