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# MANITOBA WINTER SCHOOL 2013

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Sponsored by the:  
Union Development Department, CUPE

**CUPE** *education*  
where the *action* is!

## LAKEVIEW RESORT Gimli, Manitoba



January 24–27, 2013

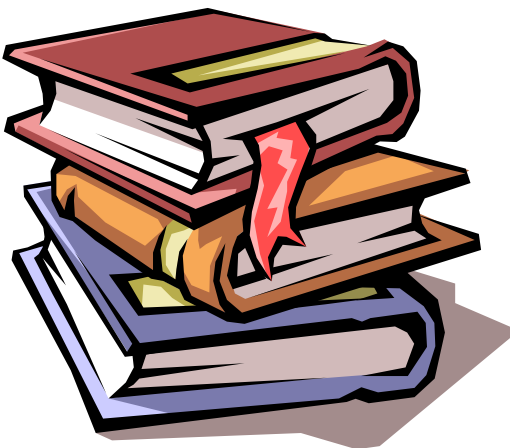
# Manitoba 18th Annual CUPE Winter School

## Who Can Attend?

The School is open to all CUPE Members sponsored by their Local.

Class size will be limited to approximately 20 participants. Participants will be registered on a first-come, first-served basis. It is very important to signify a **second** choice. Your registration fee **MUST** accompany your registration form.

In order to provide the best learning environment, the Education Rep reserves the right to cancel any course if the registrations are low, or transfer participants to their second choice. The Education Rep also reserves the right to limit the number of members any one Local may send to any workshop and to assign participants to a second choice workshop.



## Bursary:

The following Bursary is available for CUPE members to attend the upcoming Winter School, January 24-27, 2013.

### One (1) Bursary for \$750 from CUPE Manitoba

- ◆ Available to small CUPE Locals or those in financial need.
- ◆ A copy of your Local's last Trustees' Report must accompany the application for Bursary.

Bursary application forms are attached.

### Send Bursary Applications by mail, fax or E-mail to:

Sheree Capar  
703-275 Broadway  
Winnipeg, MB R3C 4M6

Phone: (204) 942-0343  
Fax: (204) 956-7071  
E-mail: [scapar@cupe.ca](mailto:scapar@cupe.ca)

**Deadline for Bursary Applications is  
January 4, 2013**

***UNION EDUCATION MEANS UNION POWER!***

*The power to defend our rights as workers, to protect the services we provide, and to build caring communities.*

# 2013 Winter School INFORMATION

## Accommodation:

Locals are responsible for booking their delegates' accommodations. Rooms have been block-booked at the Lakeview Resort in Gimli. Please make reservations directly with the hotel prior to **January 4, 2013** in order to take advantage of this block-booking.

Please quote Group Name: **CUPE Winter School 2013** when reserving your room.

### Rates:

- ◆ Double rooms: \$89
- ◆ Suites: \$109
- ◆ Deluxe & studio suites: \$119
- ◆ One-bedroom luxury suites: \$139
- ◆ Two-bedroom luxury suites: \$169  
(Taxes extra)

Please note that the **Lakeview Resort is a completely non-smoking facility.** Smoking is not permitted on guest room balconies or inside rooms.

Check-in is after 3:00 p.m.  
Check-out is at 11:00 a.m.  
Any departures after this time may be charged for an additional night unless prior arrangements have been made with the hotel's Front Desk.

### Lakeview Resort Gimli

10 Centre Street  
(at Lake Winnipeg)  
Gimli, MB R0C 1B0  
Website:

<http://lakeviewhotels.com/gimliresort>

Phone: 1-877-355-3500 or (204) 642-8565

Fax: (204) 642-4400

## Refund Policy:

- ◆ Up to **Friday, January 11**: full refund
- ◆ After **Friday, January 11**: no refund

## Meals:

### The Registration fee of \$185.00 includes:

- ◆ Wine & cheese reception following the workshops on Thursday evening.
- ◆ Lunch on Friday.
- ◆ Banquet Supper on Saturday night.  
(Additional tickets will be available for \$25)

Please note on the registration form any special dietary needs you have so that we can provide advance notice to the caterers.

All other meals are not included in the price.

## Scent-Free Policy:

In consideration of our members and staff with allergies, the CUPE Winter School has implemented a Scent-Free Policy.

## Code of Conduct:

All participants are advised that a high standard of trade union behaviour is expected of them. All forms of harassment are unacceptable. The CUPE Education Rep will deal with incidents fairly and reserves the right to send participants home for inappropriate behaviour or non-attendance at classes. Locals will be advised, should this occur.

