# Stalars CME. Local St. P. A. Stalars Working for the

## **ALASKA STATE EMPLOYEES ASSOCIATION**

**American Federation of State, County & Municipal Employees Local 52** 

## PENDING APPROVAL BY THE STATE EXECUTIVE BOARD

MINUTES OF
Quarterly Business Session
State Executive Board
Feb. 10-11, 2020
(Juneau, AK)

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30	REPORT PRESIDENT	
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33	Main Motion 20–114 (move that committee information be updated on the web.)	
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35	Main Motion 20–116 (I move that the ASEA Executive Board President develop.)	
36	Main Motion 20–117 (I Move that the ASEA Executive Board President develop and implement.)	
37	Main Motion 20–118 (Move to set the quarterly Executive Board meeting for Aug. 24-25, 2020.)	
38	ADJOURNMENT	
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40		

1 2	QUARTERLY BUSINESS SESSION OF THE ASEA/AFSCME LOCAL 52 STATE EXECUTIVE BOARD
3	February 10-11, 2020
4	The Douglas Room, 127 N. Franklin St. Juneau, AK
5 6	DAY ONE – February 10, 2020
7	
8	CALL TO ORDER AND ROLL CALL (8:30 am)
9	The Quarterly Business Session of the State Executive Board convened in the Douglas Room at Headquarters
10 11	of ASEA Local 52 and was called to order at 8:30 am by President Dawn Bundick, with a roll call by Secretary Courtney Wendel who noted for the record that the following board members, guests, and staff were present.
12	The presence of a quorum was declared.
13	The presence of a quorum was declared.
14	Present were:
15	Dawn Bundick, President
16	Courtney Wendel, Secretary
17	Ken Cramer, Central Representative
18	Charles Stewart, Class 1 Representative
19 20	Kenny Winger, Municipal Representative Beth Siegel, Northern Region Representative
21	Carl Jacobs, Professional Representative
22	Jody Morris, Rural Representative
23	Nadine Lefebvre, Southeast Representative
24	Matthew Culley, Bush Representative
25	Jake Metcalfe, Executive Director (with voice/no vote)
26	
27 28	Excused Absence: Chris Fowler, Technical Representative
29	Chris Fowler, Technical Representative
30	Also Present:
31	Norma Jones, ASEA Administrative Assistant
32	Kelly Gohl, Juneau Chapter
33 34	<b>Note of Record:</b> (It is noted for the record that Kelly Gohl was introduced and joined the meeting at 8:30 am.)
J <b>T</b>	110te of Record. (It is noted for the record that Kerry Golff was introduced and Joined the meeting at 6.50 am.)
35	ADOPT AGENDA
36	
37	Main Motion 20–055 (Adopt Agenda)
38	Moved by Chuck and seconded
39	To adopt the agenda.
40	Amendment 20-055A (Amend the agenda: Jake to add executive session to time certain of 9:00 am. today;
41	Beth to move convention planning to beginning of new business; Carl add staff responsibilities to new
42	business; Beth add steward training and good and welfare to end of new business; have secretary report a
43 44	time certain of 4:15pm. today.) Moved by Beth and seconded
	•
45 46	<u>Main Motion 20–055</u> passed as amended, without objection.
47	
48	
49	
50	



