

LIBRARIANS AND ARCHIVISTS' STEWARDS COMMITTEE MEETING

August 27, 2025, 9:30-11 am Weldon Room M22 and Zoom

Present: Courtney (Chair), Alie, Christy, Katie, Jennifer, Kristy, Bethany, Leslie, Tolga, Yasmeen

Note Taker: Alie

Notes: [June 25, 2025](#)

Guests:

Regrets: Zach

Approval of Agenda: Approved

Approval of Notes: Approved

Business Arising from Previous Meeting:

1. Welcome the new stewards!

- a. RSC & FIMS - Kristi
- b. ASC - Zach

2. Steward Onboarding (Courtney)

- a. [UWOFA-LA Collective Agreements](#) (print copies are available!)
- b. [Governance, Meeting Notes & Documents](#)
 - i. Two primary roles for Stewards: be a face colleagues can go to and be a representative for your Unit. Familiarize yourself with key articles and monitor the implementation of the Collective Agreement.
- c. Meeting schedule: September 24th and then the third Wednesday of the month. Calendar invites will be sent.
- d. CAUT & OCUFA - we are also members of these associations that support us. FYI - CAUT Librarians' and Archivists' Conference on October 3-4, 2025.

3. Google & Moving Email Group (Yasmeen)

Discussion about moving LASC to a Google email group and using Google Docs for minutes. Agreement amongst all present to move to Google.

4. Membership Outreach Strategies (Courtney)

Discussion about how we can engage with Members going forward. Further presentations based on the previous survey that was done and also practical areas and tips.

5. Steward Training

Crucial Conversations course and CAUT conference reminder.

6. Job Descriptions Check-In

Most Units are still working on job descriptions. One Unit has finished and contacted the Vice Provost & Chief Librarian for a meeting to discuss changes, per the Collective Agreement.

Standing Agenda Items:

Units Summary:

- No updates
- 1. **Members Services Officer Report (Lina & Tolga):** Member question about PLCP. The Grievance Team has a new model with portfolios. Tolga will be the primary contact for Librarians & Archivists in Member Services.
- 2. **Senate Observer (Elizabeth):** Next Senate meeting is September 19th.
- 3. **Joint Committee Report (Shawn/Leslie):** CTF data examination. When Members are requesting reimbursement for their PER there are new requirements (e.g., copies of agendas from conferences, pictures, etc.) and UWOFA has asked Faculty Relations about these questions.
- 4. **Board of Directors (Courtney):** Next meeting is September 19th.
- 5. **Communications Officer (Bethany):** Labour Day Picnic with a UWOFA tent. Free meal and chance to connect with other unions in the community. Dalhousie is on strike and UWOFA sent a donation to their strike fund. St. Anne University in Nova Scotia has a petition out and may be going on strike soon.
- 6. **Mobilization Report (Christy):** Christy will be Mobilization chair until December, filling in for David Heap.
- 7. **Librarians & Archivists Forum (All):** no updates

New Business:

1. Reminder of candidate presentations for recruitments and to send feedback if possible.

Next meeting: September 24, 2025

Note-taking roster for upcoming meetings:

Kristi Thompson – September
Alie Visser – August
Zach MacDonald – October
Katie Holmes – November

Jennifer Robinson – December