

MAPE Board of Directors
March 15, 2018
8:30 p.m. – 4:30 p.m.
3460 Lexington Ave. No.
Minneapolis, MN 55403

FINAL

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

Present: President Chet Jorgenson, 1st VP Vacant, 2nd VP Joan Treichel, Treasurer Todd Maki, Secretary Absent

Darci Wing (Reg. 1), Kassie Church (Reg. 2), **Anne Claflin** (Reg. 3), absent (Reg. 4), John Bower (Reg. 5), absent (Reg. 6), Ellena Schoop (Reg. 7), Mark Dreyer (Reg. 8), Stephanie Meyer (Reg. 9), Ken Kalamaha (Reg. 10), absent (Reg. 11), Terry Nelson (Reg. 12), Lois Tucke (Reg. 13), Doreen Hernesman (Reg. 14), Bryan Kotta (Reg. 15), absent (Reg. 16), Mike Terhune (Reg. 17), absent (Reg. 18), Jerry Jeffries (Reg. 19), John Ferrara (Reg. 20), Marcia Bierschenk (Reg. 21)

Absent: Celi Haga(Reg 3)

Guest:

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

New local Secretary in 701
Local 901 VP stepping down

MSP (Terhune) January Minutes amended (page 4 corrected with dollar amounts and correct spelling of name)

MSP (Treichel) February minutes approved

MSP(consensus) to adopt the Agenda as Amended

MAPE Election Timetable

MSP (Kotta) To approve election timetable as presented for 2018 elections

Unfinished Business

Bylaw Change

The recommendation from our legal counsel Cummings is to not change bylaw in this case. No motion to approve, no action taken.

New Business

West Virginia Teachers Strike

MSP (Maki) to approve \$1000 to the West Virginia Teacher's Strike from the Coalition Budget as amended

MSP (Kotta) amended to \$5000

Oklahoma Teachers Strike

MSP (Bower) If the teachers in OK go on strike to authorize a \$5000 donation from the Coalition Budget

Blitz Preparation

Preparation for blitz

Hiring Policy

MSP (Kotta) To allow an OPEIU member on the hiring committee for the Member Engagement Director Position and to review the policy after this hire.

MSF (Schoop) To have the OPEIU member be a non-voting member

10:00 Break for Board Blitz

3:45 Reconvene

Debrief of Board Blitz

Discussed board blitz.

26 new members

42 new commits

85 one on ones

112 lunch attendees

MOU-Connect 700

Allows for MAPE represented employees to use the Connect 700 program to keep their vacation and other benefits.

MSP (Nelson) Approve MOU

Fair Trade Coalition

Sending a letter to Trump about Free Trade, board is going to continue to sign letters from them

Officers Reports

Treasurer Report

501, 901, 1301, 1302, 1303, 1501 and 1602 need to send in budgets

Checkbook audits are due this month. 12 have done their audits.

MSP (Kotta) To add Teachers' Retirement Association to our financial policy as follows: By so indicating on the lost time form, MAPE-represented employees in active payroll status and on union leave without pay while performing MAPE duties may elect MSRS or TRA contributions to be continued with MAPE paying employer share and deducting employee share for any lost time.

Reimbursement Policy

MSP (Terhune) To amend the reimbursement policy as show below for mileage

MSP (Terhune) [Vote 10-4 in favor] Interpreted as: policy to exclude sub-committees and groups from 50 mile deduction

MSP (Terhune) To amend the reimbursement policy as shown below for lost time

MSP (Terhune) Motion to extend meeting by 15 minutes

Grant Packets

Board members have been sent draft Grant Request packets. Please send comments to Beth Paris

Special Election

Special election dates were announced for 1st Statewide Vice President election

Adjourn
MSP (Terhune)

Reimbursement Policy

Board of Directors Revision Date: 5/16/2014, 10/21/2016, 2/17/2017, 11/17/2017, 3/15/2018

Delegate Assembly Revision Dates: 12/13/2002, 7/19/2013, 9/23-24/2016

Summary: For the effective conduct of official MAPE business, MAPE may authorize reimbursement for lost time, from your MAPE represented position, and/or expenses that do not exceed budget restrictions.

