



DPMG
General Meeting
Approved Minutes for October 27, 2016
12 noon to 1pm

Halifax, NS Location: Theatre C, Sir Charles Tupper Building, Carleton Campus
Truro, NS Location: Cobequid Room, MacRae Library
Saint John, NB Location: Room 218 DMNB

1) Call to order

The meeting was called to order by President Robert Wooden at 12:05pm and he welcomed all DPMG members and introduced the 2016-17 DPMG Executive: President - Robert Wooden (2017), Management Career Services; Vice President - Jennifer Morawiecki (2017), International Research & Development - Dalhousie Research Services; Treasurer - Kate Somers (2018), Ancillary Services; and Secretary - Andrea Power (2018), University Secretariat.

2) Approval of the Agenda

The DPMG October 27, 2016 agenda was approved.

Moved by Katie Haigh
Seconded by Jennifer Morawiecki

3) Acceptance of Annual General Meeting minutes of June 9, 2016

The DPMG Annual General Meeting minutes of June 9, 2016 were approved.

Moved by Christina MacNeil
Seconded by Kate Somers

4) Old Business:

- a) **DPMG focus groups:** Robert Wooden noted that members are invited to participate in upcoming member focus groups, which are designed to help identify areas of interest and/or concern of DPMG members. Information collected will be used to craft a membership survey to take place early in 2017 so that we can have as much feedback from as many members as possible. Two focus groups will be held:
- Individuals that have been members of the DPMG for less than 4 years (48 months) on Monday, November 7 from 12noon – 1pm
 - Individuals that have been members of the DPMG for more than 4 years on Tuesday, November 8 from 12noon – 1pm

Members from Truro and Saint John were encouraged to participate and arrangements have been made to video conference individuals into the session.

- b) **DPMG Member Benefits Survey – Outcome:** Andrea Power, Secretary, DPMG provided a brief update, noting that in January 2016 DPMG members were surveyed regarding medical and

dental benefits. A draft recommendation went from the DPMG executive to the Employee Benefits Committee (EBC):

THAT the DPMG membership request the Employee Benefits Committee confirm the price for two additional services to the DPMG medical plan – massage therapy and increased vision care. The pricing for the additional service should be prepared for each additional service and then for both additional services combined. The DPMG membership would then vote as a group on the addition of services.

A summary of increases for massage therapy and vision care were produced by the EBC; however, if any single group/union at Dal did not want to take part in the changes to the medical plan then the changes could not happen. Two unions did not want changes to the medical plan, so, as a result, DPMG members were not approached about the potential changes. At this time, no changes will be made to the medical plan. It was noted that the dental plan at Dalhousie is not mandatory. There were many questions and it was noted that Courtney Dillman, the new EBC representative, will bring forward any issues directly to the EBC.

5) **New Business:**

a) **Updates from DPMG Committee Reports:**

i) **Nominating Committee:** In September, the DPMG Nominating Committee was asked to secure a representative for the Agricultural Campus' new Environmental Health and Safety (EHS) Committee, which mirrors the Halifax campus' EHS Committee. Although there was only one position available, two volunteers came forward. The committee also required a University representative as well. As such, Amanda LeBlanc (Human Resources) was appointed as the DPMG representative, and Bev Zinck (Student Affairs) was appointed as the University representative.

The Nominating Committee has also updated its digital handbook via the DPMG SharePoint site, has developed 2016-17 timeline and committee overview documents, as well as a thorough DPMG Committee membership list.

ii) **Outreach Committee:** Kurt Sampson noted that there are now 5 DPMG representatives on the Committee, representing the 5 campuses. The annual BBQ was held in the summer, a new employee welcome was held on October 25, 2016 and other new initiatives have been held (summer softball, Friday fitness, etc.). The Committee will continue to use the MS Outlook calendar invites and the registration system in Talent Management.

iii) **Professional Development Committee:** Katie Haigh and Kate Somers, Co-Chairs, DPMG Conference Committee highlighted the activities for the PD committee and the 2016 DPMG Conference. There will be a November 7, 2016 lunch session for DPMG members featuring the "Phone Lady", Mary Jane Cobbs.

The theme for the June 8, 2016 DPMG conference, hosted in the McCain Building, is "Leadership challenges & opportunities". Registration for the conference will open by early May.

iv) **Communications Committee:** Jason LeCours noted that the committee had revised the DPMG one page brochure that new employees receive and it is now in use. @dalDPMG is available on Twitter and a communications plan is being developed. The newsletter will,

once again, be made available and the proposed dates are November 15, February 7 and May 2. Jason encouraged members to submit articles, member profiles and events.

b) **200th Anniversary Legacy Project**

Andrea Power provided a brief update on the Legacy Project and noted that HR and DPMG are in the initial stages of planning a joint legacy initiative on campus. The main event will be held in 2018 – Dal’s 200th anniversary - but there is a desire to hold a preliminary event in 2017; potentially during the week of May 15-18. HR and DPMG are looking for a way to connect with the external community - strategic priority 3.0 Service. The focus for the event in 2017 likely will be targeted to new immigrants in Nova Scotia. DPMG members are encouraged to contact Andrea Power if they are interested in participating on the Legacy Project.

c) **Presentations:**

i) **Medavie Blue Cross:** Hali Payne, Senior Corporate Account Associate, provided a brief overview from her comprehensive PowerPoint which was previously distributed. Questions focused on:

- The best value pharmacy can be found by using the pharmacyvalue.ca website.
- Health spending account dates are July 1 – June 30
- Massage is not covered under the medical plan but can be applied to the Health Spending Account.
- There are multiple options for submitting a claim – in person, online and mail.

The HSA expense guideline was provided in hard copy for members in Halifax and the document will be made available for all DPMG members on the website.

ii) **United Way:** Erin Stewart-Reid, Co-Chair 2016 United Way Campaign, Nicole Cameron, Dalhousie University United Way Representative, and Amanda Young, United Way spokesperson, were present for a briefing on the Dalhousie University United Way Campaign that operates through the month of October. It was noted that all funds raised will remain local for each Dal campus. Amanda Young, who a Dalhousie University employee, spoke of her personal experience with United Way support and thanked all those who donate funds.

6) Other Business

7) Adjournment at 1:05pm

Moved by Anna Cranston
Seconded by April Delorme-Provo