
2022 Annual General Meeting

April 13th at 5pm

Public Service Alliance of Canada Local 901

**The Union of Teaching Assistants, Research Assistants,
Teaching Fellows, and Postdoctoral Scholars.**

Queen's University - Kingston, ON

www.pfac901.org

Disclaimer: *The following gathering will be held through digital means (including videoconferencing and webcam usage). You are not required to turn your camera on. This gathering will not be recorded by the host.*

AGENDA

1. Quorum Check
Information Officer notes # of Composite Unit 1 and Unit 2 members in attendance.
2. Elect Secretary
3. PSAC Statement on Harassment
4. Land Acknowledgement
5. Rules of Order
 - Moderator familiarizes attendees with the rules of order.
6. Adopt and Approve the Agenda
7. Approve the Minutes from the 2021 November Special General Meeting
8. Executive Reports
 - a. President
 - b. Vice President Community Relations
 - c. Vice President Postdoctoral Scholars
 - d. Vice President Research Assistants
 - e. Information Officer
 - f. Treasurer
 - g. Co-Chief Stewards
 - h. Equity Officer
 - i. Health and Safety Officer
9. Committee Reports
 - a. Bursary Administration Committee Report
 - b. Union Structure Committee Report
 - c. Mobilization Committee Report
 - d. Social Justice Committee Report
 - e. Staff Management Committee Report
 - f. Budget Committee Report
 - g. Bylaws Committee Report
10. Executive Officer Elections
 - President
 - Vice President Community Relations
 - Vice President Postdoctoral Scholars
 - Vice President Research Assistants
 - Information Officer
 - Treasurer
 - Co-Chief Steward
 - Co-Chief Steward (Grievances)
 - Equity Officer
 - Health and Safety Officer
11. Budget 2022
12. Announcements
13. New Executive Swearing-in.

Appendix A Budget 2021/2022 *Notes on last page

Appendix B Proposed Budget 2022/2023 *Notes on last page

Rules of Order Cheat Sheet

Bourinot's Rules of Order at a Glance:

To Do This:	You Say This:	May Interrupt the Speaker?	You must be Seconded ?	Is this Motion Debatable ?	Is this Motion Amendable?	What Majority is Required?
Consider something out of its scheduled order.	I move the agenda be amended in order to deal with the following item: ...	NO	YES	NO	NO	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be tabled until ...	NO	YES	YES- only to time	YES	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until ...	NO	YES	YES	YES	Majority
Have a motion studied more before voting on it	I move that the motion be referred to ...	NO	YES	YES	YES	Majority
Raise a matter previously tabled (if at a different time from when it was decided	I move that the motion about ... be lifted from the table	NO	YES	YES	YES	Majority

To Do This:	You Say This:	May Interrupt the Speaker?	You must be Seconded ?	Is this Motion Debatable ?	Is this Motion Amendable?	What Majority is Required?
Reconsider a motion already voted on earlier in the meeting	I move that the motion about ... be reconsidered at the next meeting" and provide written notice that the matter be raised at the next meeting	NO	YES	YES	NO	2/3 Majority
Object to something which prevents your continued participation (e.g. excessive noise)	Point of Privilege	YES	NO	NO	NO	No vote taken, chair rules
Seek clarification from the previous speaker	Point of Information	YES if urgent	NO	NO	NO	No vote taken, chair rules
Overturn the ruling of the chair	I challenge the chair on ...	YES	YES	YES	NO	Majority
Enquire about procedure or consequences	Point of Order	YES	NO	YES, only to the point	NO	No vote taken, chair rules
Object to Incorrect procedure being used	Point of Order	YES	NO	Yes, only to the point	NO	No vote taken, chair rules

EXECUTIVE REPORTS

President's Report Astrid Hobill

What a year it has been for 901! The year saw many challenges and the membership stepped up in unprecedented ways in order to mobilize during a difficult bargaining year. Bargaining and the return to campus during a global pandemic meant that we had a very busy year and it was wonderful to see so much membership engagement. Beyond bargaining, the union has been engaged in many other issues and events around campus and in the community.

Bargaining and Mobilization

Our bargaining and mobilization specific reports will provide in-depth discussion of the Unit 1 collective agreement negotiations. From the outset of this exec, this was already the focus of the year, before we had even reached the table, surveys, townhalls, and grievance and collective agreement research were well underway. It was great to see so much involvement from members, and as we continued at the table, the increased engagement from members provided us the much needed momentum to be able to achieve all that we did. From the fall BBQ, to the Value our Work rally in November, and the huge supportive turnout that we saw for our strike mandate, we have seen unprecedented member participation. We really have to thank our Mobilization Team who organized events and townhalls and ensured that our membership knew what was going on throughout all of mobilization. We will be working on protocols for the new funds that we have received, and on education campaigns to ensure that everyone knows of the gains we made during this round.

