



**New Federal Workers Sub-Committee Meeting**  
**Thursday, April 4<sup>th</sup>, 2024**  
**12pm**  
**Via Teams Meeting**

**RECORD OF DECISIONS**

**Via Teams:** A. Yeo (Vice-President EC, LoP, OPBO), A. Brabant (Chair)

**Regrets:** N. Prier (President), A. Poliquin (Director of Representation and Education), J. Courty (Local Liaison Officer), N. Curti

**Staff via Teams:** J. Ouellette (Executive Director), J. Hutt (Senior Advisor to the President), S. Cousineau (Administrative Assistant)

**1. Opening of the meeting**

Meeting was officially called to order at 12pm.

**2. Approval of Agenda**

A. Yeo proposes we include a conversation regarding local resources. Be it resolved that the amended April 4<sup>th</sup>, 2024, Agenda be approved unanimously.

**3. Approval of Minutes from March 7, 2024**

A small amendment was made to correct a translation error. Be it resolved that the amended March 7<sup>th</sup>, 2024, Minutes be approved unanimously.

**4. Discussing terms of reference**

- The ToRs were translated in French.
- The English and French version of the ToRs were adopted and will be presented to the NEC.
- 

**5. Local Budget (Template)**

- A. Brabant created a template demonstrating locals how to utilize their budget.
- A. Brabant presents the Local Spending template.
- A. Yeo shares her suggestions regarding the document.
- A. Yeo finalized a CAPE Local starter pack. To be discussed more at the next meeting.

***Action Item:*** J. Ouellette to provide a list of the Locals and their size.



**6. Discussing the call for volunteer members**

- The call for volunteers closes on April 5<sup>th</sup>, 2024. However, new volunteers can still join after the fact.

**7. Discussion Item: A. Yeo**

- A. Yeo suggests we create resources for Locals (Decks, Handouts, Local starter pack and Worksite posters).

**8. Closing of meeting**

The meeting was adjourned at 12:30pm.

*The above minutes are accepted as a true representation of the New Federal Workers Sub-Committee meeting held on April 4<sup>th</sup>, 2024.*