



Representing Contract Faculty, Teaching Assistants, Graduate Assistants,  
and Part-Time Librarians and Archivists @York University, Toronto

Canadian Union of Public Employees/Syndicat canadien de la fonction publique local/section locale 3903

## EXECUTIVE REPORTS (August 2020)

**Name:** Maija Duncan

**Position:** Chairperson

**Date of submission:** August 25th, 2020

**Report Period:** July 26th- August 25th

**Duties of the position:** Organizing the day-to-day operations of the local, including supervising staff, ensuring the smooth running of the executive committee, chairing meetings, acting as a signing authority, liaising with CUPE National, and acting as main contact with legal counsel.

### **Projects, priorities, and tasks for this period:**

- Help get the new exec in position, including running a training on the 3903 bylaws
- Supported response to cuts to Unit 4 (part-time librarians), including a letter to the Dean of Libraries and liaising with CUPE National communications
- Supported response to York allowing faculty to embezzle \$74,000 out of the Unit 3 CA to hire non-union RAs
- Supported the initiative by other exec members to hold an anti-racism townhall; worked on some concrete related issues e.g. problems in HREQ, collaborating with other groups on a response to the Cromwell report, working on communications with the employer
- Started anonymizing applications for Equity Officer in my role as hiring coordinator
- Helped update the member's manual

**Difficulties and recommendations:** It's been challenging to get a new exec running in August, a situation which is not improved by the pandemic and bargaining. I think things are falling into place now; thank you everyone for your patience as a new team adapts to these circumstances.

### **Plans for next month:**

- Assist the bargaining team as needed
- Assist with orientations and assorted start-of-term tasks
- Follow up and hopefully resolve issues noted above (Unit 3 fund, Unit 4 cuts, HREQ)
- Continue assisting with anti-racism initiatives. Ideally I'd like to see us gathering data and maybe producing a report and/or reaching out to media

### **Meeting and event attendance:**

**Exec Meetings:** August 4th (joint exec-BT), August 14th

**(S)GMMs:** August 18th

**Other Meetings/Events:** Meeting with YUGSA re: international members and TAs (July 28th), Faculty of Health Nursing Working Group (July 29th), Bylaw training (August 10th), Anti-racism townhall (August 11th), Joint roundtable on harassment procedures (August 13th), bargaining team meeting (August 24th), Meeting with Associate Dean of LAPS re: specific departmental issues (August 24th)



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**Name:** Emilie Hurst

**Position:** Recording Secretary/Research Officer

**Date of submission:** August 25th, 2020

**Report Period:** July 24-August 24

**Duties of the position:** Taking minutes at all meetings of the local and keeping their records. Compiling and maintaining a policy book of the various policies passed by both GMMs and the Executive. Ensuring that the local's funds are used only as authorized or directed by the National Constitution, Local Union bylaws, or vote of the membership. Performing or arranging specific research tasks required by the Executive and/or the membership. Fulfilling other administrative duties as directed by the Executive Committee. Keeping a record of all correspondence received and sent out.

**Projects, priorities, and tasks for this period:**

- Received training from outgoing Rec Sec on three occasions
- Attended Bylaws Training
- Sat on Equity Officer Hiring Committee
- Prepared agenda and minutes for Exec Meetings, August GMM, Joint Exec-BT meeting and anti-racism Townhall
- Edited website with upcoming agendas
- Created Word Template with headings to improve accessibility of minutes and agenda packages
- Created tracking documents for bylaws and motions
- Edited anti-racism townhall statement

**Difficulties and recommendations:**

One of the main challenges at the moment is that with the move online, communication across the exec and with membership has more difficult, often limited to long 3h+ zoom calls. With things staying as is for the foreseeable future, I would like to think about how we can create less intensive ways to collaborate and ensure that information is readily available for both exec members and membership

**Plans for next month:**

- Create inventory for documents in digital storage and develop naming conventions
- Identify gaps in digital archive
- Begin bringing up to date policy manual
- Research ways to improve digital union workspaces

**Meeting and event attendance:**

**Exec Meetings:** July 24th, August 14th, August 4th (Joint with Bargaining Team)

**(S)GMMs:** Anti-Racism Town hall (August 11th)

**Other Meetings/Events:** Bylaws Training (August 10th); Equity officer Hiring Committee



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**Name:** Michael Laurentius

**Position:** Secretary-Treasurer

**Date of submission:** 25 August 2020

**Report Period:** 10 July 2020 - 25 August 2020

**Duties of the position:** The Treasurer shall be responsible for keeping all financial accounts of the Local and shall be responsible for maintaining correct and proper accounts of all its members. Maintenance of the financial accounts of the Local shall require that the Treasurer, throughout her term, and on behalf of the Local's membership, be responsible for maintaining, organizing, safeguarding, and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all monies sent to CUPE National and any other organization to which the local is affiliated, as well as records and supporting documents for all income received by the Local Union.

