



Education Committee

March 18, 2025 – Virtual Meeting (Zoom)

Present	
James Valois (Chairperson)	Holly Trojan
Gordon Marshall	Karen Kenniphaas
Edith Nganga	Ken Zarichansky
Ryan Ward	Irene Georgieva
Junior Ngandu	
Michèle Mongeau	Confirmed Regrets:
Rachel Andrusek	Absences:

	Welcoming remarks (James): Meeting start (5:30pm) via Zoom: James welcomed all persons in attendance. Note taker: James Valois
1.	Adoption of the Agenda for March 18, 2025 Ryan Ward requested that a Finance report be added to the agenda, no objections were outlined, and the Finance Report was added into agenda item 3. Moved by: Gordon Marshall Seconded by: Ryan Ward Unanimously Adopted
2.	Adoption of the Record of Decision, meeting of February 18, 2025 Moved by: Gordon Marshall Seconded by: Karen Kenniphaas Unanimously Adopted
3.	Finance Report (Ryan Ward): \$6,300 is the committee budget for the next 3 years, a slight increase from the last 3-year cycle; this broken down by the following categories (subject to change): • <i>Regular/Special Meetings and Miscellaneous fees related to meetings: \$1,500</i> • <i>Advertising, Marketing, Communications, Promotion: \$1,300</i> • <i>Training and Education, including Miscellaneous related to learning: \$1,000</i> • <i>Events, Social Projects, Retreat, co-sponsored initiatives: \$1,500</i> • <i>Donations to Union causes (internal and external): \$1,000</i> Any amounts that are unused in a particular year would carry forward to the next year. Gordon Marshall: How much money did we spend last year?

	Ryan Ward: We didn't spend a lot. I will show you over the last 3-year period (displayed) • In 2022 we spent \$2,255.80, leading to a forwarded balance. • In 2023 there was an opening balance of \$5,755.80 and we spent around \$7,000 that year (based on the amount that was carried forward). • In 2024 our balance was \$2,432.50 and we spent \$2,094.12, leaving \$338.38. Gordon Marshall: So, we never went over budget? Ryan Ward: No, but significant money in 2024 was being allocated towards the triennial education planning retreat, which would have used all our remaining funds. It turns out that the REVP's (Regional Executive Vice President) office ended up covering most of those expenses, which was fortunate, but we didn't know that would be the case. In the future, there's no guarantee those costs will be covered outside of the committee, and it would be a bad to think the committee doesn't need the funds allocated. James Valois: The Triennial Education planning retreat this year was very inclusive and included the REVP Ruth (Lau MacDonald) and Elisabeth Woods, Assistant Director of the Regional Office Branch. We didn't cap the number of participants and tried to make it a very inclusive initiative. We certainly can't budget to have these funds paid elsewhere. If we would have paid for it the way we did in the past, we certainly would have had a lot less money kicking around. Ryan Ward: 2023 was the big year of spending, that's when the committee spent a lot of money on swag. I am going to report to the committee as we spend money, we just need to make sure that we have a proper motion in place to make sure it's done properly to avoid delays. We need to ensure we have a full set of meeting minutes when a spending motion comes into affect to process the expenditures. Rachel Andrussek: What type of system of software do you use to track expenses, Quickbooks, Google Sheets, Excel? Ryan Ward: I use Excel, it's very simple and it's only around 10 transactions a year. We don't want to use anything that costs money, and doing this professionally for the CRA (Canada Revenue Agency) it's very basic. Excel makes it easy and straight forward, but Quickbooks would be used at the regional level, not for every committee.
4.	Discussion regarding Education Program- James Valois James reported the following: - In the last meeting, Jesus reported that the Spring Education Schedule would be released during the week of February 24th, it has not yet been released. - The REVP and NCR Education Program previously stated that a call-out and online registration for the Upcoming Broadbent Institute Progress Summit would be posted online through the PSAC Website, this has yet to be done, despite the summit beginning in 23 days (April 9, 2025). (Update: The Broadbent information was posted on the PSAC regional website on March 20, 2025 and disseminated through social media on March 23, 2025 thanks to Jade Conrad and the REVP's Office. Confirmation was received by Jesus Napoles on March 20, 2025 that the committee could coordinate the solicitation of interest for attendees of the Progress Summit- an e-mail was sent out the same day at 5:35pm). - In the last Education committee meeting on Feb 18th, Jesus reported that he would check with Elisabeth Woods to determine if/when Workforce Adjustment Training/Seminars would be offered by the PSAC, no information has been conveyed to date. This follows an email which was sent from the committee to

