

MAPE Board of Directors
February 17, 2017
8:30 a.m. – 4:30 p.m.
3460 Lexington Avenue No.
Shoreview, MN 55126

FINAL

M= Motion S= Second P = Passed F = Failed

Present: President Chet Jorgenson, 1st VP Jason Moran , 2nd VP Eva Peterson, Secretary Marcia Bierschenk, Treasurer Michelle Doheny, Carol Johnson (Reg 1), Julie Sullivan (Reg 2), Char Falconer (Reg 3), Lee Sullivan (Reg 4), John Bower (Reg 5), Joan Treichel (Reg 6), Ellena Schoop (Reg 7), Mark Dreyer (Reg 8), Ken Kalamaha (Reg 10), Sue Opsahl (Reg 11), Terry Nelson (Reg 12), Lois Tucke (Reg 13), Doreen Hernesman (Reg 14), Bryan Kotta (Reg 15), Scott Rood (Reg 16), Mike Terhune (Reg 17), Tim Beske (Reg 18), Jerry Jeffries (Reg 19), Kay Pedretti (Reg 20), Paul Wehrmeister (Reg 21)

Absent: Sandy Dunn (Reg 9) and Dan Holub

Meeting called to order at 8:30 a.m. by President Jorgenson.

MSP (Dreyer) to approve the January 20, 2017, Board of Directors meeting Minutes as presented.

Directors provided the following updates regarding Officer changes in their Regions:

- Region 3: Marta Shore is the new Negotiations Representative.
- Region 5: John T. Bower is the new Director and Lynn Daniels stepped down from Steward and Vice President.
- Region 15: Mark Edevold is the new President and Mike Smith is the new Vice President.
- Region 16: Leilani Hauge is the new Secretary and Treasurer.
- Region 20: Cathy Finken is the new Chief Steward.

MSP (Consensus) to adopt the Agenda as amended

- Add Diversity and Inclusion (Schoop)

Board Stewards' Report (Jeffries and Treichel): None

8:45 A.M. TIME CERTAIN: Labor Notes (Dave Kamper)

- Presented background on Labor Notes. They are asking for MAPEs support of sponsorship of \$10,000. The event is March 18, 2017.
 - **MSP** (Beske) (10/9) to sponsor Labor Notes by donating \$10,000

11:30 A.M. TIME CERTAIN: Member Comments

- Local 301: Johanna Schussler, President and Celi Haga, Vice President are requesting lost time pay for MAPE members that attend Day on the Hill.

OFFICER REPORTS

Treasurer's Report (Doheny)

- Discussed Financial Report (January 2017)
- A representative from Affinity Plus Federal Credit Union will attend the June BOD meetings to present the status of the Crisis Fund investments.

- Local budgets were due 1/1/2017, the following are past due. If budgets are not submitted to the Finance Committee by the March 1st, 2017, funds will be turned off until they are submitted. Local's that are missing budgets:
 - 202, 602, 1201, 1202, 1203, 1302, 1303, 1304, 1501, 1602, 1702, 1703
- Local checkbooks audits are due March 15, 2017.
- Finance Committee recommends adjusting the MAPE Central Budget to increase the employee insurance line item to account for an increase in employees claiming family insurance coverage.
 - MP** (Finance Committee) to adjustment the 2017 MAPE Central budget by increasing the employee insurance line item by \$64,000

Stipend and Recognition Policy

- Discussed Stipend and Recognition Policy recommendations
 - MP** (Finance Committee) to approve the language change in the Summary section and the Recognition section to:
 - Summary:** This policy outlines what is allowable in regard to stipends and recognition for MAPE members and fee payers.
 - Recognition:** Recognition for all members and fee payers is allowed.

Purchasing Policy

- Discussed the Purchasing Policy and recommended changes from the Finance Committee.
- The Finance Committee provided recommendations to change the language in the Purchasing Policy.
 - MP** (Finance Committee) to approve the Purchasing Policy changes that are underlined and ~~struck through~~ below:

	Assets/Contract Services	Operating Supplies
Statewide President, Treasurer, Executive Director, Business Manager	Up to \$ 10,000	Up to \$5,000
Finance Committee	Up to \$ 20,000	From \$5,000 and up
<u>Statewide Committees</u>	<u>No authority</u>	<u>Up to \$5,000, within committee budget</u>

- Three bids will be obtained when possible for purchases exceeding \$10,000.00 for a year of services, equipment or supplies: The Finance Committee will recommend a bid to the Board of Directors for contracts will be reviewed every third (3rd) year or as directed by the Finance Committee.
- Purchases in excess of ~~\$10,000~~ require the limits above require Board of Directors' approval.
- All contracts must be signed by the Executive Director or Business Manager.
 - MF** (Kotta) to change number 3 or to and.
 - M__P** (Sullivan) to postpone the motion until next BOD meeting.
 - MW** (Sullivan) to postpone motion.

