

April 4th, 2022
P&S AGM

Committee:

Doug Preddy – chair

Members at large between 2020-2022: Aurelia Laxdal, Carla Rodrigo, Allayne McGowan, Michael Trinczek (absent), Anders Mjos (left TRIUMF), Violeta Toma (left TRIUMF).

P&S members: total 58 members present

Meeting recorded:

<https://triumfoffice365.sharepoint.com/sites/PSmembers/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FPSmembers%2FShared%20Documents%2FGeneral%2FRecordings%2FP%26S%20group%20AGM%2D20220404%5F120225%2DMeeting%20Recording%2Emp4&parent=%2Fsites%2FPSmembers%2FShared%20Documents%2FGeneral%2FRecordings>

Doug introduced the agenda for this AGM (last AGM: Nov. 25, 2020):

- He reintroduced the P&S committee and its role
- Yearly elections of members: asking for nominations for the chair or committee members
- Nominations for the committee members: 3 calls for nominations.
Six people to sit in the committee (as members at large) for 1 year. There are already 4 members in the committee. Also 3 new people have been already nominated. So, there will be an election. Doug to send a link with a form that allows to select the nominees in the order of preference. The voting is open until noon Friday April 8th. The top six people will form the committee and will be announced Friday afternoon (April 8th).
- The 3 new nominations are: Qing Miao (Life Science), Steve Sapriken (ATG), Yuri Bylinskii (Accelerator Division)
- Doug Preddy is willing to continue on as chair, unless somebody else is willing to be the chair.
- P&S committee: is a liaison committee (your voice to the senior management and the director). Past work: conflict resolution, checked new policies and procedures and the updates, serving in hiring committees (director search, head of IT, CSO)
- Reminder for the P3 process: yearly review to be done by April 30st (paper form). HR will update the P3 process.
- At the second call for nominations: Aurelia nominated Gloria Botelho (Life Science).
- Asked if the members have questions or concerns that they want to address.
- Work from home policy is in progress/preparation: Adrian Lee and HR are working on it.

Discussions (Q&A):

Gloria Botelho suggested a TSOP on the visitor process to follow, how visitors can access Workday. Jana Thomson also would like to have a policy in place for visitors, people coming for doing workshops. Adrian Lee clarified that this is also a work in progress: for implementing an efficient process for having visitors submit ahead of time theirs the proof of vaccinations. In the meantime, Adrian will prepare some guidelines.

Adrian clarified that BC visitors get their vaccine passport scanned (at stores and reception), while the others (from outside BC or abroad) just present their cards.

Yuri B. mentioned that Dana Giasson informed (via a site-wide email) that the P3 process is in places, and due on April 30st for final checkout, closeout discussions; May 1st supervisors submit he forms to HR; May 9th HR will send final performance rating to senior leadership to review; May 16th senior leadership send completed rating spreadsheets to HR for the systems uploads. For more questions on the P3: to contact HR.

- More nominations (in the chat): Dimo Yosifov nominated David Kishi, and David accepted the nomination.

Doug asked for concerns or updates that members want to bring up:

- Jason Chak: vaccine cards will be discontinued on Friday, April 8th. We don't have an update on how vaccinations can verify after this date.

Doug gave more information:

- A number of updated policies and procedures.
- Work on compliance with N28612 (complying with the CNSC regulations). Changes will be implemented for the documentation process and work management processes (such as fault report systems, work permit system, how we monitor/track work). The P&S committee can help find answers.

Doug asked the present committee members to introduce the work that they are doing:

- Aurelia Laxdal – secretary: taking notes at various meetings, posting them; helping with other activities of the committee, providing inputs/suggestions on various issues/discussions.
- Carla Rodrigo: support in communication side of the committee, being a point of contact for the lab for the other P&S members, collect feedback form P&S members and bring them forward to the committee
- Doug: senior management valued more in the last two years all the liaison committees and appreciated their contribution within the lab.
- Doug asked the P&S members to keep in touch with the committee members, and express their concerns or suggestions to bring up (changes in policies, how we do business, give feedback).

Doug asked again for nominations (the third time) for the chair and committee members (for 1 year commitment)

- No nominations are for chair
- Members can bring up various issues (conflicts across site, supervisors, etc.) to the P&S committee, which can act as a third party, keeping the information confidential, and raising the concerns to the senior management.

Diana Castaneda expressed interest in joining the committee.

Doug and Kate Boddy clarified where the PSRC Terms and References are posted on the website: <https://www.triumf.ca/psrc>

Previous nominations: Aurelia Laxdal, Carla Rodrigo, Allayne McGowan, Michael Trinczek
Chair: Doug Preddy

New nominations:

Qing Miao (Life Science), Steve Sapriken (ATG), Yuri Bylinskii (Accelerator Division), Gloria Botelho (Life Science), David Kishi (Accelerator Division), Diana Castaneda (Communication)
Chair: no new nominations.