We are already now starting the preparations for the Unit 2, post-doctoral bargaining, which will begin in the spring of 2023.

Covid

Covid-19 has continued to be a big issue for our union, and other unions on campus with the return to campus. Over the summer we negotiated a new Letter of Understanding with Queen's around members rights during the pandemic. We were able to have the university reconfirm their commitment to providing teaching fellows (TFs) \$1000.00, for course conversion. With the change to remote partway through the year, there will likely be many TFs for whom this applies for, and if this amount has not been distributed, please be in touch with us at 901. Beyond the LOU, PSAC 901 remained in close discussion with other unions with the issues presented by covid on campus, most notably the ventilation of classrooms and offices. We continuously pushed Queen's to provide rapid tests for students and staff on campus, and to ensure that masks were available free of charge, both of those things we were able to push Queen's to eventually do. As new variants remain present, we will continue to push for health and safety protocols around covid for our membership and the Queen's community at large.

Graduate Research Fellowship (GRF)/ Research Assistant (RA) Arbitration

This year, we have continued to address a grievance around Graduate Research Fellowships and Research Assistants. Queen's is systematically moving positions that should be classified as Research Assistants to Graduate Research Fellowships, which removes the members from the union, and provides them less protections as they are not protected by the collective agreement. Arbitration on this matter

will continue over the summer and into the fall. We are still looking for members who have been misclassified as GRFs, and should in fact be RAs.

If you or someone you know, is doing research that is not directly related to your thesis or dissertation, but are currently working as a GRF rather than an RA, please get in contact with us. If you are uncertain about your status, we would also like to hear from you.

Community Engagement

Although this year, the pandemic did make it more difficult to do things in the community, between lockdowns we did manage to see some community engagement and do things in solidarity with community groups. In the fall, many from the 901 exec and membership engaged in the Labour Day events which happened at Victoria park, which saw engagement with other unions from around the city. Later in the fall, we also participated in Kingston Pride in which we walked with a number of our members. 901 continues to also be regular members out on the picket line for the CUPE Interval House Workers in Nappanee. We also recently hosted a webinar in conjunction with PSAC 555 and PSAC 601 called "Anti-racism for white academic folks". We continued work as members of Unity Council at Queen's as well as active members of the Kingston Labour District Council and PSAC Regional Council. We will soon be participating in the event for May Day (stay tuned for more details) and we hope that we will see many of you there!

The dedication and commitment from our executive this year as we faced tough challenges and huge amounts of work must be recognized. As does all of the work being done by our stewards, committee members, mobilization committee and members at large, this local is the sum of its members and we thank each and every one of you who have participated this year in strengthening 901!

In solidarity,
Astrid Hobill
President, PSAC 901

Vice President Community Relations' Report Justyna Szewczyk

Since my election in November, it was a busy time mobilizing members and support for our bargaining demands. I reached out to other academic locals in Ontario and shared our difficult experience of bargaining with Queen's. As a result, we received letters of support from all around the province which boosted the visibility of our demands and added pressure on Queen's to listen to our demands. I hope that this builds the ground for future collaboration with other locals.

I have also closely worked with the Affordable Housing Working Group and Anti-Racist Working Group. Following AHWG's letter to Queen's detailing graduate student workers' grievances and suggestions for improvements in community housing and general housing services offered by the university, the Group met with Queen's to discuss the content of the letter. Some of the AHWG's suggestions regarding the application procedure for community housing have been taken into account and will serve to revise the current procedure. With the Anti-Racist Working Group, we have worked to revise the criteria for

hardship bursary to recognize the effect of international, regional, and local events on the well-being of graduate student workers.

I have been (co)representing PSAC 901 at Kingston and District Labour Council (KDLC) and Queen's Unity Council (QUC) where we consistently raised issues of concern to our members such as COVID19-related work safety issues and bargaining updates.

In solidarity with members of Unifor 414 at L&A Interval House in Napanee I joined their picket line to show the unity of the labor community in the Kingston area.

In solidarity with students and workers affected by the ongoing war in Ukraine, I have co-authored a solidarity statement available on our website. I have also been involved in organizing upcoming events that will address the issue of managing research and work responsibilities while dealing with the consequences of international, regional and local crises.

