



Federation of
Post-Secondary Educators
of BC

To: FPSE Presidents' Council
From: Terri Van Steinburg, Secretary-Treasurer
Date: March 8, 2018
Re: 2018 AGM & CONVENTION – INFORMATION & FUNDING ARRANGEMENTS

1. AGM DATES & PROGRAM OF EVENTS

Delegates should plan to travel to Whistler on the morning of Monday May 14. Delegates who are travelling by air and who cannot fly in Monday morning may travel on Sunday, May 13. All delegates will return home on Thursday, May 17.

Convention registration runs from 11:00 AM – 2:00 PM on Monday, May 14. The AGM and Convention begins at 2:00 PM.

A DRAFT program is attached for your information. This program is subject to further changes. Please continue to check our website (www.fpse.ca/about/event/agm) for the latest updates.

Those attending **Presidents' Council** should arrive in time for the pre-convention meeting scheduled for 10:00 AM – 1:00 PM on Monday. The post-convention Presidents' Council meeting will be held at the close of AGM on Thursday morning.

2. CONVENTION SITE

Convention plenaries, AGM sessions, all breakfasts, lunches, Monday afternoon's reception and Wednesday's banquet will take place at the Westin Whistler Resort and Spa (4090 Whistler Way; www.westinwhistler.com).

Guest rooms have also been booked at the Westin Whistler (see *Hotels Accommodations*, Section 5).

3. YOUR LOCAL DELEGATION

Your local is entitled to a certain number of delegates based on a proportional calculation of the year's FTEs and dues. Attached is a copy of **last year's** delegate entitlement. This is meant to serve as a *guide only*, until this year's entitlement is finalized – *these numbers are for use as an approximate guideline only*. The final entitlement is calculated and distributed in early April, once all dues for the year have been received.

Delegates' costs of transportation, hotel, and meals during AGM are covered by FPSE. Your local may also send observers, but *all costs for observers are borne by the local*.

Please remember that your local must register all delegates and observers with FPSE by **Friday, April 6** to allow us to plan adequately for the event.

A. Delegates

Delegates should be selected early in order to ensure adequate time for arrangements, contingent on finalized delegate entitlement information.

Locals are responsible for arranging accommodations for their delegates and observers with FPSE, and alerting us to any dietary restrictions they may have.

You must also notify FPSE separately regarding who will be representing your local at the AGM, using the Proxy Form, which will be sent out in early April.

B. New Delegate Orientation

A New Delegates' Orientation session is scheduled for Monday from 12:30 to 1:30 pm. **New delegates are required to register** in advance by emailing agm@fpse.ca for the orientation session.

C. Registration fees

The local is assessed a \$175 registration fee for each delegate, including the local President. Locals are not invoiced; fees must be submitted to FPSE at the time of registration. This is the only direct expense that a local incurs on behalf of delegates.

D. Observers

A registration fee of \$175 must be remitted for each observer at the time of registration. Except for convention-provided meals, all expenses for observers are the responsibility of the local. Observers must be registered, and FPSE will make arrangements as for delegates; locals will then be billed back for the costs by FPSE at a later date.

E. FPSE Standing Committee Chairs

2018-2019 (i.e., incoming and continuing) FPSE Standing Committee Chairs are entitled to attend the AGM, as per their committee's terms of reference, and will not be considered local delegates unless they are appointed as such by their locals. Costs of transportation, hotel and meals for FPSE Standing Committee Chairs will be covered directly by FPSE.

REGISTRATION: To register, email or fax the attached registration form to (agm@fpse.ca; fax: 604.873.8865).

DEADLINE: Friday, April 6

4. TRANSPORTATION

Locals (or individual delegates) are responsible for making their own air and ground travel arrangements. Air travel should be booked as soon as possible, as lower rates should be available for early bookings. Delegates are expected to arrive by mid-day Monday, May 14, and to depart Thursday, May 17.

Any travel occurring before May 14 or after May 17 must be pre-approved by the Secretary-Treasurer in order to be reimbursed by FPSE.

A. Air travel

Flight tickets are non-refundable and non-changeable. Locals will be charged back the difference for any full fare resulting from late or cancelled bookings.

B. Travel agent

As per policy, FPSE prefers unionized suppliers, so we ask that you book through WE Travel, at 604.969.5585 or 1.800.663.4703 for air travel.

C. Travelling by car

Delegates travelling by car are strongly urged to carpool. Please note that, as per FPSE policy, any additional costs incurred as a result of road travel (e.g., meals, accommodation) will not be reimbursed in addition to the mileage claim. Mileage will only be reimbursed up to the cost of the lowest air fare available. Any car rentals over \$60 must be pre-approved by the Secretary-Treasurer.

5. HOTEL ACCOMMODATIONS

All delegates will be staying at the Westin Whistler Resort and Spa (4090 Whistler Way; www.westinwhistler.com).

A. Hotel cancellations/changes

Locals will be invoiced for any costs incurred by delegates arriving early or cancelling without sufficient notice, including hotel charges.