Related Information: Treasurer's Manual, MAPE Budget, Elected Statewide Reimbursement Policy

Policy:

Pre-authorization

Authorization is required prior to the incurrence of the actual lost time and/or expense.

Official business

Official business is defined as: those duties directed by the MAPE President, Executive Committee, Board of Directors and/or Delegate Assembly. Any duty not previously budgeted for shall be charged to the budget of the body ordering the duty.

Requests

Requests for expenses and/or lost time shall be made on approved forms available from the MAPE office and on the MAPE website. Requests for reimbursement are to be made as soon as possible following the expenditure. To allow for the accounting year, everyone is requested to get all December billing in immediately and, if unable to get the actual billing in by December 26th, to submit an accurate estimate with the actual billing to follow as soon as possible.

In order for the reimbursement to be valid under the following categories, the Treasurer must initial, date and attach an explanation to each individual reimbursement:

- **Missing signature(s). Reimbursement may be authorized as long as the expense is within the MAPE Reimbursement Policy guidelines.**
- **Expense reports without receipts. Reimbursement may be authorized if the expense is less than \$50 and is approved by the Treasurer.**

All credit card receipts must contain an itemized list of the purchase(s) for reimbursement. Any items paid by a business agent or member shall be charged to the appropriate local or committee.

Items not specifically covered by these policies will be considered upon specific written request to the Finance Committee.

Request Approval

Decisions on the validity of any reimbursement shall be the responsibility of the Statewide Treasurer. The determining factor regarding the validity of reimbursement shall be based on the direct benefit to MAPE being greater than the benefit to the individual. The Treasurer's decision may be appealed to the Board of Trustees. Any reimbursement decision still questioned may be appealed to the Board of Directors for final determination. Anyone with authority to approve MAPE expenses shall not approve their own expense reports.

The Treasurer, with concurrence of the Statewide President, has the authority to withhold payment or take corrective action on items that they deem to be inconsistent, need further justification or are not in the best interest of MAPE.

Written notice to the MAPE member or staff will accompany the check or be in replacement of the check if expenses are denied. Appeals to the Board of Directors for final determination are always available. Appeals must be in written form and submitted to the Statewide President at least 10 working days prior to the scheduled Board meeting.

Alcohol

MAPE funds will not be used for the purchase of alcoholic beverages.

Lost time

Payment for lost time shall not be for an amount in excess of actual time lost, from your MAPE represented position, or over a maximum of eight (8) hours unless the individual works a flex day (9 or 10 hours) or qualifies for travel time payment. Up to eight (8) hours of lost time will be paid for persons conducting MAPE business on a flex-day off. Lost time for evening hours or weekend hours will only be paid to those persons scheduled and missing work to conduct MAPE business during those times or travel time. In no case shall an individual be paid more than eighty (80) hours lost time per payroll period. These hours are exempt for FLSA purposes. MAPE will reimburse lost time in addition to their eight (8) hours of lost time wages for those traveling more than or equal to 150 miles round trip, computed as the round-trip mileage divided by 55 for: (1) full committee meetings and (2) statewide events, such as Delegate Assembly, rallies at the capitol or group training events. All individual or small group meetings and all local activities will be reimbursed lost time in addition to their regular work hours of lost time wages for those traveling more than or equal to 100 miles round trip, computed as the round trip mileage divided by 55.

By so indicating on the lost time form, MAPE-represented employees in active payroll status and on union leave without pay while performing MAPE duties may

elect MSRS or TRA contributions to be continued with MAPE paying employer share and deducting employee share for any 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**

Lost Accruals

When taking unpaid leave for union activities which results in loss of sick and vacation accruals, members will be paid for one additional hour of lost time per calendar day to offset these lost accruals.

This does not apply to Board of Directors or Negotiations Committee members who may use approved union leave which does not affect accruals per MAPE Contract Article XIV Section 3d Association Leave.