**Projects, priorities, and tasks for this period:**

- Assisted Financial Coordinator with processing invoices, bills, and funds e-transfers
- Maintained updated membership list based on monthly/bi-weekly dues lists
- Answer questions from members regarding EI, CERB, CESB, Union funds, FGS bursaries, and other financial support opportunities
- Assisted SRs with grievances related to GATF and benefits
- Helped with transitioning new Executive Committee members
- Regularly spoke with FGS to clarify York's position on Fall TAships and members outside of Canada
- Hosted most Zoom Executive Committee meetings and GMMs; ordered CART
- Sat on EO Hiring Committee has 1281-3903 LMC rep
  - Helped draft posting and shortlist criteria; setup job posting on CharityVillage
- Setup Staff meeting with Union1
- Investigated digital workflow solutions with Financial Coordinator
- Discussed credit card options for the Local with Credit Union; compiled Credit Card bylaw language from other Locals

**Difficulties and recommendations:**

- Zoom fatigue is real

**Plans for next month:**

- Implement budget as approved by the membership
- Meet with vendors and CUPE National re: membership management software, strike payroll, digital NSF forms, and digital picket line management
- Meet with new committee, WG, and caucus members re: budgeting, fund adjudication, and proper expense (digital) paperwork

**Meeting and event attendance:**

**Exec Meetings:** 24 July, 14 Aug



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**(S)GMMs:** 18 Aug

**Other Meetings/Events:** 14 Aug (Local 1734 re: Union1), 14 Aug (UnionWare & Local 3902), 20 Aug (Local 3902 ED re: UnionWare), 21 July (Pipefy re: digital workflow), 22 July (Staff re: Fall TAships), 23 July (Legal re: benefits, GATF, and Fall TAships), 27 July (Staff re: benefits), 28 July (YUGSA re: Fall TAships), 4 Aug (Joint BT-Exec), 5 Aug (Staff re: budget), 6 Aug (Hiring Committee), 11 Aug (Anti-racism town hall)



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**Name:** Parbattie Ramsarran

**Position:** Grievance Officer

**Date of submission:**

**Report Period:**

**Duties of the position:** Handling and processing of all grievances and for the administration of the collective agreements, in concert with the grievance committee. Educating members about the collective agreements, how they work, and how they should be enforced. Chairing all Grievance Committee meetings.

**Projects, priorities, and tasks for this period:**

Continue to try and set up Grievance meetings, responding in a timely manner to members. Trying to assist members in the transition from in person to online - Teaching Commons. Advising members to keep track of hours - overwork.

**Difficulties and recommendations:**

Completely overwhelmed by the number of emails. While it is great that the Local is able to transition from face to face to online - it is extremely challenging to keep track of meetings, tasks, etc. And I am some who document and document. Soon, it will become manageable.

**Plans for next month:**

How to juggle teaching, bargaining, hiring and being a member on the Ex (LOL), I am sure it gets better.

To try to make it as manageable as possible

**Meeting and event attendance:**

Executive meeting, hiring committee meetings, bargaining team meeting, town hall meeting, Harassment meeting, HREQ Meeting, Read emails.

**Exec Meetings: 3 (I think)**

**(S)GMMs: No**

**Other Meetings/Events:**



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**Name:** Firoza Elavia

**Position:** Communications Officer

**Date of submission:** August 24

**Report Period:** July 24-August 24

**Duties of the position:** Manage the local's communications, including maintaining and updating the website, sending the weekly newsletter, maintaining a social media presence, and other projects pertaining to communications and media relations.

**Projects, priorities, and tasks for this period:**

Participated in preparation and organization of Anti-Racism Town Hall;  
Received training (twice) for Mailchimp, WordPress, Zoom and transference of website information from Tanya;  
Website updated;  
Weekly newsletters and special announcements -- compiled and edited;  
Maintained 3903 Calendar;  
Maintained social media: Facebook and Twitter;  
Bylaws Review training session;  
Edited anti-racism town hall statement;  
Edited anti-racism letter;  
Organized, compiled and copy-edited Members' Manual;  
Organizing and planning for bargaining -- specifically related to anti-racism and equity issues;  
Email correspondence (daily): Executive, BT and membership.

