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# PENDING APPROVAL OF STATE EXECUTIVE BOARD

## MINUTES OF ASEA/AFSCME LOCAL 52 Quarterly Business Session State Executive Board December 16-17, 2010 (Anchorage AK)

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**QUARTERLY BUSINESS SESSION OF THE  
ASEA/AFSCME LOCAL 52 STATE EXECUTIVE BOARD  
DECEMBER 16-17, 2010  
ASEA ANCHORAGE HEADQUARTERS, ANCHORAGE AK**

**DAY ONE – 12/16/2010**

**CALL TO ORDER AND ROLL CALL (8:30 a.m.)**

The quarterly business session of the State Executive Board convened in the Conference Room at the ASEA Anchorage Headquarters, and was called to order by President Valerie Kenny. Secretary Michael Williams called the roll and noted for the record the following board members and staff to be present. The presence of a quorum was declared.

Present were:

Valerie Kenny, President  
Michael Williams, Secretary  
Chris Pace, Treasurer  
Gerry von Rekowski, Municipal Representative  
Jerry Soplanda, Northern Region (Fairbanks) Representative  
Kathy Atkinson, Professional Representative  
Lynnette Barkowski, Interim Administrative Support Representative  
Maureen “Mo” Koezuna, Bush Representative  
Monica Ford, Interim Rural Representative\*  
Pamela Harper, Technical Representative  
Richard Sewell, Interim Central Region (Anchorage) Representative  
Stephen Wright, Southeast Region (Juneau) Representative  
Jim Duncan, Business Manager (with voice/no vote)

Absent: Chuck Stewart, Class I Representative – Excused

\*Monica Ford, Interim Rural Representative arrived at 12 noon.

Also present: Administrative Assistant III MaryAnn Ganacias

**ADOPT AGENDA**

Main Motion 11-001 (Adopt Agenda)

Moved by Chris Pace, seconded by Mo Koezuna  
To adopt the agenda as presented to the Board.

Amendment 11-001A

- President’s Report – Strike AFSCME Convention
- New Business – Add the following:
  - Geographic Differential
- Member Comments – Topic will be brought up as a member’s comment.
  - State Travel Office Requirements

Amendment 11-001A passed, without objection.

1 Main Motion 11-001 passed as amended, without objection.

2

3 **APPROVE MINUTES (9/7-8/2010)**

4 Main Motion 11-002 (Adopt 9/7-8/2010 Minutes – Quarterly Business Session-Fairbanks)

5 Moved by Richard Sewell, seconded by Chris Pace

6 To approve the September 7-8, 2010, minutes (Quarterly Business Session-Fairbanks) as presented:

7

8 Amendment 11-002A

9 To correct the minutes as follows:

- 10 ▪ Page 12, Line 41 – change Rural to Municipal.

11 Amendment 11-002A passed, without objection

12

13 Main Motion 11-002 passed as corrected, without objection.

14

15 **RECEIVE INTO RECORD ANY POLLS**

16 Main Motion 11-003 (Accept Polls into record)

17 Moved by Pam Harper, seconded by Mo Koezuna

18 To receive the following poll into the record as presented:

19

- 20 ▪ 9/30/10 – (Class I Bush Seat - Appointment) Approved, the appointment of Harry Martin to
- 21 the Class I Committee Bush Seat.

- 22 ▪ 11/4/10 – (Women’s Committee Bush Seat – Appointment) Approved, the appointment of
- 23 Millie Twitchell to the Women’s Committee Bush Seat.

24

25 Main Motion 11-003 passed, without objection.

26

27 **REPORT – BUSINESS MANAGER**

28 Budget Review/Update

29 FY11 Financial Statements

30 The Business Manager presented the FY10 Balance Sheet and Budget (Budget vs. Actual) ending

31 October 31, 2010.

32

33 (The State Executive Board took a break at 9:08 a.m., resuming in general session at 9:18 a.m.)

34

35 Main Motion 11-004 (Executive Session)

36 Moved by Chris Pace, seconded by Stephen Wright

37 To enter into executive session to protect the privacy of individuals, and to protect the confidentiality of

38 litigation.

39

40 Main Motion 11-004 passed, without objection.

41

42 (The State Executive Board entered into Executive Session at 9:18 a.m., and took a break at 10:49 a.m.,

43 resuming in General Session at 11:00 a.m.)

1 FY10 Annual Audit Presentation - Mikunda Cottrell (Times Certain – 11:00 p.m.)

2 Rosalie “Lia” Patton reported to the Board a brief overview of FY10. Two (2) handouts, Report to the  
3 Board of Directors and Financial Statements, were distributed to the Board which was incorporated into  
4 the minutes at Exhibit A. A copy of which is available for review upon filing of an Information Request  
5 to the Business Manager in accordance with *The AFSCME Financial Standards Code*, Article X and  
6 ASEA Policy on Financial Information Requests (*Main Motion 09-005, September 2008*).

7 Budget Review/Update (Continued)

8 *FY11 Financial Statements – Continued*

9 The Business Manager continued presenting the FY10 Budget (Budget vs. Actual) ending October 31,  
10 2010.

11 **MEMBER COMMENTS – TIMES CERTAIN AT 12:00 p.m.**

12 A telephonic connection was established at 12:00 p.m. for all incoming calls from members wishing to  
13 address the Board, with the record standing at ease until such time a call is joined or a member is present.  
14 No members participated at this time.

- 15
- 16
- 17
  - Mo Koezuna on behalf of various members – State Travel Office, Housing, and hours worked.

18  
19 (Member comments segment of the agenda concluded with telephonic disconnection at 12:21 p.m., with  
20 the State Executive Board taking a break for lunch at 12:22 p.m.; resuming the record at 1:01 p.m.)

21  
22 Note of Record: President Val Kenny is temporarily unavailable. Secretary Michael Williams will act as  
23 Chair until President Kenny’s return.

24 Budget Review/Update (Continued)

25 *FY11 Financial Statements – Continued*

26 Grants – We have received \$552,396.00 from AFSCME International for grants for various Union  
27 activities since February 2007.

28  
29 *Main Motion 11-005 (FY11 Women’s Issues Committee Appropriation)*

30 Moved by Stephen Wright, seconded by Pam Harper

31 To appropriate a \$500.00 donation from the Juneau Chapter to the Women’s Issues Committee for the  
32 FY2011 Annual Budget.

33  
34 Main Motion 11-005 passed, without objection.

35  
36 *Alaska Airlines EasyBiz Account*

37 The Alaska Airlines EasyBiz Account has a current balance of 608,856 miles as of October 14, 2010.

38  
39 *Main Motion 11-006 (FY11 - Equipment Replacement)*

40 Moved by Richard Sewell, seconded by Mo Koezuna

41 To ratify equipment replacement costs of \$15,500 incurred during FY2011.

42  
43 Main Motion 11-006 passed, without objection.

1  
2 //end of budget report

### 3 Collections Update

4 The Business Manager presented the Collections report to the Board. September 2005 through  
5 October 2010, we have collected \$335,926.35 in back dues. Total year-to-date collected for FY11 is  
6 \$13,494.27.

### 7 Staffing Update

8 Kelly Brown was hired September 27<sup>th</sup> to fill Bill Johnson's position as Business Agent in the Fairbanks  
9 office who was previously with the Union three years ago.

10 Additionally, William Walters was also hired on December 2<sup>nd</sup> in Fairbanks to fill Bette Watts'  
11 Business Agent position.

12 Internal Organizer Skye McRoberts has resigned in October 2010. Ryan Kopiasz was hired in  
13 Anchorage to fill the position.

14 The Business Manager introduced Brandy Booth, Secretary and Brian Brandon, Data Processing  
15 Technician in Anchorage Headquarters to the Board.