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This brochure is also available on the following websites:

<http://cupe.ca/union-education>

<http://manitoba.cupe.ca>

<http://cupe.mb.ca>

# 2013 Winter School COURSE DESCRIPTIONS

Choose one course from the following four courses and remember to make a second choice, too.

## COURSE #1

### FINANCIAL OFFICERS/ PREVENTING FRAUD

*Jodi Jowett, CUPE Member Facilitator  
&  
Debb Grimaldi, CUPE Representative*

This two-part workshop is designed for all Financial Officers – Treasurers and Trustees, and also for Executive members.

The first part of the workshop will help you understand the role of the Treasurer and Trustees in your CUPE Local. New Treasurers will learn how to keep a set of books, report to the membership, develop budgets, and work with Trustees. New Trustees will learn all the skills needed to audit their Local's books. More experienced Financial Officers can get up to speed with CUPE's ledger and associated forms, and spend time practising with the on-line ledgers.

In part two of this workshop, we will review the role Financial Officers, Executive members, and CUPE staff play in developing sound financial practices and in preventing fraud. Learn how the Courts are dealing with Local Union fraud cases and understand the financial controls you Local can put in place to make sure you are protected. Find out what kinds of motions might violate the Constitution, or not hold up to scrutiny by an auditor or even the Court. And what about those honourariums, per diems and lost wages – what's taxable and what's not?

Please bring a copy of your Local Bylaws, recent Treasurer's Report, and a pocket calculator.



## COURSE #2

### HEALTH AND SAFETY: WHAT A UNION ACTIVIST NEEDS TO KNOW

*Sue Roth, Safe Work Co-ordinator  
Workers Compensation Board of Manitoba  
and CUPE Local 1063 Activist  
&  
Wally Skomoroh  
CUPE Health & Safety Advisor*

This comprehensive workshop covers a broad range of information that health and safety activists need to know to be effective advocates in the workplace. There will be a review of how health and safety perspectives have evolved over time. You will learn about:

- Injury prevention and hazard assessment;
- Safety programs;
- How committees should function; and
- Psychosocial and mental health issues.

There will also be a section on vulnerable workers, and women and the unique issues they face.



## COURSE #3

### STEWARD LEARNING SERIES

*George Bouchard, CUPE Representative  
&  
Kristine Barr, CUPE Legal Representative*

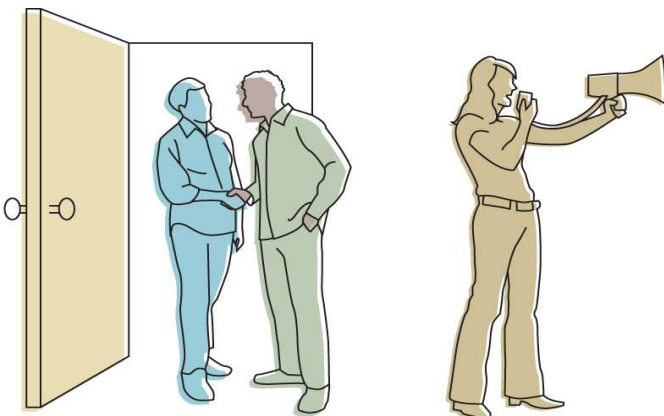
Calling all stewards! The Steward Learning Series is an exciting education program just for you. It provides an opportunity for stewards to explore a number of topics - all from a steward's point of view.

This Winter School presents the following modules from the Steward Learning Series:

- Disability Issues for Stewards
- Creating an Accommodation-friendly Workplace
- Handling Grievances
- Building Your Case
- Note-taking

**Pre-requisite:** In order to register, you need to have taken the 9-hour Introduction to Stewarding workshop and have some practical experience as a steward.

Please bring your Collective Agreement and your Steward Learning Series passport if you have one. Stewards may take a module more than once.



## COURSE #4

### SPEAKING UP!

*Monique Ménard-Kilrane  
CUPE Union Development (Ottawa)  
&  
David Jacks, CUPE Communications Rep*

Want to feel more confident “speaking up” at meetings, in debates at conventions, or giving presentations and speeches?

In this workshop, you will:

- Understand what makes a speech or presentation effective;
- Learn and practice tips for dealing with nervousness; and
- Gain experience speaking in front of a supportive group.