Vice President Postdoctoral Scholars' Report

Ramjee Kandel

I am a primary contact person for postdoctoral scholars under PSAC unit-2 and have been raising concern of Postdoctoral Scholars at Queen's University. During my term, I have been working actively to help my fellow friends in giving useful information and suggestion. Based on my portfolio, I have been involved internally with the PSAC Executive and attending Childcare Bursary, and Budget Committees' meetings. Besides this, I am involved in postdoctoral activities in the following way.

Unity council and Joint Union Management Committee

I have attended the several meetings of the Queen's Unity Council, a group composed of representatives from every union local with workers on campus, learning about their struggles amidst COVID-19, offering support, and ensuring that they were informed of the issues that our members face, particularly related to health and safety.

Similarly, I have attended three meeting with Faculty Relations to talk about administering the collective agreement. These are informal meetings outside of bargaining—opportunities to bring up issues that the Postdocs have been facing. I have constantly lobbied for the work/time flexibility of postdocs. Similarly, I have raised concern of affordable housing issues of the postdocs.

Postdoc Orientation and Meeting

As always, I gave a PSAC Local 901 presentation at the orientation session held by the Queen's University Postdoc Office in Summer and Fall. I have met several great new members, and hopefully answered some questions about PSAC, Queen's, and life in Kingston.

I had scheduled an online 'Postdoctoral meeting with Lunch', on June 26, 2021. The concerns and issues of the postdocs were raised, and \$35 gift cards were given to those who attended the meeting. In the same meeting, we formed a postdoctoral committee of five members. The committee members met on September 4, 2021, to specify the issues of the postdocs.

Vice President Research Assistants' Report

Rohit Revi

This year, most of my responsibilities involved serving on the negotiating team for Unit 1 bargaining, and supporting the mobilization team in our campaign for a better contract. I am extremely happy that we reached a fair agreement after a long and hard fought campaign. There are still a lot of things to improve for graduate workers, but we are now joining the forefront of this shared fight in the University sector.

The second and most important aspect of the VPRA portfolio this year has been our RA/GRF grievance about misclassification which is currently in arbitration. We are inching further into the hearing process. Carrying through this grievance will be one of the main role of the incoming VPRA. I will also be available to support this file if the local needs me to.

After being a member of this incredible organization through my graduate studies, I step down from my executive role at this AGM. I wish Local 901 the best in our fight for a better workplace and in our continued struggle for equity and social justice at Queen's. Solidarity."

Information Officer's Report

Brittainy Bonnis

This past year was a busy one! As the Information Officer my regular duties include helping the executive members and committees get word of their work out to the local membership and to the larger Queen's and Kingston communities, keeping track of the membership, staying informed about national and provincial legislative and regulatory developments relevant to the union and sitting on a bunch of committees. This past year in addition to the regular Info Officer duties I am happy to have served as a member of the Bargaining Team. As those of you have been following along know it was a difficult bargaining cycle, legislation and the disengagement of the University threw up some real barriers to getting a fair deal, but in the end, we prevailed! Taking on the work of communicating the processes of bargaining was an effort that included the work of the entire Executive and the Mobilization Committee - writing Communiques, Bargaining Updates, Newsletters and arranging interviews were a regular part of my duties. This year we made all our communications more accessible and are continuing our work to do so! Moving forward the work of the Information Officer will include a lot on educational work not only on the gains made in bargaining but also on the day-to-day work the union does for the membership. As the Information Officer I am often the first point of contact for members, it has been great to talk to so many of you this year! All the work this Executive has put in has made substantive progress that future 901 members will benefit from well into the future and I am proud to have been a part of this team. As it appears that we are about to return to in person, I look forward to seeing everyone "in real life"!

Treasurer's Report

Ethan Mitchell

It has been a pleasure to serve another term as Treasurer for the local, particularly during such an important year. Since our last AGM, the union has engaged in intensive organizing efforts around bargaining and has won a new collective agreement for Unit 1 members. I am glad to have been able to support the efforts of our membership in a small way throughout this process.

During the bargaining and mobilization period, we were fortunate to be able to make use of financial support from regional. With this and by drawing on our own local resources, we were able to ensure that the mobilization efforts were well-supported. By committing substantial resources to the efforts of the Mobilization Committee, we helped bolster the excellent work they were doing, and forced Queen's to negotiate on our terms. All these efforts will benefit us in the long term, not only by strengthening our collective agreement, but by continuing to build up the infrastructure of the local for future campaigns.