### 16 Internal Organizing/Worksite Meetings

17 The Business Manager presented the Internal Organizing Report to the Board, especially noting the  
18 following:

19 Topic – Legislation that affects our members  
20 Schedule – February 8, 2011 through March 17, 2011

### 21 External Organizing

22 The Business Manager provided an update to the Board for the University of Alaska and the City of  
23 Kodiak. The University of Alaska campaign continues. The City of Kodiak ordinance did not pass.

### 24 ASEA Stewards/Training

25 The Business Manager presented the steward report to the Board which reflects the number of attendees  
26 per chapter. GGU Steward training was held October 27 for Basic Training and October 28 for Advanced  
27 Training in all urban regions. Rural and Bush stewards attended training in their regional urban location in  
28 Anchorage, Fairbanks and Juneau. Training was held on the same dates in each location utilizing the  
29 video conferencing system. Technical difficulty occurred during the training which resulted in evaluating  
30 using another internet carrier as the difficulties resulted from the internet service.

31 City of Sitka stewards were trained in Sitka on November 4<sup>th</sup>, held during the evening.

32 ASEA Staff continues to reevaluate the steward training program. The Business Manager  
33 provided a memorandum regarding 'Modifications to the Steward Training' to the Board.

34 Recommendations include stewards attending in their urban location for each training session, during the  
35 fall and spring of each year.

36 Wells Fargo Advisors Presentation (Times Certain – 2:00 p.m.) - presented by Wayne Pichon

37 Wayne Pichon, Monica Simpson, and Rachel Lee of *The Planning Group of Anchorage* – Wells Fargo  
38 Advisors were present. Wayne reported the Executive Summary for the quarter to the Board. An  
39 Executive Summary was incorporated into the minutes at Exhibit B. A copy of which is available for

1 review upon filing of an Information Request to the Business Manager in accordance with *The AFSCME*  
 2 *Financial Standards Code*, Article X and ASEA Policy on Financial Information Requests (*Main Motion*  
 3 *09-005, September 2008*).

4  
 5 (The State Executive Board took a break at 2:48 p.m., resuming in general session at 3:06 p.m.)

6  
 7 *Main Motion 11-007 (Union Webmail)*

8 Moved by Stephen Wright, seconded by Mo Koezuna

9 To discontinue the Union Webmail system to increase bandwidth for other Union business.

10  
 11 Main Motion 11-007 passed, without objection.

12  
 13 *Main Motion 11-008 (Executive Session)*

14 Moved by Mo Koezuna, seconded by Michael Williams

15 To enter into executive session to protect the privacy of individuals, and to protect the confidentiality of  
 16 negotiations and/or litigation.

17  
 18 Main Motion 11-008 passed, without objection.

19  
 20 (The State Executive Board entered into Executive Session at 3:40 p.m.)

#### 21 Lobbyist Report

22 The Assistant Business Manager/Lobbyist Fate Putman provided a verbal report to the Board in Executive  
 23 Session.

#### 24 External Organizing (Continued)

25 The Business Manager provided a verbal report to the Board in Executive Session.

26  
 27 (The State Executive Board resumed the record in general session and recessed at 4:47 p.m.)

### 28 29 **DAY TWO – 12/17/2010**

#### 30 31 **CALL TO ORDER AND ROLL CALL (8:30 a.m.)**

32 The quarterly business session of the State Executive Board reconvened in the Conference Room at the  
 33 ASEA Anchorage Headquarters, and was called to order by President Valerie Kenny. Secretary Michael  
 34 Williams noted for the record the following board members and staff to be present. The presence of a  
 35 quorum was declared.

#### 36 37 Present were:

38 Valerie Kenny, President

39 Michael Williams, Secretary

40 Chris Pace, Treasurer

41 Gerry von Rekowski, Municipal Representative

42 Jerry Soplanda, Northern Region (Fairbanks) Representative

43 Kathy Atkinson, Professional Representative

1 Lynnette Barkowski, Interim Administrative Support Representative  
 2 Maureen “Mo” Koezuna, Bush Representative  
 3 Monica Ford, Interim Rural Representative  
 4 Pamela Harper, Technical Representative  
 5 Richard Sewell, Interim Central Region (Anchorage) Representative  
 6 Stephen Wright, Southeast Region (Juneau) Representative  
 7 Jim Duncan, Business Manager (with voice/no vote)

8  
 9 Absent: Chuck Stewart, Class I Representative – Excused

10  
 11 Also present: Administrative Assistant III MaryAnn Ganacias

### 12 Rural Chapter Travel and Contact

13 The Business Manager presented the Rural Chapter travel and contact report to the Board, with no  
 14 questions from the Board.

### 15 Chapter Reporting Update

16 The Business Manager presented the Chapter Reporting update especially noting chapters that have not  
 17 submitted their reporting requirements for FY2010. There are currently seven (7) chapters that have not  
 18 submitted their required reporting and Chapter sharing checks have been withheld.

### 19 New Hire Orientation/Membership Trend

20 The Business Manager presented the New Hire Orientation report to the Board that reflects a breakdown  
 21 of attendance by chapter. A majority of the rural and bush locations were via teleconference. For the  
 22 period of September 1, 2010 through November 30, 2010, 302 of 408 (74%) new hires participated in  
 23 new hire orientation.

### 24 ASEA 13<sup>th</sup> Biennial Convention Resolutions

25 The Business Manager provided a status report of the resolutions that passed at the ASEA 13<sup>th</sup> Biennial  
 26 Convention, especially noting the following:  
 27     ▪ Resolutions involving the Health Benefits Trust (HBT) have been forward to the HBT Trustees.  
 28     ▪ Resolutions regarding the convention will be addressed during convention preparation.  
 29     ▪ Resolution 20, ASEA supported the legislation requiring Nurses to work mandatory overtime.  
 30     Senate Bill 12 and House Bill 50 have both passed in the last legislative session.

### 31 Member Advancement Program (MAP)

32 There have been 96 new contributors for the period of September 1, 2010 through November 30, 2010.

### 33 Political Action Program (PAC)

34 As of November 30, 2010, there are 807 members contributing to the Political Action Program, 9.17% of  
 35 the membership.

### 36 Political Education Leadership (PEL) Conference 2011

37 Interest has been expressed in regards to conducting another PEL Conference during this legislative  
 38 session in Juneau with the purpose of training leadership on methods of contacting their legislators as well

**ASEA/AFSCME Local 52 State Executive Board  
 Quarterly Business Session  
 December 16-17, 2010 (Anchorage AK)**

1 as meeting with them during the conference. The Chapter leadership will develop a method of outreach  
2 to activate their chapter members.

3  
4 Main Motion 11-009 (FY11 – Budget for Political Education Leadership Conference)

5 Moved by Stephen Wright, seconded by Mo Koezuna

6 To increase the FY2011 Budget by \$110,000 for a Political Education Leadership Conference in Juneau.

7  
8 Main Motion 11-009 passed, without objection.

9  
10 Meeting dates will depend on the availability of accommodations' and meeting space.

11 Reclassifications

12 There was no status update for reclassifications provided at this time.

13 Unit Clarifications/PUC/Appeal

14 During the period of September 1, 2010 through December 1, 2010, we have had 10 new clarifications  
15 added to the GGU, 19 to the Supervisory Unit, and 1 to the Partially Exempt (PE) Unit. There have been  
16 30 total unit clarifications for the reporting period.

