

**Juneau Chapter Meeting Agenda
ASEA Local 52 Juneau Membership
February 15, 2023, 5:30 P.M.
Zoom**

I. CALL TO ORDER @ 5:35 P.M.

A quorum for Eboard meetings shall be half of all seated members (3 members).

II. ROLL CALL

1. Officers
 - a. President – Paul Kelly - **Present**
 - b. Vice President – Randy Sutak - **Present**
 - c. Secretary – Tanya Howard - **Absent**
 - d. Treasurer – Adam Bauer - **Present**
 - e. Executive Board Member #1 – *Vacant*
 - f. Executive Board Member #2 – Grant Mitchel - **Present**
 - g. Executive Board Member #3 – John King - **Present**
 - h. Trustee #1 – *Vacant*
 - i. Trustee #2 – *Vacant*
 - j. Trustee #3 – *Vacant*
2. Officer Rolling Tally of Unexcused Absences for Eboard Meetings
 - a. President – **0**
 - b. Vice President – **0**
 - c. Secretary – **0**
 - d. Treasurer – **0**
 - e. Executive Board Member #1 – **Vacant**
 - f. Executive Board Member #2 – **0**
 - g. Executive Board Member #3 – **0**
3. Audit Committee Members
 - a. **Mary McRae**
 - b. **Jeremy Reynolds**
4. Excuse Tanya from meeting
 - a. Moved by Grant
 - b. Seconded by Adam
 - c. Passed by Unanimous consent.

III. APPROVAL OF AGENDA

1. Moved by Adam
2. Seconded by Randy
3. Passed by Unanimous consent.

IV. ICEBREAKER – As a kid or young adult, what was the first job outside the house you were paid for?

V. CONSENT AGENDA – Approved as one item. “I move the consent agenda.” Any member present can raise their hand and request an item to be considered separately.

1. Approve the Minutes from the Eboard Meeting January 11, 2023
2. Approve correction to Minutes from Eboard Meeting December 7, 2023
3. Approve the Secretary’s Report on votes held by email since January 11, 2023
 - a. Motion to appoint Tanya Howard as Secretary
 1. Moved by John **1/3/23**

2. Seconded Paul
3. John, Paul, Adam, and Grant voted in favor. Motion passes
4. File Treasurer's Report 2/14/2022 – **Pulled from consent agenda by Paul**
5. Approve President's Report – Attached
6. Appoint Kelly Sweny to fill a vacancy as steward

Motion to approve consent agenda minus treasurer's report:

Moved by Adam

Seconded by Grant

Passed by Unanimous consent.

- Paul referenced the treasurer's report that stated a savings account was opened and money was transferred into it.
- Adam mentioned talking about moving money from checking to savings and when he went to bank he moved it. He may be moving money back into money market account.

Motion to file treasurer's report dated 2/14/2023:

Moved by Grant

Seconded by John

Passed by Unanimous consent.

VI. Committee updates

1. Audit Committee Update – Jeremy and Mary (documents attached)
 - a. Submitted findings to treasurer and looked better than past fiscal year audits with only minor discrepancies which have been noted.
 - b. With a lack of Treasurer for long time periods there is no mention of presentations in minutes and there is a check not accounted for and is on Mary's audit report and reports seem to have been done quarterly versus monthly.
 - c. Mary mentioned the following findings on the Trustee Audit Check List:
 1. #2.3 – Check #2078 is not identified in the register and needs to be verified.
 2. #6.2 – Highlighted to ensure best practices of expense report reimbursement to officers and members; documentation is mainly email and there should be solid process that makes it part of the official financial records (no maleficence is suspected).
 3. #7.0 & #7.1: Looked like items were discussed but no actual report was given to the board.
 4. #8.1 – Was not able to find any notice that the Local Union Annual Financial Report had been filed.
 - d. Discussion occurred regarding:
 1. For future audit committees the audit report should be completed within 30 days (due in August).
 2. No chapter dues will be given until the audit is sent to headquarters.
 3. E-board meetings are almost monthly and the Treasurer's report is entered into the record.

Motion to accept the audit committee findings and send to headquarters:

Moved by Randy

Seconded by John

Grant Objected and discussion took place.

- We needed to study the report and fix small errors so that mistakes are fixed sooner than later. We need to be clear on report and know where we stand.

- It was pointed out that the audit showed remarkable improvement from prior year and in order to be transparent we should submit report with current findings.
- An addendum was discussed to send to headquarters explaining items that have been addressed and notating anything we disagree with or are looking into.

Grant removed Objection.

Motion Passed

2. CLC Delegation Report – Adam
 - a. There was a meeting early in the month and discussed getting ready for PEL Conference (some money has been tossed in that direction).
 - b. Approved writing a letter in support of funding for Auke Bay Statter Harbor which may be getting upgrades.
3. Volunteer Committee Report – Paul
 - a. Nothing to report at this time; we have not met.
4. Party Planning Committee – Supanika
 - a. April 22nd is the earliest the field house can do the movie night and will need a logo from us. The movie will be Wall-E.
 - b. We were contacted about a legislative welcome at In Bocca al Lupo and the request was for sponsorship of \$1,200. We can pull out of party planning committee or amend our budget to add the sponsorship.
 - c. We need to prepare an amended budget to present to the membership at next week’s meeting.

Motion to spend up to \$120 on food for February 21st membership meeting:

Moved by John

Seconded by Adam

Passed by Unanimous consent.

VII.UNFINISHED BUSINESS

1. Food Drive post-op
 - a. DOT 7-mile contributed roughly 110 pounds. Weight was not calculated for what Paul or Adam brought in.
 - b. Adam spoke on his submitted proposal for SE Alaska Food Bank. We start a digital campaign, and we match up to a designated amount. Paul mentions us paying the transaction fee of the digital campaign used.

Motion to ask to use \$20,000 for a match donation campaign at February 21st membership meeting:

Moved by Grant (motion not carried due to new motion)

Motion to ask to use \$30,000 for a match donation campaign at February 21st membership meeting:

Moved by Randy

Seconded by Grant

Passed by Unanimous consent.

VIII.NEW BUSINESS

1. None

IX.ANNOUNCEMENTS

1. Grant mentioned sponsoring Juneau Youth Football League (JYFL) and will submit a proposal to Paul to send to the membership.

X.SET DATE/AGENDA FOR NEXT MEETING:

1. Eboard – **March 15th at 5:30 PM**

2. Membership 2/21 – **Grant’s Proposal; Adam’s Proposal; Audit Committee Findings; and PEL Activity (Adam and Paul)**

XI.ADJOURNMENT @ 6:37 P.M.

1. Motion to adjourn:
 - a.Moved by Grant
 - b.Seconded by John
 - c.Passed by Unanimous consent.