Lodging

MAPE members performing official business of MAPE shall be granted lodging if the following criteria is met:

- **Member is or will be in travel/work status prior to 6 am or after 7 pm.**
- **Authorization is given through a committee chair, the Board of Directors or a statewide officer.**
- **Lodging request is made through MAPE Central.**
- **Lodging expenses do not exceed the hotel rate negotiated by MAPE.**
- **Lodging expenses directly billed to MAPE do not include any other charges, i.e., phone calls and meals, unless authorized prior to incurring the expense**

Personal telephone calls

Actual documented personal telephone call charges may be reimbursed. The maximum reimbursement for each trip shall be the result of multiplying the number of nights away from home by the MAPE/state contract rate.

Mileage

All local and regional activities will be reimbursed all mileage, except where excluded below. When a member uses their personal automobile to conduct official MAPE business, MAPE shall reimburse the individual at the IRS rate and an additional rider bonus of \$.05 per mile per member/staff passenger. Exclusion: **mileage will be reimbursed beyond a 25-mile radius (50-mile round trip) from the event location for: (1) full committee meetings and (2) statewide events, such as Delegate Assembly, rallies at the capitol or group training events. This mileage exclusion does not apply to individual or small group meetings or to activities charged to local budgets.**

Commercial transportation

An individual authorized to use commercial transportation (air--coach class, taxi, rental car, etc.) in connection with official MAPE business shall be reimbursed for the actual expense of the mode of transportation so authorized. Receipts are required for reimbursement.

Meal allowances

Individuals conducting official MAPE business shall be reimbursed for the actual cost of meals, including reasonable gratuity and taxes up to the maximum amounts listed in the MAPE/state contract, including the consecutive meal clause. It is the responsibility of the individual to use good judgment in incurring meal expenses. Group meals (two or more individuals) on one bill may exceed the maximum amount with prior approval of the statewide President or Treasurer. A receipt which includes a listing of all persons for which the expense was incurred is required. No individual meal reimbursements will be allowed for members when a meal is provided for the committee, unless required for dietary restrictions. This includes breakfast for all mornings of Delegate Assemblies.

Travel advances

Travel advances may be approved by the statewide Treasurer or President at the time of a specific request for a specific amount provided such a request is made in a reasonable time in advance of the travel date. In all cases, after the actual expense is incurred, a final MAPE Expense Report with appropriate receipts attached shall be prepared and forwarded to the statewide Treasurer within thirty (30) days. If additional payment is due the individual, an additional check shall be prepared in the usual manner. If the advance payment exceeds the actual expenses, the individual shall refund the excess at the time the expense report is submitted.

Regional/Local Expenses

The following are items that regions/locals may not expend funds for or engage in:

- 1. Purchasing alcoholic beverages.**
- 2. Paying for gambling.**
- 3. Entering into contracts on behalf of MAPE.**

- 4. Incurring indebtedness (loans) outside of MAPE Central.**
- 5. Pooling of financial resources without prior approval of the MAPE Finance Committee.**
- 6. Contributing to other union organizing activities, other than those sanctioned by the MAPE Board of Directors.**
- 7. Contributing to political individuals or organizations.**
- 8. Paying for out of state travel.**
- 9. Donating to any one charity in excess of \$1,000 per year.**
- 10. Assessing local dues, except as provided for in the MAPE Bylaws.**
- 11. Paying for attorney fees or legal settlements.**

All regional/local reimbursement policies must be consistent with MAPE statewide policies – except where a more restrictive policy is proposed.

Statewide committees, and meet and confer expenses

Committee chairpersons may authorize mileage and expenses for members attending committee meetings in accordance with the MAPE Reimbursement Policy, providing budgetary restrictions are not exceeded. Monthly expense summaries are sent to committee chairs.

Steward and grievant expenses

Steward and grievant expenses above and beyond those outlined in the MAPE/state contract (Article 9, Section 2, C, 5) shall be reimbursed as provided for in accordance with the MAPE Reimbursement Policy.