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## Secretary's Report – Quinn Carvey

April 25, 2023

I was elected to the Secretary position in November 2020. I am currently halfway through my third term, which began November 2022. In the past half-year, I have been serving the union and its members by assisting the Executive members with administrative tasks. In this role, I set up monthly Executive meetings. At these meetings, we discuss issues and opportunities that may affect our union or members. We update one another on the business specific to our individual roles and offer each other support. Additionally, we brainstorm initiatives that can support members in areas where we have identified need. We are continuing our semi-annual disbursement of hardship funding to members in need and I worked to improve the selection process for this funding. During executive meetings, I record minutes so we have a record of our discussions and identify key action items that arise during these meetings. My other primary duty is maintaining an up-to-date contact list of all our members.

I have been focusing on working with UNB administration to ensure our Collective Agreement is being enforced. I have followed up regarding departments experiencing pay delays and checked up on individual member statuses where pay was late. I also reached out to departments about missing B1/B2 contracts and followed up about incomplete forms. There are a lot of issues with paperwork, often leading to delays in pay. This is something I've been working with administrators to understand and resolve, but is also something I want to improve through our collective bargaining.

In the past term, I have been one of two executives representing the Saint John campus. In collaboration with Mia Francis (Executive-at-Large), I have held open office hours for Saint John members. In addition, we have held two orientations, one in coordination with the Saint John Graduate Student Association (GSA). In addition, I have represented our members in meetings with their supervisors to ensure their rights under our Collective Agreement are being respected.

In solidarity, Quinn Carvey