



December 2021

- **Dec 6:** Edited the minutes from the November executive meeting
- **Dec 7:** Prepared the agenda for the December executive meeting
- **Dec 8:** Attended and took minutes for the December executive meeting
- **Dec 29:** Revised the minutes for the December executive meeting
- **Dec 16:** Attended the December JOHS meeting
- **Dec 9 - 21:** Discussed obtaining the PDF dues reports with: Raphaelle V-N (PSAC), Tina Stewart (UNB), and Moira Goodfellow (UNB)
- **Dec 28 - 29:** Started a Winter 2022 contact list: new graduate student B1 forms, new postdoc contracts, moved over ongoing contracts from the Fall 2021 contact list
 - No dues reports for the Winter 2022 term yet, this will add many contacts to the list. In addition, many contracts have not come in yet for the upcoming term.
- **Dec 29 - 30:** Attended online operational health and safety training (unable to attend in-person training)

January 2022

- **Jan 16:** Reviewed employment contracts in the gmail and added their contact information to the Winter 2022 contact list
 - Uploaded this contact list to the Google Drive
- **Jan 21:** Reviewed employment contracts in the gmail and added their contact information to the Winter 2022 contact list
 - Used 'manage versions' to add the updated contact list to the Google Drive
 - Noticed the Appendix B1 forms from the Earth Sciences department didn't list the approximate hours or specific duties expected of each TA. Emailed Heidi Stewart, Tammy O'Donnell, and Gloria Hache (Earth Sciences Admin) about getting revised contracts from the supervisors. "Employment Contract" is defined in our CA as 'fully completed Appendix B1 forms' (Section 2).
- **Jan 26:** Updated the employment contact list
 - Added graduate students who have been paid this term (from the UNB dues report)
 - Added additional information from the dues report to students already in the contact list
 - Merged the contact list with the Oct 2021 membership list from PSAC
 - This added the PSAC IDs and membership statuses



Quinn Carvey – Secretary – Activity Tracking
PSAC Local 60550 2021 - 2022



- However, this membership list doesn't have email addresses so doesn't help fill in the gap for post docs
- Earlier this week, followed up with Moira about the post doc dues report
 - was not cc'd on this (presumably paid sometime in January)
 - Moira was out of the office through 26-Jan, will hopefully get more information soon
- Jan 28: reviewed contracts in the gmail and added information to the Winter 2022 contact list

February 2022

- Feb 3: bargaining committee meeting
 - Recorded minutes
 - Created new folder in the Drive for bargaining documents
- Feb 6: reviewed contracts in the gmail and added information to the Winter 2022 contact list
- Feb 7: reviewed contracts in the gmail and added information to the Winter 2022 contact list
 - Updated contact list with the newest graduate student dues report
- Feb 7: reviewed bargaining surveys, made notes about the collective agreement