



Alaskans Working For Alaska!

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PENDING APPROVAL OF STATE EXECUTIVE BOARD

MINUTES OF ASEA/AFSCME LOCAL 52 Quarterly Business Session State Executive Board May 14-15, 2013 (Sitka AK)

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**QUARTERLY BUSINESS SESSION OF THE
ASEA/AFSCME LOCAL 52 STATE EXECUTIVE BOARD
MAY 14-15, 2013
WESTMARK SITKA HOTEL – SITKA AK**

DAY ONE –5/14/2013

CALL TO ORDER AND ROLL CALL (12:15 p.m.)

The quarterly business session of the State Executive Board convened in the Speakers Room in the Westmark Sitka Hotel and was called to order at 12:15 p.m. by President Val Kenny. Secretary Michael Williams called the roll and noted for the record the following board members and staff to be present. The presence of a quorum was declared.

Present were:

Valerie Kenny, President
Michael Williams, Secretary
Bruce Dougherty, Central Representative
Charles “Chuck” Stewart, Class I Representative
Jud Kirkness, Municipal Representative
Lynnette Barkowski, Administrative Support Representative
Maureen “Mo” Koezuna, Bush Representative
Pamela Harper, Technical Representative
Rich Sewell, Professional Representative
Robert Sewell, Southeast (Juneau) Representative
Shawn Alexander, Northern Region Representative
Jim Duncan, Executive Director (with voice/no vote)

Excused: Chris Pace, Treasurer and Anthony Lopez, Rural Representative

Also present: ASEA Information Officer Reber Stein

Member(s) present: None

OBLIGATION OF AN OFFICER

Newly elected ASEA/AFSCME Local 52, AFL-CIO, State Executive Board members, Richard Sewell, Professional Representative and Shawn Alexander, Northern Region Representative were sworn in under and subscribed to the “*Obligation of an Officer.*”

Note of Record: The following Officers have previously subscribed to the “*Obligation of an Officer*” and whose oath will continue as there was no break in service on the State Executive Board. The officers are as follows: Valerie Kenny, President; Lynnette Barkowski, Administrative Support Representative; Anthony Lopez, Rural Region Representative; and Charles Stewart, Class I Representative.

1 **ADOPT AGENDA**

2 Main Motion 13-029 (Adopt Agenda)

3 Moved by Pam Harper, seconded by Charles Stewart

4 To adopt the agenda as presented.

5

6 Amendment 13-029A

7 The following amendment to the agenda was brought forward:

8

- 9 • Under Executive Director’s Report – following ASEA Website Report add “Facebook
10 Update”

11

12 Amendment 13-029A passed, without objection.

13

14 Main Motion 13-029 as amended passed, without objection.

15

16 Note of record: AFSCME International Regional Field Services Director Tam Tocher joined the meeting
17 at 12:20 p.m.

18

19 **APPROVE MINUTES (2/22/2013)**

20 Main Motion 13-030 (Adopt 2/22/13 Quarterly Business Session-Juneau)

21 Moved by Pam Harper, seconded by Lynnette Barkowski

22 To approve the February 22, 2013 (Quarterly Business Session-Juneau) minutes as written:

23

- 24 • Page 12, line 23: Change “Brandy” to “Brandie.”

25

26 Main Motion 13-030 passed as corrected, without objection.

27

28 **RECEIVE INTO RECORD ANY POLLS**

29 Main Motion 13-031 (Accept Poll into record – CNC Recommendation of Ballot Language and GGU
30 Ratification Timeline)

31 Moved by Pam Harper, seconded by Mo Koezuna

32

33 4/5/2013 (CNC Recommendation of Ballot Language and Ratification Election Timeline)
34 approved are the CNC recommendations of the GGU ratification ballot language and election
35 timeline.

36

37 Main Motion 13-031 passed, without objection.

38

39 **MEMBER COMMENTS – TIMES CERTAIN AT 12:30 p.m.**

40 The telephonic connection was established at 12:30 p.m. for all incoming calls from members wishing to
41 address the Board, with the meeting continuing until a call is connected or a member joined the meeting.
42 No member comments were received at this time.

43

44 (The Member Comments segment of the agenda concluded with telephonic disconnection at 12:45 p.m.)