I look forward to helping to transition a new treasurer into the role. Our local is in a very strong place going forward, particularly since the money saved through the reimbursements we've received this year has left us with yet another strong surplus. We have significant reserves which can be used to broaden our local's activities and engage more members. I hope that the incoming executive, stewards, and other active members feel empowered to put forward new projects and initiatives, and that these resources can be used to serve the membership of our local and the citizens of our community.

There is plenty of room for our local to grow in our organizing. We have the capacity to increase our support to fellow members in grassroots campaigns around issues of social justice, empowering workers, and strengthening communities. Hopefully, over the coming years PSAC 901 can continue to develop as a vibrant, strong, and progressive force in the Kingston community. As we face crisis after crisis, it is more important than ever that unions like ours build our capacity to fight and win.

Chief Stewards' and Stewards' Council Reports

Harshavardan Thyagarajan & Canan Sahin

The local's chief stewards share the responsibility of organising departmental steward representation and collectively act as points of contact for members' labour concerns, including conflict and grievance-based issues. We have continued to support members during these in answering contract questions and continuing to recruit active Stewards. In addition to convening the Stewards' Council regularly, Chief-Stewards have actively contributed to the bargaining committee, mobilisation committee, budget committee and structure committee meetings.

Stewards' Council

We have had regular monthly meetings since the AGM in May, where the new executive officers were elected. The stewards were regularly updated about the activities of the Local and the network was very effective in mobilising the membership around the bargaining negotiations, especially with conducting departmental meetings to collect feedback from members as the local entered an impasse with the employer. We have supported stewards communication by ensuring that stewards receive detailed packages before and after meetings, including draft communications that can be appropriately modified for their departmental operations.

Steward Network and Recruitment

We currently have 34 stewards, representing 29 departments. Historically, we have been very strong in the departments that belong to the Faculty of Arts and Sciences and this trend has continued. We also managed to recruit some new stewards from the Faculty of Health Sciences and the Faculty of Engineering and Applied Sciences in the past year, and are now working on systems to ensure that these departments continue to be represented and form institutional union memory.

Going forward, we need to have a strong and stable network that will allow us to see the workplace related dynamics across the faculties more clearly. We have been working on strengthening this infrastructure through direct member contact and contact with departmental assistants.

We have worked on some structural changes to the position through the union structure committee. These recommendations have been passed on to the AGM, and include more structure for stewards, with guidelines on training and formalised systems for annual elections.

Grievances

We have three ongoing grievances. One is related to the misclassification of Research Assistants (RAs) as Graduate Research Fellows (GRFs). Filed in 2019 after a decline in the number of RAs after they were unionised in May of the same year, we managed to get the employer to produce numbers of the GRF contracts for each semester starting with Summer 2019 term. The grievance is still in the process of arbitration. More details on this are available in the VP-RA's report.

A second ongoing grievance has to do with contracts targeted at members without funding guarantees, that provide reduced hours of work citing potential student attrition. This approach has been especially prevalent in Art Science Online (ASO).

After the COVID-19 pandemic broke out, we signed a Letter of Understanding (Covid LoU) with the employer in 2020. Our union successfully extended the LoU to 2021 as well. In spite of new guidelines in place to deal with members who need accommodations during the pandemic, there still exist cases of a complete inaction from departments dealing with members in these positions.

Besides these active grievances, we have worked on multiple grievances/interventions successfully - ensuring that TFs get paid appropriately for transitioning courses into online courses, that members get paid for mandatory trainings, that accommodation procedures and timelines are improved to ensure that members can

Equity Officer's Report Prerna Subramanian

Equity Office, like any other office, was busy with Bargaining work and our agenda was to connect with members on the issues of mental health, sexual violence and gender affirmation which were put on the bargaining table. I am pleased to note that our membership made its voice heard. We have an anti racist training promise in place alongside a Mental health fund thanks to how all of the membership engaged in our townhall and Equity focus groups. We look forward to pushing harder on wins outside the bargaining table, wins that were curtailed by Bill 124, especially for our demands around Gender affirmation leave and extra year funding.

During this year, the Equity Office also established the Anti-Racist Working Group geared towards creating a space for solidarity, resources and creative resistance for racialized graduate workers on campus. We conducted a Disorientation event and also wrote a letter to the Deans to come up with a Walkhome equivalent service for International graduate students and workers.

Other than this, the Equity Office, via the Climate Action Justice Group, collaborated with Just Recovery for their efforts towards free transport in Kingston. This year, our agenda has been to establish strong connections with the SGPS in order to create a solid student-worker alliance on campus. We also showed up to solidarity events with SPHR, conducted events around Palestinian liberation, in which we collaborated with MSGP as well. Currently, we are working with SGPS to create space of solidarity and support for student workers affected by the war economy.