17 Business Leave Update

18 The Business Manager presented the GGU Business Leave Bank update to the Board with no questions  
19 from the Board.

20 In regards to the City of Sitka Business Leave Bank; the leave bank has a negative balance.

21  
22 Main Motion 11-010 (FY11 – City of Sitka Business Leave Bank)

23 Moved by Richard Sewell, seconded by Jerry Soplanda

24 To approve payment of up to \$2,500 to the City of Sitka for Business Leave shortfall from the City of  
25 Sitka Employees Unit as needed for the rest of FY 2011. Payment to be made as business leave is  
26 approved for use by the Business Manager.

27  
28 Main Motion 11-010 passed, without objection.

29 Catastrophic Leave Update

30 The last balance of the Catastrophic Leave bank reported was 1220.43 hours. There was no update  
31 provided at this time as ASEA Staff will be requesting an audit of the bank to verify the balance.

32 Emergency Leave Bank Update

33 During the period of August 16, 2010 through November 30, 2010, ASEA has approved 49 members for  
34 emergency leave. The balance of the Emergency Leave bank as of August 15, 2010, is \$74,724.64.

35 During the November Open Enrollment period 301 employees enrolled in the Emergency Leave  
36 bank. 84 employees have opted out of the leave bank. As of November 30, 2011, there are 1610 total  
37 participants enrolled in the bank. New and continuing participants of the bank were required to contribute  
38 7.5 hours of leave for this years' enrollment period.

1 Injury Leave Bank Update

2 During the period of September 1, 2010 through November 30, 2010, ASEA has approved 6 members  
3 that used the Injury Leave bank for a total usage of 154.5 hours. The balance of the Injury Leave bank is  
4 \$390,037.04.

5 Grievance and Arbitration Report

6 The Business Manager presented the Grievance and Arbitration reports to the Board with no questions  
7 from the Board. There have been no new arbitration decisions since the last reporting period.

8 Publications/Communications Report

9 The Business Manager presented to the Board a report of distribution for the Solidarity Update and ASEA  
10 in Action for the reporting period of September 1, 2010 through December 3, 2010. All publications are  
11 available on the ASEA website for the GGU and City of Sitka.

12 Engaging Member Activation

13 A membership guide is being prepared by ASEA staff. No update was provided at this time.

14  
15 (The State Executive Board was provided a copy of the AFSCME International Constitution 2010.)

16  
17 //end of Business Manager's Report

18  
19  
20 **REPORT – PRESIDENT**

21 Committee Reports

22 Written Committee Reports from the following committees were noted for the record and incorporated  
23 into the minutes at Exhibit C, a copy of which is available upon filing of an Information Request to the  
24 Business Manager.

25 Class I Committee

26 Grievance Review Committee (GRC)

27 Judicial Panel

28 Next Wave Committee

29 Women's Committee

30  
31 Reports from the following committees were provided by State Executive Board liaisons present. Verbal  
32 reports are incorporated into the minutes at Exhibit C, a copy of which is available upon filing of an  
33 Information Request to the Business Manager.

34  
35 Bush Committee

36  
37  
38  
39 Main Motion 11-011 (Suspend the Orders of the Day)

40 Moved by Chris Pace, seconded by Mo Koezuna

41 To suspend the orders of the day and address ASEA Policies and Procedures under Unfinished Business.

1  
2 Main Motion 11-011 passed, without objection.

3  
4 **UNFINISHED BUSINESS**

5 ASEA Policies and Procedures

6 The State Executive Board addressed the ASEA Policies and Procedures. Proposed policy changes will  
7 be posted to the ASEA website for the required 30-day comment period prior to final adoption at the next  
8 State Executive Board meeting.

9  
10 Main Motion 11-012 (Standardizing Committee Policies)

11 Moved by Stephen Wright, seconded by Mo Koezuna

12 To standardize the Policies and Procedures regarding appointed committees to include provisions for the  
13 President to appoint chairs of appointed committees with confirmation from the State Executive Board.

14  
15 Main Motion 11-012 passed, with objection from Kathy Atkinson.

16  
17 **REPORT – PRESIDENT (CONTINUED)**

18 Committee Reports (Continued for Times Certain at 11:45 a.m.)

19 A telephonic connection was established at 11:45 a.m. for all incoming calls from Committee Chairs  
20 wishing to provide an oral report to the Board, with the meeting continuing until such time a call is joined.

21 No verbal committee reports were provided during the times certain.

22  
23 **MEMBER COMMENTS – TIMES CERTAIN AT 12:00 p.m.**

24 The telephonic connection was available at 12:00 p.m. for all incoming calls from members wishing to  
25 address the Board, with the meeting continuing until such time a call is joined.

26  
27 **UNFINISHED BUSINESS (CONTINUED)**

28 ASEA Policies and Procedures (Continued)

29 Main Motion 11-013 (Framework for Appointed Committees)

30 Moved by Chris Pace, seconded by Mo Koezuna

31 To adopt the conceptual framework that ASEA Policies and Procedures for committees be standardized  
32 with regard to terms of office, the number of committee members, regional requirements and, if  
33 applicable, age or occupational requirements.

34  
35 Main Motion 11-013 passed, without objection.

36  
37 (Member comments segment of the agenda concluded with telephonic disconnection at 12:15 p.m., with  
38 the State Executive Board taking a break for lunch at 12:15 p.m.; resuming the record at 1:08 p.m.)

39  
40 Main Motion 11-014 (Standards for Appointed Committees)

41 Moved by Chris Pace, seconded by Rich Sewell

42 To amend the ASEA Policies and Procedures for all appointed committees as follows:

- 43
  - Terms of Office: 3 years from date of appointment

- 1     ▪ Committees will consist of 10 members from the regions listed below
- 2     ▪ Regions: 2 each from Central, Northern, Southeast; 1 each from Rural and Bush; and 2 At-Large
- 3       seats.

4 All current committee appointment will begin their 3-year term when proposed changes to the appointed  
5 committee policies are adopted by the State Executive Board.

6  
7 Main Motion 11-014 passed, without objection.

8  
9 Main Motion 11-015 (ASEA Policy Committees – General)

10 Moved by Kathy Atkinson, seconded by Mo Koezuna

11 To accept the following changes in Section 2.01.000 as proposed language.

12 **2.01.000     GENERAL**

- 13 A. The ~~State Executive Board and all chapter presidents will, whenever possible, be~~ President will be  
14 informed of all committee meetings and the date of the committee meeting will be posted on the  
15 ASEA website.
- 16 B. ~~Verbal~~ All resignations by a committee appointee ~~will be followed up with a letter of~~  
17 ~~acknowledgment to that appointee~~ must be submitted in writing to the President, through the  
18 Business Manager.
- 19 C. Upon a majority vote of the State Executive Board, a committee member may be removed from  
20 the committee.
- 21 ~~D. All committee members shall be appointed in accordance with Art. 8.04 of the ASEA/AFSCME~~  
22 ~~Local 52 Constitution.~~
- 23 ~~ED.~~ All committees are required to provide the President, ~~(through the Business Manager),~~ written  
24 minutes of all meetings no later than 30 days from the date of the meeting.
- 25 ~~FE.~~ A standing committee may be constituted only if specifically authorized as a standing committee  
26 in the ASEA/AFSCME Local 52 Constitution.
- 27 ~~GF.~~ Committees will consist of ~~GGU~~ ASEA members in good standing only. Staff or other parties  
28 may provide assistance, however only ~~GGU~~ ASEA members will be able to vote or chair  
29 meetings.
- 30 ~~HG.~~ Materials distributed to members by ASEA Committees shall be reviewed and approved by the  
31 Business Manager.

32  
33 Main Motion 11-015 passed, without objection.

