

Juneau Chapter Meeting Agenda
ASEA Local 52 Juneau E-Board
December 20, 2018, Teamsters Hall, 5:00 P.M.

If you are not able to attend in person here is the conference call and code to call into your meeting:
1-800-528-2793, the conference code is 2470198.

I. CALL TO ORDER

1. Wendel called the meeting to order at 5:02pm.

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*¹
 - f. Executive Board Member #2 – Suzanne Dutson
 - g. Executive Board Member #3 – Nadine Lefebvre²
2. Officers present or on the phone
 - a. Wendel, Haynes, Harris, Dutson, Lefebvre
 - b. Mackey excused by Executive Board
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 – Suzanne Dutson – **0**
 - g. Executive Board Member #3 – Nadine Lefebvre – **0**
4. Other members present:
 - a. Michelle Morris (Trustee #1)

III. APPROVAL OF MINUTES

1. November 15, 2018
 - a. Officers read the minutes and Haynes summarized.
 - b. Call for amendments.
 - i. No amendments proposed. Minutes approved.
2. December 10, 2018 – Special Meeting
 - a. Officers read the minutes and Haynes summarized.
 - b. Call for amendments.
 - i. No amendments proposed. Minutes approved.

IV. CHANGES TO AGENDA

1. Lefebvre requested adding the discussion of Chapter post office boxes and inventory

¹ Kay Smith held Executive Board Member #1 office until December 17, 2018 when she resigned in advance of her upcoming retirement.

² Leimomi Martin held Executive Board Member #3 office until December 11, 2018 when Nadine Lefebvre was elected.

2. Dutson requested adding the discussion of moving financials to True North Federal Credit Union
3. Call for opposition to amended agenda
 - a. No opposition to adopting amended agenda. Items added at #14 and #15 in new business.

V. OFFICER REPORTS

1. President's Report
 - a. Wendel going to query other Chapter Presidents to discuss our difficulties with Chapter reporting and see if other chapters share our issues
 - i. Haynes clarified – one of the biggest issues is steward reporting, wherein all of the information is held at HQ so we must request it from HQ, fill out a form, and send it back to HQ.
 - b. State Executive Board (SEB) meeting in Fairbanks last week
 - c. SEB upcoming elections
 - d. Member comments regarding the holiday party issues stemmed from misguided comments toward HQ
 - i. Chapter E-Board should create a unified approach to responding toward comments
2. Secretary's Report
 - a. Report on votes held by email since previous regular Executive Board meeting (November 15)
 - i. November 16 – Haynes moved to “appoint Tyler Riberio as a Juneau Chapter Steward.”
 1. Harris seconded the motion.
 2. Haynes, Harris, Dutson, and Leimomi Martin voted yes. None opposed. Motion is carried.
 - ii. November 27 – Haynes moved to “set the next quarterly Juneau Chapter membership meeting on December 18th at 12:05 at the Teamster's Hall.”
 1. Harris seconded the motion.
 2. Haynes, Martin, Wendel, and Dutson voted yes. None opposed. Motion is carried.
 - iii. November 28 – Haynes moved to “allow expenditure of up to \$200 of Juneau Chapter funds for the purpose of food for the December 18th Juneau Chapter Membership meeting.”
 1. Wendel seconded the motion.
 2. Haynes, Wendel, Dutson, Martin, and Smith voted yes. None opposed. Motion is carried.
 - iv. December 18 – Haynes moved to “reschedule the next Executive Board Meeting to December 20th at 5pm at the Teamster's Hall to avoid conflict with an ASEA/AFSCME worksite meeting.”
 1. Harris seconded the motion.
 2. Haynes, Wendel, Lefebvre, and Dutson voted yes. None opposed. Motion is carried.
3. Treasurer's Report
 - a. Balance Sheet
 - i. Does not include food from most recent membership meeting (December 18th)
 - b. Income Statement

- c. Bank Reconciliations
- d. Upcoming Expenditures
 - i. Includes igloo rental
 - ii. Includes office rental
 - 1. Previous discussions of looking for a new place
- 4. Committee Reports
 - a. Bylaws Committee
 - i. New bylaws passed on December 18th
 - ii. Updated bylaws are posted online

