

WRITTEN REPORT for CONFERENCES and EDUCATION COURSES

CUPE Local 973



The CUPE Education policy states that members funded to participate in conferences or education courses are to provide a written report of the program they attended and must do so before being reimbursed for their expenses. Please complete this form and forward to Liz McGee, Recording Secretary. Also include it with your Expense Reimbursement and Mileage forms (if applicable) and forward to Kelly Patzer, Treasurer-Secretary, for processing.

Conference / Course Name: Recording Secretary Training

Course Date: Sep 14 & 15, 2026

Location: CUPE Regional Office, Kitchener ON

Member Name: Liz McGee



City



County

Phone Number: 226-500-4720

Email Address: lizmcgee.guelph@gmail.com

Summary Report:

I want to thank the membership for having the opportunity to attend this course.

The course material was vast but a lot of great information came out of it, as well as some minor networking opportunity as well with sister locals from Guelph as well as London and Kitchener.

The first day covered a lot of information, from using clear language, how to take minutes, distributing them (before the next meeting for review), One item that I will be incorporating in 2027 is a motion log. This will not only assist the executive, but also trustees and the membership, to easily track financial motions that were made and approved. We also received tips on how to plan for successful meetings and how to engage the membership. The consensus was that this role wears many hats and that one of the key traits is to be well organized but also take initiative.

The second day consisted of an open forum where all of the members in attendance had a chance to raise questions and get some insight on how to make the local run effectively. Discovered that a lot of locals run things differently, some have full time book offs for executives, while another, just joined CUPE. Last take away was that while AI can be useful, it's imperative to always use your own thoughts and judgement when communication with the local.

In Solidarity

Member Signature:

Date: