



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

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## EXECUTIVE REPORTS

**Name:** Maija Duncan

**Position:** Chairperson

**Date of submission:** February 25th, 2021

**Report Period:** Jan 26th - Feb 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:**

- Lots of bargaining, e.g. hosting the zoom for meetings with the employer, attending BT meetings, advising on proposals, working on communications as part of BT-exec sub-committee, revising bargaining reports, etc.
- Assisting on specific cases and grievances as requested by staff.
- Finalizing local anti-racism survey
- Routine tasks: managing staff, liaising with National, scheduling and chairing meetings, etc.

**Plans for next month:**

- Continue assisting with bargaining, e.g. hosting bargaining zooms, advising on language, helping with bargaining communications, etc.
- Prepare for the AGM
- Prepare transition documents for the next Chairperson, including putting some sort of order in dozens of files that will need to be passed over

**Meeting and event attendance:**

**Exec Meetings:** Feb 5th, 24th

**(S)GMMs:** Jan 26th, Feb 11th

**Other Meetings/Events:** Employment Equity Committee prep (Jan 27th), bargaining (Jan 28th, 29th, Feb 16th, 18th), TFAC (Jan 28th), Employment Equity Committee (Feb 3rd), BT meetings (Feb 10th, 17th, 19th, 24th), Nursing Working Group (Feb 17th), Job security mediation with Albertyn (Feb 20th, 21st)



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**Name:** Emilie Hurst

**Position:** Recording Secretary/Research Officer

**Date of submission:** Feb, 25th, 2021

**Report Period:** Jan 25 to Feb 25, 2021

**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:**

- Preparing agenda and minutes for exec meetings, joint exec-bt meeting as well as GMMs
- Compiling bylaw updates to send to National
- Coordinating large amount of endorsement requests in January
- Continue updating motions document and donation requests
- Check-in with staff
- Work with anti-racism sub-committee to create a Q and A

**Difficulties and recommendations:**

- Zoom fatigue, lots of bargaining, overworked staff
- 5 hour GMM in January meant that it took a very long time to sort through minutes, endorsement requests, donations requests etc. Discussed with exec and bargaining team strategies to try to reign in length of GMM and make discussions a bit more productive

**Plans for next month:**

- Finishing document inventory of google drive
- Preparing package for AGM, including collecting yearly reports from everybody
- Coordinating update of transition binder
- Serving on hiring committee

**Meeting and event attendance:**

**Exec Meetings:** Feb 5th; Feb 24th

**(S)GMMs:** Jan GMM (26th); Feb GMM (11th)

**Other Meetings/Events:** LMC check-in (Feb 23rd); Bargaining team meeting (Feb 10th); Bargaining with employer (28th and 29th)



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**Name:** Michael Laurentius

**Position:** Secretary-Treasurer

**Date of submission:** 24 February 2021

**Report Period:** 26 January - 25 February 2021

**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
  - Paid CUPE-O and TYRLC per capita for 2020 after logistical delays re: e-transfer
- Maintained updated membership list based on monthly/bi-weekly dues lists; maintained a contact list for current and political members based on various (incomplete) Employer-provided lists
- Continued to assist with the setup of Union1 for the Local by providing Union Digital with member information and workflow descriptions
- Contacted members re: results of policy grievance re: Unjust Enrichment and SunLife Benefits extension
  - Assisted members with financial assistance applications
- Assisted BT with questions re: membership numbers, funds status, info requests, etc.
- Assisted TFAC co-chairs with TFAC Ways and Means pilot
- Followed up with Alterna rep re: organizational credit card application
- Continued work on 2021-22 Main Operating budget
  - Met with staff re: forecasting legal expenses

**Difficulties and recommendations:**

- Difficult to attend bargaining meetings in addition to regular Exec workload

**Plans for next month:**

- Continue work on 2021-22 Main Operating budget
- Assist BT when needed; assist cttes in formulating new fiscal year budgets
- Follow up with Union Digital and Alterna

**Meeting and event attendance:**

**Exec Meetings:** 5 Feb, 24

**(S)GMMs:** 26 Jan, 11 Feb

**Other Meetings/Events:** 12 Feb (IGSC), 16 (SR), 23 (1281 LMC)



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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:**

