



*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 December 16-17, 2013 (Anchorage AK)

**ASEA/AFSCME Local 52 State Executive Board  
Quarterly Business Session  
December 16-17, 2013 (Anchorage AK)**

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**QUARTERLY BUSINESS SESSION OF THE  
ASEA/AFSCME LOCAL 52 STATE EXECUTIVE BOARD  
DECEMBER 16-17, 2013  
ASEA ANCHORAGE HEADQUARTERS – ANCHORAGE AK**

**DAY ONE – 12/16/2013**

**CALL TO ORDER AND ROLL CALL (8:36 a.m.)**

The quarterly business session of the State Executive Board convened in the Training Room at ASEA Anchorage Headquarters and was called to order at 8:36 a.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  
Chris Pace, Treasurer  
Anthony Lopez, Rural Representative  
Autumn Vea, Central Representative  
Charles “Chuck” Stewart, Class I Representative  
Donna Gellings, Administrative Support Representative  
Jud Kirkness, Municipal 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)

Also present: Joyce Winton, ASEA Administrative Assistant

Member(s) present: None

**OBLIGATION OF AN OFFICER**

Newly elected ASEA/AFSCME Local 52, AFL-CIO, State Executive Board member Donna Gellings, Administrative Support Representative, was sworn in under and subscribed to the “*Obligation of an Officer.*”

**ADOPT AGENDA**

Main Motion 14-019 (Adopt Agenda)

Moved by Pam Harper, seconded by Charles Stewart  
To adopt the agenda as presented.

Amendment 14-019A (Adopt Agenda)

Moved by Pam Harper, seconded by Charles Stewart

The following amendments to the agenda were brought forward:



1 REVENUE

2 ASEA has collected \$51,533 more in Gross Dues Revenue than originally projected for this timeframe  
3 and we are under the projected amount of Total Dues Obligations.

4

5 EXPENSES

6 Total actual expenses are approximately 9% under the projected year-to-date budget for the four months  
7 ending October 31, 2013.

8

9 Main Motion 14-022 (FY 2014 Women's Issues Committee Budget)

10 Moved by Chris Pace, seconded by Tony Lopez

11 To appropriate \$1,955.00 to the Women's Issues Committee (WIC) FY 2014 Budget to recognize  
12 fundraising revenue from the sale of WIC apparel.

13

14 Main Motion 14-022 passed, without objection.

15

16 Main Motion 14-023 (FY 2014 Probation Officer and Class 1 Committee Budgets)

17 Moved by Chris Pace, seconded by Tony Lopez

18 To appropriate \$250.00 to the Probation Officer Committee (PO) FY 2014 Budget to recognize  
19 fundraising revenue from the sale of Challenge Coins.

20

21 To appropriate \$250.00 to the Class 1 Committee FY 2014 Budget to recognize fundraising revenue from  
22 the sale of Challenge Coins.

23

24 Main Motion 14-023 passed, without objection.

25

26 Main Motion 14-024 (Northrim Bank Account)

27 Moved by Chris Pace, seconded by Robert Sewell

28 To close the Disaster Relief Fund account at Northrim Bank and transfer the remaining balance of  
29 \$247.45 to ASEA's general fund.

30

31 Main Motion 14-024 passed, without objection.

32

33 (The State Executive Board took a break at 9:16 a.m., resuming general session at 9:30 a.m.)

34 FY 2013 Audit Report Presentation – BDO USA, LLP (Times Certain – 9:30 a.m.)

35 Senior Manager Kristi Thiel provided the Statewide Executive Board a brief overview of the FY 2013  
36 Financial Audit. Two handouts Financial Statements, Year Ended June 30, 2013 and Audit Wrap-up,  
37 June 30, 2013 were distributed to the Board and will be incorporated into the minutes at Exhibit A. A  
38 copy of which is available for review upon filing of an Information Request to the Executive Director in  
39 accordance with *The AFSCME Financial Standards Code*, Article X and ASEA Policy on Financial  
40 Information Requests (*Main Motion 09-005, September 2008*).