Health and Safety Executive's Report

Health and safety has been an important portfolio for the union this year. Between the ongoing covid-19 pandemic and the mental health crisis faced by our membership this has been a busy year for this portfolio and for the members of our Joint Health and Safety Committees. Our Health and Safety Officer did unfortunately resign in the new year which has meant that the bulk of the health and safety work this year has been taken up by the president (Astrid Hobill) and the information officer (Brittainy Bonnis).

Throughout this year, with the return to campus, and the renegotiation of our covid LOU, we provided a lot of feedback around policies for covid and the return to campus, despite this, many of our recommendations were very delayed in their implementation, or were ignored. Through our advocacy work and that of the other unions on campus, we were able to ensure access to rapid testing before the winter break and access to medical grade masks in the winter semester. We also continued to push on ensuring better ventilation in the classrooms. Over this year the joint health and safety committees continued to meet monthly, rather than every three months to discuss the challenges that arose from the pandemic. We will continue our advocacy efforts around ensuring the health and safety of our membership as the pandemic still exists.

One area, which has been a priority for 901 over the last few years, which is now further under the purview of the Health and Safety office is mental health. In May we were able to gain EFAP (Employee and Family Assistance Plan) which provides mental health help for employees. Currently, the president has been attending the EFAP management meetings, in order to advocate for services that would be more useful for our membership, however once we have a new health and safety officer this will be part of their portfolio. The new mental health fund will also be something which our Health and Safety Officer will help administer. 901 will also use this office to continue to advocate that Queen's adopt the National Standard of Canada for Psychological Health and Safety in the Workplace.

It will be great to have a dedicated member join the executive to fulfill the position at this AGM and we look forward to what they will do with this portfolio over the coming year.

COMMITTEE REPORTS

Bursary Administration Committee Report

Chair: Perna Subramanian (Equity Officer)

Committee Members: Ramjee Kandel (VP Post Docs), Astrid Hobill (President)

1. Gender Affirmation Fund was decided upon and approved as and when the applications came in without scheduled meetings.
2. The Childcare Bursary was processed by our Staff for Summer and Winter terms. We saw a rise in applications around Winter term.
3. Going forward, a more robust Bursary Committee is required to administer the newly acquired funds through Bargaining.

Union Structure Committee Report

Members: Astrid Hobill (President), Rohit Revi (VP Research Assistants), Brittainy Bonnis (Information Officer), Avi Friedlander, Justyna Szewczyk (VP Community), Perna Subramanian (Equity Officer), Harshavardhan Thyagarajan (Co-chief Steward), Ramjee Kandel (VP Post Docs), Ethan Mitchell (Treasurer)

Union Structure Committee was formed in 2015 initially to hire office staff, since the committee has met to consider other areas including the executive structure, the compensation system, portfolio optimization and creating bursaries for equity seeking groups. This year we continued to discuss issues that would contribute to equalization of Executive portfolios. From that work we are recommending to Bylaws an ongoing evaluation that sees the Information Officer and the Office Manager redistributing communication responsibilities. In this area we are also recommending that Budget Committee assigns funds to hire persons to create social media education campaigns on the collective agreement. The Union Structure has also recommended that mental health to be included in the health that is the focus of the Health and Safety Officer. An expansion of these duties would include the Health and Safety Officer Chairing the committee dispersing the Mental Health Fund won in negotiations this year. Last year this committee recommended the increased compensation of Union Stewards to \$400 and this year we are recommending continuing that practice and that a more comprehensive description on Steward Responsibilities be included in the Bylaws. Union Structure also asks that this committee continue to look for ways to remove barriers for members to create and participate in working groups and committees. The ongoing discussion of finding a more equitable compensation system for executives, based on a comparison with sibling locals and other academic sector unions with similar capacity to ours, resulted in the bargaining win of 600 hours paid by the employer in the administration of the collective agreement that we recommended to the Budget Committee go towards executive compensation.

We think these changes will not only equalize executive workloads but will also aid in getting more things done. 901 is an evolving entity, the Union Structure Committee will be the place where changes to who and what is done are considered.

