

**Staff Association Area Reps Meeting  
Minutes of Mar 14, 2013**

**Present**

Ray Butterworth  
Melissa Holst  
Lawrence Folland  
Tom Graham  
Trevor Grove  
Murray Zink

Carrie Lyn Hunting  
Robyn Landers  
Stephen Markan  
Carlos Mendes  
Tasha Glover

Kate Busse  
Gail Spencer  
Jeremy Steffler  
Katherine MacLean  
Luanne McGinley

---

**1. Approval of Agenda**

Add items about staff lifecycle project and report from Treasurer.

**2. Approval of Minutes of February 14, 2013 Area Reps Meeting**

Accepted as published.

**3. Business Arising from the Minutes**

None.

**4. Parking and snow removal (Murray Zink)**

Concern was raised that parking lots and sidewalks are sometimes inadequately cleared by 8 a.m. Tom Graham suggested reporting such concerns to Tom Galloway in Plant Operations ([tgallow@uwaterloo.ca](mailto:tgallow@uwaterloo.ca), x35676)

**5. Winterfest and UWSA Family Social Events (Melissa Holst, Lawrence Folland)**

Winterfest attendance has been tapering off yearly. About 200 people including about 50 UW staff attended the most recent one. Does this event need improving? Some other event instead? Aging demographic means fewer families with young children? Some people bring their grandchildren now though. Short notice last year; intending more publicity this time. Cost is not high. Ask in your areas about interest level or other ideas for the event.

Folland suggested switching the summer golf tournament to minigolf at a reserved course at Bingeman's (minimum 50 people needed). Real golf has more of a niche appeal, and there are other golf events in the summer. Minigolf might have broader appeal to staff and their families, and Bingeman's has other attractions as well.

**6. Nominations for vice-chair, recording secretary**

Stephen Markan volunteered as vice-chair. Robyn Landers agreed to continue as recording secretary.

**7. Equity Office Hiring Committee update (Gail Spencer)**

The committee consists of Logan Atkinson, Shannon Dea, Matt Erickson, Carla Fehr, Robbie Henderson, Bruce Mitchell, Barb Moffatt, Alexander Russell, Jen Simpson, Gail Spencer, and someone from HR experienced in diversity hiring for senior positions. The position of Director of Equity has been created. Purpose is to lead culture change -- foster equitability, inclusivity,

fairness. Other similar organizations have such a position. This will be a staff position reporting to Logan Atkinson, Secretariat. Will have responsibility for employment equity.

Comment: Looks like mostly faculty members on the committee; most faculty are male while most staff are female; want enough attention on staff.

Comment: Candidate will need good understanding of the nature of faculty members in contrast with the corporate sector.

Comment: UW is 15 or 20 years behind other universities on this institutionally/formally, though there has been strong student grassroots activity on this.

#### **9. Change Project – opportunity for staff involvement**

This is an opportunity to be involved with UW and WLU sexual assault centres. Focus is on students, developing strategy for prevention. responding to gender violence, connecting to administration, staff, and faculty. E.g. take training on what to do if a student tells you she or he has been assaulted.

#### **10. Staff Lifecycle**

See UWSA web site for updated info on this. Some areas have been selected for earlier examination than others.

#### **11. Treasurer's Report (Trevor Grove)**

April 30 marks the first full year of UWSA's new alignment with UW's financial year-end. Projecting a surplus of about \$49K which is unusually large, mostly due to salary savings from a vacant position for part of the year. Overall we're doing fine; reasonable amount of cash on hand. For next year, a conservative budget would be break-even. Next year's budget allocations are reoriented along functional unit requirements e.g. salaries, legal, meetings, etc. Suggesting delegating spending authority to committee chairs. First draft of budget using this new model projects a negligible surplus. Note that this budget covers only the operations of the UWSA, and excludes various events and the discount program which operate on a break-even basis. Committee chairs should inform Grove of expected spending plans.

A copy of the budget presentation slides is posted at

<https://sharepoint.uwaterloo.ca/sites/UWSA/Area%20Reps%20Information%20for%20Staff/Agendas%20and%20Minutes%202013/UWSA-AreaReps-treasurer-2013-3-14.pdf>

(without the line break).

Chair: Carlos Mendes

Minutes: RBL