Reimbursement Policy

- MP** (Finance Committee) to approve the recommended language changes to the Reimbursement Policy on page 2, under Lost time:
 - Lost time may be claimed when using the following leave status:

- Vacation
- Union Leave
- Salary Savings
- Approved unpaid leave
- Paid Parental leave
- Comp time
- Flex day off (up to 8 hours)
- Lost time may not be claimed when using the following leave status:
 - Sick
 - FMLA
 - Unpaid medical leave
 - Short-term disability
 - Long-term disability

Political Fund (Paul Schweizer)

- Provided an update on the Political Fund. There was a late filing fee. Discussed how to prevent this from happening again.

Secretary's Report (Bierschenk)

- Executive Committee Meeting Minutes: February 3, 2017, Executive Committee Meeting Minutes provided as informational electronically.

2nd Vice President's Report (Peterson)

- Monthly Membership Update Report (January 2017)
- Total of 85 new members recruited in the month of January 2017
- Top Recruiter for the month of January Catherine Rosenthal, Local 1301 with 5 and 201 with 12
- Membership Committee is taking the Labor Education Services (LES) to see if this training is a good option for members.
- Scholarships are now being accepted. Deadline for applications is March 31, 2017.
- Follow up on January's (Schoop) discussion regarding membership transfers (one local to another) and how they impact recruitment numbers. This has been an issue particularly for MNIT because of the legislative mandate to consolidate IT Services – 701.
 - Eva is looking into membership transfer.
 - Ellena plans to follow up with Eva and Davia regarding this issue.
- Discussion on membership cards. Paul is still working on this project.

1st Vice President's Report (Moran)

- Grievance Report (January 2017)
- Basic Steward training, Saturday, March 4

Strategic Planning (Jorgenson)

- Discussed 2017 Strategic Plan. Broke into small groups to discuss “where do we see MAPE in 5 years?”
 - Small groups reported out ideas.

Accessibility Document Conversion Demonstration and Training (Schoop)

- Discussed the importance of making documents accessible.
- Presented how to make documents accessible.
- Recommendation by Schoop and Technology Task Force to have accessibility training for MAPE staff. Ellena directed to follow-up with Executive Director.

1:00 P.M. TIME CERTAIN: United States Supreme Court, Gregg Corwin

- Provided an update on the US Supreme Court.

Executive Session Personnel Matter to Include Gregg Corwin

- **MP** (consensus) to move into executive session at 1:35 p.m.
- **MP** (consensus) to leave executive session at 4:30 p.m.

MSP (Sullivan) to extend the BOD meeting to 5:00 p.m.

MOU between the State of MN, Minnesota State Academies and MAPE

- **MSP** (Pedretti) to approve the MOU.

Day on the Hill Lost Time

- **MP** (Falconer) to pay travel/hotel and lost time for members who attend Day on the Hill. Half funding will come from GRC and the other half will come from Local supplemental. (17/5)

Personnel Issue

- **MP** (consensus) A complaint was brought to the BOD, and in the executive session, the issue was fully investigated. The issue was resolved in a satisfactory manner.

OPPORTUNITIES AND STRATEGIC PLANNING

PRESIDENT'S REPORT

NEW BUSINESS

Election Timeline

- **MP** (consensus) to approve timeline

Negotiations (Doheny)

- Career advancement forms are due Tuesday, February 21
- Online forms are due Tuesday, February 28

STAFF REPORTS

- **Executive Director's Report (Dan Holub):** Handouts: Draft Strategic Planning and Core Functions/Priorities.
- **Public Affairs & Communications Director (Richard Kolodziejki):** Written report covering: Day on the Hill video, registration and Q and A; Careers submission form for Negotiations Committee added to website; Scholarship application period begins; 2017 legislative session update; Paid Parental Leave; Negotiations; Budget testimonials, proud member cards and You are Safe project; The Women's March: A mission, a movement and MAPE; Anti-Bullying task force; Website visits hit 8,000 in first month.
- **Member Engagement, Development and Organizing Director (Lina Jamoul):** Written report covering: Negotiations Organizing; Building Stronger Locals; Paid Parental Leave; Local reports.
- **MAPE Business Manager (Paul Schweizer):** Written report covering: Financial/HR Services; Database updates; Support to Locals and Committees; Technology; Elections.

MSP (Schoop) to adjourn at 5:00 p.m.

Next BOD meeting scheduled for March 17, 2017

Marcia Bierschenk, Statewide Secretary

Approved: March 17, 2017