



**CUPE Ontario's 3<sup>rd</sup>**  
**Secretary-Treasurers**  
**CONFERENCE**

**This conference is open to ALL members, however, local union treasurers and trustees are especially encouraged to attend**

**Space is limited, please register early!**

**January 22 to 25, 2018**

Sheraton Parkway North, Richmond Hill  
600 Hwy 7 (west of Hwy 404)

All hotel reservations are to be made through W.E. Travel at  
1-888- 676-7747 no later than December 21, 2017

**\$142.00 + TAXES**

Registration Fee:	Affiliates	\$215.00
Registration Fee:	Non-Affiliates	\$375.00
Late Fee per Delegate after January 10 <sup>th</sup>		\$50.00

If you require small local financial assistance, on-site child care, Simultaneous French Translation, ASL, or have any other accessibility needs, please see our website at [www.cupe.on.ca](http://www.cupe.on.ca) or contact our office at 905-739-9739.

**THESE FORMS MUST BE COMPLETED AND RETURNED BY JANUARY 10<sup>TH</sup>, 2018**

If you require this notice in French, please also visit our website



# Secretary-Treasurers Conference

## Draft Agenda

### Monday, January 22<sup>nd</sup>

4:00 – 6:00 pm

6:00 – 7:30 pm

REGISTRATION – Richmond Ballroom Foyer

#### OPENING PLENARY

- Welcome & Equality Statement
- Diversity Vice President Greetings
- Candace Rennick – CUPE Ontario Secretary Treasurer
- Patty Coats – OFL
- Fred Hahn – CUPE Ontario President

Upon adjournment

Delegate Meet & Greet welcome reception

### Tuesday, January 23<sup>rd</sup>

8:00 – 9:30 am

#### WORKING BREAKFAST – NEW ELECTION FINANCE LAW

(see optional Working Modules)

9:30am – 12:00 pm

#### PLENARY SESSION

- Mike Stevens – Identifying and Confronting Fraud
- Charles Fleury – National Secretary-Treasurer
- Panel – CUPE's resources available to your local, followed by Q & A
- Mark Hancock – fighting concessions & defending free collective bargaining

12:00 – 1:30 pm

#### WORKING LUNCH – LABOUR LAW REFORM

(see optional Working Modules)

1:30 – 5:00 pm

#### WORKSHOPS

**NOTE: If you take Financial Officers, you are not eligible to take any other workshop**

Financial Officers for Secretary-Treasurers

Financial Officers for Trustees

1:30 – 5:00 pm

#### CHOOSE 3:

Local Union By-Laws

Strategic Planning

CUPE National Per Capita Tax & Accessing National Funding

Preparing and Understanding Budgets

Basic Excel for CUPE National Ledger

### Wednesday, January 24<sup>th</sup>

9:00am – 12:00 pm

#### WORKSHOPS (cont'd)

12:00 – 1:30 pm

#### WORKING LUNCH – IDENTIFYING AND PREVENTING FRAUD

(see optional Working Modules)

1:30pm – 5:00 pm

#### WORKSHOPS (cont'd)

### Thursday, January 25<sup>th</sup>

9:00am – 11:00am

#### CLOSING PLENARY PANEL

Trustees & Treasurers Best Practices Panel

Know your obligations with WSIB Union work

Closing Remarks

# WORKSHOPS

## CHOOSE 1:

### **1. Financial Officers training for Secretary-Treasurers (11 hours)**

This workshop will help you understand your role as secretary-treasurer in your CUPE local. You will practice keeping a monthly ledger, produce a treasurer's report and perform bank reconciliations. You will also learn how to fill out a per capita tax report and prepare a budget. This will provide you with the basic bookkeeping skills you need to be a secretary-treasurer.

**Please bring a calculator and a copy of your Local's by-laws**

### **2. Financial Officers training for Trustees (11 hours)**

You will gain a greater understanding of the role of the Secretary-Treasurer with specific focus on your role as a Trustee.

**Please bring a calculator and a copy of your Local's by-laws**

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## OR (CHOOSE 3):

### **3. Local Union By-Laws (3 hours)**

This workshop will cover the importance of ensuring financial decisions are supported by CUPE By-laws as well as the importance of developing sound fiscal policies for your local union. We will also review specific items to ensure that financial practices are in line with Canada Revenue Agency requirements.

### **4. Strategic Planning (3 hours)**

A critical part of everything we do in our union is to have a plan. Without a plan, it can feel like all we do is respond to things that come from our employers or government. With a plan, we can absorb those things that come at us and stay focused on our goals – whatever they are. Key to every strategic plan are the various resources needed to meet the goals people set. This workshop will have members talk about different kinds of strategic planning, who is best involved in planning, how to revisit and evaluate plans, and the critical role that a Treasurer plays in this important part of our work as a union.

### **5. CUPE National Per Capita Tax & Accessing National Funding (3 hours)**

Understand the payment structures to CUPE National and the processes behind remittances of local union dues. Gain an understanding of how the per capita system works, what your money is used for and what other pots of money are available under specific situations.

### **6. Preparing & Understanding Budgets (3 hours)**

With a focus on the CUPE budgeting tool available to locals, this session outlines for participants the steps involved in preparing your Local's annual budget. It includes a sample Budget Excel spreadsheet template and suggestions for the types and amounts of expenses that could be in your budget based on the experiences of other Locals. Further, we will explain how to read, understand and analyze your monthly and annual financial statements including comparing financial results and budget variances. This will provide you with the skills to confidentially present budgets and financial results to your Local's Council.

