**Executive Committee Minutes**

**4 December 2020**

**Virtual**

***Identity***: MAPE is a labor union of professionals dedicated to acting for the common good in a democratic society while advancing the interests of its members

***Purpose***: MAPE organizes and develops the civic capacity of state employees to advocate for members and build power in the workplace to improve civic life for all Minnesotans

# Meeting Called to order at 8:33 a.m

Present: Statewide (SW) President Megan Dayton, SW Vice President (VP) The Phan, SW Secretary (Secretary) Lynn Butcher, SW Treasurer (Treasurer) Todd Maki, Organizing Council Chair (Chair) Sarah Evans, Political Council Chair (Chair) Cathleen Cotter, Speaker of the Meet & Confer Committees (Speaker) Whitney Terrill

Staff: Executive Director Lina Jamoul

Guests: Leah Solo, Paul Schweizer, Mike Asmus, OPEIU Staff

SW President Dayton read the identity and purpose statements.

Wellstone warmup – Highlights & lowlights of 2020

# OPEIU Meet & Confer

# Strategic planning (Jamoul & Dayton)

Purpose: ED Jamoul and SW President Dayton have been taking a strategic planning course at the U; Treasurer Maki has taken the same course in the past. ED Jamoul shared what she had learned regarding the purpose of strategic planning:

* It keeps the organization focused
* Is a process by which we reach an agreement organizationally for priorities
* It provides accountability
* It helps with conflict resolution because it states the organizational goals clearly

ED Jamoul further shared that the more complicated the stakeholder group, the more time an organization needs to create a strategic plan; a tangible plan comes out of the process, and also intangibles like trust and buy-in. The overall goal is to become an organization that practices strategic learning, thinking, and acting. ED Jamoul facilitated a jam board exercise around the benefits of strategic planning.

Stakeholder analysis: SW President Dayton facilitated a stakeholder analysis exercise.

Structure & timeline– ED Jamoul presented the structure she and SW President Dayton recommended and walked through the timeline document and asked for feedback. The committee discussed the difficulties of strategic planning during a negotiations campaign, specifically capacity of both our leaders and members to successfully attend to both. If the organization is to move forward with both at the same time, a suggestion was to make one the primary focus, and to delegate implementation of the other.

# Governance continuity planning

SW President Dayton brought forward the need to strengthen our onboarding of board members and statewide officers – specifically regarding obligations of office. Lack of clarity of roles has led to the board violating our own policies and bylaws. Would like to put together documents and processes and call a special board meeting in February so that the entire board can receive the same expectations. Emil is helping to compile a list of documents that board members typically sign (confidentiality agreement, code of conduct, statement of fiduciary responsibility), and part of this onboarding would include such documents.

The committee further discussed the need to identify and document processes for the executive committee positions to ensure continuity when positions change hands. Several committee members shared their experiences of being prepared for their responsibilities and all agreed there is need for more information and training. Each committee member agreed to identify what they would have liked to know about their position from the beginning, and bring them to the January meeting.

# ED development plan

SW President Dayton and ED Jamoul restructured the ED Development Plan into an organizational development plan with specific metrics for ED, and requested feedback. Given the shift to an organizational focus, the committee recommended strengthening the sections on Climate and Conflict resolution to more clearly define ED goals and also ensure an organizational goal that can be evaluated.

# Climate study

The committee reviewed the charge of the Board (March, 2020 BOD meeting: **M**(Kotta)**SP** to amend the motion to assign the board development workgroup to plan for actions regarding the climate study. Amended motion passes by consensus.) SW President Dayton will schedule a meeting of the board development workgroup to review the climate study and overview documents and determine the work that is being done with the tactical goals, what areas are not addressed, and recommendations to the board.

**M**(Cotter)**SP** to share the climate study with Whitney. **Consensus**.

# Board member profiles and photos

SW President Dayton requested a timeline on when these would see movement. This project has not yet been assigned. ED Jamoul stated she would assign a Comm’s person to work with the EC and Board to make progress.

SW President Dayton suggested that the structure of the website be considered as well. BOD is listed as a committee, but it is not a committee, it is the governing body. Treasurer Maki identified the need for a new section under policies for the newly approved ED policies. ED Jamoul will ask Comms staff to come to the January meeting to gather EC feedback about what needs to be changed now and what needs move forward as part of a strategic communication plan.

# Equity, Diversity, and Inclusion Committee (EDIC) Update

Chair Evans shared that the group is having its 3rd meeting next week, but has struggled to figure out a direction. The group has suggested hiring a consultant or facilitator/project manager to help them figure it out. ED Jamoul reminded the committee of the charge that the board had given to the group:

* Develop equity framework for tactical goals BOD and leader reflection on equity and diversity training
* Equity/Diversity series in newsletter
* Listening sessions on equity & diversity

The committee suggested that the group put together an RFP for the development and implementation of an equity framework, and then evaluate responses and make a recommendation for the board to act upon.

# Joint Policy development

Chair Cotter and Speaker Terrill will coordinate with Paul before and after drafting meetings to ensure the new language can be agreed upon.

# External Organizing

SW President Dayton and ED Jamoul asked permission to research opportunities for external organizing and report back to the committee with identified potentials and recommendations.

# January action with Governor Walz

ED Jamoul reminded the committee that Governor Walz had agreed to attend a member action in January. We’d like to meet with him before he releases his budget. Original idea was for a 1000+ virtual action: is this what we still want. The expanded Zoom account allows for 500. The committee agreed this was a good target, and that we needed to figure out how to broaden the audience (invite press?) given it is a virtual event. No decision was made regarding who should be in charge of organizing this effort.

**M**(Terrill)**SP** to direct comms to do a video message to members about the hope of 2021. **Consensus**

# MAPE stance on COVID-19 Vaccine

Chair Cotter asked if MAPE was planning on taking a position on the COVID-19 vaccine. SW President Dayton asked Chairs Cotter and Evans and Speaker Terrill to discuss with their groups and get their feedback regarding whether MAPE should take a public stance, and report back in January.

# MAPE Circle Project

Secretary Butcher provided an update and asked for direction on moving forward with the project. No additional budget is needed at this time. All agreed that the project should move forward. ED Jamoul will ask for Comms support in publicizing the project, and suggested a feature highlighting the members facilitating the circles.

# Survey Development

Speaker Terrill requested MAPE consider developing an advisory group of members with survey development experience to evaluate MAPE survey efforts. SW President Dayton requested holding off discussion until January when more time could be given to the topic.

# Evaluation

**M**(cotter)**SP** to adjourn. **Consensus**

Adjourn at 4:30.