45

1 **REPORT – EXECUTIVE DIRECTOR**

2 Budget Review/Update
3 FY 2013 Financial Statements

4 The Executive Director presented the FY 2013 Balance Sheet with no questions from the Board.

5
6 Regarding the Budget for FY13, nine months ending March 31, 2013, (Budget vs. Actual) the following
7 items were especially noted:

8
9 **REVENUE**

10 Member dues: Total Revenues are \$138,890 more than budgeted for the nine months ending March 31,
11 2013.

12
13 **BSRA**

14 The approved FY 2013 Budget for the Bargaining Strike and Reserve Account (BSRA) has an authorized
15 withdrawal amount of \$300,000 but will not be withdrawn unless it is entirely necessary.

16
17 **EXPENSES**

18 Committees: The Juneau Chapter contributed \$500 to the Women’s Issues Committee.

19
20 Main Motion 13-032 (FY 2013 Women’s Issues Committee Budget)

21 Moved by Chuck Stewart, seconded by Lynnette Barkowski

22 To appropriate an additional \$500 to the Women’s Committee FY 2013 Budget to recognize donation
23 from Juneau Chapter.

24
25 Main Motion 13-032 passed, without objection.

26
27 (The State Executive Board took a break at 2:21p.m., resuming the record in general session at 2:30 p.m.)

28 Wells Fargo Advisors Presentation (Times Certain – 2:30 p.m.) - presented by Wayne Pichon

29 Wayne Pichon of Wells Fargo Advisors reported to the Board the performance review of the reserve
30 accounts for the period ending May 10, 2013. An Executive Summary was incorporated into the minutes
31 at Exhibit A. A copy of which is available for review upon filing of an Information Request to the
32 Executive Director.

33
34 **CAPITAL BUDGET**

35 A breakdown of the capital budget expenditures for the new ASEA Headquarters building was distributed
36 to the Board.

37
38 FY 2014 Proposed Budget

39 The Executive Director presented the proposed FY 2014 Budget; the following items were noted:

- 40
41
42
- The Executive Director recommended an increase to the proposed budget for Legal.
 - 15th Biennial ASEA/AFSCME Local 52 Convention is planned for March 2014.

- 1 ▪ Capital budget for a new accounting system and domain server.

2
3 Main Motion 13-033 (FY 2014 Proposed Operating and Capital Budgets)

4 Moved by Chuck Stewart, seconded by Lynnette Barkowski

5 Move to adopt the FY 2014 Operating and Capital budgets as presented by the Executive Director (with
6 notation that Legal is increased to \$60,000).

7
8 The following amendments to the FY 2014 Proposed Operating Budget were brought forward:

9
10 Amendment 13-033A

11 Moved by Chuck Stewart, seconded by Lynnette Barkowski

12 To increase the Class I Committee FY 2014 budget to \$8,500 for 4 members to go to the Public
13 Safety Convention, an increase of \$4,500.

14
15 Amendment 13-033A failed

16
17 Amendment 13-033B

18 Moved by Chuck Stewart, seconded by Lynnette Barkowski

19 To increase the Probation and Parole Committee FY 2014 budget to \$8,500 for 4 members to go
20 to the Public Safety Convention, an increase of \$4,500.

21
22 Amendment 13-033B failed

23
24 The State Executive Board recessed for the evening at 4:44 p.m.

25
26 **DAY TWO – 5/15/2013**

27
28 **CALL TO ORDER AND ROLL CALL (8:30 a.m.)**

29 The quarterly business session of the State Executive Board reconvened in the Speakers Room of the
30 Westmark Sitka Hotel and was called back to order at 8:30 a.m. by President Val Kenny. Secretary
31 Michael Williams called the roll and noted for the record the following board members and staff to be
32 present. The presence of a quorum was declared.