**Difficulties and recommendations:**

**Plans for next month:**

**Meeting and event attendance:**

**Exec Meetings:**

**(S)GMMs:**

**Other Meetings/Events:**



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**Name:** Firoza Elavia

**Position:** Communications Officer

**Date of submission:**

February 26, 2021

**Report Period:**

January 25–February 25, 2021

**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:**

Website news and information updates, including daily bargaining updates;

Correspondence with bargaining team for updates, report backs and official documents;

Weekly newsletters and special announcements -- compiled and edited;

Maintained 3903 Calendar;

Maintained social media: Facebook and Twitter;

Organizing and planning for bargaining -- specifically related to anti-racism and equity issues in bargaining proposals;

Email correspondence (daily): Executive, BT and membership;

Updating listservs for new subscribers to CUPE Newsletter & ARC;

Coordinating with CSs & VPs in Units 1, 2 & 3 re: posters.

Setting up weekly meetings and agenda for communications committee;

Follow up calls for hiring graphic artist for website and posters;

Creating adverts. – designing, graphics and text;

Posting ads on social media, including Facebook and Twitter;

Creating budget for CUPE National's Cost Share;

Creating budget for Treasurer's Annual Report;

Attending Bargaining Team meetings, Bargaining meetings with Employer, Bargaining Meetings with Chris Albetyn.

Attending CALM workshops on advertising and Facebook

Communications Cttee. Meetings, organization and planning for membership outreach, bargaining campaign and ad. ccreation, submission, coordination and distribution;

Coordination and information session with CUPE National communications staff member re: campaign funding and other communication information.

**Difficulties and recommendations:**

The amount of work is extraordinary. I have solicited the help of two others starting on February 26th, 2021: the current Chair, Maija Duncan, and Unit 1 Bargaining Team member, Gizem Cakmak. They will be composing the newsletters, help update the website, and doing social media posts and tweets.

During bargaining years, I would recommend that there be two Communications Officers, one specifically to attend to bargaining issues, updates, and meetings, and the other for regular



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communications to handle all regular communications and creating bargaining campaign advertising. Bargaining meetings have swallowed up huge chunks of my time, leaving little to no time for my own work and course.

**Meeting and event attendance:**

**Exec Meetings:** February 5; February 24

**(S)GMMs:** January 26; February 11

**Other Meetings/Events:**

**Employment Equity Committee:** Jan. 27 (prep); Feb. 3.

**Bargaining Team Meetings:** Feb. 10; Feb. 17;

**Bargaining Meetings with Employer:** Jan. 28; Jan. 29; Feb. 16; Feb. 18; Feb. 19; Feb. 20; Feb. 21.

**Communications Committee Meetings:** February 2; Feb. 9; Feb. 16; Feb. 23.

**Informal meetings for equity proposals and/or Unit 2 caucus:** Feb. 9, Feb. 12; Feb. 23.

**CALM Workshops:** Jan. 27; Jan. 28; Feb. 10.



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**Name:** Alie Hermanutz

**Position:** Chief Steward Unit 1

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

**Report Period:** January 23-February 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:**

- Doing some education and communications about the collective bargaining process and building membership lists. Couple of infographics I've made and circulated to stewards can be found [here](#) & [here](#).
- I've been working with both Baolin and Nadia on different grievance cases that Unit 1 members are facing. This is very time consuming as the number of CA violations and harassment situations seems to continue to grow.
- Writing and passing an amendment to bylaw 8(b).
- Continuing work with the ICHRP-Canada's Set Them Free campaign.
- Doing one-on-ones with department stewards and GSA reps.
- Devising bargaining timeline and strategy with BT members and stewards

**Difficulties and recommendations:**

- Not enough time to balance organizing this large of a bargaining unit and helping our overworked staff with grievance issues.
- Difficult to keep up-to-date with bargaining given the rest of the work that needs to be done with regards to internal BMC organizing and grievance

**Plans for next month:**

- Going through steward list and finding departments missing stewards
- Completing one-on-ones with stewards
- Helping organize intra-department membership lists
- Deploying another training module/session for department stewards

**Meeting and event attendance:**





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**Exec Meetings:** February 5; February 24

**(S)GMMs:** January 26; February 11

**Other Meetings/Events:** Meeting with Chief Stewards (January 25); Meeting with Chief Stewards (February 3); Meeting with EO (February 3); Grievance meeting with employer (February 18); Meeting with EO (February 22)