41

1 Budget Review/Update (Continued)

2 CAPITAL BUDGET FY 2014

3 A breakdown of capital budget expenditures for replacement computers and software licenses was  
4 distributed to the Board.

5  
6 Main Motion 14-025 (FY 2014 Capital Budget Amendment – Replacement Computers/Software Licenses)

7 Moved by Chuck Stewart, seconded by Tony Lopez

8 To amend the FY 2014 Capital Budget by \$6,500 to purchase replacement computers and software  
9 licenses.

10  
11 Main Motion 14-025 passed, without objection.

12  
13 (The State Executive Board took a break at 10:30 a.m., resuming general session at 10:45 a.m.)

14 Wells Fargo Advisors Presentation (Times Certain – 10:45 a.m.) – presented by Wayne Pichon

15 Wayne Pichon of Wells Fargo Advisors reported to the Board the performance review of the reserve  
16 accounts for the period ending December 10, 2013. An Executive Summary was incorporated into the  
17 minutes at Exhibit B. A copy of which is available for review upon filing of an Information Request to  
18 the Executive Director.

19 Main Motion 14-026 (Executive Session)

20 Moved by Michael Williams, seconded by Chris Pace

21 To enter into Executive Session to protect the privacy of individuals and to protect the confidentiality of  
22 negotiations and/or litigation.

23  
24 Main Motion 14-026 passed, without objection

25  
26 (The State Executive Board entered into Executive Session at 10:45 a.m., resuming the record in general  
27 session at 11:30 a.m.)

28 Budget Review/Update (Continued)

29 Alaska Airlines EasyBiz Account

30 As of November 15, 2013, our Alaska EasyBiz account has a balance of 190,000 miles and the Alaska  
31 Airlines Visa account has a balance of 1,684,774 miles. Seven (7) mileage tickets were used during this  
32 reporting period.

33 Collections Update

34 The Executive Director presented the Collections Report to the Board. Year-to-date past dues collected  
35 for FY 2014 (July 1 – October 31, 2013) is \$35,927.93. The net estimated outstanding dues still to be  
36 collected is approximately \$85,850.92.

37 Internal Organizing/Worksite Meetings

38 The Executive Director provided an overview of Internal Organizing activities for this reporting period  
39 which concentrated on worksite meetings and the distribution of petitions and surveys specific to

1 Universal Space Standards. One thousand one hundred and one (1,101) members attended 64  
2 worksite/teleconference meetings. To date, 1,106 online and worksite meeting surveys have been  
3 collected.

#### 4 ASEA Stewards/Training

5 The Executive Director presented the Steward Training report to the Board which reflects the number of  
6 attendees by Chapter. Seven (7) Stewards attended Basic Steward Training held in Anchorage (6) and  
7 Juneau (1) on Wednesday, October 2<sup>nd</sup>. One hundred eight (108) Stewards attended Advanced Steward  
8 Training in Anchorage (53), Fairbanks (24), and Juneau (31) on Thursday, October 3<sup>rd</sup>.

#### 9 15<sup>th</sup> Biennial Convention — ASEA/AFSCME Local 52, AFL-CIO

10 ASEA's 15<sup>th</sup> Biennial Convention will take place March 12-16, 2014 in Anchorage at the Hotel Captain  
11 Cook. The Executive Director reviewed the Call to Convention Packet that was mailed to Chapter  
12 Presidents and Secretaries on December 12, 2013. The packet included: The Call to Convention Cover  
13 Memorandum and Booklet, Delegate Credential Form(s), Delegate/Alternate Certification Form(s), a List  
14 of Committees, a Proposed Constitutional Amendment form, a Proposed Resolution form, and a Tentative  
15 Convention Program.