**Difficulties and recommendations:**

**Plans for Next Month:**

Communications Committee – planning and organizing for bargaining mobilization;  
Maintaining and updating news and information from BT for membership;  
Maintaining website, weekly newsletter and social media;  
Compiling and copy-editing Members' Manual.

**Meeting and event attendance:**

**Exec Meetings:** July 24 (Exec. transition); August 14

**GMM:** August 18

**Other Meetings/Events:**

Anti-Racism Town Hall (Aug. 11);  
Joint Exec–BT (Aug. 4);  
Bylaws Review (Aug. 10)



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**Name:** Alie Hermanutz

**Position:** Chief Steward Unit 1

**Date of submission:** August 24, 2020

**Report Period:** July 24 - August 24

**Duties of the position:**

- (a) The Chief Stewards shall be responsible for the mobilisation/coordination of all departmental/divisional stewards from all units, and for the calling and chairing of all stewards' council meetings.
- (b) The Chief Stewards shall report to the executive on all business conducted at the stewards' council meetings, including all recommendations for executive decision or action.
- (c) The Chief Stewards shall render assistance to any member of the Executive as directed by the Executive Committee.

**Projects, priorities, and tasks for this period:**

- Answering Unit 1 member queries and concerns about F/W 2020-2021 contracts (delays, issues with ROFR, international student travel, etc.) in the time of COVID-19
- Participation and post-anti-racism town hall work
- Organizing the 44 new graduate student orientation schedule across all departments
  - Creating digital Speak Sheet for presenters
  - Creating 'Important Documents' pamphlet
  - Updating spreadsheet
  - Contacting department GPAs/GPDs
- Creating 10 minute video for asynchronous online TA orientation through the Teaching Commons
- Updating sections of the 2020 Members Manual
- Meeting and liaising with new Departmental Stewards

**Difficulties and recommendations:** Being new to the position sometimes renders me an inept authority on questions that members email about! Trying to better learn the specifics//interpretations of the bylaws and Unit 1 Collective Agreement has been slow and challenging but I'm keeping on it! Coordinating online orientations for the departments has been a lot of work as this is the first year (in York history??) in which they will all be done virtually.

**Plans for next month:**

Finish organizing/conducting all online departmental orientations  
Working with other Chief/Departmental Stewards to organize members around newest Jane McAlevey Organizing for Power online training/strike school

**Meeting and event attendance:**



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**Exec Meetings:** (Transition meeting) July 25, August 14

**Exec-BT Meetings:** August 4

**(S)GMMs:** N/A

**Other Meetings/Events:** April 10-Bylaw Review, August 11-Anti-Racism Town Hall, August  
13-Harassment Roundtable,

**Stewards Council:** August 24





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**Name:** Tanya Da Sylva

**Position:** Chief Steward Unit 2

**Date of submission:**

**Report Period:**

**Duties of the position:**

- (a) The Chief Stewards shall be responsible for the mobilisation/coordination of all departmental/divisional stewards from all units, and for the calling and chairing of all stewards' council meetings.
- (b) The Chief Stewards shall report to the executive on all business conducted at the stewards' council meetings, including all recommendations for executive decision or action.
- (c) The Chief Stewards shall render assistance to any member of the Executive as directed by the Executive Committee.

**Projects, priorities and tasks for this period:**

**Difficulties and recommendations:**

**Plans for next month:**

**Meeting and event attendance:**

**Exec meetings:**

**Stewards' Council:**

**(S)GMMs:**

**Grievance Committee:**

**Other Meetings/Events:**



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**Name:** Jessica Ireland

**Position:** Chief Steward Unit 3

**Date of submission:** August 24

**Report Period:** July 25-August 25

**Duties of the position:**

- (a) The Chief Stewards shall be responsible for the mobilisation/coordination of all departmental/divisional stewards from all units, and for the calling and chairing of all stewards' council meetings.
- (b) The Chief Stewards shall report to the executive on all business conducted at the stewards' council meetings, including all recommendations for executive decision or action.
- (c) The Chief Stewards shall render assistance to any member of the Executive as directed by the Executive Committee.

**Projects, priorities, and tasks for this period:**

Training for my new role, assisting with organizing departmental orientations, liaising with departmental stewards, and learning the unit 3 CA. A grievance has been filed for mishandling the GAT fund.

**Difficulties and recommendations:**

The main challenge for this unit remains that GAs are being misclassified as RAs. I am meeting with other exec members and staff this month to strategize around organizing GAs and RAs. Also thinking of ways to engage and organize members while social distancing.