*“Education is the most powerful weapon  
you can use to change the world.”*

*Nelson Mandela*



# 2013 Winter School AGENDA

## Thursday, January 24

Registration	6:00 – 7:00 p.m.
Opening Session	7:00 – 8:00 p.m.
Workshops	8:00 – 9:00 p.m.
Wine & Cheese Reception (Cash Bar)	9:00 – 12:00 midnight

## Friday, January 25

Workshops	9:00 – 12:00 noon
Lunch – provided	12:00 – 1:30 p.m.
Workshops	1:30 – 4:30 p.m.

***EVENING FREE***

## Saturday, January 26

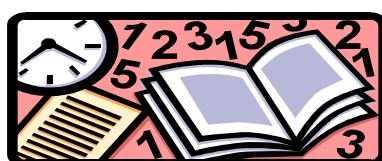
Workshops	9:00 – 12:00 noon
Lunch ( <i>Participants are on their own</i> )	12:00 – 1:30 p.m.
Workshops	1:30 – 4:30 p.m.

### ***BANQUET***

Cocktails (Cash Bar): 6:30 p.m.  
Dinner: 7:00 p.m.

## Sunday, January 27

Workshops	9:00 – 11:00 a.m.
Closing Session & Adjournment	11:00 – 12:00 noon



# 2013 Winter School REGISTRATION FORM

Local # \_\_\_\_\_

Name \_\_\_\_\_

Brother                   Sister

Home Address \_\_\_\_\_

\_\_\_\_\_

City/Town \_\_\_\_\_

Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

### Special Needs

Do you have any special dietary needs?  
 Yes     No    If yes, please specify:

\_\_\_\_\_

\_\_\_\_\_

Do you have any special access, mobility, or other health needs?

Yes     No    If yes, please specify:

\_\_\_\_\_

\_\_\_\_\_

### Winter School Registration Fee

**\$185.00** per participant.

Your registration fee **MUST** accompany your registration form.

### Make cheques payable to:

"CUPE Union Development Dept."

### Mail a copy of the completed form and cheque to:

Erika Iliant  
 CUPE Manitoba Regional Office  
 703-275 Broadway  
 Winnipeg, MB R3C 4M6

Phone: (204) 942-0343  
 Fax: (204) 956-7071  
 E-mail: [eiliant@cupe.ca](mailto:eiliant@cupe.ca)

### REGISTRATION DEADLINE: Jan 4, 2013

### Course Selection

We will do our best to ensure you are enrolled in the course of your choice. However, each course enrolment is limited and registration will be on a first-come, first-served basis.

**Please give us your second choice!**

Choices:	1st	2nd
Course #1 - Financial Officers/ Preventing Fraud	<input type="checkbox"/>	<input type="checkbox"/>
Course #2 - Health and Safety: What a Union Activist Needs to Know	<input type="checkbox"/>	<input type="checkbox"/>
Course #3 - Steward Learning Series <i>(Introduction to Stewarding is a pre-requisite)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Course #4 - Speaking Up!	<input type="checkbox"/>	<input type="checkbox"/>

### OFFICE USE ONLY:

Date Paid: \_\_\_\_\_

Cheque #: \_\_\_\_\_

AR/ei/cope 491

# 2013 Winter School BURSARY APPLICATION

Local #: \_\_\_\_\_ Local Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Delegate's Name: \_\_\_\_\_

Course Applying For: \_\_\_\_\_

## General Information:

1. Number of Members: \_\_\_\_\_
2. Has your Local received a CUPE Manitoba Bursary in the past?  
 Yes  No If so, when? \_\_\_\_\_
3. Has the delegate attended Winter School or the Russell Weeklong School before?  
 Yes  No If so, when? \_\_\_\_\_

## Financial Circumstances:

Please comment on your Local's financial circumstances (i.e. total cost of sending a delegate, transportation, lost wages, registration, etc.). **Please include a copy of your latest Trustees' Report for the CUPE Manitoba Education Committee's information.**

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## Educational Needs:

Please comment on possible educational needs of your Local as they relate to the 2013 Winter School program.

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Signature of Local President: \_\_\_\_\_

**Deadline for Application is January 4, 2013**

AR/ei/cope 491



## **DEADLINES:**

**ACCOMMODATION:** **Jan. 4, 2013**  
(Quote CUPE Winter School 2013)

**REGISTRATION:** **Jan. 4, 2013**

**BURSARY APPLICATION:** **Jan. 4, 2013**

## **REFUND POLICY:**

- ◆ up to **Friday, Jan. 11, 2013:** full refund
- ◆ after **Friday, Jan. 11, 2013:** no refund