34  
35 Main Motion 11-016 (ASEA Policy for Contract Negotiating Committee)

36 Moved by Monica Ford, seconded by Mo Koezuna

37 To accept the following changes in Section 2.02.020 as proposed language.

38 **2.02.020     Contract Negotiating Committee**

- 39 A. Members of the Contract Negotiating Committee shall be elected in accordance with Article 12 of  
40 the ASEA/AFSCME Local 52 Constitution.
- 41 B. Members of the Contract Negotiating Committee shall be authorized to establish their own rules  
42 of conduct and procedures concerning collective bargaining.

43  
44 Main Motion 11-016 passed, with unanimous consent.

1  
2 Main Motion 11-017 (ASEA Policy for Appointed Committees – General)

3 Moved by Michael Williams, seconded by Kathy Atkinson

4 To accept the following changes in Section 2.03.010 as proposed language.

5  
6 2.03.000 APPOINTED COMMITTEES

7  
8 ~~2.03.010~~ 2.03.010 ~~Budget Committee~~ General

9 ~~The Budget Committee shall be established at each biennial convention of ASEA/AFSCME~~  
10 ~~Local 52.~~

11 Appointed Committees, unless otherwise stated, are subject to the following:

12 A. APPOINTMENTS: All committee members shall be appointed in accordance with Art. 8.04 of  
13 the ASEA/AFSCME Local 52 Constitution.

14 B. COMPOSITION: Appointed committees shall consist of ten (10) members. Two (2) members  
15 each from the Central region, the Northern region, and the Southeast region; one (1) member each  
16 from the Bush and Rural regions; and two (2) At-Large seats.

17 C. TERMS: Members of each committee shall serve for a term of three (3) years from date of  
18 appointment.

19 D. COMMITTEE CHAIR: The President shall designate a Chair from the committee members with  
20 confirmation from the State Executive Board. The Chair's term of appointment shall be for the  
21 duration of his/her regular appointment.

22  
23 Main Motion 11-017 passed, with unanimous consent.

24  
25 Main Motion 11-018 (ASEA Policy for Election Committee)

26 Moved by Mo Koezuna, seconded by Stephen Wright

27 To accept the following changes in Section 2.03.020 as proposed language.

28 2.03.020 Election Committee

29 In accordance with Article 7 of the ASEA/AFSCME Local 52 Constitution all elections for the State  
30 Executive Board and AFSCME convention delegates shall be conducted under the supervision of an  
31 Election Committee.

32 A. The Election Committee shall consist of ~~five-six~~ (56) members: the committee chair and one (1)  
33 member representing each of the ~~four-five~~ (45) geographic regions (~~Anchorage~~ Central,  
34 ~~Fairbanks~~ Northern, ~~Juneau~~ Southeast, Rural and Bush).

35 ~~B. Members of the Election Committee shall serve for staggered terms of two (2) years. The chair,~~  
36 ~~appointed by the President and approved by the State Executive Board, Fairbanks and Juneau~~  
37 ~~members shall be appointed in even numbered years. The Anchorage, Bush and Rural members~~  
38 ~~shall be appointed in odd numbered years.~~ Appointments to the Election Committee shall be  
39 made before the start of the election cycle, so that committee members shall be in place at least  
40 forty-five (45) days prior to the mailing of nomination forms.

41  
42 Main Motion 11-018 passed, with unanimous consent.

1 Main Motion 11-019 (Region Designations)

2 Moved by Michael Williams, seconded by Chris Pace

3 To change all regional designations in the Committee Policies from cities to regions as stated in the  
4 ASEA Constitution for consistency.

5  
6 Main Motion 11-019 passed, with unanimous consent.

7  
8 Main Motion 11-020 (Strike Pioneer Home Advisory Committee)

9 Moved by Chris Pace, seconded by Mo Koezuna

10 To strike the Pioneer Home Advisory Committee and renumber accordingly.

11  
12 Main Motion 11-020 passed, with unanimous consent.

13  
14 Main Motion 11-021 (ASEA Policy for Rural Advisory Committee)

15 Moved by Michael Williams, seconded by Stephen Wright

16 To accept the following changes in Section 2.03.050 as proposed language.

17 2.03.~~060~~050 Rural Advisory Committee

18 The Rural Advisory Committee shall be comprised of the president of each rural chapter of  
19 ASEA/AFSCME Local 52. The Rural Representative on the State Executive Board shall serve as liaison  
20 between the committee and the State Executive Board. The Rural Advisory Committee will meet  
21 telephonically at least quarterly. They may have one face-to-face meeting annually in lieu of a telephonic  
22 meeting.

23 Main Motion 11-021 passed, with unanimous consent.

24  
25 Main Motion 11-022 (Fundraising Policy – General)

26 Moved by Chris Pace, seconded by Monica Ford

27 To add under the following language under ‘General’, that appointed committees may conduct  
28 fundraising activities upon approval of the Business Manager.

29  
30 E. FUNDRAISING: Committees may conduct fundraising activities subject to approval by the  
31 Business Manager. Funds received from fundraising efforts shall be placed in the  
32 ASEA/AFSCME Local 52 general account. The State Executive Board may allocate those funds  
33 to the appropriate Committee.

34  
35 Main Motion 11-022 passed, with unanimous consent.

36 Main Motion 11-023 (ASEA Policy for Women’s Issues Committee)

37 Moved by Chris Pace, seconded by Jerry Soplanda

38 To accept the following changes in Section 2.03.060 as proposed language.

39 2.03.~~070~~060 Women’s Issues Committee

40 The Women’s Issues Committee is created for ~~shall be comprised of two (2) members from each region~~  
41 ~~(as defined in Article 7.02 of the ASEA/AFSCME Local 52 Constitution) and the AFSCME International~~  
42 ~~Women’s Committee~~ members to address challenges, inequalities, and recommendations for improving

1 | working conditions for ASEA women. ~~The committee will have the opportunity to meet at least quarterly~~  
 2 | ~~and attend at least one (1) workshop or conference specific to Women's Issues during the year.~~

3 |  
 4 | ~~2.03.071 — Rules and Operations~~

5 | ~~The Rules and Operations of the ASEA/AFSCME Local 52 Women's Issues Committee is governed~~  
 6 | ~~solely by this Article of the ASEA/AFSCME Local 52 Policies and Procedures, the ASEA/AFSCME~~  
 7 | ~~Local 52 and AFSCME Constitutions, and the AFSCME International Financial Standards Code.~~

8 |  
 9 | ~~MISSION STATEMENT: The ASEA Women's Issues Committee is an appointed group of members,~~  
 10 | ~~seeking to:~~

- 11 | ~~• Identify, resolve and promote all issues affecting gender equality in the ASEA union~~
- 12 | ~~• Progress equality and diversity issues in the workplace~~
- 13 | ~~• Actively promote and support an ASEA policy of eradicating harassment in the workplace~~
- 14 | ~~• Create and promote a supportive network for ASEA members~~
- 15 | ~~• Provide and promote education opportunities for members in ASEA~~
- 16 | ~~• Through effective involvement in the Union Movement, equalize opportunities and improve~~  
 17 | ~~conditions for all workers~~
- 18 | ~~• Assist and advise other organizations with common goals and aims~~
- 19 | ~~• Advance and pursue local, state, and federal equality issues~~

20 |  
 21 | ~~NAME: The name of this organization shall be the ASEA/AFSCME Local 52 Women's Committee.~~

22 |  
 23 | ~~COMPOSITION: The Committee shall be composed of ASEA members. One shall be the AFSCME~~  
 24 | ~~International Women's Committee member who shall be the Chair of the committee, and two~~  
 25 | ~~representative members each from Juneau, Anchorage, Fairbanks, and Rural Alaska. In the event that~~  
 26 | ~~ASEA does not have an appointee to the AFSCME International Women's Committee, the president shall~~  
 27 | ~~appoint the Chair from among the members of the committee. The appointment shall be for the duration~~  
 28 | ~~of her/his regular appointment as outlined below in the TERM OF APPOINTMENT or until a member is~~  
 29 | ~~appointed to the AFSCME International Women's Committee. In accordance with Article 8.04.C of the~~  
 30 | ~~ASEA AFSCME Local 52 Constitution, the President of ASEA/AFSCME Local 52 shall sit as an ex-~~  
 31 | ~~officio member of the committee.~~

