



Public Service Alliance of Canada  
Alliance de la Fonction publique du Canada

2021-2022

Treasurer: Mona Jazinaninejad  
Local 60550

#### December 2021:

- Meeting with Ehsan regarding the treasurer's duties and orientation about QuickBook, and writing the cheques
- Review Baylaws for treasurer duties.
- Attending the monthly executive meeting.
- Contacting with Union Credit Bank to provide new documents
- Attending UnionCredit for update signing officers
- Providing cheques for executive members and office costs

#### January 2022:

- Meeting with Ramin regarding the planning for the meeting, claim expenses, and updating the reports
- Meeting with Ehsan about the treasurer's duties and updating the ledger
- Jan 17: Contacting the Bank for approving the signing officers
- Jan 18: Requesting the online banking activation
- Jan 19: Creating the ledger + Attending the monthly executive meeting
- Jan 19: Making the cheques for executive members and meeting costs
- Jan 20: Contacting Bank, JHSC, and GSA
- Jan 26: Giving Shravani's November cheque

#### February 2022:

- Feb 02: First bargaining meeting with Raphaelle
- Feb 03: Internal meeting to review the survey
- Feb 04: Approving claim expenses
- Feb 07: Internal meeting to finalize the survey comments
- Feb 08: Attending JHSC meeting
- Feb 08: Presenting UGSW in GSA monthly meeting
- Feb 09: Creating invoices to the UNB
- Feb 10: Contacting bank for activating online banking
- Feb 16: Updating ledger
- Feb 16: Attending the monthly executive meeting
- Feb 16: Creating executive cheques for January



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Alliance de la Fonction publique du Canada

#### March 2022:

- Mar 03: Contacting Alicia to announce our survey
- Mar 03: Creating February executive cheques
- Mar 04: Completing JHSC courses
- Mar 08: Attending JHSC meeting
- Mar 09: In person bargaining meeting with Raphaëlle
- Mar 10: In person bargaining meeting with Raphaëlle
- Mar 23: Updating the ledger
- Mar 23: Monthly Executive meeting
- Mar 25: Meeting with GSA and Kevin
- Mar 29: Internal meeting for bargaining
- Mar 30: Reviewing bargaining comments
- Mar 31: Online meeting with Raphaëlle

#### April 2022:

- Apr 07: Contacting hardship funding applicants
- Apr 8: Collecting hardship funding applicants' information
- Apr 8: Approving claim expenses of March
- Apr 12: Attending JHSC meeting
- Apr 12: Creating executive and hardship funding cheques
- Apr 13: Bargaining meetings in SJ and Fredericton campuses
- Apr 24: Updating ledger for AGM
- Apr 26: AGM meeting

#### May 2022:

- May 10: Attending JHSC monthly meeting
- May 25: Updating the ledger
- May 25: Attending UGSW monthly meeting

#### June 2022:

- June 28: Providing the required files for changing the signing officers
- June 28: Informing the new members of filing claim expenses and monthly report
- June 29: Meeting with Raphaëlle to prepare for the bargaining
- June 29: Providing June cheques
- June 30: First bargaining meeting with the employer

#### July 2022:

- July 12: Attending JHSC meeting
- July 19: Updating the ledger
- July 20: Providing July cheques



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- July 20: Attending UGSW monthly meeting

#### Aug 2022:

- Aug: Email to GSA for orientation and BBQ
- Aug 16: Updating the ledger
- Aug 16: Creating the cheques
- Aug 16: Attending monthly meeting
- Aug 22: Meeting for preparing the orientation packages
- Aug 22: Organizing the BBQ event with GSA
- Aug 23: Preparing the orientation powerpoint
- Aug 25: Meeting for the orientation presentation demo
- Aug 25: Creating the cheques
- Aug 31: Nursing orientation

#### Sep 2022:

- Sep 6: Presenting our union in GSA BBQ
- Sep 6: UGSW-GSA BBQ event
- Sep 13: Attending JHSC monthly meeting
- Sep 27: Updating the ledger
- Sep 27: Contacting GSA to inform members about the orientation
- Sep 28: Preparing packages
- Sep 28: English department orientation
- Sep 28: Attending executive monthly meeting
- Sep 29: Attending Fredericton orientation

#### October 2022:

- Oct 03: Office hour
- Oct 13: Order new cheques
- Oct 17: Office hour
- Oct 18: Attending JHSC meeting
- Oct 24: Office hour
- Oct 24: Update ledger and check the cheque numbers at Quickbooks
- Oct 26: Attending monthly meeting

#### November 2022:

- Nov 01: Picking up the ordered cheques from Credit Union OMISTA bank
- Nov 01: Writing cheques
- Nov 14: Office hour
- Nov 14: Writing hardship funding and due cheques
- Nov 14: Updating the ledger
- Nov 16: AGM and ordering Pizza
- Nov 21: Office hour



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- Nov 28: Office hour
- Nov 28: Writing the cheques

December 2022:

- Dec 02: Providing documents for contacting the Bank to change the signing officer