6. MEALS

All breakfasts and lunches for the duration of the convention will be supplied by FPSE, as will dinner on Wednesday evening. Meals, other than those supplied by the conference, and travel-related and other expenses, as stipulated by FPSE policy, will be paid by the delegate and claimed on the FPSE AGM expense reimbursement form, which will be distributed with AGM registration packages.

A. Guest meals

When registering, please inform us of any additional guests (spouses, children, etc.) who wish to partake of the meals provided to AGM delegates and observers. This will be at the following costs to the local:

- Breakfast: \$12.00
- Lunch: \$17.00
- Dinner: \$27.00
- Wednesday Banquet : \$50

Children under 12 will be charged at half the stated cost, as per FPSE policy.

7. DEPENDENT CARE

Dependent care expenses may be claimed by delegates and by FPSE Standing Committee Chairs as per FPSE policy; receipts are required for reimbursement.

8. ACCESSIBILITY REQUIREMENTS

If you require accessibility accommodations, please be sure to inform us by **Friday, April 6** After this date, we cannot guarantee accessibility accommodations.

Information about the FPSE AGM and its logistics will be posted and updated on our website (www.fpse.ca/about/event/agm) in the near future.

If you have any questions, please contact agm@fpse.ca.

Attachments:

- **2017** Delegate Entitlement *FOR INFO ONLY*
- **DRAFT** AGM & Convention Program
- Registration Form
- Call for Resolutions



**FPSE VOTING ENTITLEMENT
BY MEMBER LOCALS: 2017**

| Member Local | Average FTE | Basic Delegate Vote | FTE-Based Delegate Votes | Total Delegate Votes | +/- 2016 |
|-------------------------------|--------------------|----------------------------|---------------------------------|-----------------------------|-----------------|
| Local 1 CFA | 511 | 1 | 7..... | 8 | 0 |
| Local 2 TRUFA | 827 | 1 | 12..... | 13 | +1 |
| Local 3 FACNC | 316 | 1 | 5..... | 6 | 0 |
| Local 4 DCFA | 806 | 1 | 12..... | 13 | 0 |
| Local 5 KFA | 1017 | 1 | 15..... | 16 | 0 |
| Local 6 CORFA | 158 | 1 | 2..... | 3 | 0 |
| Local 7 UFVFS A | 744 | 1 | 10..... | 11 | 0 |
| Local 8 VIUFA | 707 | 1 | 10..... | 11 | 0 |
| Local 9 OCFA | 329 | 1 | 5..... | 6 | +1 |
| Local 10 SCFA | 191 | 1 | 3..... | 4 | 0 |
| Local 11 AWU | 44 | 1 | 1..... | 2 | 0 |
| Local 12 CCFA | 661 | 1 | 9..... | 10 | 0 |
| Local 14 LFA | 730 | 1 | 10..... | 11 | 0 |
| Local 15 VCCFA | 621 | 1 | 9..... | 10 | 0 |
| Local 16 NICFA | 225 | 1 | 3..... | 4 | 0 |
| Local 17 TRUOLFA | 100 | 1 | 1..... | 2 | 0 |
| Local 19 NVITEA | 73 | 1 | 1..... | 2 | 0 |
| Local 21 ETEA | 182 | 1 | 3..... | 4 | 0 |
| Local 22 ECUADFA | 151 | 1 | 2..... | 3 | 0 |
| TOTALS | 8393 | 19 | 120..... | 139 | |



Federation of
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 of BC

2018 AGM & CONVENTION

Mobilizing Our Power
 for an Equitable Future

MONDAY, MAY 14

10:00 - 1:00
 Presidents' Council
 Pre-Convention Meeting

11:00 - 2:00
 Registration

12:30 - 1:30
 New Delegates' Orientation
(Please register first)

2:00 - 4:00
**Opening Plenary Session
 & AGM, Session #1**
First Nations Welcome

*Welcome and President's
 Report & Presentation*

Keynote: TBA

4:00 - 5:00
 Reception

Dinner on your own

TUESDAY, MAY 15

8:00 - 9:00 Breakfast

8:00 - 9:00 Late Registration

9:00 - 10:30
**Plenary Session
 & AGM, Session #2**
Speaker: TBA

10:30 - 10:45 Break

10:45 - 12:00
**Plenary Session &
 AGM, Session #2 cont'd**

12:00 - 1:30 Lunch
(Committee Chairs meeting)

1:30 - 3:00
Workshop Series #1

3:00 - 3:15 Break

3:15 - 4:45
Workshop Series #2

Dinner on your own

WEDNESDAY, MAY 16

8:00 - 9:00 Breakfast

9:00 - 10:30
**Plenary Session
 & AGM, Session #3**
Speaker: TBA

10:30 - 10:45 Break

10:45 - 12:00
AGM, Session #3
*Presentation of Nominators
 and Nominees*

12:00 - 1:30 Lunch

1:30 - 3:00
**Plenary Session &
 AGM, Session #3 cont'd**
(Elections)

3:00
**Free time and activities
 organized by host Local 1**

6:30
Cocktails

7:00
Convention Banquet & Dance

THURSDAY, MAY 17

8:00 - 9:00 Breakfast

9:00 - 12:00
**Plenary Session
 AGM, Session #4**

12:00 - 12:30
 Presidents' Council
 Meeting

Lunch on your own

*The host of FPSE's 48th
 AGM & Convention is Local 1,
 Capilano University
 Faculty Association*

This year's AGM & Convention will
 take place in Whistler, BC at the
Westin Whistler Resort & Spa.