**Plans for next month:**

Working with other chief stewards to conduct orientation presentations as needed, attend and organize Jane McAlevey training, attend and organize stewards' training for departmental stewards, and create stewards' council budget for approval. Also proceeding with GAT fund grievance meeting and strategizing meeting to rebuild unit 3.

**Meeting and event attendance:**

**Exec meetings:** August 4 (Joint BT-Exec), August 14

**Stewards' Council:** August 24

**(S)GMMs:** August 18

**Other Meetings/Events:**



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**Name:** Stephanie Power

**Position:** Chief Steward, Unit 4

**Date of submission:** August 25, 2020

**Report Period:** July 25, 2020 - August 25, 2020

**Duties of the position:** The Chief Steward shall be responsible for:

- Reporting to the Executive on all business conducted at the Stewards' Council meetings, including all recommendations for Executive decision or action
- Rendering assistance to any member of the Executive as directed by the Exec Committee
- Surrendering, upon termination of office, all books, seals and other properties of the Local Union to her successor, and upon termination of their terms of office, provide a copy of all documents pertaining to their work to the CUPE 3903 Archive
- Advising unit 4 members on issues involving the Unit 4 Collective Agreement

**Projects, priorities, and tasks for this period:**

- Worked with Chairperson to create an advocacy strategy for U4 members to ensure enough U4 jobs are posted to support the York community; Working with members of CUPE-Ontario to bring the campaign to a wider audience ahead of the Fall 2020 semester
- Completed revisions for 2020-2021 Members' Manual on Unit 4's Collective Agreement
- Monitored chat and responding to queries from membership during August GMM
- Responded to queries from membership on health benefits, Unit 4 position timelines, and access to various funds (Ways & Means, Childcare, Remote Teaching, etc.) via email and through virtual consultation

**Difficulties and recommendations:**

- Unit 4 jobs have been cut by approximately 70% compared to last year (13 positions initially approved, cut to 4), concurrently about 20% of YUFA librarians will be taking sabbatical or research leave between September and January. This leaves the library critically understaffed as we enter into an unprecedented year and continue to adapt to the ongoing COVID-19 pandemic.
  - Recommendation: Increase advocacy for Unit 4 and the libraries in general (see plans for next month)

**Plans for next month:**

- Coordinate and execute public-facing advocacy campaign on behalf Unit 4 members
- Assist with onboarding and orientations for new and returning CUPE members
- Plan library session on YUL resources and services for CUPE members returning to York
- Continue to track any issues or queries that could be relevant for future rounds of bargaining and providing support for members via email, phone, and virtual conferencing
- Continue to provide regular updates to the membership on any changes in protocol or procedures due to COVID-19

**Meeting and event attendance:**

**GMM:** August 18

**Executive Committee:** August 14

**Stewards Council:** August 24

**Other:** Anti-Racism Town Hall, August 11



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**Name:** Stacey Berquist

**Position:** Vice President Unit 1

**Date of submission:** August 24th

**Report Period:** July 24 - August 25

**Duties of the position:** The Vice Presidents shall be responsible for reporting to the executive on all matters of concern or interest within and outside the university. The Vice Presidents shall liaise with other university, union, student and other organisations, both within and outside the university, and help facilitate the activity of all union committees, including the Labour Management Committee. The Vice Presidents shall render assistance to any member of the Executive as directed by the Executive Committee.

**Projects, priorities, and tasks for this period:** Transitioning 20+ new committees after elections at the AGM - connecting new members with each other and past members, registering relevant members with York for joint committees, outlining responsibilities and sharing past committee work; helping to orient our new VPU3 and meeting with VPs to discuss anti-oppression training planning; assisting members by email

**Difficulties and recommendations:**

**Plans for next month:** Meeting with VPs and Treasurer to transition Zoom meeting planning logistics to VPs, and organise anti-oppression training for committees; help plan Sept GMM and run committee elections; transition new committees; continue work on antiracism initiatives; have revised language for motion re: additional 2019/2020 committee honoraria

**Meeting and event attendance:**

**Exec Meetings:** July 24th (exec transition); August 4th (BT-Exec);

**GMMs:** August 18th

**Other Meetings/Events:** VP meeting July 30th; antiracism town hall August 11th



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**Name:** Vanessa Lehan-Streisel

**Position:** Vice President Unit 2

**Date of submission:** Aug 25, 2020

**Report Period:** July 25, 2020 - Aug 25, 2020

**Duties of the position:** The Vice Presidents shall be responsible for reporting to the executive on all matters of concern or interest within and outside the university. The Vice Presidents shall liaise with other university, union, student and other organisations, both within and outside the university, and help facilitate the activity of all union committees, including the Labour Management Committee. The Vice Presidents shall render assistance to any member of the Executive as directed by the Executive Committee.

