



CUPE ONTARIO'S 4th 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!

February 18-21, 2020

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

All hotel reservations and conference registrations are to be
made through W.E. Travel at

1-888- 676-7747 by Friday, January 24th 2020

\$159.00 + TAXES, single/double occupancy

Registration Fee:	Affiliates	\$230.00
Registration Fee:	Non-Affiliates	\$385.00
Late Fee per Delegate after February 1st		\$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 or contact our office at 905-739-9739.

THESE FORMS MUST BE COMPLETED AND RETURNED BY JANUARY 17TH, 2020

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



Secretary-Treasurers Conference

Draft Agenda

Tuesday, February 18

2:00 – 6:00 pm

6:00 – 7:30 pm

REGISTRATION – York A Ballroom Foyer

OPENING PLENARY

- Welcome & Equality Statement
- Diversity Representative Greetings
- Communities Not Cuts Campaign Presentation
- Fred Hahn – CUPE Ontario President
- Mark Hancock – CUPE National President

Delegate Meet & Greet welcome reception

7:30 – 8:30 pm

Wednesday, February 19

8:00 – 9:00 am

9:00am – 12:00 pm

REGISTRATION – York A Ballroom Foyer

PLENARY SESSION

- Candace Rennick, Secretary Treasurer
- Bargaining & Bill 124
- BREAK
- Mike Stevens – Identifying and Confronting Fraud
- Ian Sinclair – WE Travel
- Charles Fleury – National Secretary Treasurer

12:00 – 1:30 pm

1:30 – 5:00 pm

LUNCH AND LEARN - (see optional Working Modules)

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

Activist Training 101

CUPE National Per Capita Tax & Electronic Ledger

Preparing and Understanding Budgets

Evening Social

7:00 – 8:00pm

Thursday, February 20

9:00am – 12:00 pm

12:00 – 1:30 pm

1:30pm – 5:00 pm

WORKSHOPS (cont'd)

LUNCH AND LEARN MODULES – (see optional Working Modules)

WORKSHOPS (cont'd)

Friday, February 21

9:00am – 11:30am

CLOSING PLENARY PANEL

Trustees & Treasurers Best Practices Panel

Anti-Racism Organization Action Plan

Understanding our Insurance Obligations

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

OR (CHOOSE 3):

3. Local Union By-Laws (3 hours)

This workshop will be facilitated by a representative from the National President's Office. It 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. Activist Training 101 (3 hours)

Getting involved in union and grassroots activism can seem daunting, especially today. Not only do you have to learn the system, where to start, and how to organize, today's labour movement necessitates knowledge of social media and more. Even long-time union activists find themselves at a loss. Our Activist Training will equip you to be a strong leader who can affect the substantial change in your community that our union needs. We will discuss building effective coalitions, organizing direct actions, working with structures, and communicating.

5. CUPE National Per Capita Tax & Electronic Ledger (3 hours)

Understand the payment structures to CUPE National and the processes behind remittances of local union dues. Gain an understanding of how to use the online CUPE Electronic Ledger. (Must bring or request laptop with excel program or request one in advance from CUPE Ontario)

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.

OPTIONAL WORKING 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**

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

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.

**Wednesday
12:00 PM**

Intro to Excel Part 1 – Participants must register for Part 1 & 2

This Workshop will be hosted over two lunch hour modules for a total of 3 hours. It is targeted to help beginners master the basic skills in using Excel. Participants will be given hands-on training of how to format a spreadsheet, set up formulas, navigate through a workbook, print a worksheet. Wherever it applies, the 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. If you do not have a laptop you must request one from CUPE Ontario in advance.**

**Wednesday
12:00 PM**

OMERS Pension Plan

Important updates about the OMERS Pension Plan and the campaigns moving forward to protect plan benefits like indexing. Open to all current and potential members of the OMERS Pension plan.

**Thursday
12:00 PM**

Intro to Excel, Part 2 – Participants must register for Part 1 & 2

This workshop will be hosted over two lunch hour modules for a total of 3 hours. It is targeted to help beginners master the basic skills in using Excel. Participants will be given hands-on training of how to format a spreadsheet, set up formulas, navigate through a workbook, print a worksheet. Wherever it applies, the 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. If you do not have a laptop you must request one from CUPE Ontario in advance.**

**Thursday
12:00 PM**

Identifying and Preventing Fraud in your Local

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

February 18-21, 2020

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:

- | | |
|--|--------------------------------------|
| 3. Local Union By-Law | 4. Activist Training 101 |
| 5. CUPE National PCT and Electronic Ledger | 6. Preparing & Understanding Budgets |

IMPORTANT: Workshops 3 to 6 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 3-6

NAME	PHONE NUMBER / EMAIL	Workshop Nos. 3-6 (choose 3 in total) Please enter by #		

OPTIONAL Lunch and Learn : \$30 additional charge and includes hot lunch

Wednesday 12:00pm : Intro to Excel, Part 1/ 2

Wednesday 12:00pm: OMERS Members

Thursday 12:00pm : Intro to Excel, Part 2/2

Thursday 12:00pm : Identifying Fraud

NAME	PHONE NUMBER / EMAIL	Wednesday Lunch \$30/person	Wednesday Lunch (2) \$30/person	Thursday Lunch \$30/person	Thursday Lunch (2) \$30/person

Dietary restrictions/allergies : _____

REGISTRATION FEE:

CONFERENCE REGISTRATION FOR AFFILIATES	\$230.00 X _____	= \$ _____
CONFERENCE REGISTRATION FOR NON-AFFILIATES	\$385.00 X _____	= \$ _____
LATE FEE per delegate (after Feb 1st)	\$ 50.00 X _____	= \$ _____
WORKING LUNCH SESSION	\$ 30.00 X _____	= \$ _____
	TOTAL	\$ _____

(NOTE: the surcharge of \$150.00 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

WE Travel

25A York Street, Ottawa, Ontario K1N 5S7

Phone: (888) 676-7747 or (613) 232-9908 Fax: (613) 232-9931

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