33
34 Present were:

35 Valerie Kenny, President

36 Michael Williams, Secretary

37 Bruce Dougherty, Central Representative

38 Charles “Chuck” Stewart, Class I Representative

39 Jud Kirkness, Municipal Representative

40 Lynnette Barkowski, Administrative Support Representative

41 Maureen “Mo” Koezuna, Bush Representative

42 Pamela Harper, Technical Representative

43 Rich Sewell, Professional Representative

44 Robert Sewell, Southeast (Juneau) Representative

45 Shawn Alexander, Northern Region Representative

46 Jim Duncan, Executive Director (with voice/no vote)

1
2 Excused: Chris Pace, Treasurer and Anthony Lopez, Rural Representative

3
4 Also present: ASEA Information Officer Reber Stein and AFSCME International Regional Field
5 Services Director Tam Tocher

6
7 **REPORT – EXECUTIVE DIRECTOR - Continued**

8 Budget Review/Update – Continued

9 FY 2014 Proposed Budget - Continued

10
11 Main Motion 13-033 (FY 2014 Proposed Operating and Capital Budgets - Continued)

12 Move to adopt the FY 2014 Operating and Capital budgets as presented by the Executive Director (with
13 notation that Legal is increased to \$60,000).

14
15 Amendment 13-033C

16 Moved by Lynnette Barkowski, seconded by Chuck Stewart

17 To increase the Women’s Issues Committee FY 2014 line item by \$4,000 to allow members to
18 travel to the Convention.

19
20 Amendment 13-033C failed

21
22 Main Motion 13-033 passed, without objection.

23
24 Main Motion 13-034 (Executive Session)

25 Moved by Michael Williams, seconded by Rich Sewell

26 To enter into Executive Session to protect the privacy of individuals, and to protect the confidentiality of
27 negotiations and/or litigation.

28
29 (The State Executive Board entered into Executive Session at 9:00 a.m., resuming the record in general
30 session at 10:58 a.m.)

31
32 Main Motion 13-035 (ASEA Policies and Procedures - Update Appendix 1)

33 Moved by Michael Williams, seconded by Chuck Stewart

34 To update Appendix 1 of Policies and Procedures items 6 A. and B. to replace the word “Contract” with
35 the words “Job Description.”

36
37 APPENDIX 1

38 List of Referenced Corporate Documents

39
40 ...6. ASEA Employment

41 A. Executive Director Job Description~~-Contract~~

42 B. Assistant Executive Director/Lobbyist Job Description~~-Contract~~

43 C. Staff Collective Bargaining Agreement

44 D. Staff Policies & Procedures...

45
46 Main Motion 13-035 passed, with 1 objection.

1
2 Alaska Airlines EasyBiz Account

3 As of May 3, 2013, the Alaska EasyBiz account has a balance of 385,953 miles and the Alaska Airlines
4 Visa account has a balance of 1,525,757 miles. No mileage tickets were used during this reporting period.

5 ASEA Anchorage Headquarters Building Update

6 The Executive Director provided an update to the Board.

7
8 (The State Executive Board took a break at 10:18 a.m., resuming the record in general session at 10:30
9 a.m.)

10 Collections Update

11 The Executive Director presented the Collections report to the Board. We have collected \$66,189.20 for
12 FY 2013. The net estimated outstanding dues to be collected are approximately \$97,727.40.

13 Staffing Update

14 Although retired Business Agent Sue Ernisse's position is currently vacant, the plan is to fill the position
15 in FY 2014. In the interim, her caseload has been divided between Anchorage Business Agents and
16 External Organizer George Zuke.

17
18 Maryann Ganacias' last day was May 10, 2013; however, she will be available to assist staff until June
19 21, 2013. Joyce Winton was hired as the new Administrative Assistant III on March 21, 2013 and comes
20 to the Union with a good background and many years of experience.

21 Contract Negotiating Committee (CNC) Updates

22 SOA General Government Unit

23 The Executive Director provided a summary of the current status of the Contract Negotiating Committee.
24 A Tentative Agreement with the State of Alaska was reached on March 14, 2013, in nine 2-day
25 negotiating sessions. The Contract ratification election date is June 6, 2013.

26 City & Borough of Sitka (CBS) Municipal Unit

27 The Executive Director provided a summary of the current status of the City of Sitka's Contract
28 Negotiating Committee. A Tentative Agreement with the City of Sitka was reached on May 2, 2013 in
29 two 2-day negotiating sessions. The Contract ratification election date is June 6, 2013.

30 Fairbanks North Star Borough Supervisors

31 The Executive Director provided a summary of the current status of the Fairbanks North Star Borough
32 Collective Bargaining Agreement. A previously ratified tentative agreement was rejected by the
33 Assembly in December 2012. The re-negotiated Agreement was ratified by members on December 6,
34 2012, and approved by the Assembly on January 10, 2013.