1 2	REVIEW MINUTES (12/11-12/19)
3 4 5 6	Amend the December minutes to reflect vote 35, 39, reflect the text of the two poll votes on 36, correct the maker of 42 by striking 'Beth on behalf of the P&P Resolution committee' and add "Beth on behalf of the Communications Committee', correct text 52A by striking current text in entirety
7 8	Beth – remove committee reports from the president's report.
9 10 11	Main Motion 20–056 (Move to go into executive session to protect confidentiality of an individual/personnel.) Moved by Nadine and seconded
12 13	Main Motion 20-056 Passed
14	(The Executive Board went into executive session at 8:53 am. and resumed on record at 9:27 am.)
15 16 17	BDO Report – TIME CERTAIN AT 9:30 am.  Main Motion 20–057 (I move to adopt the Audit from BDO for year ended June 30, 2019.)  Moved by Chuck and seconded
18	Main Motion 20-057 Motion Passed without objection
19 20 21	WELLS FARGO PRESENTATION – TIMES CERTAIN AT 10:00 am
<ul><li>22</li><li>23</li><li>24</li><li>25</li><li>26</li></ul>	REPORT – EXECUTIVE DIRECTOR  Budget Review/Update; FY 2020 Unaudited Financials as of December 31, 2019; FY 2020 Capital Budget  MEMBER COMMENTS – TIME CERTAIN AT 12:00 pm.
27	Kelly Gohl did not have anything to share.
28 29	Cassandra Lynch's email was read and entered into record.
30 31	<u>Main Motion 20–058</u> (Electronic motion Budget.) Moved by Beth and seconded
32	Main Motion 20-058 passed without objection
33 34 35	NEW BUSINESS
36 37 38 39 40 41 42 43 44	Main Motion 20–059 (Move that, due to lack of sufficient funds in the FY 2021 budget, ASEA will limit statewide funding for delegate attendance at the 2020 AFSCME Biennial Convention to the six (6) delegates who are required by Article 14.02 A&B, specially, the President, Secretary, Treasurer, and three (3) at-large delegates. Should any of these delegates be unable to attend, statewide funding may be used for the at-large delegate (s) next in line by rant order in the elections report, but in no case will statewide funding be provided to more than six (6) delegates. The convention line item in the proposed FY 2021 budget shall be revised to reflect the reduced funding.)  Moved by Beth and seconded
45 46	<u>Amendment 20-059A</u> (Amend to include "and the Executive Director" Moved by John and seconded
47	Main Motion 20-059 passed as amended.