**Stewards Council:** February 16



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**Name:** Elena Chou

**Position:** Chief Steward Unit 2

**Date of submission:** February 24

**Report Period:** January 26 - February 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:**

- Assisted members with inquiries, especially on blanket applications the closer it got to the deadline
- Supported Staffperson Baolinh Dang and the Nursing stewards with Nursing grievances, and helped out Baolinh with Nursing issues when needed
- Met with the Unit 2 BT to discuss the Unit 2 proposal package
- Worked with the other Chief Stewards on the departmental mapping project

**Difficulties and recommendations:**

- Continuing challenges in identifying existing Unit 2 stewards as well as recruiting new Unit 2 stewards, and especially new and/or additional stewards in Nursing
- Challenges in getting the departmental mapping project in SC/BMC off the ground, though the Chief Steward Unit 1 has produced some useful and helpful infographics to help move it along
- Difficulties in keeping up with bargaining and attending bargaining sessions with the Employer due to teaching and scheduling conflicts

**Plans for next month:**

- Continuing work on the departmental mapping project with other Chief Stewards and departmental stewards
- Continuing to help Baolinh and the Nursing stewards with Nursing grievances and issues
- Providing bargaining support to the Unit 2 BT when needed

**Meeting and event attendance:**

**Exec meetings:** Exec - February 5; February 24

**Stewards' Council:** February 16

**(S)GMMs:** January 26; February 11



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**Grievance Committee:**

**Other Meetings/Events:** Employment Equity Committee prep meeting - January 27; School of Nursing February Townhall - February 1; Employment Equity Committee meeting - February 3; Meeting with Chief Stewards - February 3; Unit 2 Caucus with Bargaining Team - February 12; School of Nursing prep meeting - February 15; School of Nursing monthly meeting - February 17; Unit 2 Caucus with Bargaining Team - February 19



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**Name:** Jessica Ireland

**Date of submission:** February 27, 2021

**Position:** Chief Steward Unit 3

**Report Period:** January 26 - February 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.

**Difficulties and recommendations:**

- Having a hard time finding a replacement CSU3. My political membership is expiring so I can't run again. We still haven't found two U3 members to fill the open BT positions. This will be an ongoing challenge as the AGM is approaching to find U3 members to fill the exec positions and there aren't very many U3s to reach out to.
- The biggest challenge for the BMC continues to be mobilizing members during the pandemic as most of our organizing methods rely on face-to-face communication. CSU1 made some great infographics about departmental mapping to move that project along.

**Plans for next month:**

- Preparing for upcoming mediation for RA/GA postings grievance.
- Working with BMC to train stewards to map departments.
- Developing timeline and strategy for bargaining with BMC and devising ways to mobilize members given that the university is closed.

**Meeting and event attendance:**

**Exec meetings:** February 5

**Stewards' Council:**

**(S)GMMs:** January 26, February 11

**Other Meetings/Events:** Joint BT-Exec meeting - February 26, Chief Stewards' meeting - February 3



**Name:** Stephanie Power

**Position:** Chief Steward, Unit 4

**Date of submission:** February 25, 2021

**Report Period:** January 25, 2021 - February 25, 2021

**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:**

- Met with Staff Representative and legal counsel to discuss a new proposal put forward by the Employer regarding the maximum hours of work. A new LOU has been drafted by legal and we await the Employer's response.
- Met with Chief Stewards to discuss goals/steps for departmental mapping.
  - Pulled relevant data from CUPE membership lists and organized into department-specific spreadsheets for mapping and to assist departmental stewards in contacting their members with union-related news & updates.
- Co-chaired February meeting of SC/BMC
- Provided feedback on the draft version of CUPE's anti-racism survey.
- Worked with members to resolve/discuss issues related to hours worked, benefits, hiring, etc.

**Difficulties and recommendations:**

- Communicating the purpose of the mapping project has been tricky. We need better communication on this, which our CSU1 has kindly provided in the form of new infographics outlining the purpose/goals of such projects. These will be distributed alongside any documentation related to departmental mapping.