35 Internal Organizing/Worksite Meetings

36 The Executive Director provided an overview of Internal Organizing/Worksite Meetings for the last
37 quarter, which concentrated on CNC activities with respect to the process and the status of the contract.
38 The meetings also focused on ways to address and convey relevant information/language in the Tentative

1 Agreement. CNC members, with staff assisting, were encouraged to make the presentations at the
2 worksite meetings. There have been 87 worksite/teleconference meetings with 824 members in
3 attendance.

4 ASEA Stewards/Training

5 The Executive Director presented the Steward training report to the Board. The Union conducted Basic
6 and Advanced trainings for Stewards on April 23-24, 2013, in the three urban locations with 68 attending
7 in Anchorage, 28 attending in Fairbanks, and 39 attending in Juneau. Rural and Bush Stewards attended
8 in the urban location where they are represented.

9 15th ASEA/AFSCME Local 52 Biennial Convention 2014

10 The Executive Director presented the availability of location and dates for March 2014.

11
12 Main Motion 13-036 (15th ASEA/AFSCME Local 52 Biennial Convention 2014 Location and Dates)

13 Moved by Mo Koezuna, seconded by Shawn Alexander

14 To hold the 15th ASEA/AFSCME Local 52 Biennial Convention on March 12-16, 2014, at the Hotel
15 Captain Cook in Anchorage.

16
17 Main Motion 13-036 passed, without objection.

18 External Organizing

19 The Executive Director provided an update in Executive Session. An overview of AO 37 and SB 21 was
20 provided. ASEA is taking a leadership role in the efforts to address concerns with respect to overturning
21 AO 37 and SB 21.

22 Chapter Reporting Update

23 The Executive Director presented the Chapter reporting update to the Board. Chapter sharing has been
24 withheld from Valdez and Yukon-Kuskokwim (Bethel).

25 Rural/Bush Chapter Travel and Contact

26 The Executive Director presented the Rural/Bush Chapter travel and contact report to the Board.
27 Chapters that have been visited by Business Agents include Mat-Su, Seward, Nome, and Yukon-
28 Kuskokwim.

29 New Hire Orientation/Membership Trend

30 The Executive Director presented the New Hire Orientation report to the Board. For the period of
31 February 1, 2013, through May 3, 2013, 276 new hires have attended New Hire Orientation.

32 Member Advancement Program (MAP)

33 The Executive Director presented the Member Advancement Program report to the Board. During the
34 reporting period there were 82 new contributors for a total of 1,590 contributors, approximately 18.11%
35 of the membership.

1 Political Action Program (PAC)

2 The Executive Director presented the PAC participant report to the Board. As of April 30, 2013, 10.91%
3 of the membership contributes to the PAC.

4 Unit Clarifications/PUC/Appeal

5 During the reporting period, there were 10 new clarifications added to the GGU and 20 to the Supervisory
6 Unit, for a total of 30 new unit clarifications.

7 Business Leave Update

8 SOA GGU Business Leave Update

9 The Executive Director presented the Business Leave Bank Update to the Board. Draw downs in the
10 bank during this reporting period were for the PEL Conference, E-Board Meeting, and CNC activities.

11 City of Sitka Business Leave Update

12 The Executive Director presented the Business Leave Bank Update to the Board. Although the turnover
13 in the City of Sitka is low and thereby limits contributions to the Bank, the Bank is healthy at this time.
14

15 **MEMBER COMMENTS – TIMES CERTAIN AT 12:00 p.m.**

16 A telephonic connection was established at 12:00 p.m. for all incoming calls from members wishing to
17 address the Board, with the meeting continuing until such time a call is joined. No member comments
18 were received at this time.

19
20 (Member comments segment of the agenda concluded with telephonic disconnection at 12:15 p.m.)
21

22 **REPORT – EXECUTIVE DIRECTOR - CONTINUED**

23 Business Leave Update – Continued

24
25 Fairbanks North Star Borough (FNSB) Business Leave Bank Update

26 The Executive Director presented the Business Leave Bank Update to the Board. FNSB transferred 4
27 hours from each Employee's personal leave account to the ASEA Business Leave Bank on February 14,
28 2013.

