**Executive Team Meeting Minutes**

February, 2020 9:00 a.m. – 4:00 p.m.

3460 Lexington Ave N, Shoreview, MN 55126

Meeting called to order at 9:05 a.m.

Present: SW President Chet Jorgenson; SW Vice President Thu Phan; SW Treasurer Todd Maki; SW Secretary Lynn Butcher, Organizing Council Chair Sarah Evans; Political Council Chair Cathleen Cotter

Staff: Executive Director Lina Jamoul

1. Minutes – M(Cotter)SP to approve January minutes.
2. Resume Review – the committee reviewed resumes for the Director of Member Engagement, Development and Organizing, and selected candidates for interview. Interviews will occur February 14, 2020.
3. Communications position – offer has been extended to a candidate; will have answer next Tuesday; call Thursday or Friday; have a strong second choice if needed.
4. Connect 700 MOU – MMB sent verbatim MOU that is currently in place; new MOU for two years; allows use of vacation for Connect 700 employees; allows current employees to take leave to take a Connect 700 position. M(Butcher)SP to move to board for approval.
5. 2020 Goals – Exec Committee prepared for the noon BOD call on 2020 goals and agreed on discussion questions as well as follow-up plan to conduct a SWOT analysis on each section at the next BOD meeting.
6. BOD Call – see Notes doc
7. BOD Work Groups – preparing board folder on the server for BOD materials including BOD Work Groups. Lina will have comprehensive list for the BOD meeting; added Board Stewards as a Work Group.
8. Info new directors – Board packets hard copies to be given at the BOD meeting; materials will be on board folder on the server.
9. Budget for educational and independent political activities – Chet will request Leah/Devin put together a calendar of likely donation requests so that the Political Expenditures Workgroup, in coordination with the Political Council, can develop a more comprehensive program for political giving that is strategic and aligns with MAPE’s goals. Leah, Devin, and Cathleen would then provide analysis and recommendation for support to assist the BOD in justifying any donations.
10. Relational organizing/membership drive – Organizing Council (OC) is working with Todd to develop a budget proposal to the BOD; the plan is being fleshed out, but the OC is meeting before the next BOD meeting and Sarah will bring forward as detailed a plan as possible at this stage.
11. Training/local officer training – The Executive Committee will develop and maintain a training calendar that includes all training for the year, including IAF trainings; this will provide both a benefit for members looking for training and also a way to plan for training requests within the training budget. Lina suggested Basic and Advanced Organizing training developed, similar to Basic and Advanced Steward training. Chet provided update from local president call – they would prefer 20-minute trainings during their calls rather than coming for all-day training. Lina also reminded that we could go to them when needed.
12. Representational taskforce – meeting again next week; will likely have a proposal for BOD. Actions taken so far include a change in ways calls and walk-ins to MAPE Central are handled; still determining best ways to deal with issues needing immediate response. The taskforce has discussed ways to assist the regions needing additional assistance right now, including bringing Organizing and Enforcement staff, Chief Steward and Regional director together to establish a plan for the region; Lynn suggested including local presidents. Other suggestions discussed include highlighting contract and steward work in the newsletter; developing roles and responsibilities; internship for our members.
13. Member complaints – Lina will begin sharing member complaints with the Executive Committee to improve awareness of issues and allow tracking.
14. BOD Agenda
    1. Hardship Funds update – Todd has meeting scheduled with Brenden and Paul Monday and will have update on ~~HA~~ERISA compliance
    2. Dues refund for active military - Paul
    3. Anti-Bullying Taskforce?
    4. Representational Taskforce
    5. Phone Workgroup – Lynn will reach out to the other members to see if they can provide an update
    6. SWOT Analysis for Goals – (Goals discussion should be 90-minute standing item)
    7. Hiring Policy
    8. Todd Kohl
    9. Organizing Council: charter, budget, region 20 grant & grants process moving forward; labor notes conference; membership secretary training; 1st 30-day report out
    10. MAPE turns 40!!!
15. DOC Petition – over 500 people signed on to call for more money to fix compression issue (MAPE/MMA joint petition & going forward to the commissioner)
16. Training for Discrimination and Harassment Policy – will be having training for MAPE managers, followed by an all staff training on how to respond to any complaints they may receive; Executive Committee can attend all staff training or training can be arranged separately for them and/or the BOD.