**Executive Committee Minutes**

**7 August 2020**

**8:30am-4:30pm**

ZOOM

**Present:** SW President Megan Dayton; 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

Guests: Leah Solo; Paul Schweizer

**Tactical goals measurables**

SW President Dayton provided the following frame for the tactical goals: Responding to the COVID world (Health & Safety) & Preparing the world in which we negotiate (Election & Legislative). Exec team agreed this was the right frame. ED Jamoul walked the team through the individual documents and highlighted the added plan and timelines, which include staff ownership and responsibilities.

Exec team provided feedback on capacity, prioritization, the need to incorporate normal business – particularly ongoing support for Locals, stewards, and members. Team agreed to recommend updating foundational principles to include support around layoffs.

Board discussion assignments: Lynn - Negotiations; Todd & Sarah - Membership recruitment; Cathleen - Elections and Legislative; Thu - Health & Safety of members

**Operating principles review**

SW President Dayton walked through the document and shared how she is using it when meeting/doing 1:1s; expressed desire for exec team to take on more at the board meetings; encouraged others to use as a frame. The team discussed the tension – between interests and democratic principles and how that tension is something we need to get better at navigating and working with; also discussed that this is an aspirational document and not a replacement of the governing documents that are the structure of the organization.

**Civic Organizing Agency report**

ED Jamoul updated the team on the work being done and membership: vice chairs of councils have joined; SW President Dayton is engaged; two managers, SW Treasurer Maki; and hoping for OPEIU representation (capacity)

**Delegate Assembly**

Exec team reviewed the DRAFT plan document provided by Paul Schweizer; Paul joined and walked the team through the process of delegates and alternates, and the issues needed to be worked out (dropped connection after DA starts); support for members who lack technological capacity; actual run of the meeting including documentation; voting; speakers for/against motions process (mimic of in-person as much as possible); still needs to be approved by DA planning and Constitutional Rules Committee. Exec committee agreed by consensus to move to board.

**Personnel**

Leah Solo joined.

**M**(Phan)**SP** to enter Executive Session at 11:25 am. **Passed by Consensus**

**M**(Cotter)**SP** to exit Executive Session at 1:27 pm. **Passed by Consensus**

**Director roles and responsibilities**

Unite the organization – Exec Team identified opportunities to build relationship between board members, the need to break down “camps,” and the need to encourage the board to focus on moving forward with areas where there is agreement. OC Chair Evans shared an idea she and Director Flom had discussed to encourage board members to build relationship. Exec Team agreed the idea should be brought to the greater board.

Communication Guidelines – Exec Team identified the need to have discussion at the board on how to communicate board decisions, particularly when those decisions are contentious; suggestions included assigning Exec Team members agenda items with the intent that the assigned member will be able to summarize the decision and present the board for agreement on communication, adding a 15-minute debriefing discussion at the end of the meeting to gain consensus; renewal of talking points sent out before board minutes. Exec Team agreed on following process: SW Secretary Butcher will have talking points ready by noon Sunday following the meeting and Exec Team will provide feedback no later than noon Monday to ensure directors are getting info timely to share at local meetings.

Executive session expectations/practice – Exec Team discussed a change to executive session practice that SW President Dayton would like to use going forward; under the new process, executive session would be documented, and executive session minutes would be kept separately, with approval and access limited to those members present for executive session. The new process would include official votes that are taken during executive session, and documented in the executive session minutes. Exec Team identified the need to develop a process for sharing and maintaining this second set of minutes, as well as a discussion with the full board since this is a change to current practice.

**Board Development**

Exec Team reviewed the proposed plan and timeline that Emil presented, and agreed to include time on the agenda for Emil to present to the full board. **M**(Cotter)**SP** to recommend plan and new contract to the board. **Consensus**

**Fossil fuel divestment**

Exec Team reviewed past efforts and current proposal and agreed to include this item on the board agenda

**Board packet process for documents**

Exec Team discussed naming convention for documents and agreed that Officer & Council reports as well as minutes will be added directly to the dropbox by the responsible individuals. Agreement that materials will be moved to the S: drive on the MAPE network after each meeting rather than having documents “live” in the dropbox. Discussed concern that was raised regarding access to “sensitive” information like staff, financial, and grievance reports and determined the need to have a larger discussion with the board.

**Slack for Exec Team**

Exec Team agreed to try Slack for communication and relationship building.

**Negotiations Convention**

Exec Team agreed to move this to the Monday after DA at the request of M&C Chairs; meeting would be 10-12 a.m., and the M&C speaker would be selected at that meeting.

**MAPE-branded face masks**

MAPE-branded face masks have been ordered for DA participants and a distribution plan is currently being developed. Exec Team suggests ordering additional branded facemasks for additional member outreach ($20 new member incentive), as buying in bulk will make them more affordable for locals who wish to purchase them.

**Board Agenda**

Exec Team reviewed and adjusted the agenda; agenda will include motions for vote on items that include Exec Team recommendations, and SW President Dayton will reach out to other item owners (Scholarships, etc.) to request motions for those items as well. Background info will be included in the board packet. This process should save meeting time and allow the board to get through a packed agenda.

**Other Items**

**Virtual Meeting guidelines**

SW Secretary Butcher brought forward concerns from the Virtual Meetings workgroup and others that we have not been following guidelines, specifically around chat. ED Jamoul suggested re-evaluation of the initial guidelines since they were originally developed to be used on a short-term basis. ED Jamoul will provide articles on best practice for virtual meetings to the workgroup for review and potential update to the guidelines.

**New Officer Training**

Training is traditionally offered the last Friday in August; this year that conflicts with Advanced Steward Training as well as ED Jamoul vacation; Exec Team agreed to reduce the training to ½ day and schedule to coincide with Exec Team meeting in September.

**Update from meetings with MMB**

SW President Dayton and ED Jamoul shared info from recent meetings; in recent meetings they received clarification on telework changes after the COVID-19 policy was aligned with federal; agencies have been using the revised policy to pull telework – particularly in DOC and DCT; MMB clarified that they have not given that direction and in their view, doing so works against the COVID-19 leave policy. DOC stated their intent to continue pulling telework and DCT also announced their intent to pull all telework based on policy changes as well.