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1
      (The Executive Board took a break at 12:28 pm. resuming on record at 1:30 pm.)
 2
 3
      Main Motion 20-060 (I move the Executive Director send a letter to all ASEA Local 52 Convention
 4
      Delegates and alternates informing them business leave is authorized for attendance at the ASEA
 5
      Local 52 Convention (March 18-22, March 2020). Delegates are required to attend all working
 6
      sessions of the convention and if absent, business leave will be denied for the whole week. Only
 7
      excused absences will be authorized for emergency situations and will be at the discretion of the
 8
      Executive Director.)
 9
      Made by Ken and seconded
10
       Amendment 20-060A (Amend to include "and alternates" after delegates.)
11
       Moved by Nadine and seconded
12
      Main Motion 20-060 passed as amended.
13
14
      Main Motion 20-061 (Move to instruct ASEA convention 2020 chair or secretary to select the 2020
15
      convention minutes review committee from among the attending delegates with consideration given
16
      to one member from each constitutionally recognized region northern, central, southeast, rural, and
17
      bush before the end of the convention. The chair or secretary shall solicit names from each
18
      delegation chair and select the committee members from among the names before the end of the
19
      2020 biennial convention. The committee should meet no later than April 2020 to complete the work
20
      and to have the completed document submitted to AFSCME prior to the AFSCME convention. The
21
      convention chair or secretary will facilitate the initial meeting and ensure the actions required in this
22
      motion are timely accomplished to comply with AFSCME filing requirements.)
23
      Made by Nadine and seconded
24
       Amendment 20-061A (Strike "convention 2020 chair" in the 3 places.)
25
       Made by Courtney and passed
26
      Main Motion 02-061 passed as amended
27
28
      (The Executive Board took an at ease at 2:13 pm and back at 2:21 pm.)
29
30
      Main Motion 20-062 (Electronic Motion, Committee appointments.)
31
      Made by Beth and seconded
32
      Main Motion 20-062 passed without objection.
33
34
      Main Motion 20-063 (Move to Recess at 5:00 pm)
35
      Made by Carl and seconded
      Main Motion 20-063 passed without objection
36
37
38
      Proposed Resolutions
39
40
      Main Motion 20-064 (Proposed Resolution No. 1)
41
      Moved by Beth and seconded
42
      To recommend "TO ADOPT AS PUBLISHED" for Resolution No.1
      Main Motion 20-064 passed with a vote, Yea; Beth, Carl, Jody, John, Ken, Kenny, Matt, Nadine
43
44
      Nay; Chuck, Dawn
45
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1
     Main Motion 20-065 (Proposed Resolution No. 2)
 2
     Moved by Ken and seconded
 3
     To recommend "TO ADOPT AS PUBLISHED" for Resolution No.2
 4
 5
     Main Motion 20-066 (Note of Record: Resolution number 3 left blank)
 6
 7
     Main Motion 20-067 (Proposed Resolution No. 4)
 8
     Moved by Courtney and seconded
 9
     To recommend "TO ADOPT AS PUBLISHED" for Resolution No.4
10
11
     Main Motion 20-068 (Proposed Resolution No. 5)
12
     Moved by Beth and seconded
13
     To recommend "TO ADOPT AS PUBLISHED" for Resolution No.5
14
15
     Main Motion 20-069 (Proposed Resolution No. 6)
16
     Moved by Beth and seconded
17
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.6
18
19
     (The Executive Board took a break at 3:37 pm and back on record at 3:58 pm.)
20
21
      Main Motion 20-070 (Proposed Resolution No. 7)
22
     Moved by Beth and seconded
23
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.7
24
25
     Main Motion 20-071 (Proposed Resolution No. 8)
26
     Moved by John and seconded
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.8
27
28
29
     <u>Main Motion 20-072</u> (Proposed Resolution No. 9)
30
     Moved by Beth and seconded
31
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.9
32
33
     <u>Main Motion 20-073</u> (Proposed Resolution No. 10)
34
     Moved by Beth and seconded
35
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.10
36
37
     Main Motion 20-074 (Proposed Resolution No. 11)
38
     Moved by Carl and seconded
39
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.11
40
41
     Main Motion 20-075 (Proposed Resolution No. 12)
42
     Moved by Nadine and seconded
43
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.12
44
45
     Main Motion 20-076 (Proposed Resolution No. 13)
46
     Moved by Beth and seconded
47
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.13
48
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1
      <u>Main Motion 20-077</u> (Proposed Resolution No. 14)
 2
      Moved by Carl and seconded
 3
      To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.14
 4
 5
      Main Motion 20-078 (Proposed Resolution No. 15)
 6
      Moved by Courtney and seconded
 7
      To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.15
 8
 9
      (The Executive Board recessed for the evening at 5:00 pm.)
10
11
12
      DAY TWO - February 11, 2020
13
14
      CALL TO ORDER AND ROLL CALL (8:30 am)
15
16
      The Quarterly Business Session of the State Executive Board convened in the Douglas Room at Headquarters
17
      of ASEA Local 52 and was called to order at 8:30 am by President Dawn Bundick, with a roll call by Secretary
18
      Courtney Wendel who noted for the record that the following board members, guests, and staff were present.
19
      The presence of a quorum was declared.
20
21
      Present were:
22
      Dawn Bundick, President
23
      Courtney Wendel, Secretary
24
      Ken Cramer, Central Representative
25
      Charles Stewart, Class 1 Representative
26
      Kenny Winger, Municipal Representative
27
      Beth Siegel, Northern Region Representative
28
      Carl Jacobs, Professional Representative
29
      Jody Morris, Rural Representative
30
      Nadine Lefebvre, Southeast Representative
