I. CALL TO ORDER
   1. Wendel called the meeting to order at 5:01pm

II. ROLL CALL
   1. Officers – 4 needed to meet quorum
      a. President – Courtney Wendel
      b. Vice President – Emil Mackey
      c. Secretary – Emily Haynes
      d. Treasurer – Dawn Harris
      e. Executive Board Member #1 – Vacant
      f. Executive Board Member #2 – Michael Hills¹
      g. Executive Board Member #3 – Nadine Lefebvre
   2. Officers present or on the phone
      a. Wendel, Haynes, Harris, Hills, Lefebvre
      b. Mackey joined at 5:08pm
   3. Officer Rolling Tally of Unexcused Absences
      a. President – Courtney Wendel – 0
      b. Vice President – Emil Mackey – 0
      c. Secretary – Emily Haynes – 0
      d. Treasurer – Dawn Harris – 0
      e. Executive Board Member #1 – 0
      f. Executive Board Member #2 – 0
      g. Executive Board Member #3 – 0
   4. Others present
      a. Members - Michelle Morris (Trustee #1), Alysha Guthrie (Trustee #2), Brian Sonesen
      b. HQ – Lizze Solger
III. APPROVAL OF MINUTES
   1. December 20, 2018
      a. Officers read the minutes, Wendel called for corrections.
         i. Lefebvre noted a typo on page 3
            1. Secretary noted the correction and will be fixed
         ii. No other corrections. Minutes are passed with the correction.
IV. CHANGES TO AGENDA
   1. Wendel called from amendments. None offered. Agenda accepted.
V. OFFICER REPORTS
   1. President’s Report
      a. President was unable to call into Chapter President’s meeting
      b. Jake Metcalf (ASEA Executive Director) were scheduled to meet today; Jake
         is stuck in Sitka
      c. Meet-and-Greet
         i. PEL scheduled for February 26 and 27; Meet-and-Greet scheduled
            while ASEA Executive Board is in town

¹ Suzanne Dutson held Executive Board Member #2 office until January 2, 2019 when Michael Hills was elected.
ii. Solger: HQ in talks with In Bocca al Lupo to reserve the space on the 26th; will be confirmed by HQ and members notified
   1. Once confirmed, Haynes and Wendel to draft email to send to membership.
   2. Members will have the opportunity to meet other chapter presidents and committee representatives

d. PEL
   i. Haynes will be attending Pell in Wendel’s seat
   ii. Wendel and Lefebvre already attending as State Executive Board (SEB) members
   iii. If Harris is unable to go as Wendel’s guest, then Hills will attend

e. SEB meeting date to be confirmed; one Chapter attendee should go in place of Wendel
   i. Wendel requests someone to offer up their name

f. Wendel moved New Business item #3 (What can ASEA do to help support furloughed feds?) which was a request to Wendel from a Juneau Chapter member
   i. Water & Sewer (CBJ)
   ii. AEL&P
   iii. Food/Fuel/Bus Passes
   iv. Other ideas:
      1. Food drive
      2. Donation of gift cards
      3. AEL&P gift cards
      4. Survey monkey to survey Juneau Chapter members
         a. Would you rather donate time or money?
         b. If you were to get furloughed today, what are the top items you need help with?
      5. Mackey: leave cash-in to Union; Wendel does not believe that process supports donating to feds
      6. Lefebvre: Fundraiser at Aldersgate United Methodist Church, Go Fund Me for USCG, encourage furloughed employees to apply for unemployment insurance
         a. Wendel: Use Aldersgate as a way to get help to federal employees
         b. Haynes and Wendel to draft a survey monkey email and request aid from members

2. Secretary’s Report
   a. Report on votes held by email since previous regular Executive Board meeting (December 20)
      i. January 14 – Haynes moved to “reschedule the Juneau Chapter Executive Board Meeting to January 15, 2019 at 5pm at the Teamster's Hall.”
         1. Harris seconded the motion.
         2. Haynes, Harris, Wendel, and Lefebvre voted yes. None opposed. Motion is carried.

   b. New email addresses
      i. All chapter communication through these.

3. Treasurer’s Report
a. Balance Sheet  
b. Income Statement  
c. Bank Reconciliations  
d. Upcoming Expenditures  
e. Treasurer presented the Treasurer’s report  
   i. Under New Business #4 (*Chapter Steward business cards*) – money is available for this expenditure; Chief Steward Dutson is responsible for budget expenditures for her committee; Harris will inform Dutson there is money available and the proper forms for reporting  
   ii. All FY19 office rental costs have been paid  

4. Committee Reports  
   a. Elections Committee – Sonesen (Chair)  
      i. Election completed; no protests received  
      ii. Hills elected to Executive Board Member (EB) #3; Guthrie elected to Trustee #2  
      iii. Remaining vacant seats – Trustee #3 and EB #1  
         1. How to handle the vacancies? If Elections Committee is requested, then elections will have to be held in February  
         2. Wendel stated the Elections Committee will not be needed  
         3. Chapter Executive Board (E-Board) to solicit nominations for EB #1 and then the E-Board will appoint  
         4. E-Board is able to appoint at any time for Trustee #3  
      iv. Elections Committee lost 2 committee members; would like to request members to join elections committee?  
         1. Haynes: Can we fill these vacancies prior to the biennial convention elections?  