32 |  
 33 | ~~APPOINTMENTS: The President of ASEA/AFSCME, with the approval of the ASEA Executive Board,~~  
 34 | ~~shall appoint all representative committee members.~~

35 |  
 36 | ~~TERM OF APPOINTMENT: The Chair is appointed for the term of her appointment to the AFSCME~~  
 37 | ~~International Women's Committee. Members are appointed for three year terms, unless the seat is vacated~~  
 38 | ~~earlier by voluntarily vacating, removal for unexcused absenteeism, or termination of ASEA/AFSCME~~  
 39 | ~~Local 52 membership. Juneau, Bush and Rural Alaska shall use January 2004 as the initial appointment~~  
 40 | ~~year, with Fairbanks and Anchorage using January 2005.~~

41 |  
 42 | ~~DUTIES OF THE CHAIR: The Chair shall preside at all meetings of the committee.~~

43 |  
 44 | ~~The Chair shall coordinate all committee activities.~~  
 45 |

~~The Chair shall make request to the Business Manager for funds from the Women's Issues Committee segregated account to support committee activities, giving justification for the funds requested. The Business Manager will not disapprove requests for release of funds, if funds in the segregated account are available and the Chair presented a valid and justified reason.~~

~~The Chair shall call all meetings of the Committee. It is the responsibility of all committee members to attend meetings. The Recorder shall record members' absences in the meeting minutes. Unexcused absences from three consecutive meetings shall constitute a vacancy and the Chair shall ask the President to announce the vacancy and appoint from those members who apply for a vacated seat.~~

~~VACATED SEATS: The Chair will inform the president of vacancies and request announcements to members from the area seat(s) vacated. The President will advertise vacancies and request notices of interest. Upon receiving notices of interest, the President with the approval of the Board, will appoint from those submitted. The President may consider candidate recommendation from the committee.~~

~~MEETINGS: The Committee shall meet telephonically the last Wednesday of each month, unless it falls on a holiday, at which time it will convene on the following Wednesday, ~~usually by teleconference.~~~~

~~Members of the committee ~~will~~ may meet face-to-face ~~at least once each year~~ annually in lieu of a telephonic meeting. ~~at a location determined by the Chair.~~~~

~~The Chair may call special meetings. The Chair must provide prior notification of special meetings to all committee members.~~

~~VOTING FORMULA: The Chair shall call for all votes on motions made by committee members. This in no way impedes the Chair from calling for votes on issues moved outside of a normal committee meeting. A simple majority of those voting shall prevail upon all balloting.~~

~~FUNDING: The ASEA Executive Board will designate funding amount for the operation of the committee and move those funds into a segregated account. The committee can supplement funding by conducting fundraising activities.~~

~~MISCELLANEOUS PROVISIONS: The committee shall be subject to the provisions of the AFSCME International Constitution, AFSCME Financial Codes Standard, the ASEA/AFSCME Local 52 Constitution, and the ASEA/AFSCME Policies and Procedures.~~

~~Except to the extent specified in this ASEA/AFSCME Local 52 Policy and Procedure, no individual member of the committee shall have the power to act as an agent for or otherwise bind the committee in any way whatsoever.~~

~~Robert's Rules of Order, Revised, shall apply in all cases to which they are applicable and in which they are not inconsistent with the ASEA Policies and Procedures, the ASEA/AFSCME Local 52 Constitution, or with AFSCME International.~~

~~AMENDMENTS: Amendments to this Article are allowed only in accordance with ASEA/AFSCME Local 52 P&P Article 98.01.000.~~

1  
2 Main Motion 11-023 passed, with unanimous consent.

3 (The State Executive Board took a break at 2:23 p.m., resuming the record in general session at 2:34  
4 p.m.)

5  
6 Main Motion 11-024 (Communications Committee)

7 Moved by Michael Williams, seconded by Monica Ford

8 To strike the Communications Committee as the charge of the committee has been addressed.

9 ~~2.03.080~~ — ~~Communications Committee~~

10 ~~The Communications Committee shall be comprised of an Executive Board Member as Chair, the~~  
11 ~~Information Officer of ASEA/AFSCME Local 52, and member representatives from each of the following~~  
12 ~~regions: Anchorage, Fairbanks, Juneau, and Rural. The committee is established for the purpose of~~  
13 ~~setting up and overseeing the maintenance of an email system for members, to look at technology and~~  
14 ~~ways for improving communications among and to the membership.~~

15  
16 Main Motion 11-024 passed, with unanimous consent.

17  
18 Main Motion 11-025 (ASEA Policy for Probation/Parole Committee)

19 Moved by Michael Williams, seconded by Monica Ford

20 To accept the following changes in for the Probation/Parole Committee as proposed language.

21 ~~2.03.400~~080 The Probation/Parole Committee

22 The Probation/Parole Committee is created to address issues and concerns of Probation and Parole  
23 Officers. The committee will consist of ten (10) members who are Probation/Parole Officers from various  
24 regions. The State Executive Board Class I Representative will serve as a liaison between the committee  
25 and the State Executive Board.

26  
27 Main Motion 11-025 passed, with unanimous consent.

28  
29 Main Motion 11-026 (ASEA Policy for Bush Community Committee)

30 Moved by Mo Koezuna, seconded by Pam Harper

31 To accept the following changes for the Bush Committee as proposed language.

32 ~~2.03.090~~070 The Bush Community Committee

33 The Bush Community Committee is created for the Bush community members, to address issues and  
34 concerns of chapters not on a road system and to look into economic impacts and union opportunities.  
35 The committee will consist of ten (10) members from Bush chapters. The State Executive Board ~~Rural~~  
36 ~~Bush~~ Representative will serve as a liaison between the committee and the State Executive Board. The  
37 Bush Community Committee will meet telephonically at least quarterly, ~~with one physical~~ They may  
38 have one face-to-face meeting annually in lieu of a telephonic meeting.

39  
40 Main Motion 11-026 passed, with unanimous consent.

41

1 Main Motion 11-027 (ASEA Policy for Class I Committee)

2 Moved by Monica Ford, seconded by Chris Pace

3 To accept the following changes for the Class I Committee as proposed language.

4 ~~2.03.110~~090 Class I Committee

5 ~~In accordance with Article 15.01 of the ASEA/AFSCME Local 52 Constitution, the Class I Committee~~  
 6 ~~shall be appointed by the ASEA/AFSCME Local 52 President, with approval of the State Executive~~  
 7 ~~Board is created for and comprised of Class I members~~ to represent the needs of Class I employees ~~to the~~  
 8 ~~Board and the ASEA/AFSCME Local 52 Contract Negotiating Committee.~~

9 ~~2.03.111~~ — Class I Committee Rules of Operation

10 ~~A. — Mission Statement:~~

11 ~~The ASEA/AFSCME Local 52 Class I Committee is an appointed group of Class I members,~~  
 12 ~~seeking to:~~

- 13 ~~1. — Identify, resolve, and promote workplace issues affecting Class I members;~~
- 14 ~~2. — Actively promote and support ASEA/AFSCME Local 52, through the CNC, in eradicating~~  
~~onerous activity in the workplace affecting Class I members;~~
- 15 ~~3. — Create and promote a supportive network for ASEA/AFSCME Local 52 Class I members;~~
- 16 ~~4. — Equalize opportunities and improve conditions for all Class I workers, through effective~~  
~~involvement in the Union Movement; and,~~
- 17 ~~5. — Assist and advise other organizations with common goals and aims.~~

