



KETCHIKAN EXECUTIVE BOARD MEETING

January 19th, 2017

Annabelle's: Bar Side 5:30 PM – 7:00 PM

- **Call to Order:** 530 PM
- **Roll Call:** President – Wendy Chatham; Vice President – Jenn McGarrigan; Treasurer – Joy Erickson; Secretary – Charlene Lewis; Board Members – Sabra Lichty-Muzzana, Sean Sumrall
- **Adopt Agenda**
- **Approve Minutes** from 11-02-16 Meeting
- **Treasury Report** from Wendy
- **Old Business**
 - Christmas Party Re-Cap and Budget Review
 - Vacancies: Trustee and Board Member
 - Revised Bylaws: Vote
 - Scholarship Update
 - ASEA Strong / AFSCME Strong / Never Quit Media Campaign
- **New Business**
 - Member Outreach
 - Community Outreach
- **Next Meeting**
 - Chapter Meeting – February 15th, Edgewater Inn Board Room 5:30 PM
 - Executive Board – March 8th, TIME & LOCATION TBD
- **Announcements**
- **Adjourn**

Ketchikan Chapter Executive Meeting Minutes

01/19/2017

Annabelle's 5:30pm

Call to Order: Called to Order 5:33 pm

Roll Call: Present - President Wendy Chatham, Vice-President, Jenn McGarrigan, Secretary, Charlene Lewis, Treasurer, Joy Erickson. Present - Board Members, Sabra Lichty-Muzzana, Sean Sumrall

Adopt Agenda: Sabra motions to adopt agenda as presented, Jenn seconds, all vote, approved.

Approve Minutes: Approve minutes from the last meeting. Motion to approve minutes with the change under the Presidents Letter of removing the sentence of "Anchorage office asked to be direct billed on this and to not take the cost out of our fees received" to read "Anchorage office was advised to direct bill the chapter" made by Jenn, seconded by Sabra – all vote – approved.

Treasury Report: Report submitted – current through January– checking \$4,855.00, savings \$9479.02. See submitted reports for further detail.

Old Business:

Christmas Party Re-Cap and Budget Review: The party was well received, next year have possible rewards for the people who attend the meetings all year long. We can go off the sign in sheets to see who those people are.

Vacancies: Trustee and Board Member: Reminder that there are still two positions available.

Revised Bylaws: Vote: nothing has changed, it is still up on the website for all to see, will go to vote at the next chapter meeting.

Scholarship Update: applications have been submitted to the high school, revilla and the college. It will be posted on our website. We changed the due date to 4/30/2017.

ASEA Strong/AFSCME Strong/Never Quite Media Campaign: Three people have committed to doing a video as soon as we have time.

New Business:

Member Outreach: possible picnic, get a committee at the chapter meeting. Previous idea was to do zip lock bags for the homeless. Denise wanted to help with this. Do we want to pursue this? Move forward with this idea for the March E-Board Meeting. Put a call out to all members for items to donate. Think about doing a picnic again this year.

Next Meeting: Chapter Meeting 2/15/2017 at the Edgewater at 5:30. E-Board 3/8/17 TBD.

Announcements: None

Adjourn: 6:35pm



Wendy Chatham <akgwen@gmail.com>

BREAKTIME READING: Appoint Treasury Position

8 messages

Wendy Chatham <akgwen@gmail.com>

Fri, Apr 14, 2017 at 2:37 PM

To: Sean Sumrall <sean.sumrall@alaska.gov>, "Lewis, Charlene H (DOA)" <Charlene.lewis@alaska.gov>, Jenn McGarrigan <jennie.mcgarigan@alaska.gov>, Sabra <sabrainak@yahoo.com>

Hi All,

Due to Joy's recent resignation, I am writing today to call for a vote to appoint Sean (with his permission) to the remainder of the vacated term (2015 - 2018). Please respond with a yay or nay.

Also, I would like to set up a PO Box at a cost of \$200 a year so we have a generic address on bills and the bank account. I will order one from the main post office, since I check my email there a couple times a week. Please respond with yay or nay.

Be advised, with approval to appoint Sean that will leave two vacant board seats as well as the expiring Secretary and Vice President seats. You should see an email soon that announces floor nominations at the Wednesday chapter meeting and then via email until May 5th. Please encourage any interested members to make their voice be known from the 19th to the 5th.

Also, I was just informed that even if a member has not been employed for a year, as long as there is no competition for the nomination by a member in official good standing, and they are current on dues they can still qualify.

Finally, I need to get together with Michelle on how to exactly handle Steward nominations. However, all current stewards terms will expire on June 30th, 2016. Therefore, everyone must re-nominate themselves to continue serving in that role.

Please respond with votes as soon as you are able.