29 GGU Catastrophic Leave Update

30 During the reporting period, ASEA approved catastrophic leave for 4 members. The current balance of
31 the Bank is 86.36 hours. ASEA negotiated and signed a Letter of Agreement with the State, effective
32 April 16, 2013, stating that upon separation from State service, a maximum of forty-five (45) hours as
33 opposed to fifteen (15) hours shall be transferred to the Union Catastrophic Medical Leave Bank.
34

35 GGU Emergency Leave Bank Update

36 During the period of February 1, 2013, through April 30, 2013, ASEA approved emergency leave for 61
37 members. The balance of the Emergency Leave bank is \$256,699.37. There are 2,125 GGU employees
38 in the Emergency Leave Bank. During the open enrollment period, 337 new participants enrolled in the
39 Emergency Leave bank.

1 GGU Injury Leave Bank Update

2 During the period of February 1, 2013, through April 30, 2013, ASEA approved Injury Leave for 1
3 member to use a total of 18.91 hours. The balance of the Injury Leave bank is \$520,445.47.

4
5 Grievances and Arbitrations Report

6 The Executive Director presented the Grievances and Arbitrations report to the Board. There are 80 cases
7 in the Step IV process and 46 arbitrations have been scheduled or are awaiting decisions.

8
9 The Executive Director presented the Grievance Report to the Board. As of May 3, 2013, there were 253
10 cases currently ongoing and open with the State of Alaska.

11
12 **COMMITTEE REPORTS – TIMES CERTAIN AT 12:15 p.m.**

13 A telephonic connection was established at 12:15 p.m. for Committees wishing to address the Board, with
14 the meeting continuing until such time a call is joined. No Committees joined telephonically.

15
16 (Verbal Committee Report segment of the agenda concluded with telephonic disconnection at 12:30 p.m.)

17 ASEA Strategic Goals and Action Plan

18 The Executive Director presented an update to the Board on the ASEA Strategic Goals and Action Plan
19 adopted at the September 2012 Quarterly Business Session.

20 Convention Resolutions Update

21 The Executive Director guided the Board to the Adopted Resolutions from the Minutes of the 14th
22 Biennial Convention ASEA/AFSCME Local 52, AFL-CIO. He will provide an update on the Adopted
23 Resolutions at the September 3-4, 2013, Quarterly Business Session in Fairbanks.

24 ASEA Website Report

25 The Executive Director presented the website report to the Board. Increased activity over the previous
26 reporting period can be attributed to growing interest in ASEA contract negotiations.

27 Facebook Report

28 The Executive Director presented the ASEA/AFSCME Local 52 Facebook report to the Board. There are
29 currently 170 ‘Likes’ on the ASEA page.

30 Publications/Communications Report

31 The Executive Director presented the Publications/Communications report to the Board.

32
33 **REPORT – PRESIDENT**

34 Adopt ASEA Policies and Procedures (P&P)

35 The State Executive Board reviewed member comments and addressed the proposed language change to
36 ASEA Policy 2.03.100 - Next Wave Committee.

37 2.03.100 Next Wave Committee

38 The Next Wave Committee is created for ASEA members ~~35~~ 40 years of age
39 and under, to address issues and concerns of these younger members. The

1 Next Wave Committee will meet telephonically at least quarterly and may
2 meet in a face-to-face meeting annually in lieu of a telephonic meeting.

3 The proposed policy change was adopted upon general consensus, without objection.

4 Committee Reports

5 Committee reports are noted and accepted into the record and incorporated into the minutes at Exhibit B,
6 a copy of which is available upon filing of an Information Request to the Executive Director.

7

8 Executive Board Committee Liaisons present at the meeting provided a verbal presentation for the
9 following committee(s):

10 Bush Community Committee

11 Class I Committee

12 Probation/Parole Committee

13 Women's Issues Committee

14

15 Note of record: Due to technical difficulties, the Presidents' Committee and Women's Issues Committee
16 Chair Dawn Bundick was unable to connect telephonically to present verbal committee reports to the
17 Board between 12:15–12:30 p.m.

18 The Next Wave Committee Chair Jonathan Thompson may have also tried unsuccessfully to
19 connect telephonically to present his committee report to the Board between 12:15–12:30 p.m.