All events, meals and Guest rooms
 are at the **Westin Whistler.**

**Federation of
 Post-Secondary Educators**

400 - 550 West 6th Avenue
 Vancouver, BC V5Z 1A1
 ph 604.873.8988 • fx 604.873.8865
 www.fpse.ca



ANNUAL GENERAL MEETING & CONVENTION

MAY 14-17, 2018

FPSE Local Registration and Hotel Booking Form

Local #/name: _____

| | Name | Role | Check -in | Check -out | *Occ. | **Notes |
|--------|-------------|------------------------|----------------------|-----------------------|--------------|----------------|
| 1. | | President | | | | |
| 2. | | Delegate | | | | |
| 3. | | Delegate | | | | |
| 4. | | Delegate | | | | |
| 5. | | Delegate | | | | |
| 6. | | Delegate | | | | |
| 7. | | Delegate | | | | |
| 8. | | Delegate | | | | |
| 9. | | Delegate | | | | |
| 10. | | Delegate | | | | |
| 11. | | Delegate | | | | |
| 12. | | Delegate | | | | |
| 13. | | Delegate | | | | |
| 14. | | Delegate | | | | |
| 15. | | Delegate | | | | |
| 16. | | Delegate | | | | |
| 17. | | Delegate | | | | |
| †Chair | | Cte Chair ^F | | | | |
| | | Observer ^L | | | | |
| | | Observer ^L | | | | |
| | | Observer ^L | | | | |

* *There is no extra charge for double occupancy or children under 18 yrs.*

** *Please note dietary requirements, accessibility needs, etc.*

† *If a Standing Committee Chair is attending from your local, enter committee name under "Notes"; Chairs do not count towards delegate entitlements unless the local wishes to include them – if so, please indicate.*

^F *Costs covered by FPSE*

^L *Costs covered by Local*

ALL HOTEL ROOM BOOKINGS MUST BE MADE THROUGH FPSE.

Delegates will be staying at the Westin Whistler Resort; this is a 100% non-smoking hotel.

Hotel booking deadline: **Friday, April 6.**

Please return to: agm@fpse.ca; fx: 604.873.8865.

NO SCENTS MAKES SENSE – FPSE has a clean air policy.

Please remind your delegates to refrain from wearing perfume or other scented products.



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MEMORANDUM

By email only

To: **Presidents' Council**
From: **George Davison, President**
Date: **March 6, 2018**
Re: **2018 ANNUAL GENERAL MEETING AND CONVENTION –
CALL FOR RESOLUTIONS**

Attached you will find a call for resolutions for the FPSE Annual General Meeting, being held in Whistler from Monday, May 14th through Thursday, May 17th, 2018.

Please review the following documents regarding the submission of resolutions to the Annual General Meeting.

In order to have proposed general resolutions included in the Convention Handbook, they must be received in the FPSE office by **Friday, April 20th**.

Resolutions may be submitted by email to agm@fpse.ca.

Atts.

CUPE1004:20180305
SR/T:\AGMs\AGM2018\Correspondence\call-for-resolutions.docx



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CALL FOR RESOLUTIONS for the 2018 ANNUAL GENERAL MEETING

1. CONSTITUTIONAL AMENDMENTS:

Please note that constitutional amendments cannot be introduced this year as we have not yet completed our transition under the new *Societies Act*. The *Act* provides that the constitution cannot be amended until the transition is complete. In preparation for the transition, the bylaws are currently undergoing a full revision to ensure compliance with the new *Societies Act*, with the assistance of legal counsel. As a result, they are not available for revision at the Annual General Meeting this year.

2. GENERAL RESOLUTIONS:

General resolutions for the Annual General Meeting may be raised in advance of or during the AGM. Resolutions received in the FPSE office **by April 27th** will be circulated in advance to other locals for discussion and consideration. Thereafter, it will be the responsibility of the local to bring these to the AGM and have them distributed there. It will be of greater interest to the meeting as a whole if resolutions are circulated in advance; please make every effort to submit your resolutions to the FPSE office for advance distribution.

To assist in the preparation of resolutions, a resolution form is attached. You are not required to use this form. When considering a resolution, your attention is directed to policy already in place. The *FPSE Policy & Procedures Manual (September 2016)* and the 2017 AGM's policy resolutions are on our website at <http://www.fpse.ca/about/governance/policies-procedures>.

Please note re: AGM Rules of Order, #1. Members of locals may bring matters before an AGM for consideration only by means of resolutions submitted to and approved by the local to which they belong.



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**RESOLUTION SUBMITTED BY A LOCAL
PRIOR TO THE ANNUAL GENERAL MEETING**

Moved by: _____
(Local # and name)

(Local President's signature)

BECAUSE: _____

FPSE WILL: _____

Date & time received: _____

Date forwarded: _____