#### 16 17 **MEMBER COMMENTS – TIMES CERTAIN AT 12:00 p.m.**

18 A telephonic connection was established at 12:00 p.m. for all incoming calls from members wishing to  
19 address the Board. No member comments were received at this time.

20  
21 (The Member comments segment of the agenda concluded with telephonic disconnection at 12:15 p.m.,  
22 with the State Executive Board taking a break and resuming the record in general session at 1:03 p.m.)

#### 23 24 **REPORT – EXECUTIVE DIRECTOR (CONTINUED)**

#### 25 Lobbyist Report (Times-Certain 1:30 p.m.)

26 The Assistant Executive Director/Legislative Lobbyist Fate Putman provided the Lobbyist Report in  
27 Executive Session.

#### 28 Main Motion 14-027 (Executive Session)

29 Moved by Michael Williams, seconded by Chuck Stewart

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

32  
33 Main Motion 14-027 passed, without objection

34  
35 (The State Executive Board entered into Executive Session at 1:37 p.m., resuming the record in general  
36 session at 2:06 p.m.)

#### 37 External Organizing

38 The Executive Director provided an overview of External Organizing with respect to Medicaid  
39 Expansion, the Minimum Wage; AO37, and Universal Space Standards.

40  
41 The Universal Space Standards arbitration is scheduled for May 5-9, 2014.

42 **ASEA/AFSCME Local 52 State Executive Board**  
43 **Quarterly Business Session**  
44 **December 16-17, 2013 (Anchorage AK)**



1 Chapter Reporting Update

2 The Executive Director presented the Chapter Reporting Update to the Board. Nine (9) of our 21  
3 Chapters have returned their required EOY 2013 Chapter reporting documents. Chapter sharing will be  
4 withheld until Chapter reporting documents have been submitted to the Anchorage Headquarters office.

5 Rural/Bush Chapter Travel and Contact

6 The Executive Director presented the Rural/Bush Chapter travel and contact report to the Board.  
7 Chapters visited by Business Agents include Bethel, Homer and Sitka.

8 New Hire Orientation/Membership Trend

9 The Executive Director presented the New Hire Orientation report to the Board. Three hundred sixty-  
10 six (366) members attended New Hire Orientation during the reporting period August 1- October 31,  
11 2013.

12 Member Advancement Program (MAP)

13 The Executive Director presented the Member Advancement Program report to the Board. There were  
14 115 new contributors during the reporting period for a total of 1,615 contributors, approximately 18.46%  
15 of the membership.

16 Political Action Program (PAC)

17 The Executive Director presented the PAC participant report to the Board. As of October 31, 2013,  
18 11.53% of the membership contributes to the PAC.

19 Unit Clarifications/PUC/Appeal

20 During the reporting period, there were 9 new clarifications added to the GGU and 16 to the Supervisory  
21 Unit, for a total of 25 new unit clarifications.

22 Business Leave Update

23 *SOA GGU Business Leave Update*

24 We are working with the State of Alaska to address the reporting of Business Leave for the month of  
25 August 2013. Drawdowns in the bank during this reporting period were for E-Board Meeting, Steward  
26 Training, and Chapter/Worksite activities/meetings.

27 *City of Sitka Business Leave Update*

28 The Executive Director presented the Business Leave Bank Update to the Board. Drawdowns in the  
29 bank during this reporting period were for E-Board Meeting and Chapter/Worksite activities/meetings.

30 *Fairbanks North Star Borough (FNSB) Business Leave Bank Update*

31 The Executive Director presented the Business Leave Bank Update to the Board. There were no  
32 drawdowns during this reporting period.

33 GGU Catastrophic Leave Update

34 During the reporting period, ASEA approved catastrophic leave for 48 members. The current balance of  
35 the Bank is 1,268.43 hours.