20 ~~B. — Composition:~~

21 ~~The ASEA/AFSCME Local 52 Class I Executive Board representative shall be the Chair of the~~  
 22 ~~committee. The Committee shall have eight (8) ASEA/AFSCME Local 52 Class I members~~  
 23 ~~representing the different regions of Alaska: two representative members each from Juneau,~~  
 24 ~~Anchorage, Fairbanks, and Rural Alaska. The President of ASEA/AFSCME Local 52 shall sit as~~  
 25 ~~an ex-officio member of the committee.~~

26 ~~C. — Appointments:~~

27 ~~The President of ASEA/AFSCME Local 52 shall appoint all regional members of the committee,~~  
 28 ~~in accordance with Article 8.04.C of the ASEA/AFSCME Local 52 Constitution.~~

29 ~~D. — Term of Appointments:~~

30 ~~Members are appointed to three-year terms, unless the seat is vacated earlier by voluntarily~~  
 31 ~~vacating, removal for unexcused absenteeism, or termination of ASEA/AFSCME Local 52~~  
 32 ~~membership. The term shall start at the time of appointment.~~

33 ~~E. — Committee Officers:~~

34 ~~The committee shall have a chair, vice chair, and secretary. The Class I Representative shall be~~  
 35 ~~Chair. The vice chair and secretary shall be selected from the members of the committee.~~

36 ~~F. — Duties of the Chair:~~

- 37 ~~1. — The Chair shall call all meetings of the Committee.~~
- 38 ~~2. — The Chair shall preside at all meetings of the Committee~~
- 39 ~~3. — The Chair shall make request to the Business Manager for funds from the Class I~~  
~~Committee budget to support committee activities. Such requests shall follow procedures~~  
~~outlined in Article 13.01 of the ASEA/AFSCME Local 52 Constitution and Section~~  
~~18.01.042 of the ASEA/AFSCME Local 52 Policies and Procedures.~~
- 40 ~~4. — The Chair may recommend members to the ASEA/AFSCME Local 52 President or~~  
~~appointment to the committee.~~

1 ~~G. — Duties of the Vice Chair.~~

- 2 ~~1. — The Vice Chair shall assume the duties of the Chair in the absence of the Chair.~~  
 3 ~~2. — The Vice Chair may only call a meeting of the Committee in the absence of the Chair if~~  
 4 ~~that absence is a result of vacancy in office of the Class I Representative.~~

5 ~~H. — Duties of the Secretary.~~

- 6 ~~1. — The Secretary shall record the minutes of all committee meetings.~~  
 7 ~~2. — The Secretary shall record members' attendance in the meeting minutes.~~  
 8 ~~3. — The Secretary shall submit a copy of all committee minutes and reports to the~~  
 9 ~~ASEA/AFSCME Local 52 Secretary, in care of the ASEA/AFSCME Local 52 Anchorage~~  
 10 ~~office.~~

11 ~~I. — Meetings.~~

12 The Committee shall meet monthly, ~~usually~~ by teleconference. Members of the Committee ~~will~~  
 13 ~~may~~ meet face-to-face ~~at least once each year~~ annually in lieu of a telephonic meeting. ~~at a location~~  
 14 ~~determined by the Committee. The Chair may call special meetings. The Chair must provide~~  
 15 ~~prior notification of special meetings to all committee members. It is the responsibility of all~~  
 16 ~~committee members to attend meetings.~~

17 ~~J. — Vacated Seats.~~

18 ~~Unexcused absences from three consecutive meetings shall constitute a vacancy. The Chair will~~  
 19 ~~inform the ASEA/AFSCME Local 52 President of vacancies and request the President to appoint~~  
 20 ~~committee members from the area seat(s) vacated.~~

21 ~~K. — Robert's Rules of Order, Revised.~~

22 ~~The Committee shall follow Robert's Rules of Order, Revised, in all conduct of the Committee to~~  
 23 ~~which they are applicable, and not inconsistent with the ASEA/AFSCME Local 52 and AFSCME~~  
 24 ~~Constitutions.~~

25 ~~L. — Funding.~~

26 ~~In performance of Article 9.0 2 of the ASEA/AFSCME Local 52 Constitution, the Business~~  
 27 ~~Manager shall consult with the Class I Committee Chair in developing the Committee's annual~~  
 28 ~~budget. The annual budget is subject to Executive Board approval.~~

29  
 30 Main Motion 11-027 passed, with unanimous consent.

31  
 32 Main Motion 11-028 (ASEA Policy for Next Wave Committee)

33 Moved by Mo Koezuna, seconded by Stephen Wright

34 To accept the following changes for the Next Wave Committee as proposed language.

35 2.03. ~~420~~100 The Next Wave Committee

36 The Next Wave Committee is created for ASEA members 35 years of age and under, to address issues  
 37 and concerns of these younger members. ~~The committee will be made up of ten (10) members in good~~  
 38 ~~standing. A Chair will be selected by the members of the committee.~~ The Next Wave Committee will  
 39 meet telephonically at least quarterly, ~~with one~~ and may meet in a face-to-face meeting annually in lieu of  
 40 a telephonic meeting.

41  
 42 Main Motion 11-028 passed, with unanimous consent.

43  
 44 Main Motion 11-029 (ASEA Policy for Committee required under CBA)

45 Moved by Mo Koezuna, seconded by Monica Ford

1 To accept the following changes for the Committees required under the Collective Bargaining Agreement  
2 (CBA) as proposed language.

3 **2.05.000 COMMITTEES REQUIRED UNDER COLLECTIVE BARGAINING**  
4 **AGREEMENTS**

5 2.05.010 Labor-Management Committees

6 Labor-Management Committees or any committee called-provided for by the Collective Bargaining  
7 Agreement shall be appointed and coordinated by the professional staff of the Union.

8  
9 Main Motion 11-029 passed, with unanimous consent.

10  
11 **REPORT – TREASURER**

12 Treasurer Chris Pace provided the following proposed language for Financial Policies and Procedures.

13  
14 Main Motion 11-030 (ASEA Policy for Financials)

15 Moved by Chris Pace, seconded by Michael Williams

16 To accept the following changes for the financial policies and procedures for posting.

17 ~~18.00.000 ADMINISTRATIVE~~

18 ~~— A. — Annual Budget Adoption.~~

19 ~~1. — At least sixty (60) days before the start of each fiscal year, the Business Manager~~  
20 ~~will present a budget proposal to the State Executive Board.~~

21 ~~2. — At least 30 days prior to the start of the fiscal year, the State Executive Board will~~  
22 ~~adopt a budget for the fiscal year. In convention years, the State Executive Board shall~~  
23 ~~submit its recommended budget to the convention delegates fifteen (15) days prior to the~~  
24 ~~convention for final approval by the convention.~~

25 ~~18.00~~1.000 FINANCIAL AND FISCAL

26  
27 ~~The Business Manager will report on the~~ status of the Annual budget to the Board during the Business  
28 Manager's Report at the State Executive Board meetings.

29 18.001.010 Wire TransfersDisbursement of Funds

30 A. The disbursement of ASEA/AFSCME Local 52's union funds will be by ACH, EFT, Wire  
31 Transfer or check and ~~Policy~~ shall require the ~~be consistent with the Union's check signing~~  
32 ~~policy, requiring two~~ authorized by two Executive Board Members specified in Article 8 of  
33 the ASEA/AFSCME Local 52 Constitution, ~~prior to the expenditure of funds.~~

34 ~~See also Policy 18.01.030 below.~~ The Business manager shall have the authority to use electronic  
35 signatures in the payroll and payables check writing process, insofar as either process involving  
36 check creation meets all AFSCME Financial Standards Codes and FASB Codes.