### **7. Basic Excel for CUPE National Ledger (3 hours)**

This Workshop is targeted to help beginners master the basic skills in using Excel as they relate to the CUPE Ledger. Participants will be given hands-on training of how to format a spreadsheet, set up formulas, navigate through a workbook, print a worksheet. Wherever applies, trainer will provide tips on how to make your financial tasks more efficient. Participants are required to bring their own computers preloaded with Excel 2010.

**Please bring a laptop (CONTACT CUPE ONTARIO IF YOU NEED TO BORROW ONE)**

# OPTIONAL WORKING BREAKFAST/LUNCH MODULES

These modules are optional, however you must register  
IN ADVANCE if you wish to participate  
There will be an added fee of \$30 per registrant to attend the lunch modules and  
\$25 per registrant to attend the breakfast module

**CLASS SIZES ARE LIMITED AND WILL BE ON A FIRST COME, FIRST SERVED BASIS**

*Breakfast or lunch will be provided. Please ensure to list any dietary restrictions and/or allergies when completing the attached registration form to attend the working lunch modules.*

**Tuesday  
8:00 AM**

## **New Election Finance Law**

Election day in Ontario is June 7, 2018. The parties are already gearing up for the by assembling their campaign teams, nominating candidates and preparing platforms, although the campaign doesn't officially start until May. Learn how changes in Election Finance Laws and spending limits can affect you and your local union. Learn how Ontario's 2018 election campaign will be different and steps you local activists, and your union can take to win.

**Tuesday  
12:00 PM**

## **Labour Law Reform**

Major changes have occurred in Ontario regarding employment standards and labour law reform. After years of organizing and mobilizing we have made significant advances for our members. Come and learn about what it means for your local at the bargaining table.

**Wednesday  
12:00 PM**

## **Identifying and Preventing Fraud in your Local**

Fraud is one of the fastest growing crimes for many organizations including Locals. This session will provide real life examples as well as insights and methods into how you can identify and detect suspicious / fraudulent activities and transactions by reviewing financial results and transactions as they occur. Equally important is how you should go about reporting your findings. Further, we will outline the financial controls that help prevent fraud from occurring.



# DOLLAR\$ & SEN\$E for Secretary-Treasurers

January 22-25, 2018

Sheraton Parkway North, Richmond Hill

## CONFERENCE REGISTRATION

PLEASE COMPLETE BOTH SIDES

### Workshops:

1. Financial Officers training for Secretary-Treasurers
2. Financial Officers training for Trustees

**IMPORTANT:** Workshops 1 and 2 are 1.5 day classes (11 hours) – you would not choose any other workshop. Choose either No. 1 OR 2 depending on whether you are a Secretary-Treasurer or a Trustee

*(please check EITHER 1 or 2)*

NAME	PHONE NUMBER / EMAIL	Fin Officer Sec-Treas No. 1	Fin Officer Trustees No. 2

## OR

### Workshops:

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>3. Local Union By-Law</li> <li>4. Strategic Planning</li> </ol> | <ol style="list-style-type: none"> <li>5. CUPE National PTC and accessing Nat'l funding</li> <li>6. Preparing &amp; Understanding Budgets</li> <li>7. Basic Excel for CUPE National Ledger</li> </ol> |
|--|---|

**IMPORTANT:** Workshops 3 to 7 are 3 hour classes – please choose 3 in total per delegate  
If you are taking workshop 1 or 2 you are not eligible to take Workshops 3-7

NAME	PHONE NUMBER / EMAIL	Workshop Nos. 3-7 (choose 3 in total) Please enter by #		

**OPTIONAL Working Breakfast/Lunch : includes breakfast/lunch  
**\$25 charge for breakfast module \$30 charge for lunch modules****

Tuesday 8 :00am : New Election Finance Law

Tuesday 12:00pm : Labour Law Reform

Friday 12 :00pm: Identifying & Preventing Fraud

NAME	PHONE NUMBER / EMAIL	Tuesday Breakfast \$25/person	Tuesday Lunch \$30/person	Wednesday Lunch \$30/person

**Dietary restrictions/allergies :** \_\_\_\_\_

**REGISTRATION FEE:**

CONFERENCE REGISTRATION FOR AFFILIATES	\$215.00 X	___	= \$	_____
CONFERENCE REGISTRATION FOR NON-AFFILIATES	\$375.00 X	___	= \$	_____
LATE FEE per delegate (after Jan 10)	\$ 50.00 X	___	= \$	_____
WORKING BREAKFAST SESSION	\$ 25.00 X	___	= \$	_____
WORKING LUNCH SESSION	\$ 30.00 X	___	= \$	_____
	TOTAL		\$	_____

(NOTE: the surcharge of \$160.00 for non-affiliates would be applied to the first per capita tax payment if a local joins the Ontario Division within three months of the conference)

**Please make cheque payable to "CUPE ONTARIO" and forward with Registration Form to:  
 Secretary-Treasurers Conference  
 CUPE Ontario  
 80 Commerce Valley Dr. E., Suite 1, Markham, Ontario L3T 0B2  
 Phone: 905-739-9739 Fax: 905-739-9740**

SECRETARY:	LOCAL NO.
ADDRESS:	
PHONE NO.	SIGNATURE:
EMAIL:	