1 GGU Emergency Leave Bank Update

2 During the period August 1, 2013 through October 31, 2013, ASEA approved emergency leave for 48  
3 members. The balance of the Emergency Leave bank is \$288,608.02. As of November 30, 2013, there  
4 were 2,480 GGU members in the Emergency Leave Bank. Two hundred nine (209) new participants  
5 enrolled in the Emergency Leave bank during the open enrollment period.

6 GGU Injury Leave Bank Update

7 During the period of August 1, 2013 to November 1, 2013, ASEA approved Injury Leave for 8 members  
8 to use a total of 183.46 hours. The balance of the Injury Leave bank is \$578,293.70.

9 Grievances and Arbitrations Report

10 The Executive Director presented the Grievances and Arbitrations report to the Board. There are 87  
11 cases in the Step IV process and 24 arbitrations were decided or are awaiting decisions.  
12

13 The Executive Director presented the Grievance Report to the Board. As of November 15, 2013, there  
14 were 233 cases currently ongoing and open with the State of Alaska.

15 14<sup>th</sup> Biennial Convention Resolutions Update

16 The Executive Director presented an update to the Board on the status of Resolutions adopted during the  
17 Business Session of ASEA's 14<sup>th</sup> Biennial Convention held March 17-18, 2012 at the Hotel Captain  
18 Cook in Anchorage AK.

19 ASEA Website Report

20 The Executive Director presented the website report to the Board. The most frequently visited website  
21 pages during this reporting period were (1) ASEA's Home Page; (2) Solidarity Update, November 2013;  
22 (3) Donated, Business, Emergency, Catastrophic and Injury Leave; and, (4) Union Contracts.

23 Facebook Report

24 The Executive Director presented the ASEA/AFSCME Local 52 Facebook report to the Board. There  
25 are currently 200 'Likes' on the ASEA page.

26 Publications/Communications Report

27 The Executive Director presented the Publications/Communications report to the Board.  
28

29 //end of Executive Director's Report  
30

31 The State Executive Board recessed for the evening at 4:15 p.m.  
32

1 **DAY TWO – 12/17/2013**

2  
3 **CALL TO ORDER AND ROLL CALL (8:38 a.m.)**

4 The quarterly business session of the State Executive Board reconvened in the Training Room at ASEA  
5 Anchorage Headquarters and was called back to order at 8:38 a.m. by President Val Kenny. Secretary  
6 Michael Williams called the roll and noted for the record the following board members and staff to be  
7 present. The presence of a quorum was declared.

8  
9 Present were:

10 Valerie Kenny, President  
11 Michael Williams, Secretary  
12 Chris Pace, Treasurer  
13 Anthony Lopez, Rural Representative  
14 Autumn Vea, Central Representative  
15 Charles “Chuck” Stewart, Class I Representative  
16 Donna Gellings, Administrative Support Representative  
17 Jud Kirkness, Municipal Representative  
18 Maureen “Mo” Koezuna, Bush Representative  
19 Pamela Harper, Technical Representative  
20 Rich Sewell, Professional Representative  
21 Robert Sewell, Southeast (Juneau) Representative  
22 Shawn Alexander, Northern Region Representative  
23 Jim Duncan, Executive Director (with voice/no vote)

24  
25 Also present: Joyce Winton, ASEA Admin Assistant

26  
27 **REPORT – TREASURER**

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

29  
30 **REPORT – PRESIDENT**

31 Committee Reports

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

34  
35 Written Committee reports were provided to the Board from the following committee(s):

36  
37 Grievance Review Committee

38 Probation Parole Committee

39 President’s Committee

40 Women’s Issues Committee

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

AFSCME Corrections United  
Bush Community Committee  
Class I Committee  
Probation Parole Committee

(The State Executive Board took a break at 10:00 a.m., resuming general session at 10:20 a.m.)

Vanessa George` joined the meeting at 10:20 a.m.

Calendar of Events

Main Motion 14-028 (Joint Statewide Executive Board and Chapter Presidents Meeting)

Moved by Robert Sewell, seconded by Mo Koezuna

To hold a two-day meeting preconvention between the Statewide Executive Board and Chapter Presidents for leadership and solidarity training in Anchorage to be funded from the FY 2014 budget.