31
      Matthew Culley, Bush Representative
32
      Jake Metcalfe, Executive Director (with voice/no vote)
33
34
      Excused Absence:
35
      Chris Fowler, Technical Representative
36
37
      Also Present:
38
      Norma Jones, ASEA Administrative Assistant
39
      Michelle Morris, Vice President Juneau Chapter
40
41
      Note of Record: (It is noted for the record that Michelle was introduced and joined the meeting at 8:30 am.)
42
43
      Secretary Report
44
      NEW BUSINESS (continued)
45
46
      Main Motion 20-079 (Proposed Resolution No. 16)
47
      Moved by Beth and seconded
48
      To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.16
49
50
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1
     Main Motion 20-080(Proposed Resolution No. 17)
 2
     Moved by Courtney and seconded
 3
     To recommend "MOVE TO ADOPT WITH COMMENT" for Resolution No.17
 4
 5
     Main Motion 20-081 (Proposed Resolution No. 18)
 6
     Moved by John and seconded
 7
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.18
 8
 9
     <u>Main Motion 20-082</u> (Proposed Resolution No. 19)
10
     Moved by Courtney and seconded
11
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.19
12
13
     (The Executive Board took an at ease at 9:22 am and resumed at 9:30 am.)
14
15
     Main Motion 20-083 (Proposed Resolution No. 20)
16
     Move by Beth and seconded
17
     To recommend "ADOPT AS PUBLISHED WITH COMMENT" for Resolution No.20
18
19
     <u>Main Motion 20-084</u> (Proposed Resolution No. 21)
20
     Move by John and seconded
21
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.21
22
23
     Main Motion 20-085 (Proposed Resolution No. 22)
24
     Move by John and seconded
25
     To recommend "ADOPT AS PUBLISHED" for Resolution No.22
26
27
     (The Executive Board took an at ease at 10:01 am. and resumed at 10:00 am.)
28
29
     Main Motion 20-086 (Proposed Resolution No. 23)
30
     Move by Beth and seconded
31
     (Combined with Resolution No. 6 as they are identical.)
     Main Motion 20-086 passed with unanimous consent
32
33
34
     <u>Main Motion 20-087</u> (Proposed Resolution No. 24)
35
     Move by Carl and seconded
36
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.24
37
38
     Main Motion 20-088 (Proposed Resolution No. 25)
39
     Move by Nadine and seconded
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.25
40
41
42
     Main Motion 20-089 (Proposed Resolution No. 26)
43
     Move by John and seconded
44
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.26
45
46
47
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1
     Main Motion 20-090 (Proposed Resolution No. 27)
 2
     Move by Beth and seconded
 3
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.27
 4
 5
     Main Motion 20-091 (Proposed Resolution No. 28)
 6
     Move by Beth and seconded
 7
     To recommend "DO NOT ADOPT WITH COMMENT" for Resolution No.28
 8
 9
     (The Executive Board took a break at 10:57 am. and back on record at 11:15 am.)
10
11
     Main Motion 20-092 (Proposed Resolution No. 29)
12
     Move by Courtney and seconded
     To recommend "ADOPT AS PUBLISHED" for Resolution No.29
13
14
15
     Proposed Constitutional Amendments
16
17
     Main Motion 20-093 (Proposed Constitutional Amendment No. 1)
18
     Move by Chuck and seconded
19
     To recommend "ADOPT AS PUBLISHED" for Constitutional Amendment No.1
20
21
     Main Motion 20-094 (Proposed Constitutional Amendment No. 2)
22
     Move by Chuck and seconded
23
     To recommend "ADOPT WITH COMMENT" for Constitutional Amendment No.2
24
25
     Main Motion 20-095 (Proposed Constitutional Amendment No. 3)
26
     Move by Ken and seconded
27
     To recommend "DO NOT ADOPT WITH COMMENT" for Constitutional Amendment No.3
28
29
     Main Motion 20-096 (Proposed Constitutional Amendment No. 4)
30
     Move by Nadine and seconded
31
     To recommend "ADOPT WITH COMMENT" for Constitutional Amendment No.4
32
33
     Main Motion 20-097 (Proposed Constitutional Amendment No. 5)
34
     Move by John and seconded
35
     To recommend "DO NOT ADOPT WITH COMMENT" for Constitutional Amendment No.5
36
37
     (The Executive Board took an at ease at 11:43 am. and resumed at 11:49 am.)
38
39
     Main Motion 20-098 (Proposed Constitutional Amendment No. 6)
40
     Move by Beth and seconded
     To recommend "DO NOT ADOPT WITH COMMENT" for Constitutional Amendment No.6
41
42
43
     (The Executive Board took a break at 11:59 am and back on record at 1:00 pm.)
44
45
     MEMBER COMMENTS TIME CERTAIN 1:00 PM
46
47
     Michelle Morris had no member comment
48
     Lawrence Camp had no member comment
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- 1 Courtney Wendel "As a member and delegate I am disheartened to see the amount of time that has
- 2 been spent by this board at past meetings, the amount of time that has been spent in committees such
- 3 as P&P Subcommittee, and the amount of time at member outreach that the work of this board and
- 4 committees have not been disseminated to the membership, as is evident by multiple resolutions
- 5 submitted that have the president's name as a co-signer.
- 6 I am questioning why at meetings the president has raised no objections, has not suggested
- 7 improvements, has not offered informal guidance regarding the work of the board, but resolutions
- 8 reviewed during this meeting clearly indicate that she supports the notion that this body has
- 9 repeatedly failed the members we have been elected to represent.
- 10 I believe these actions foster a combative and hostile environment, do not support unity, and do not
- 11 transfer knowledge; one of the key responsibilities of the president. I also firmly believe these
- 12 actions could have the consequence, unintended or not, of hampering the duties which our Board is
- 13 tasked with performing. I would like a written response as to reasoning for the actions or lack of
- 14 actions described above, which can be entered into the record at the May 2020 Executive Board
- 15 business meeting.