20

21 Written Committee reports were provided to the Board from the following committee(s):

22

23 Election Committee

24 Grievance Review Committee

25 Judicial Panel

26 Presidents Committee

27 Committee Appointments

28 The State Executive Board reviewed the solicitations of interest received from the membership.

29 Class I Committee

30 The State Executive Board Suspended the Rules on ASEA Policy 98.02.000 to address interest from a
31 Bush region member in filling the vacant Southeast seat on the Class I Committee.

32

33 Main Motion 13-037 (Class I Committee Appointment)

34 Moved by Chuck Stewart, seconded by Mo Koezuna

35 To suspend the rules and accept the Chair's appointment of Steve Gentle to the Class I Committee
36 Southeast seat with the full knowledge that he would have to vacate the seat if a member from the
37 Southeast region expresses an interest in the seat.

38 Main Motion 13-037 passed, without objection.

1 **REPORT - EXECUTIVE DIRECTOR'S (CONTINUED)**

2 Lobbyist Report (Times-Certain 2:30 p.m.)

3 The Assistant Executive Director provided the Lobbyist Report in Executive Session.

4
5 Main Motion 13-038 (Executive Session)

6 Moved by Chuck Stewart, seconded by Jud Kirkness

7 To enter into Executive Session to protect the privacy of individuals, and to protect the confidentiality of
8 negotiations and/or litigation.

9
10 Main Motion 13-038 passed, without objection.

11
12 (The State Executive Board entered into Executive Session at 2:30 p.m., and took a break at 2:51 p.m.,
13 resuming the record in general session at 3:19 p.m.)

14
15 //end of Executive Director's Report

16 **REPORT - PRESIDENT (CONTINUED)**

17 Committee Appointments

18 Bush Committee

19 Main Motion 13-039 (Bush Committee Appointment)

20 Moved by Mo Koezuna, seconded by Pam Harper

21 To accept the Chair's appointment of Cory LePore Sr. to the Bush seat on the Bush Committee.

22 Main Motion 13-039 passed, without objection.

23 Women's Issues Committee

24 Note of record: Upon general consensus, the Chair changed Elsa DeHart's appointment on the Women's
25 Issues Committee from an At-Large seat to the Bush seat.

26 Main Motion 13-040 (Women's Issues Committee Appointment)

27 Moved by Lynnette Barkowski, seconded by Pam Harper

28 To accept the Chair's appointment of Ken Cramer to an At-Large seat on the Women's Issues Committee.

29 Main Motion 13-040 passed, without objection.

30 Bush Committee - Chair

31 Note of record: Lauri Harlan must resign as Bush Committee Chair before a new Bush Committee Chair
32 can be appointed. The appointment of a new Bush Committee Chair will be revisited at the Quarterly
33 Business Session, September 3-4, 2013.

34 Grievance Review Committee - Chair

35 Main Motion 13-041 (Grievance Review Committee Chair Appointment)

36 Moved by Michael Williams, seconded by Rich Sewell

37 To accept the Chair's appointment of Linda Grantham as Chair of the Grievance Review Committee.

38 Main Motion 13-041 passed, without objection.

1 Calendar of Events

2 The next Quarterly Business Session of the State Executive Board will be a two-day meeting on
3 September 3-4, 2013, in Fairbanks at the Springhill Suites Hotel. Board members are invited to
4 participate in the Fairbanks Labor Day Parade on Monday, September 2nd.

5
6 **REPORT – TREASURER**

7 There was no Treasurer’s report provided at this time.

8
9 **UNFINISHED BUSINESS**

10 There was no unfinished business at this time.

11
12 **NEW BUSINESS**

13 There was no new business at this time.

14
15 **ADJOURNMENT**

16 Main Motion 13-042 (Adjournment)

17 Moved by Pam Harper, seconded by Chuck Stewart

18 To adjourn the quarterly business session of the ASEA/AFSCME Local 52 State Executive Board.

19 Main Motion 13-042 passed, without objection.

20
21 (Whereupon, the quarterly business session of the ASEA/AFSCME Local 52 State Executive Board
22 adjourned at 3:45 p.m.)
23

24 Respectfully submitted by
25 Michael R. Williams, Secretary
26 State Executive Board
27 ASEA/AFSCME Local 52, AFL-CIO