37 Any utilization of the electronic signatures shall be under a secure environment in  
38 ASEA/AFSCME Local 52 Headquarters.

39 C. The Business Manager shall approve all vouchers and payroll time sheets before creation of any  
40 checks and advise slips for review by the authorized Executive Board members. A Check Detail  
41 Report (Account Payable or Payroll) shall be prepared by the appropriate accounting staff.

ASEA/AFSCME Local 52 State Executive Board  
Quarterly Business Session  
December 16-17, 2010 (Anchorage AK)

1 ~~18.004.020~~ Staff Authorizations

2 The Board authorizes the Business Manager (or designee) to initiate required wire transfers, EFT's,  
3 ACH's or checks for approval of the authorized ~~signators~~ Board members, to obtain account balances and  
4 transfer funds within accounts.

5 ~~18.01.030~~ ~~Chapters~~

6 ~~A. Disputes over ASEA/AFSCME Local 52 expenses charged to local chapters and~~  
7 ~~delinquent repayment of such charges exceeding sixty (60) days shall be presented to the State~~  
8 ~~Executive Board for resolution. The State Executive Board may authorize deduction from the~~  
9 ~~chapter's rebates to recover delinquent amounts.~~

10 ~~B. All support checks of a chapter are to be canceled and not reissued until the chapter files~~  
11 ~~all reports as per Union policies.~~

12 ~~18.004.040~~ 030 Expenditure Authorization

13 The Business Manager shall have the authority to oversee and administer the adopted operating and  
14 capital budget. ~~incur expenses for activities approved by the State Executive Board. The Business~~  
15 ~~Manager selects the vendor(s) and incurs the costs in an orderly manner, using discretion and judgment in~~  
16 ~~the spending of funds within the target dollar authorizations.~~

17 ~~18.01.041~~ Annual Budget

18 ~~A. Annual Budget Adoption.~~

19 ~~1. At least sixty (60) days before the start of each fiscal year, the Business Manager~~  
20 ~~will present a budget proposal to the State Executive Board.~~

21 ~~2. At least 30 days prior to the start of the fiscal year, the State Executive Board will~~  
22 ~~adopt a budget for the fiscal year. In convention years, the State Executive Board shall~~  
23 ~~submit its recommended budget to the convention delegates fifteen (15) days prior to the~~  
24 ~~convention for final approval by the convention.~~

25 ~~B. Budget Format.~~

26 ~~1. The annual budget proposal will present dollars to be spent on individual~~  
27 ~~"Activities," showing the amounts by expense line item (exclusive of wages and benefits)~~  
28 ~~that will be covered by that activity.~~

29 ~~2. Separate amounts will be disclosed in the budget for wages and benefits.~~

30 ~~3. The components of budgeted income will be separately disclosed.~~

31 ~~4. Total budgeted income will be compared to total budgeted expenses.~~

32 ~~5. Proposed Capital expenditures (furniture, equipment, etc.) will be listed separately~~  
33 ~~and items with a purchase price of \$1500 or greater will be capitalized.~~

34 ~~18.01.042~~ Expenditure Authorization

35 ~~A. Vendor Selection. The Business Manager will select the vendor(s) to be used to achieve~~  
36 ~~an "Activity" based on best criteria available.~~

37 ~~B. Spending Discretion.~~

38 ~~1. The Business Manager may spend funds on an activity up to the total costs~~  
39 ~~authorized for that activity.~~

40 ~~2. Amounts by line item are targets, and the Business Manager may, without~~  
41 ~~additional specific authorization of the officers, reallocate dollars between line items~~  
42 ~~within a given activity.~~

~~3. At the conclusion of any activity, the Business Manager will advise the Board as to whether any funds remain for that activity.~~

~~18.01.043 Budget Savings~~

~~A. Activity Savings.~~

~~1. The Business Manager will identify and report budget savings to the Board.~~

~~2. The Business Manager will track remaining funds from each completed activity.~~

~~3. The Business Manager can identify planned Activities where the amount to be spent will be zero, or less than the projected/budgeted amounts.~~

~~4. The Business Manager will identify savings from staff wage and benefit savings vacancies.~~

~~5. The Business Manager will identify and track variance in income compared to budget.~~

~~18.01.044 Supplemental Spending Authorizations Using Savings Spending from 18.01.043~~

~~A. Discretionary Spending~~

~~1. The State Executive Board may reallocate savings identified by the Business Manager to other Activities.~~

~~2. Approval by the Board is needed to add funds to an Activity greater than the amounts approved in the original budget.~~

~~3. Approval of the Board is needed to move funds between Activities.~~

~~4. Approval of the Board is needed to create new Activities not in the original budget.~~

~~18.01.045 Budget Target~~

~~A. Budgeted Gain or Loss~~

~~1. The Business Manager will make a best effort to achieve a net income or loss that is equal to the net income or loss approved by the Board when adopting the original budget for the year.~~

~~18.01.050 Processing Disbursements~~

~~A. Effective October 13, 2003, the signatories on all ASEA/AFSCME Local 52 bank accounts shall be limited to the President, Treasurer, and other designated State Executive Board officers.~~

~~B. The Business Manager shall have the authority to use signature plates in the payroll and payables check writing process, insofar as either process involving check creation meets all AFSCME Financial Standards Codes and FASB Codes.~~

~~18.01.051 Payables and Payroll~~

~~A. Two (2) signature plates shall be obtained for the President and the Treasurer.~~

~~1. The signature plates shall be kept under secured conditions within the restricted jurisdiction of a sole designee of the Business Manager.~~

~~2. All checks issued by the Union may be executed with signatures from the signature plates and their use shall be witnessed by the designee in subsection 1 above.~~

~~3. Any utilization of the signature plates shall be under a secure environment within ASEA/AFSCME Local 52 Headquarters, and the signature plates shall remain in the possession of the sole designee at all times.~~

~~B. Vouchers and Time Sheets.~~

~~1. Payables. A voucher shall be prepared for each vendor for which a check is being prepared, and all validating documents, invoices, and motions when applicable shall be~~

1 ~~attached. This voucher and all backup shall be presented to the Business Manager (or~~  
 2 ~~his/her designees) for payment approval.~~

3 ~~2. Payroll. A signed time sheet shall be submitted by each employee on or before the~~  
 4 ~~10<sup>th</sup> and 25<sup>th</sup> of each month. The total hours worked will be verified by the Accounting~~  
 5 ~~Department, with all validating documents as to overtime and leave approvals and/or other~~  
 6 ~~adjustments attached. This time sheet and all backup shall be presented to the Business~~  
 7 ~~Manager (or his/her designees) for payment approval.~~

8 ~~3. Upon approval by the Business Manager (or his/her designees), checks shall be~~  
 9 ~~prepared for signature.~~

10 ~~C. Detail Reports.~~

11 ~~1. Payables. A Check Detail Report (Detail Report) shall be prepared by the~~  
 12 ~~appropriate accounting staff.~~

13 ~~2. Payroll. A Payroll Detail Report (Detail Report) shall be prepared by the~~  
 14 ~~appropriate accounting staff.~~

15 [Revision note: The following section to be added to section 18.00.010 Disbursement of Funds]

16  
 17 D. Upon completion of the Detail Report, the preparer shall initial and sign same, and a witness shall  
 18 verify the accuracy of the Detail Report.

19 E. The Detail Report will be then forwarded to the Treasurer (or his/her board-approved designee)  
 20 and, upon approval by the Treasurer (or his/her board-approved designee), it shall then be  
 21 presented to the President (or his/her board-approved designee) for approval.