Mobilization Committee Report

Chair: Harshavardhan Thyagarajan (Co-chief Steward)

Members: Canan Sahin (Co-chief Steward), Rohit Revi (VP-Research Assistants), Astrid Hobill (President), Avi Friedlander, Brittainy Bonnis (Information Officer), Justyna Szewczyk (VP Community), Prerna Subramanian (Equity Officer), Satish Beladiya, Allison McCallion, Sam Twietmeyer, Jacob Morrow, Doug Yearwood, Craig Berggald, Dilyn Reid, Joshua McEvoy, Luna Yang

The committee met throughout the bargaining process to plan mobilisation tactics and work on executing these plans. Some of the key work done by the committee is listed below in bullet points. A more detailed report detailing lessons learnt from this bargaining window is under preparation.

- [] Focus groups, bargaining survey
- [] Contact list building
- [] Orientation plans
- [] Phone banking/text banking
- [] Barbecues, events
- [] Tabling and postering
- [] Rounds - offices and community housing
- [] Truth and reconciliation petition
- [] AMS letter of support
- [] Value our work Rally
- [] Faculty specific mobilisation planning
- [] Departmental meetings, materials for conversations about strikes
- [] Training for stewards on strike prep
- [] Social media planning
- [] Bargaining contingency planning
- [] Strike meetings
- [] Strike town hall
- [] Meeting registrations etc - logistical obstacles
- [] Retention and growth in mobilisation

Social Justice Committee Report

Chair: Prerna Subramanian (Equity Officer)

Members: Sabrina Masud, Monica Garvie, Skylar Covacs, Rohit Revi (VP-Research Assistants), Canan Sahin (Co-chief Steward), Rachel Fernandes.

The Social Justice Committee, like any other committee this year, was actively involved in bargaining efforts. From conducting Mental Health Town Halls, Equity consultations and creating survey questions for the same, SJC was actively pushing for equity demands to be met on the table. The Social Justice Committee also held sharing circles, talks on Palestine and created a working group focused just on Anti-Racist and Anti-Oppression related activities. The SJC also united with Climate Justice groups in Kingston and supported the Climate Strike as well.

The Social Justice Committee also actively wrote recommendations to improve up-on the Sexual Violence Prevention Training and Harrassment Policies of Queen's. Going forward, we see the Social Justice Committee organizing for international students on campus and their working conditions, and creating more spaces for Indigenous and Black student-workers to table their concerns with the employer.

Staff Management Committee Report

Chair: Astrid Hobill (President)

Members: Brittainy Bonnis (Information Officer), Ramjee Kandel (VP Post Docs)

Office Manager

We had quite a tumultuous year in the office this year. Our office manager at the outset of 2021 Terry, who returned to the position, after holding it during a maternity leave a few years ago, and helped us navigate through the beginning of the COVID pandemic, unfortunately left the position due to health reasons. After being staffless over the summer months, we had a wonderful replacement, Brenda, who was quickly able to help use get all of our books up to date and instituted a robust system for financial commitments. She left us at the end of February in order to teach fulltime at Saint Lawrence. For much of Brenda's time she worked off-campus due to the waves of lockdowns, and in particular, the omicron variant. In March, we hired Sarah as our current officer manager. She has done a remarkable job of getting things organized in a short time in an office which has not seen much use since March 2020. We have now reinstated consistent office hours (currently Monday, Wednesday-Friday 8AM-2PM) and Sarah will serve as the main point of contact in the union office and is also available for questions at info@psac901.org. We thank all the staff this year for their hard work, especially during transitions, which were made more difficult due to the overwhelming nature of bargaining.

Budget Committee Report

Chair: Ethan Mitchell (Treasurer)

Members: Brittainy Bonnis (Information Officer), Astrid Hobill (President), Rohit Revi (VP-Research Assistants), Harshavardhan Thyagarajan (Co-chief Steward), Ramjee Kandel (VP Post Docs)

The Budget Committee has drafted a proposed budget for the 2022-2023 fiscal year, to be submitted to the membership present at the AGM. As in previous years, the budget is based on projections of our income for next year, as well as known sources of income such as the funds for administering the collective agreement. We will also have access to new hardship and professional development funds to be administered over the following two years.

One major decision from the Budget Committee is to propose an increase to executive compensation by \$200 per executive per month. This increase will be mostly (\$170.9/\$200) covered by the employer, since we won an increase to the funds transferred to us for administering the collective agreement. This proposal is the result of conversations which have been ongoing for the past few years. It is the recommendation of the Budget Committee that since PSAC 901's executive officers are paid at a rate below comparable student-worker locals, and at a rate far below the actual hours worked per month if

compensated at TA wages, that the compensation for executive officers be increased. This will also open executive service to more members by making the compensation fairer. Service on the executive has previously involved too steep a loss of income per hour worked for many members without larger funding packages to feel able to step forward. We believe that this increase is long overdue, will help strengthen the organization of the union, and can hopefully be further increased through future bargaining efforts so that executive officers can be compensated fairly for their labour, and so that executive positions can be a solid enough income source to be viable for all of our members. Other significant new areas of spending include our budgeting for educational campaigns to promote awareness of the collective agreement, and budgeting for a 'rank and file campaign fund'. The first of these will be useful, as awareness of the collective agreement among the membership is vital to members being able to advocate for their rights and take action. The money set aside for rank-and-file campaigns will be available for members to take initiatives additional to the already established committees, and to work towards the establishment of new working groups. Each of these will offer opportunities to connect members to the wider union, and will strengthen our membership's capacity to organize within the workplace and wider community.