19 20

26

- 16 Beth has not had the opportunity to respond to a member who's email she just found while she was
- 17 on medical leave, "why is Jake micromanaging these communications when he has more important
- 18 things to do and delegating these small tasks". Beth will reach out to him and follow up.

#### **VERBAL COMMITTEE REPORTS TIME CERTAIN 1:15 PM**

- 21 Lawrence Pride Committee oral report, going back to quarterly meetings to have a quorum. Wants
- 22 the status of the Pride Committee budget, not sure the dollar amount remaining. Going to have a
- 23 table at convention as well as we are hoping to do a face-to-face for members present at convention.
- 24 Did submit a resolution and waiting to see if Pride will take action on the bills before we submit
- 25 others that will be put through legislative or other committee at convention.
- 27 Chief Steward committee report Ken, Carl is emailing the minutes for the 16<sup>th</sup> meeting, had 15<sup>th</sup>
- 28 chiefs in attendance which is the most we have ever had. Jake gave an overview of what is going on,
- 29 Ken is retaining the chair, told them about the strategic planning and set the foundation for the
- 30 outreach. Jake said earlier that the 100 members joined, 100% is from ANC. There is a flow chart
- 31 now, and set the parameters and who will be responsible for what, who needs to be contacted, how
- 32 will we contact, then a follow up for Ken to reach out again. The chiefs will have another
- 33 teleconference and put out the data on what they have attained, the do's and don't's. Have to reach
- 34 out to the FAI chief to get additional training as she is brand new. Ken will follow up with her this
- 35 week on that. Norma has a copy of the minutes to include with the report.
- 37 Main Motion 20-099 (Proposed Constitutional Amendment No. 7)
- 38 Move by Carl and seconded
- 39 To recommend "DO NOT ADOPT WITH COMMENT" for Constitutional Amendment No.7
- 41 Main Motion 20-100 (Proposed Constitutional Amendment No. 8)
- 42 Move by John and seconded
- 43 To recommend "DO NOT ADOPT WITH COMMENT" for Constitutional Amendment No.8
- 44 45

