**Executive Team Meeting Minutes**

December 6, 2019 8:30 a.m. – 4:30 p.m.

 3460 Lexington Ave N, Shoreview, MN 55126

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

**Absent:** None

Guest: Emil Angelica, Community Consulting Group; Brenden Cummins, Attorney; Todd Kohl (phone); Ellena Schoop; Jessica Raptis

Meeting called to order at 8:40 AM

**TIME CERTAIN**

9:00 OPEIU Meet & Confer

10:30 Todd Kohl

11:30 Emil Angelica

1:00 Brenden Cummins

**OPEIU Meet & Confer** – The Executive Committee met with OPEIU representatives and discussed issues of mutual importance.

**Phone call with Todd Kohl** – Todd provided initial findings of the climate study. He has conducted approximately 60 of 70 scheduled interviews. He commended MAPE for undertaking the climate study and looking deeply at the issues of the organization. He identified the need to flesh out the strategic plan to include deliverables, responsible parties, and timelines, which would provide for objective measurement of our progress, as well as build accountability into the process. He stated that because these things were lacking, the Board of Directors does not have enough information to make good decisions, and that the lack of objective measures had created a culture of brutal subjectivity. He advised waiting until the full report before making any decisions on how to proceed. Todd agreed to come to the Board of Directors meeting on December 20 and share the same information with the full Board.

**Board Development Workgroup on Roles & Responsibilities** – Emil Angelica walked the workgroup through the process so far, including a review of MAPE’s governance structure and the action items that were agreed to in October.

**Discussion with Brenden Cummins –** Brenden provided the Executive Committee with guidance on how to structure the performance review of Executive Director Jamoul. He suggested that the committee begin by identifying MAPE’s organizational goals, and then use the Executive Director position description to evaluate how well the ED has contributed to the successful completion of those goals. Treasurer Maki and Secretary Butcher agreed to develop a review template and consult with Emil Angelica, who also recommended using organizational goals as evaluation criteria, and then share it with the rest of the committee.

**2020 Delegate Assembly & Negotiations Convention –** Contracts for 2020 DA and Negotiations Convention have been signed. Secretary Butcher shared that the selected weekend coincides with Yom Kippur and the committee agreed to seek and alternative weekend if one could be found.

**Meet & Confer Chair elections** –

**M**(Maki)**SP** to limit the first elections of Meet & Confer chairs to those agencies that already have an established Statewide Meet & Confer committees; if agencies develop Statewide Meet & Confer committees, the chairs of those committees will be treated as vacancies and elected through special election rules.

**Contract Printing** –The Executive Committee recommends printing 2500 contracts prior to ratification by the legislature, with spiral bound copies for current stewards, plus additional for any stewards who sign up during the life of the contract. The committee further recommends that the contract card that directs members to the MMB website digital copy be added to the new hire mail package.

**Hiring Plan and Timeline** – The positions of Communications Coordinator and Director of Membership Recruitment, Development and Organizing were posted November 22 and close December 23. Applicant resumes will be sent to the Executive Committee by December 27 for review, and the committee will make decisions about who to interview at the next Executive Committee meeting, January 3. First round interviews for Communications Coordinator will be January 8 & 9, with second interviews January 22 & 23. First round interviews for Director of Membership Recruitment, Development and Organizing will be January 15 & 16, with second interviews January 29 and 30. Offers will be extended January 31, and a BOD call scheduled for January 10 at Noon. Both positions will begin February 18 or shortly thereafter.

Meeting adjourned at 3:15 p.m.

Next meeting: January 3, 2020