Bylaws Committee Report

Chair: Brittainy Bonnis (Information Officer)

Members: Astrid Hobill (President), Rohit Revi (VP-Research Assistants), Harshavardhan Thyagarajan (Co-chief Steward), Ramjee Kandel (VP Post Docs), Elizabeth Bygott (901 Moderator)

Covid has been a strange time for the Bylaws Committee with bylaws being officially suspended. None the less we have had a lot to consider well beyond the limits of online life. The processes of bargaining revealed that our bylaws were not in line with the processes of bargaining and we have made the appropriate recommendations to rectify that. Further, the real possibility of having to support members during strike actions revealed that our Strike Fund needed to be more robust and so we made recommendations to the Budget Committee to recommend a higher max on the levies being collected for Unit 1 and 2. We have also incorporated recommendations from the Union Structure Committee to balance the executive portfolios and detail the role of Stewards. Finally, we have forwarded potential changes to the ways committees, working groups, and caucuses might be formed. Exact wording of proposed changes will be distributed in advance of the AGM and voted on there.

Appendix A Budget 2021/2022

Ordinary Income/Expense		2021-2022 Recurring	2021-2022 Non-Recurring*	2021-2022 Actual
Income				
Executive Service		54,734.00		61,239.00
Health and Safety		11,500.00		13,800.00
Interest acct 1		100.00		121.93
Membership Dues		120,269.00		98,712.52
Other Income**		6,666.00	29,000.00	35,666.00
Special Levy		23,484.00		24,828.00
Bargaining Reimbursement				37,889.08
Unit 1 Interest acct 5		50.00		
Unit 2 Interest acct 3		50.00		20.54
Surplus			35,100.00	35,100.00
Total Income		216,853.00	64,100.00	307,377.07
Expense				
Benefits and Bursaries				
Child Care Bursary		23,000.00		12,742.56
Gender Affirmation Bursary			10,000.00	7,500.00
Total Benefits and Bursaries		23,000.00	10,000.00	20,242.56
Business Expenses General				
Audit and Accounting		1,500.00		3,390.00
Bank Charges		120.00		12.50
Capital Expenditures		500.00		
Solidarity		1,250.00		300.00
Donations		1,500.00		1,490.00
Executive Service		66,948.00		66,948.00
General Meeting Expenses		2,000.00		885.13
Orientation Advertisement		0.00		
General Advertising		750.00		
Staff Member Salary		33,000.00		21,626.47
Total Business Expenses General		107,568.00	0.00	94,652.10
Dues and Affiliation Fees				
Kingston District Labour Council		4,794.90		4,794.00
CSEU			500.00	
Transportation to Council Mtngs		208.00		
Total Dues and Affiliation Fees		5,002.90	500.00	4,794.00
Office Purchases				
Mailchimp Software		1,560.00		662.83
Office Contingency		100.00		
Office Computer ***			2,000.00	1,307.77
Office Supplies		1,000.00	3,000.00	3,542.52
Website Hosting & Maintenance		850.00	1,500.00	1,581.88
Total Office		3,510.00	6,500.00	7,095.00
Projects and Committees				
Events, Campaigns, and Networking		2,000.00	2,000.00	2,413.00
Political Action Committee		1,200.00		964.10
Grad Club Membership		2,000.00		2,000.00
Health and Safety Committee		11,500.00		11,515.19
Orientation and Outreach		1,500.00	1,500.00	3,770.31
Postdoc Committee		14,405.52		660.92
RA Committee		3,000.00		2,733.50
Social Justice Committee		5,000.00		1,200.00
Affordable Housing Working Group			6,600.00	
Stewards Network		25,500.00		10,375.92
Bargaining Reimbursed				37,889.08
Bargaining		3,000.00	31,000.00	35,128.30
Total Projects and Committees		69,105.52	41,100.00	108,650.32
Conferences and Training				
Conferences and Training		2,000.00	2,000.00	150.00
Per diem and loss of pay			2,000.00	
Travel			2,000.00	
PSAC Training Agreement		6,666.00		
Total Travel and Training		8,666.00	6,000.00	150.00
Total Expenses		216,852.42	64,100.00	235,583.98
Net Total Income		0.58	0.00	71,793.09