36

40

46

1 Main Motion 20-101 (Proposed Constitutional Amendment No. 9) 2 Move by Beth and seconded 3 To recommend "DO NOT ADOPT WITH COMMENT" for Constitutional Amendment No.9 4 5 Main Motion 20-102 (Proposed Constitutional Amendment No. 10) 6 Move by John and seconded 7 To recommend "DO NOT ADOPT WITH COMMENT" for Constitutional Amendment No.10 8 9 Main Motion 20-103 (Proposed Constitutional Amendment No. 11) 10 Move by John and seconded To recommend "DO NOT ADOPT WITH COMMENT" for Constitutional Amendment No.11 11 12 13 (The Executive Board took a break at 2:04 pm. and back on record at 2:15 pm.) 14 15 Main Motion 20-104 (Direct the speakers at convention to refrain from party bashing, political party 16 talk, and to focus on working together to promote unity among our diverse membership.) 17 Made by John and seconded 18 Main Motion 20-104 failed with a vote, Yea; Courtney, John, Kenny, Matt, Nadine. Nay; Beth, Carl, 19 Chuck, Jody, Ken, with the President voting no to break the tie. 20 21 Main Motion 20-105 (Move to suspend the order of the day and direct the executive board to work 22 until the work is done even if it takes us later than 4.30pm.) 23 Made by Nadine and seconded 24 Main Motion 20-105 passed with unanimous consent 25 26 **Unfinished Business** 27 28 Main Motion 20-106 (Move that the Eboard P&P/Resolutions Committee continue its work as 29 outlined previously in motions 20-015 and 20-041, and adding the additional task of reviewing the 30 resolutions coming out of the 2020 Convention, referring those resolutions to the appropriate parties 31 for action, drafting and submitting the report to membership as required in the P&Ps, and reporting 32 back to the Eboard at the May 2020 meeting.). 33 Made by Beth on behalf of the Communications committee and seconded. 34 Main Motion 20-106 passed with unanimous consent 35 36 Main Motion 20-107 (Move that the Eboard Communications committee continue its work with ASEA 37 and AFSCME staff, as outlined previously in motion 20-042, and any other new assignments given at 38 the February 2020 meeting, or that may arise out of tasks already assigned, and report at the May 2020 39 meeting.) 40 Made by Beth on behalf of the Communications committee and seconded. 41 Main Motion 20-107 passed with unanimous consent 42 43 Main Motion 20-108 (Move that a vote on motion 20-044 be postponed to 05-2020 meeting.) 44 Made by Beth and seconded

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Main Motion 20-108 passed without objection

1 Main Motion 20-109 (Move to reconsider main motion 20-058.) 2 Made by John and seconded 3 Main Motion 20-109 passed without objection 4 5 (The Executive Board took an at ease at 3:31pm. and resumed at 3:41 pm.) 6 7 Main Motion 20-110 (Move to postpone the agenda item "AFL-CIO Convention Funding for FY21" 8 to May 2020 meeting.) 9 Made by Beth and seconded 10 Main Motion 20-110 passed without objection 11 12 Main Motion 20-111 (Move that, notwithstanding past practice, P&P section 9.03.000 B shall be 13 interpreted in conjunction with 9.03.000C to mean that attendance at steward training shall be 14 mandatory only once a year for any steward who has attended at least one full basic training session 15 and one full advanced training session since becoming a steward. Staff shall continue to make 16 training availability once every 6 months for any new stewards.) 17 Made by Jody and seconded 18 Main Motion 20-111 passed without objection 19 20 **REPORT – PRESIDENT** 21 22 Main Motion 20-112 (Move to accept the president's appointment of Sheri Brechan to one of the 23 Northern region seats on the Class 1 committee; Keith Heim to at large seat on ASEA Pride; Lily 24 Fawn White to bush seat on ASEA Pride; Christina Bond to northern pro tem seat on Grievance 25 review; Randell Cosper and Janelle Obrien Moore to probation and parole; Chuck Stewart to central 26 seat on Veteran's; and Alecia Rathlin to the bush seat pro tem on Women's issues.) 27 Made by Beth and seconded Main Motion 20-112 passed without objection 28 29 30 Main Motion 20-113 (I move to have a solicitation for vacant committee seats advertised to our 31 membership.) 32 Made by Chuck and seconded 33 Main Motion 20-113 passed without objection 34 35 Main Motion 20-114 (Move that committee information be updated on the web and in the next 36 president's report to reflect the results of recent chapter elections, specifically including that Carl 37 Jacobs replaces Bernice Wilson as the president of Anchorage Chapter, and Tom Benjamin replaces 38 Jennifer Chambers as (acting) President of Midnight Sun, and any other changes pursuant to 39 elections or appointments of chapter presidents.) 40 Made by Beth and seconded 41 Main Motion 20-114 passed without objection 42 43 Main Motion 20-115 (I move that the following informal discussion regarding executive board 44 officer responsibilities be limited to 30 minutes, and a summary of the conversation be placed in the

minutes created for this meeting.)

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ASEA/AFSCME Local 52, AFL-CIO