

# BRANCH UPDATE

newfoundland and labrador teachers' association

## Introduction

This newsletter can also be found on-line at [www.nlta.nl.ca](http://www.nlta.nl.ca). Just click on "Publications" and then go to "B" for Branch Update.

If you have any comments, questions, or suggestions for the Branch Update, please contact me at the NLTA Office at Extension 222 or via e-mail: [gcostello@nlta.nl.ca](mailto:gcostello@nlta.nl.ca).

**Geralyn Costello**  
Executive Assistant, Governance

## Branch Items for 2015 BGM

The following branch items dealing with the Biennial General Meeting must be decided upon at a general branch meeting:

- Branch nominations to the Provincial Executive. Nominations will be accepted up to the second day of Convention – April 9, 2015. Nominations must be submitted on the appropriate nomination form which is available on the NLTA website and in the Branch Operations Manual. **The deadline date for receipt of nominations for inclusion in the Convention edition of *The Bulletin* is February 8.**
- Possible resolutions for Convention must be considered and voted upon by the branch. Those approved must be **received at the NLTA Office by February 8.** Please use the form provided in your Branch Operations Manual.
- Delegates and alternates to Convention should be decided upon and the names received at the NLTA Office by **February 8.** Please use the form provided in your Branch Operations Manual.

The Convention Bulletin will be mailed to all branches approximately one month prior to the BGM. A full branch meeting, or some other mechanism, must be put in place to permit branch members an opportunity to discuss and inform their delegates regarding positions on resolutions, by-law changes, candidate choices, etc.

## Joint Council Meeting

The second regularly scheduled Joint Council meeting for this school year will take place in St. John's on **Friday and Saturday, February 20-21, at the Holiday Inn.**

Information on the meeting, including a registration form, will be sent to you next week. Please ensure that your form is returned to the NLTA Office as soon as possible and that you contact us if you wish to have your travel arrangements made by the NLTA Office.

## Branch Audit

There are still several branches who have not forwarded the Branch Audit Form for 2014-15 to the NLTA Office. These forms must be submitted before the branch can be sent the remainder of its registration and membership rebates. **Please note that these forms must be received in order for branch representatives to attend meetings of the Association**

including Joint Council. (The Audit form can be completed online and submitted to the NLTA Office. Check the "Forms" section of the NLTA website.)

## Important Dates/Deadlines

### February 1, 2015

Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.

### April 7, 2015

Pre-BGM sessions and Opening Session for BGM, Sheraton Hotel Newfoundland, St. John's.

### April 8-10, 2015

Biennial General Meeting, Sheraton Hotel Newfoundland, St. John's.

## Retirement Scrolls and Pins

NLTA policy states that any teacher (or school board management staff) who has been a member of the Association for over 20 years and who has accumulated over 20 years of teaching in the province is entitled to a Life Membership Scroll, and those who have taught for less than 20 years will receive an Honourable Retirement Scroll.

Scrolls should be ordered well in advance of the date you will require them. When ordering the scrolls, please ensure that you have included the teacher's name as he/she wishes it to appear on the retirement scroll; whether the person has taught for 20 years or more in the province; and the teacher's retirement date. ***The "Retirement Scrolls/Pins" order form can be completed online and submitted directly to the NLTA office.***

Please also ensure that you include in the list of retiring teachers any substitute teachers who may be planning on retiring this year. Scrolls and pins should be ordered for them, and they should then be included in any branch function honouring retiring teachers.

**A REMINDER TO TREASURERS:** The Association will reimburse your branch up to \$28 per retiree and retiree's guest for the cost of meals provided at your retirement banquet. ***You can complete the "Branch Request for Additional Funding" form online and submit it directly to the NLTA Office from the "Forms" section of the website.***

## Branch Financing Requests

Just a reminder to use the *Branch Request for Additional Funding Form* when making requests for additional branch funding. This form can also be completed and submitted online from the "Forms" section of the NLTA website.

## NLTA Kilometrage Rate

For those of you who travel on NLTA business, please note that the kilometrage rate from December 1 to February 28, 2015 is 49.3 cents per kilometre and 79.5 per kilometre for unpaved roads.

**Branch Update** is published three times a year by the Branch Operations Office of the NLTA. For further information on any items dealt with in this publication, please contact:

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