Appendix B Proposed Budget 2022/2023

Ordinary Income/Expense		2022-2023 Recurring	2022-2023 Non-Recurring*
Income			
	Executive Service	74,802.00	
	Health and Safety	13,800.00	
	Interest acct 1	100.00	
	Membership Dues	139,951.50	
	Other Income**	6,666.00	37,127.00
	Special Levy	12,550.50	
	Mental Health & Hardship Fund ***	120,000.00	
	Professional Development Fund ***	20,000.00	
	Unit 1 Interest acct 5	50.00	
	Unit 2 Interest acct 3	50.00	
	From Reserves		
Total Income		387,970.00	37,127.00
Expense			
	Benefits and Bursaries		
	Child Care Bursary	23,000.00	
	Mental Health & Hardship Fund ***	60,000.00	
	Professional Development Fund ***	10,000.00	
	Gender Affirmation Bursary		10,000.00
	Total Benefits and Bursaries	93,000.00	10,000.00
	Business Expenses General		
	Audit and Accounting	3,000.00	
	Bank Charges	120.00	
	Capital Expenditures	500.00	
	Solidarity	1,250.00	
	Donations	1,500.00	
	Executive Service	90,948.00	
	General Meeting Expenses	2,000.00	1,000.00
	Orientation Advertisement	0.00	
	General Advertising	750.00	
	Staff Member Salary	35,129.25	
	Total Business Expenses General	135,197.25	1,000.00
	Dues and Affiliation Fees		
	Kingston District Labour Council	4,794.90	
	CSEU		500.00
	CALM		225.00
	Transportation to Council Mtngs	208.00	
	Total Dues and Affiliation Fees	5,002.90	725.00
	Office Purchases		
	Mailchimp Software	1,560.00	
	Office Contingency	100.00	
	Office Supplies	1,000.00	3,000.00
	Website Hosting & Maintenance	850.00	1,500.00
	Total Office	3,510.00	4,500.00
	Projects and Committees		
	Events, Campaigns, and Networking	2,000.00	2,000.00
	Political Action Committee	1,200.00	
	Grad Club Membership	2,000.00	
	Health and Safety Committee	11,500.00	
	CA Educational Campaigns		4,316.00
	Orientation and Outreach	1,500.00	1,500.00
	Postdoc Committee	14,405.52	
	RA Committee	3,000.00	
	Social Justice Committee	5,000.00	
	Rank and File Campaign Fund	5,000.00	7,000.00
	Stewards Network	25,500.00	
	Bargaining	1,500.00	
	Total Projects and Committees	72,605.52	14,816.00
	Conferences and Training		
	Conferences and Training	2,000.00	2,000.00
	Per diem and loss of pay		2,000.00
	Travel		2,000.00
	PSAC Training Agreement	6,666.00	
	Total Travel and Training	8,666.00	6,000.00
	Total Expenses	317,981.67	37,041.00
Net Total Income		-11.67	86.00

Notes Appendix A

* This division between recurring and non-recurring is meant to delineate funds which are consistent between years, and ones which are more flexible. Note: spending being located in the non-recurring category does not mean that it is expected not to be renewed, or that it will disappear after this year, but instead that it is more able to be adapted to changes in income than spending in the recurring category

** Recurring column consists of funds transferred from PSAC for the training agreement, non-recurring consists of carry-overs from 2020-2021 fiscal year

*** Budgeted for but not purchased last year, the old computer is very broken down and increasingly difficult to work on

Notes Appendix B

* This division between recurring and non-recurring is meant to delineate funds which are consistent between years, and ones which are more flexible. Note: spending being located in the non-recurring category does not mean that it is expected not to be renewed, or that it will disappear after this year, but instead that it is more able to be adapted to changes in income than spending in the recurring category

** Recurring column consists of funds transferred from PSAC for the training agreement, non-recurring consists of carry-overs from 2020-2021 fiscal year

*** These are the two funds, paid by the employer, which we will be administering this year as per the Unit 1 collective agreement. Note that the amount entered as income is twice the amount entered as expenditure. This is because we will receive the full amount of both funds during this coming year, but will disburse that amount over the course of the following two years. The fact that the remainder of the spending is earmarked for next year is accounted for in the above sheet by its being subtracted from the net total income.