Wendy

Mcgarigan, Jennie E (HSS) <jennie.mcgarigan@alaska.gov>

Fri, Apr 14, 2017 at 2:39 PM

To: Wendy Chatham <akgwen@gmail.com>, "Sumrall, Sean A (HSS)" <sean.sumrall@alaska.gov>, "Lewis, Charlene H (DOA)" <charlene.lewis@alaska.gov>, Sabra <sabrainak@yahoo.com>

Yes

yes

From: Wendy Chatham [mailto:akgwen@gmail.com]**Sent:** Friday, April 14, 2017 2:38 PM**To:** Sumrall, Sean A (HSS); Lewis, Charlene H (DOA); Mcgarigan, Jennie E (HSS); Sabra**Subject:** BREAKTIME READING: Appoint Treasury Position

[Quoted text hidden]

Sumrall, Sean A (HSS) <sean.sumrall@alaska.gov>

Fri, Apr 14, 2017 at 2:40 PM

To: Wendy Chatham <akgwen@gmail.com>, "Lewis, Charlene H (DOA)" <charlene.lewis@alaska.gov>, "Mcgarigan, Jennie E (HSS)" <jennie.mcgarigan@alaska.gov>, Sabra <sabrainak@yahoo.com>

Yay and yay.

From: Wendy Chatham [mailto:akgwen@gmail.com]

Sent: Friday, April 14, 2017 2:38 PM

To: Sumrall, Sean A (HSS); Lewis, Charlene H (DOA); McGarrigan, Jennie E (HSS); Sabra

Subject: BREAKTIME READING: Appoint Treasury Position

Hi All,

[Quoted text hidden]

Lewis, Charlene H (DOA) <charlene.lewis@alaska.gov>

Fri, Apr 14, 2017 at 3:20 PM

To: Wendy Chatham <akgwen@gmail.com>

Yes, Yes,

Also I am leaving on the 30th of this month and will be vacating my position as Secretary before the May expiration date for this position. I also would like the information on how to transfer my stewardship from Ketchikan to Anchorage so that I do not lose any seniority status.

Thanks,

Charlene

From: Wendy Chatham [mailto:akgwen@gmail.com]

Sent: Friday, April 14, 2017 2:38 PM

To: Sumrall, Sean A (HSS) <sean.sumrall@alaska.gov>; Lewis, Charlene H (DOA) <charlene.lewis@alaska.gov>;

McGarrigan, Jennie E (HSS) <jennie.mcgarrigan@alaska.gov>; Sabra <sabrainak@yahoo.com>

Subject: BREAKTIME READING: Appoint Treasury Position

Hi All,

[Quoted text hidden]

Wendy Chatham <akgwen@gmail.com>

Fri, Apr 14, 2017 at 3:38 PM

To: "Lewis, Charlene H (DOA)" <charlene.lewis@alaska.gov>

Hi there,

I will find out for you from Dawn, she is the Anchorage chapter president as well as the State E-board president. You should just be able to nominate with everyone else but will need to know when since it will be near your transition period.

Congratulations, you must be super stoked! Do you have electronic files of minutes that you can package up for me? Also, will you be able to take minutes for next week's meeting?

[Quoted text hidden]

Lewis, Charlene H (DOA) <charlene.lewis@alaska.gov>

Fri, Apr 14, 2017 at 3:40 PM

To: Wendy Chatham <akgwen@gmail.com>

Yes, I can do the meeting next week, I will put all the min. in a folder and email them to you. I also have the last year in paper form so I will pass that off to you also.

Thanks,

From: Wendy Chatham [mailto:akgwen@gmail.com]
Sent: Friday, April 14, 2017 3:38 PM
To: Lewis, Charlene H (DOA) <charlene.lewis@alaska.gov>
Subject: Re: BREAKTIME READING: Appoint Treasury Position

[Quoted text hidden]

sabrainak@yahoo.com <sabrainak@yahoo.com> Sun, Apr 16, 2017 at 1:57 PM
To: "Sumrall, Sean A (HSS)" <sean.sumrall@alaska.gov>, Wendy Chatham <akgwen@gmail.com>, "Lewis, Charlene H (DOA)" <charlene.lewis@alaska.gov>, "McGarrigan, Jennie E (HSS)" <jennie.mcgarrigan@alaska.gov>

I am replying to all with a YAY for Sean and a yay for a PO BOX

Thank you Sabra

Sent from Windows Mail

From: [Sumrall, Sean A \(HSS\)](#)
Sent: Friday, April 14, 2017 2:40 PM
To: [Wendy Chatham](#), [Lewis, Charlene H \(DOA\)](#), [McGarrigan, Jennie E \(HSS\)](#), [Sabra](#)

[Quoted text hidden]

Wendy Chatham <akgwen@gmail.com> Tue, Apr 18, 2017 at 8:49 PM
To: Sabra <sabrainak@yahoo.com>
Cc: "Sumrall, Sean A (HSS)" <sean.sumrall@alaska.gov>, "Lewis, Charlene H (DOA)" <charlene.lewis@alaska.gov>, "McGarrigan, Jennie E (HSS)" <jennie.mcgarrigan@alaska.gov>

Hi All,

It's official then. Sean will serve out the term (2015-2018) as treasurer and we now have a PO Box, 5504 to be exact. Bear Valley Mini Storage contact information has been updated and the bank will be updated after elections on May 10th. Thank you everyone and I hope to see you tomorrow.

Kind Regards,

Wendy Chatham
[Quoted text hidden]