



## How you can prepare for the Budget Planning Meeting and what you should bring.

What	Who	Done
Bring Collective Agreements (leave with Treasurer)	BUP	
Pay stubs for current wages and percentages in lieu to be paid of any Bargaining Unit Leadership who will require reimbursement by the Local	Executive Members	
Number of outstanding grievances, arbitrations ( Location of arbitrations if known)	BUP	
Issues in the bargaining unit that could affect budget i.e. professional responsibility complaints, OH&S concerns, violence prevention initiatives	BUP	
Dates and locations of the Board meetings, ACCs and PCMs, Executive Meetings	Local Coordinator	
Dates and locations of the Bargaining Unit Meetings	BUP	
Travel mileage to mandatory meetings and plans of who requires accommodation	BUP, Treasurer, Secretary	
Calendars for planning of Executive meetings	Executive Members	
Written Escan	BUP	
Templates for envirosan to the meeting to capture major issues	Secretary	



**How you can prepare for the Budget Planning Meeting and what you should bring.**

<b>What</b>	<b>Who</b>	<b>Done</b>
Constitution	Executive Members	
Bargaining Unit education needs Expected turnover in Bargaining Unit Leadership Team	BUP	
Local Education needs Expected turnover in Local Executive	Local Coordinator	
Dues Distribution Report	Treasurer	