

CSEA Local 635 - Executive Board Meeting
Minutes of December 2, 2014

Present: Darlene Duncan, Marilyn Loomis, Kelly Spettel
Absent: Mary Moubray

Officer Reports:

Secretary – The minutes of November 4, 2014 were distributed for review. Darlene made a motion to accept the minutes. Marilyn seconded the motion. All in favor, motion approved.

Treasurer – The treasurer's report was distributed for review. Darlene made a motion to approve treasurer's report. Kelly seconded the motion. All in favor, motion approved. The 2013-2014 Audit report was distributed for review. Kelly made a motion to approve the Audit report. Darlene seconded the motion. All in favor, motion approved.

Committee Reports

Social

- NYC bus trip went well and everyone seemed to have a good time. We had 6 unsold tickets.
- The Turkey Raffle was done on November 21. We gave away 20 gift certificates for \$20.00 each to Hannaford Supermarket. We have \$78.00 left of the tickets sold. We will donate the extra money to a charity.
- Holiday Inn invoice was received for the November membership meeting. Marilyn would like to pay the invoice but we do not have sufficient funds in the checking account to cover it. Marilyn would like to request money be transferred out of money market into checking to cover cost. We also realized the January membership meeting will be coming up soon and we will need to pay for that as well. Committee agreed to transfer \$10,000.00 out of money market account into checking account to cover both membership meetings.

Safety and Health

- Hope Lambrecht and Lisa Wenck are working on developing a new campus committee for workplace violence.
- Safety and Health meeting coming up on December 16. Darlene, Nelson Wells and Scott Bennett will attend.

Women

- Still trying to plan March event. However, Chair has not been able to hold a meeting and not sure if there will be enough time to plan

Old Business

- *Bullying Workshop* – This has been set up for Thursday, January 8. There will be two sessions; session 1 -10:00 – 11:15, session 2 - 12:45-2:00. CSEA will have their membership meeting lunch in between the two sessions. Workshops are set up in IRC 3. We need to find out if Human Resources will be working on a flyer for the workshop or do they want CSEA to do it. Darlene will contact Hope to find out.
- *Web Page* – There are many updates that need to be done to the CSEA Local 635 website. Does anyone know the contact person for the web page? Marilyn will send Kelly the contact information. Kelly will take care of updating the web page. Darlene and Kelly will contact the Stewards and Disciplinary & Interrogation Reps to see if they still want to be representatives and if there training is up-to date.

- *Labor/Management* – Kelly brought up the size of our labor team for labor/management meetings. Discussion held. Committee decided on the officers and one additional member. Darlene will talk to Dale Webster to see if he would like to join this committee.

New Business

- Membership meeting – The next membership meeting will be held on January 8 alongside our bullying workshops. We will need to introduce our new officers. Darlene would like to get in place our new Vice President before the meeting. Discussion held. We also need to think of other things we want to discuss at the meeting.
- Card sent/needed – Due to lack of time, please email Kelly if you know of anyone needing a card sent to them.

Respectfully submitted by
Kelly Spettel, Local 635 secretary