Discussion centered on holding a joint meeting with the Statewide Executive Board and Chapter Presidents in February 2014. The minimum attendance to hold the meeting will be 50 percent plus 1 – the Chapter Secretary will be invited if the Chapter President is unable to attend.

A doodle poll™ will be sent to Executive Board members to determine meeting dates.

Main Motion 14-028 passed, no objection

February 2014 Quarterly Business Session

The next scheduled Quarterly Business Session of the State Executive Board will be a two-day meeting February 18-19, 2014 in Juneau at the Goldbelt Hotel.

Main Motion 14-029 (May 2014 Quarterly Business Session – State Executive Board)

Moved by Michael Williams, seconded by Richard Sewell

To schedule the May 2014 Quarterly Business Session for May 14-15, 2014 in Kenai, Alaska.

Main Motion 14-029 passed, with Donna Gellings objecting

**VERBAL COMMITTEE REPORTS – TIMES CERTAIN AT 11:45 a.m.**

A telephonic connection was established at 11:45 a.m. for all incoming calls from members wishing to address the Board.

(The Member comments segment of the agenda concluded with telephonic disconnection at 12:00 p.m.)

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

A telephonic connection was established at 12:00 p.m. for all incoming calls from members wishing to address the Board.

(The Member comments segment of the agenda concluded with telephonic disconnection at 12:15 p.m., with the State Executive Board taking a break and resuming the record in general session at 1:00 p.m.)

//end of President's Report

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**UNFINISHED BUSINESS**

Main Motion – 14-017 (Chapter Assets)

Moved by Rich Sewell, seconded by Jud Kirkness

To approve the hiring of an outside bookkeeping professional when Chapter assets reach \$50,000 or more.

Main Motion 14-017 passed, by a vote of 7:5, with Jud Kirkness abstaining

**NEXT WAVE COMMITTEE REPORT – TIMES CERTAIN AT 1:30 p.m.**

Jonathan Thompson joined the meeting via telephonic connection at 1:30 p.m. to present the Next Wave Committee Report with Vanessa George.

Main Motion 14-030 (Executive Session)

Moved by Chuck Stewart, seconded by Chris Pace

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

Main Motion 14-030 passed, without objection

(The State Executive Board entered into Executive Session at 1:30 p.m., resuming the record in general session at 3:06 p.m.)

**UNFINISHED BUSINESS (Continued)**

Main Motion 14-031 (Reconsideration of Chapter Assets)

Moved by Chris Pace, seconded by Rich Sewell

To reconsider the wording of Main Motion 14-017, Chapter Assets.

Motion 14-031 passed, without objection

Amendment 14-017A (Chapter Assets)

Moved by Rich Sewell, seconded by Robert Sewell

To adopt a policy of the Board that a Chapter with assets greater than \$50,000 contract with an outside bookkeeper.

Amendment 14-017A failed, by a vote of 4:7, with Jud Kirkness and Autumn Vea abstaining

Main Motion 14-017 failed on reconsideration.

**NEW BUSINESS**

Consent Agenda

The Executive Board discussed whether routine topics could be put on a consent agenda so the Quarterly Business Session agenda could be freed up to spend more time on other union topics.

1 Strategic Plan

2 Not discussed

3

4 **ADJOURNMENT**

5 Main Motion 14-032 (Adjournment)

6 Moved by Tony Lopez, seconded by Mo Koezuna

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

8 Main Motion 14-032 passed, without objection.

9

10 (Whereupon, the quarterly business session of the ASEA/AFSCME Local 52 State Executive Board  
11 adjourned at 4:32 p.m.)

12

13

14 Respectfully submitted by

15 Michael R. Williams, Secretary

16 State Executive Board

17 ASEA/AFSCME Local 52, AFL-CIO