**Projects, priorities, and tasks for this period:**

Helped with running the AGM. Contacted members of the EEC about ideas for a response to Lenton's letter on racism. Started planning the Anti-oppression training with the VPs. Helped with running the antiracism townhall. Met with the careers advisor re plans for next year.

**Difficulties and recommendations:**

There was a bit of a kerfuffle with the careers advisor where someone else was recommended for next year but not officially so we have to sort that out before we can have the usual information sessions in the Fall.

**Plans for next month:**

Sort out the careers advisor kerfuffle. Meet with Treasurer and other VPs to take over meeting tasks that the treasurer has been doing since the pandemic began. Plan another CCA meeting for the beginning of term. Plan some information sessions around SRCs/conversions/LSTAs. Set up the anti-oppression training with the other VPs.

**Meeting and event attendance:**

**Exec meetings:** July 24; Aug 14

**(S)GMMs:** Aug 18

**Other Meetings/Events:** CCA, July 10; VP meeting, July 30; Townhall Prep, Aug 7; Antiracism Townhall, Aug 11; Careers Advisor meeting, Aug 20



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**Name:** Rawan Abdelbaki

**Position:** Vice President Unit 3

**Date of submission:** Aug 21, 2020

**Report Period:** August 2020

**Duties of the position:** The Vice Presidents shall be responsible for reporting to the executive on all matters of concern or interest within and outside the university. The Vice Presidents shall liaise with other university, union, student and other organisations, both within and outside the university, and help facilitate the activity of all union committees, including the Labour Management Committee. The Vice Presidents shall render assistance to any member of the Executive as directed by the Executive Committee.

**Projects, priorities, and tasks for this period:**

In my first month on the exec, I've spent most of my time liaising with other experienced VPs and the chairperson, attend training sessions (new role training, bylaw training/review), and connecting with rank-and-file members on issues pertaining to Unit 3.

**Difficulties and recommendations:**

The struggle for unit 3 continues. A number of departments and faculty members continue to push to hire RA, and the exec is following through on grieving the violation of the GA Training Fund. I recommend we continue to work closely with stewards in each department to identify and grieve every single GA misclassified as an RA. I have also connected with various rank-and-file members working in their respective departments on antiracism issues in an effort to organize and revise the ARWG.

**Plans for Next month:**

Working closely with stewards to ensure all GA work is registered as such – a unionized unit 3 job. Working with ARWG and the exec around anti-racist bargaining proposals. Work collaboratively with the cross-Campus Alliance (CCA) to identify avenues for solidarity in fighting university's response to the pandemic.

**Meeting and event attendance:**

**Exec meetings:** Exec Transition (Jul 24); Joint Exec-BT (Aug 4); Exec meeting (Aug 14)

**(S)GMMs:**

**Other Meetings/Events:** Informal VP training (Jul 30); Bylaw review (Aug 10); Anti-racism townhall



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**Name:** Navi Dhanota and Bridget Liang

**Position:** TFAC Co-Chairs

**Date of submission:** Thursday, August 20th

**Report Period:** August 1st - August 25th

**Duties of the position:**

(a) The Chairs of the Trans Feminist Action Caucus are responsible for the coordination of that caucus' activities. (b) The Chair(s) organise(s) regular caucus meetings during the academic year, represent(s) the Caucus at CUPE National and CUPE Ontario Division Women's Committee sponsored events and liaise with other feminist organisations in an effort to improve the position of all women, trans, gender queer and gender variant people at York University and within the labour movement. In the event that two TFAC caucus co-chairs are elected, both shall have a vote and both shall receive full honoraria. (c) The Chairs shall, upon termination of office, surrender all books, seals and other properties of the Local Union to their successor, upon termination of their terms of office, provide a copy of all documents pertaining to their work to the CUPE 3903 Archive.

**Projects, priorities, and tasks for this period:** update manual, update information on website, dead name meeting with York preparation, anti-racism town hall, fall orientation membership call out

**Difficulties and recommendations:** due to the lack of attendance of our July meeting, we have decided to postpone our August meeting, until membership is back in classes.

**Plans for Next month:** membership recruitment, elections for trans fund, meeting with York regarding dead names

**Meeting and event attendance:**

**Exec meetings:** (1) Bridget and Navi (one exec meeting occurring after this report is submitted)

**(S)GMMs:**

**Other Meetings/Events:** (1) Anti Racism Town Hall (Bridget and Navi)