22 1. Review by the Treasurer (or his/her board-approved designee). The Treasurer (or his/her  
 23 board-approved designee) shall review the Detail Report and, within 48 hours from receipt,  
 24 shall notify the Business Manager (or his/her designees) in person, or via a faxed copy of  
 25 the Detail Report bearing his/her signed approval, his/her approval to disburse the payables  
 26 and/or payroll expenditures. The Treasurer's copy of the Detail Report bearing his/her  
 27 original signature (or that of his/her board-approved designee) shall then be forwarded to  
 28 the appropriate accounting staff at ASEA/AFSCME Local 52 Headquarters.

29 2. Review by the President (or his/her board-approved designee).

30 (a) Upon receipt of the Treasurer's (or his/her board-approved designee) signed  
 31 approval to disburse, the President (or his/her board-approved designee) shall be  
 32 provided with the Detail Report signed by the Treasurer (or his/her board-approved  
 33 designee).

34 (b) The President (or his/her board-approved designee) shall review the Detail Report  
 35 and, within 24 hours from receipt, shall notify the Business Manager (or his/her  
 36 designees) in person, or via a faxed copy of the Detail Report bearing his/her  
 37 signed approval, his/her approval to disburse the payables and/or payroll  
 38 expenditures. The President's copy of the Detail Report bearing his/her original  
 39 signature (or that of his/her board-approved designee) shall then be forwarded to  
 40 the appropriate Accounting Department at ASEA/AFSCME Local 52  
 41 Headquarters.

42 3. In the event that the above timelines in E.1 and 2 are not met, the Business Manager will  
 43 have the authority to approve disbursements so payments are made in a timely manner.

- 1 | F. If upon review corrections need to be made to the payables and/or payroll, the Business Manager  
 2 | (or his/her designees) shall be notified immediately by the officer and the corrections, if  
 3 | appropriate, will be made by the appropriate accounting staff.
- 4 | G. Upon the President's (or his/her board-approved designee's) review and approval to disburse the  
 5 | payables and/or payroll items from the detail report, electronic signature plate signatures shall be  
 6 | affixed to the corresponding checks by the appropriate staff.
- 7 | ~~H. The Business Manager (or his/her designee) may then call the bank to authorize posting of  
 8 | sufficient funds to cover the cost of all payables and/or payroll disbursements that have been  
 9 | approved.~~
- 10 | ~~I. The Business Manager (or his/her designees) shall execute the Detail Report, attesting that  
 11 | signatures were affixed to all checks in accordance with Board Policy, payments were properly  
 12 | disbursed, and backup is kept on file as set out in the AFSCME Financial Standards Code.~~
- 13 | JH. All payroll and payables files shall be available for review at ASEA Headquarters for the State  
 14 | Executive Board members authorized in 18.00.010.A. ~~to any authorized signatory upon request.~~

15 |  
 16 | Main Motion 11-030 passed, with unanimous consent.

17 |  
 18 | **UNFINISHED BUSINESS (CONTINUED)**

19 | ASEA Policies and Procedures (Continued)

20 | Main Motion 11-031 (ASEA Policy for Travel and Expenses)

21 | Moved by Michael Williams, seconded by Monica Ford

22 | To accept the following changes for the Travel and Expenses policy for posting.

23 | **5.00.000 TRAVEL AND EXPENSES**

24 | ...

25 | **5.02.000 EXPENDITURES FOR UNION BUSINESS**

26 | ...

27 | 5.02.025 Reservation Changes

28 | If changes to travel and/or hotel reservations paid by Union funds are made after purchase, the individual  
 29 | traveling will be responsible for any additional charge if that change results in additional fees or increased  
 30 | airfare.

31 | If a change results in any monetary credit or refund, those funds are to be credited back to the Union.  
 32 | Under no circumstance should any monetary credit or refund on any expenses paid by Union funds be  
 33 | refunded to the person traveling or used for personal use.

34 |  
 35 | 5.02.025 ~~025~~ 026 Meal Allowance

36 | ...

37 |  
 38 | Main Motion 11-031 passed, with unanimous consent.

39 |  
 40 | Main Motion 11-032 (ASEA Policy for Websites)

41 | Moved by Chris Pace, seconded by Michael Williams

42 | To accept the following changes for websites for posting.

1 **1.00.000 CHAPTER GUIDELINES**

2 ...

3 1.02.020 Websites

4 A. ASEA Anchorage Headquarters shall periodically review the content of Chapter website postings  
5 to ensure such content is consistent with the goals and objectives of the Union.

6 B. Chapters and Committees must secure approval from the Business Manager to establish website or  
7 social networking accounts or postings.

8  
9 Main Motion 11-032 passed, with unanimous consent.

10  
11 Main Motion 11-033 (ASEA Policy for State Executive Board Meeting Agenda)

12 Moved by Michael Williams, seconded by Mo Koezuna

13 To accept the following changes for the State Executive Board protocol for meeting agendas for posting.

14 **4.00.000 STATE EXECUTIVE BOARD PROTOCOL**

15 ...

16 **4.02.000 MEETINGS**

17 ...

18 4.02.020 Agenda

19 A. Two weeks prior to the development of the agenda, the Union's staff shall notify all State  
20 Executive Board members that agenda items are being solicited.

21 B. The Business Manager, under guidance of the Secretary, is directed to prepare or cause to be  
22 prepared a document consisting of at least:

- 23 1. An outline of the agenda.
- 24 2. Time, date, and place of board meeting.

25 ~~C. The draft agenda shall be electronically mailed or faxed to each State Executive Board member  
26 three (3) days prior to the publication of the agenda. Upon approval of the draft agenda by a  
27 majority of the State Executive Board, the agenda shall be published to the membership.~~

28 DC. In the event of special board meetings, with the exception of notice to address a Special Rule of  
29 Order (see Policy 98.00.000), the board members will be notified of the agenda by phone 24 hours  
30 in advance of the meeting. Where practical, chapter presidents will also be notified.

31 ~~E. In the interest of preserving the rights of members, all agenda items for meetings will be firm upon  
32 publication. Additions to the agenda after due notice has been given shall be addressed at the  
33 discretion of the President in accordance with Art. 8.02 of the ASEA/AFSCME Local 52  
34 Constitution.~~

35  
36 Main Motion 11-033 passed, with unanimous consent.

37  
38 //End of Unfinished Business

1  
2 **NEW BUSINESS**

3 Geographic Differential

4 Should any legislative changes be made to the geographic differential then we would request to negotiate  
5 with the State.

6  
7 **REPORT – PRESIDENT (Continued)**

8 Committee Appointments

9 Main Motion 11-034 (Women’s Issues Committee Appointments)

10 Moved by Michael Williams, seconded by Chris Pace

11 To accept the Chair’s committee appointment for the Women’s Issues Committee of Elsa DeHart and  
12 Wendy Parker to the At-Large seats and Nadine Lefebvre to the Southeast Region seat.

13  
14 Main Motion 11-034 passed, with unanimous consent.

15 Calendar of Events

16 The AFL-CIO Legislative Conference will be held January 25-26, 2011 in Juneau. Attending will be the  
17 AFL-CIO Vice Presidents.

18 The next scheduled Quarterly Business sessions of the State Executive Board will be as follows:

- 19 • Juneau, February 23-24, 2011, which may change in regards to scheduling the PEL  
20 Conference
- 21 • Ketchikan, May 17-18, 2011

22  
23 **ADJOURNMENT**

24  
25 (Whereupon, the quarterly business session of the ASEA/AFSCME Local 52 State Executive Board  
26 adjourned at 3:42 p.m.)

27  
28 Respectfully submitted by  
29 Michael R. Williams, Secretary  
30 State Executive Board  
31 ASEA/AFSCME Local 52, AFL-CIO