	Jesus Napoles, Elisabeth Woods, and Ruth Lau MacDonald on January 22, 2025 outlining the need for WFA support. - An email was sent to Ruth (Ryan in CC) on Jan 22, 2025 asking for the Education Committee website to be updated, specifically, to update the list of executive members, and remove outdated information. I followed up with Jade Conrad today, and she is going to get on it ASAP. (Update: The Education committee Website was updated by Jade Conrad on March 21, 2025 and the information regarding the June AGM- Annual General Meeting will be posted soon). - An email was sent to Jesus Napoles on Sunday, inviting them to tonight's meeting but no reply was received. - We (the committee) are doing our best to send emails to committee members and the regional executives asking for their support in advertising union education opportunities. Participation appears to be strong, which is a good sign. Rachel Andrusek: What can the locals do to help you? You're sending out emails and getting some responses, but what can the locals do to help the committee in furthering these causes? James Valois: The challenge we have is that member emails are safeguarded by the PSAC, so we really need to rely on the locals to disseminate out information in a grass-roots way, which is largely ineffective. So, we rely on member-to-member engagement, social media, and word of mouth. If we had a functioning communications committee that would help a lot, but in the meantime, it's best to have all components represented here at the committee to they can push our messaging from within their components. Gordon Marshall: We really rely on the buy-in from the locals, because we don't have all those emails. Rachel Andrusek: I'm not sure if you have the manpower to go through for example, the GSU website to get all the locals within the NCR and then add them to the invitations and emails to these meetings so someone can possibly attend. That would certainly help in getting more NCR locals on board. James Valois: Great recommendation, I was not aware that GSU had this centralized and available. Creating a local distribution list of all the Local Presidents would be extremely beneficial. This is something that I will endeavour to undertake. While GSU has this format, it might be tough to get this for all components, especially with UNE (Union of National Employees). Ryan Ward: We can use the list of locals and their allotment for regional council and populate that list. This would be a good way of trying to align the appropriate contact information with the NCR locals.
4.	Update: 2025 Broadbent Institute Progress Summit - James - The 2025 Broadbent Institute Progress Summit will take place April 9- 11, 2025 at the Delta Hotel in Ottawa. The event starts with a reception on Wed Apr 9th at 6:00pm and ends Friday April 11th at 1:00pm. - The Progress Summit brings together thought leaders, movement builders, elected officials, and frontline activists to help us understand our current landscape. The Summit is the largest annual progressive politics conference in Canada. It provides an annual opportunity for progressives across Canada to gather and discuss the issues of the day. Each summit offers analysis, solution-building and leadership training with each year focusing on a different theme, exploring pressing issues of concern to the progressives in Canada and around the world.

	- The Education committee passed a resolution on Jan 21, 2025 support each participant with \$100 to contribute towards transportation, parking, and other fees incurred as result of participation. - This is likely to be a last-minute registration, so I would council you to speak to your employer to get the authorization to attend ASAP. (Update: Invitation to attend was e-mailed on March 20, 2025 at 5:35pm by the education committee. It was also posted on the NCR website and sent to RVP's and Local Presidents on March 21st and added to social media on March 23rd)
5.	JLP Opportunities within the NCR – James - An e-mail was sent out by the committee on Feb 18, 2025 advising all Education committee members and regional council members of upcoming Joint Learning Plan (JLP) offerings for <i>Understanding the Collective Agreement</i> and <i>Preventing Harassment and Violence in the Workplace</i> within April and May, in both English and French. - There is a 2-Day JLP Training workshop for Occupational Health and Safety Committees in French in Gatineau on May 14-15, 2025 and an English session in Ottawa on May 28-29, 2025. - In speaking with the REVP's office, I know that the NCR is looking at increased collaboration with the JLP program. There nevertheless challenges that need to be worked out, as every Collective Agreement does not have JLP included within their Agreements (like Appendix C of the PA Collective Agreement for Example). Karen Kenniphaas: I wanted to follow-up with the licences regarding the remaining licences for the safeTALK ASIST online training by Livingworks, this is the 90 minute virtual first step for their Suicide Prevention training. I have 15 licences remaining from the original 30, that 15 remaining does include the ones that are incomplete and in-progress. I have 3 more members that want to take it on, but I want to support those licences getting used and having people trained. This project is an example of how MDAC (Members with Disabilities Access Committee) just acts and doesn't wait for the PSAC to launch these courses for us. For example, if everyone were to go ahead and take the safeTALK ASIST, then we could look at launching the 1 day in-person training (that we attended last summer) and from there a 2-day in-person course. Therefore, by us taking charge and getting people trained, we stand to have the PSAC coordinate the longer 2-day course based on the initiative and work we did to get everyone trained on the ASIST and 1-day courses. James Valois: To ensure everyone is aware, the online Suicide Prevention training is the first step in a series of training offered by Livingworks. After the online ASIST course, learners attend a 1-day course, on route to the more advanced 2-day in-person course. This is a great course and fantastic training for anyone interested within your networks.
7.	Varia (round table): Michèle Mongeau: I would like to know if there is a contact person for the PSAC in Gatineau to push DTA (Duty to Accommodate) training, because our local really needs this training. I have the support from our local management also, who supports us being released to attend these union training. James Valois: I will send you a point of contact after the meeting, the person I will send you will be a good point of contact. I know they are still reviewing the advanced DTA course, but I don't know how far away they are from rolling it out. Furthermore, if it will be a long time before an Advanced DTA course can be offered in French (for example)

	perhaps the NCR Education committee can look at securing a limited number of seats within the Quebec Region.
	Meeting Adjourned at 6:32pm