VI. **UNFINISHED BUSINESS**  
1. FY20 Budget Committee solicitation  
   a. Draft FY20 Budget to be presented to membership at March 13th quarterly meeting  
   b. FY20 final to be voted at June quarterly meeting  
      i. Discussion of date, time, and location of meeting  
         1. Plan A: Saturday at 10am on June 8 at Valley Library  
         2. Plan B: June 13th at noon at Teamster’s Hall  
         3. Haynes moves to “hold the June Juneau Chapter Membership meeting on June 8th at 10am at the Valley Library.”  
            a. Lefebvre seconds.  
         4. Wendel amends to include “with a contingency that if the 8th does not work, meeting will be held on June 13th at noon at Teamster’s Hall.”  
            a. Lefebvre seconds.  
            b. None opposed. Motion carries.  
   c. Wendel to email to E-Board a schedule for food for March 13th Membership meeting which is a potluck (tacos)  
   d. Wendel and Haynes to draft email to solicit Budget Committee members, then send to Harris, then send to Wendel, then send to Jake for distribution  
      i. Wendel mentioned Trustees are a great support to the Budget Committee  

2. **PEL**
a. Discussed during President’s Report; no further discussion needed

Due to time, Wendel called for objections to tabling Unfinished Business items 3, 4, 6, 8, and 9. No objections received. Items tabled to next meeting.

3. Audit Committee Recommendations
   a. Officer Desk Manuals
   b. Tabled.

4. VMO Rise Up! Conference Report (Haynes)
   a. Tabled

5. Inventory special workgroup
   a. Storage location/costs
   b. Inventory list
   c. Wendel appoints Lefebvre to Inventory Work Group Committee
      i. Lefebvre moves to “schedule Inventory Work Group Committee meeting to February 23rd at 6:30pm at Teamster’s Hall.”
      ii. Wendel seconds.
      iii. None opposed. Motion carries.

6. What activities JNU Chapter can take to encourage legislature/Gov to fund contract
   a. Tabled.

7. Strategic planning session / calendaring events for 2019 and 2020
   a. Harris moves to “reschedule February 21st E-Board meeting from noon to 5pm.”
      i. Lefebvre seconds.
      ii. None opposed. Motion carries.
   b. Discussion of Biennial Convention due dates for resolutions
   c. Harris moves to “reschedule March E-Board meeting to March 7th at 5pm to appoint EB #1 and Trustee #3.”
      i. Lefebvre seconds.
      ii. None opposed. Motion carries.
   d. Haynes moves to “cancel the April 18th E-Board meeting.”
      i. Harris seconds.
      ii. None opposed. Motion carries.
   e. Currently scheduled May 16th E-Board meeting at 5pm will remain
   f. Currently scheduled June 20th E-Board meeting at 12pm will remain
   g. Wendel called for objections to canceling the July 18th E-Board meeting.
      i. No objections received. Meeting is canceled.
      ii. If we hold a July Chapter event, we can generate interest
   h. 3 months after contract renewal (July 1, 2019), stewards need to resubmit interest
      i. Reminder to be sent and add to Chapter calendar.
   i. Discussion of having quarterly meeting before school commences, rather than in September.
   j. Currently scheduled August 15th E-Board meeting at 12pm will remain
   k. Lefebvre moves to “schedule the Juneau Chapter Quarterly Membership meeting to August 18th at Project Playground.”
      i. Harris seconds.
      ii. None opposed. Motion carries.
   l. Haynes moves to “schedule the Juneau Chapter Quarterly Membership meeting to November 9th at 6pm.”
      i. Wendel seconds.
ii. None opposed. Motion carries.
m. Wendel called for objections to rescheduling the November 21st E-Board meeting to November 6th at 5pm.
   i. None raised. Meeting rescheduled.
  
  
  
  
  
  

n. Wendel called for objections to canceling the December E-Board Meeting.
   i. None raised. Meeting canceled.

o. Wendel requested officers to research meeting worksites, times, security, etc. and set a date to host E-Board meetings.
   i. Solger has access to worksites and recommends the Pioneer’s Home

p. Strategic Planning to continue to next meeting and will remain on agenda in perpetuity.

8. Post Office Boxes – Chapter business and Elections
   a. **Tabled.**

9. Moving bank accounts to a union-supporting credit union – True North Federal Credit Union
   a. **Tabled.**

VII. **NEW BUSINESS**

1. Elections
   a. New Officers
   b. Vacancies – Trustee #3 & E-Board Member #1

2. Community Legislative Welcome at Centennial Hall – January 16th
   a. Wendel: do not endorse anything political other than funding the contract and keeping members in their jobs and in Juneau
   b. Event is free, starts at 5pm, and is catered
   c. Please dress business casual or business formal

3. What can ASEA do to help support furloughed Feds?
   a. Moved to President’s Report

4. Chapter Steward business cards
   a. Discussed during Treasurer’s Report

VIII. **ANNOUNCEMENTS**

1. Juneau Chapter member Alicia Hughes-Skandjis was unanimously appointed to CBJ Assembly

IX. **SET AGENDA FOR NEXT MEETING:**

1. Meeting at February 21st at 5pm at Teamster’s Hall.

X. **ADJOURNMENT**

1. Lefebvre moves to adjourn meeting.
   a. Mackey seconds.
   b. None opposed. Motion carries.
   c. Meeting adjourned at 6:51pm