

# Juneau Chapter

<u>President</u>	<u>Vice President</u>	<u>Secretary</u>	<u>Treasurer</u>	<b>Board</b> <u>Members</u>	<u>Trustees</u>
Courtney Wendel	<i>Vacant</i>	Emily Haynes	Dawn Harris	<i>Vacant</i> Michael Hills Nadine Lefebvre	Michelle Morris Alysha Guthrie <i>Vacant</i>

## MINUTES

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### Chapter Executive Board Meeting

February 21, 2019

**Present:** Wendel, Haynes, Lefebvre, Hills

**Absent:** Harris (excused)

**Guests:** Guthrie, Andrew Hills, Noah Molnar, Robert Sewell

**Staff:** Dick Isett

- I. **Call to Order at 5:15pm**
- II. **Officer Rolling Tally of Unexcused Absences**
  - a. President – Wendel – **0**
  - b. Vice President – *vacant* – **0**
  - c. Secretary – Haynes – **0**
  - d. Treasurer – Harris – **0**
  - e. Executive Board Member #1 – *vacant* – **0**
  - f. Executive Board Member #2 – Hills – **0**
  - g. Executive Board Member #3 – Lefebvre – **0**
- III. **Approval of Minutes**
  - a. January 15, 2019 minutes summarized.
  - b. Wendel called for changes. No changes. Minutes are approved without objection.
- IV. **Changes to Agenda**
  - a. Lefebvre motions to add the Rally on the 27<sup>th</sup> and action and consideration of the CLC appointment to new business.
    - i. No objections. Added to new business (items d and e).
- V. **Officer Reports**
  - a. **President's Report**

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- i. Mackey has submitted resignation from Vice President seat effective February 19
- ii. PEL
  - 1. Haynes is attending, email for Haynes, Alicia Hughes-Skjandis, and Paul Kelly to attend has been sent
- b. Secretary's Report**
  - i. Votes held by email since previous regular Executive Board meeting (January 15, 2019)
    - 1. January 22 – Harris moved to “pay Igloo Rentals for January and February 2019.”
      - a. Wendel seconded the motion.
      - b. Haynes, Harris, Wendel, and Lefebvre voted in favor. None opposed. Motion is carried.
    - 2. January 16-Feb 20 – Haynes moved to “approve expenditure of \$20 from the goodwill line item to send flowers to Dawn Pederson’s memorial.”
      - a. Harris seconded the motion.
      - b. Haynes, Harris, Wendel, and Lefebvre vote in favor. None opposed. Motion is carried.
- c. Treasurer's Report**
  - i. Haynes read the treasurer’s report provided by Harris in advance.
  - ii. Balance Sheet
  - iii. Income Statement
  - iv. Bank Reconciliations
  - v. Upcoming Expenditures
  - vi. Lefebvre – “I move that ASEA Juneau Chapter spend no more than \$50 for a dump run and cleaning supplies as needed after the office cleaning.”
    - 1. Hills seconds.
    - 2. Motion passes without objection.
- d. Committee Reports**
  - i. Elections Committee
    - 1. No report.
  - ii. Bylaws Committee
    - 1. No report.
  - iii. Budget Committee
    - 1. Committee members needed.
    - 2. Wendel has drafted email. Haynes approved. Will be sent to membership for solicitation.
  - iv. Audit Committee
    - 1. No report.
  - v. Shop Steward Committee
    - 1. No report.
  - vi. Communications Committee
    - 1. Do we have a communications committee? Elimination considered.

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2. *After meeting, Haynes distributed an email to officers noting the elimination of Communications Committee in the Bylaws approved in September. This committee will be removed from future agendas.*
- vii. Inventory Work Group Committee
  1. Chair Lefebvre presented a layout for the office space.
  2. Committee meeting at 10am on Saturday, February 23.
- viii. Wendel would like to add a steering committee.
  1. Steering committee for strategic planning.
  2. Committee members can provide input on where they would like to see the Chapter go.
  3. Why have members left the union?
  4. Why do members stay?
  5. What can the Executive Board do to encourage involvement?
  6. Hills provided insight – many new members are Tier IV with no long-term state employment interest
    - a. Data is needed – classifications, workgroups, length of employment of agency fee payers
    - b. Provide steering committee goals and direction
  7. Any opposition to eliminating communications committee and adding a steering committee?
    - a. No objection. Bylaws Chair Haynes has noted this to present to membership at next membership meeting.
- e. Strategic Planning
  - i. No discussion.

**VI. Unfinished Business – Wendel requested any objection to tabling all unfinished business. Lefebvre prefers to discuss item d. Other items tabled. Passed without objection.**

- a. Audit Committee Recommendations
  - i. Officer Desk Manuals
  - ii. Tabled.
- b. VMO Rise Up! Conference Report (Haynes)
  - i. Tabled.
- c. What activities can Juneau Chapter take to encourage legislature/administration to fund contract?
  - i. Tabled.
- d. Post Office Boxes – Chapter business and Elections
  - i. Lefebvre – is chapter required to have an elections box? Need to look into before biennial convention.
- e. Moving bank account to a union-supporting credit union – True North Federal Credit Union
  - i. Tabled.

**VII. New Business**

- a. Officer Vacancies

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- i. Vice President
- ii. Executive Board Member #1
- iii. Trustee #3 (can appoint immediately)
- iv. Wendel outlined Trustee and officer responsibilities, including the attendance requirement of officers (not trustees).
- v. Wendel to draft email to solicit from membership.
- b. PEL – February 26 and 27
- c. Meet-and-Greet – February 26
- d. CLC Rally
  - i. “Save Our State” rally to be held during PEL at noon on the 27<sup>th</sup>. CLC has signs available.
  - ii. During work group meeting, we can look through supplies.
  - iii. Lefebvre – “ I move the Juneau Chapter Membership Communication line item spend not more than \$30 for sign making materials to be used at the rally February 27<sup>th</sup>.”
    - 1. Hills seconds.
    - 2. Motion passes without objection.
  - iv. Isett – has a bus rental been scheduled?
    - 1. Lefebvre – no.
- e. CLC appointment
  - i. Lefebvre moves to table. No objection.

**VIII. Announcements**

**IX. Set Agenda for Next Meeting**

- a. March 7<sup>th</sup> at 5pm
- b. Membership meeting on March 13th

**X. Adjournment at 6:06**

Respectfully submitted by  
March 6, 2019  
Emily Haynes, Secretary