**MAPE Executive Team Meeting Minutes – Local 1001**

**Region 10**

*August 27, 2019*

**Present:**

Michael Diedrich, treasurer

Mike Schultz, secretary

Jeff Plaman, membership secretary

Alex Migambi, chief steward

Dan Engelhart, MAPE business agent

**New Officer Training**

Michael and Mike attended the new officer training at MAPE HQ. They discussed what was shared at that training. Mike will send out resources from training to other officers.

**New Meeting Format**

There will be one 1001 meeting next month and ongoing for all three agencies using Skype. For the first meeting on September 17, we will be connecting three computers – one at each site. The third Tuesday of every month will be the date of the meetings, from 11:30 a.m. to 12:00 p.m. From 12:00 p.m. to 12:30 p.m., a site-specific meeting will occur to tackle issues unique to the different agencies. The formal meeting is the first half hour and will require minutes. The second half hour does not require minutes, but sites can take notes to maintain internally or share some or all of the notes with Mike to include in the minutes.

Greg is going help us set things up at MDE. We plan on testing the format before the actual meeting. Mike with reach out to Kent at MnDOT and Todd at Lottery and other contacts to ensure there is a lead at each site. Dan plans on being at MDE for the first meeting and will rotate between sites month to month. Different board members will be present at each site. Please let Maurice know if you cannot attend a meeting.

**Board of Directors Meeting**

Ken Kalamaha (Regional Director) will be out for a while. Maurice has assumed Ken’s responsibilities while he is on leave. Maurice may delegate authority to Deb Rose (Vice President) if she would like to attend the board of directors meetings, which are the third Friday of every month (all day). Others can shadow Maurice/Deb as requested to learn about MAPE governance.

**Membership Appreciation**

Jeff is organizing an End of Summer BBQ for Local 1001 Members. The BBQ will be at Como Park on Saturday, September 21. We will provide items for grilling, including gluten-free and vegetarian options. Members can bring sides and other items, potluck-style. The executive team requests that ingredient lists are provided as well. We will bring MAPE sign-up cards for those who are not yet full members.

**Treasurer Update**

All expense and reimbursement requests should go through Michael. He is working on updating the paperwork for Local 1001’s account (check signers, etc.). He is also working on reconciling the financials based on actual transactions. Maurice and Michael will have access to a debit card. Maurice, Deb and Michael will have check signing authority.

**Secretary Update**

Mike will continue to take minutes for Local meetings. Mike will reach out to Maurice and Michael to order more Target gift cards as door prizes. Mike will also work with Jeff to conduct a swag inventory. We plan on creating three swag boxes, one for each site, which will travel to the sites for the door prize drawings.

**Chief Steward Update**

There will be an inaugural MAPE Steward Summit on October 25, 2019. Alex is getting the word out for stewards in our Local to attend. An online filing system for steward activities is in development.

**Other Items:**

* Backpack drive starts 8/23/2019 and ends 9/4/2019.
* Jeff will talk to Deb about organizing the MOA info sessions.
* Make sure everyone has their profile set up on the MAPE website.