**Plans for next month:**

- Gather confidentiality agreements from Stewards who wish to participate in our departmental mapping project and distribute member contact information accordingly.
- Collaborate on converting draft of Anti-Racism Survey into survey platform; Work with anti-racism survey team to plan out survey distribution strategy.
- Meet with LMC Co-Chair to finalize & sign LOU re: maximum hours of work for U4.
- Track any issues or queries that could be relevant for future rounds of bargaining or LMC and provide support for members via email, phone, and virtual conference.
- Provide regular updates to the membership on any changes in protocol or procedures due to COVID-19.

**Meeting and event attendance:**

**Executive Committee:** February 5

**GMMs:** January 26, February 11

**Stewards' Council/Bargaining Mobilization Committee:** February 16



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**Other:** Chief Stewards Meeting, February 3; LMC Co-Chairs, February 8; Staff Rep & legal, February 19

**Name:** Stacey Berquist

**Position:** Vice President Unit 1

**Date of submission:** Feb 24, 2021

**Report Period:** Jan 25-Feb 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:** Helped plan Feb GMM; organised nominations for rank and file hiring committee reps, and CUPE ON conference; put out call for new annual committee nominations; assisted members by email; began updating documents and information for new VP transition

**Difficulties and recommendations:**

**Plans for next month:** Contact current committees for annual reports; assist committee members with finalisation of annual terms, prepare transition materials for incoming VPs

**Meeting and event attendance:**

**Exec Meetings:** Feb 5

**GMMs:** Jan 26, Feb 11

**Other Meetings/Events:**



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**Name:** Vanessa Lehan-Streisel

**Position:** Vice President Unit 2

**Date of submission:** Feb 22, 2021

**Report Period:** Jan 25-Feb 25 2021

**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:**

Misc. bargaining related support,  
Gmm planning etc.,  
Planning a career info session for unit 2 folks,  
Discussion with other campus unions about bargaining.

**Difficulties and recommendations:**

I think we've mostly worked the kinks out of the Zoom meetings but one member had an issue joining last month and wasn't able to directly join. I think, if we see any more members experiencing difficulty joining the meetings, we might want to re-discuss security vs accessibility at an exec meeting.

**Plans for next month:**

Planning the AGM and writing out my end of term report. Bargaining support will continue.

**Meeting and event attendance:**

**Exec meetings:** Jan 29, Feb 5, Feb 24

**(S)GMMs:** Jan 26, Feb 11

**Other Meetings/Events:** LAPS faculty council Feb 11, Cross Campus Alliance Feb 22, Careers session Feb 24.



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**Name:** Rawan Abdelbaki

**Position:** Vice President Unit 3

**Date of submission:** Feb 24, 2021

**Report Period:** Feb 2021

**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:**

- Working with some stewards in identifying misclassified GA positions
- Liaising with Cross-Campus Alliance to coordinate solidarity actions for unions approaching bargaining (we, CUPE 3903, go first, followed by YUFA, YUSA, and CUPE 1356); also working with CCA on issues around Rhonda Lenton's renewal as President
- Building solidarity with broader labour movement on demanding paid sick days for all - a motion was passed unanimously at GMM to that effect

**Difficulties and recommendations:**

- As with some exec members, I've not been able to attend to bargaining meetings in addition to exec meetings and GMMs and other meetings associated with my role

**Plans for Next month:**

- Liaise with CCA to note our position on Lenton's renewal; liaise with fossil fuels divergent groups on campus; prepare for upcoming U3 grievance mediation on misclassification of GAs (unit 3) as RAs (non-unionized)

**Meeting and event attendance:**

**Exec meetings:** Feb 5th, Feb 24th

**(S)GMMs:** Jan 26th; Feb 11th;

**Other Meetings/Events:** CCA (Feb 22nd)





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**Name:** Navi Dhanota and Bridget Liang

**Position:** TFAC Co-Chairs

**Date of submission:**

**Report Period:**

**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:**

- designing TFAC honoraria for attendees
- designing TFAC Financial Assistance fund
- elected EO and planning for the AGM
- donation to Strapped TO's black queer porn event

**Difficulties and recommendations:**

- our initiatives had pushback from attendees that haven't shown up since our first TFAC meeting
- following through with the suggestions unless it results in obstructions

**Plans for Next month:**

- donation to the Disability Day of Mourning
- begin preparing documents for next year's co-chairs
- TFAC AGM
- trying to get the financial assistance and honoraria implemented



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**Meeting and event attendance:**

**Exec meetings:**

**(S)GMMs:**

**Other Meetings/Events:**