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

- 1. Elections
 - a. New Officers
 - i. Wendel introduced new officers – Executive Board Member #3, Nadine Lefebvre, and Trustee #1, Michelle Morris
 - b. Kay Smith retirement
 - i. Haynes to get a card
- 2. 2019 Membership and E-Board Meetings
 - a. Schedules for the year
 - i. Wendel asked Dick Isett how difficult worksite meetings are – Isett said it’s not difficult and is handled by MaryAnn Tarr (retiring on Monday)
 - ii. Wendel – thoughts on having meetings at worksites? Any issues?
 - 1. Lefebvre – security if building needs to be secured after evening meetings
 - iii. Lefebvre – weekend meetings at public library may allow more members to attend
 - iv. Isett – Two people showed up to meeting at SOB for the worksite contract meetings
 - 1. Morris mirrored this comment regarding ADF&G worksite meeting
 - b. Schedule, Agendas, Minutes posted online
 - i. Lefebvre – financials should not be posted online per AFSCME Financial Standards Code
 - 1. Haynes – does this limit transparency? Do members have to show up to the meeting to obtain financials?
 - 2. Only include a mention in the minutes regarding financials – “report was presented and discussed”
 - ii. Minutes and agendas posted online a good idea
 - iii. Dutson – recommend attaching agenda and minutes from last meeting to notice to membership of upcoming meeting
- 3. Yearly expense motions (ACS, Keybook, One-Two-Connect)
 - a. Harris moves to “approve the monthly recurring payment to One2Connect, Inc. not to exceed \$150.”
 - i. Lefebvre seconds.
 - ii. None opposed. Motion carries.
 - b. Harris moves to “approve the monthly recurring payment to ACS not to exceed \$150.”
 - i. Wendel seconds.

- ii. None opposed. Motion carries.
 - c. Harris moves to “approve the monthly recurring payment to CamBooks, LLC not to exceed \$350.”
 - i. Lefebvre seconds.
 - ii. None opposed. Motion carries.
 - d. Teamster’s biannual office rental payment
 - i. Discussion – can we approve over \$500 without membership approval? Yes, as long as it was included as a line item in the budget passed by the membership.
 - ii. Harris moves to “pay Teamster’s Local 959 \$3,000 for the rental of our office space, per the FY19 budget line item of “Chapter Office Rent” that was moved and approved by membership vote at the June 2018 Quarterly Membership meeting.”
 - 1. Lefebvre second.
 - 2. None opposed. Motion carries.
- 4. Chapter Communications
 - a. Non-State server emails
 - i. Haynes to set up emails in gmail for all positions
 - 1. Following naming convention: president.jnu52@gmail.com
 - 2. Also include a general email: info.jnu52@gmail.com
 - ii. Haynes to look into a shared calendar from google that can be added into outlook for State employees
 - iii. Lefebvre mentioned posting events to ASEA’s Facebook page as well
- 5. FY20 Budget Committee solicitation
 - a. Wendel moves to “table agenda item to next meeting.”
 - i. Lefebvre second.
 - ii. None opposed. Motion carries.
- 6. February meet-and-greet for SEB February 27th
 - a. Harris moves to “approve a not to exceed amount of \$490 for a meet-and-greet to be scheduled either February 26, 2019 or February 27, 2019, depending on conference schedule.”
 - i. Lefebvre seconds.
 - ii. None opposed. Motion carries.
- 7. PEL
 - a. Haynes moves to “table the PEL discussion to next meeting.”
 - i. Harris second.
 - ii. None opposed. Motion carries.
- 8. March quarterly meeting date, time, food
 - a. Haynes moves to “schedule the next quarterly membership meeting on March 13, 2019 at 5pm at the Teamster’s Hall.”
 - i. Harris seconds.
 - ii. None opposed. Motion carries.
 - iii. Food will be potluck style taco bar to cover funds expended for the meet-and-greet.
 - b. Harris moves to “approve a not to exceed \$200 for the June quarterly membership meeting.”
 - i. Lefebvre seconds.
 - ii. None opposed. Motion carries.
- 1. Haynes moves to “table the rest of the agenda to next E-Board meeting.”

- a. Lefebvre seconds.
- b. None opposed. Motion carries.
- 9. Audit Committee Recommendations
 - a. Officer Desk Manuals
- 10. VMO Rise Up! Conference Report (Haynes)
- 11. Inventory special workgroup
 - a. Storage location/costs
 - b. Inventory list
- 12. What activities JNU Chapter can take to encourage legislature/Gov to fund contract
- 13. Strategic planning session / calendaring events for 2019 and 2020
- 14. Post Office Boxes – Chapter business and Elections
- 15. Moving bank accounts to a union-supporting credit union – True North Federal Credit Union

VIII. ANNOUNCEMENTS

IX. SET AGENDA FOR NEXT MEETING:

- 1. Wendel sets next meeting to January 16, 2019 at 5pm.

X. ADJOURNMENT

- 1. Lefebvre moves to “adjourn the meeting.”
 - a. Haynes seconds.
 - b. None opposed. Motion carries.
- 2. Wendel adjourned the meeting at 6:32pm.