

Executive Board Meeting Minutes – January 4, 2011

Present: Veronica Diver, Mary Moubray, Margaret Monaco

Excused: Pete Waterhouse

Guest: Julie Young

Minutes Approval

Motion: Move to approve the following meeting minutes previously distributed to Executive Board:

- 11/9 Executive Committee
- 11/5 Labor Management Meeting
- 11/30 Special Executive Committee meeting (regarding 12/11/10 party)
- 12/6 Budget meeting with Dr. Hartmark

VD moved, Mary 2nd, minutes approved.

New Business:

- 2011 December party
 - Julie Young has been invited to discuss plans for the '11 party
 - Julie provided feedback on the 2010 party which generally was positive. We will be meeting this year (2011) in Morris hall. Total December cost of the party \$4,546.50, including rent, food, DJ, gift certificates, candy, centerpieces, flyers (duplication), and donation to the food pantries. Income applied towards meeting: 21 guests that paid \$525, bus trip \$695, turkey raffle \$409, totaling \$1629. Total cost, deducting profit: \$2917.50. 67 attended, we paid for 85, with 17 no-shows. DJ Tom King was popular – Veronica moved to book him for 2011. Mary 2nd. Motion carried. People liked the door prizes – there were many given away. If not present, no door prize awarded. Flyer will be worked on by the committee. Veronica would like all plans done by August and Julie and the committee will take it from here. Veronica would like the committee to come up with a Christmas party budget.
- Banking – Veronica and Mary going to do banking at 12:30 on 12/5.
- L/M training with Partnership – Looking at March for training. Not sure of dates.
- L/M issues/agenda/team meeting (Margaret sent agenda – f/u on biohazard training and partnership training.)
Labor – follow up on building security; custodial phones. Any other items send to Veronica by noon on Thursday.
 - Labor team meeting Tuesday, 1/11/11, noon
 - For 1/13 meeting
- 2011 LM meetings in PCR
 - Thursday, January 13th 1:30 -2:30 pm
 - Thursday, April 14th 1:30 – 2:30 pm
 - Thursday, July 14th 1:30 – 2:30 pm
 - Thursday, October 13th 1:30 – 2:30 pm
- Other – Retirement list – VD gave copy to Mary. We will be paying union dues for them. (As per October 5th board meeting); donation to food pantries – Mary wondered if we should include a cover letter with the donations; Veronica came up with stationery. Veronica will do a cover letter.

Old Business:

Christmas party (see above)

- Number of tickets sold/distributed
- Number of attendees

2nd VP position

- Tabled last 2 meetings
- At this point we need to fill this position. Went into Executive session to discuss possibilities.

Budget meeting with Hartmark

- VD and Margaret attended on 12/6/10
- See minutes

For SUNY fiscal year, no layoffs, but not certain about future.

Fridges/Microwaves/Coffee makers

The partnership provides grants for quality of work life. Provide microwaves, furniture or equipment. VD downloaded application and information. Max of \$3,000. Have to apply and get price quotes for everything. Two quotes for under \$500. Over, need 3 quotes. To our advantage to see if admin will pay to avoid tax. They will be reimbursed. Application is due before Jan 13th. That's when the Partnership meets and decides. They also have employee recognition; wellness and health; working conditions (ie. Air conditioners).

- list of needs/wants – 4 page list – went over the list; VD moved to submit a quality of work life grant to purchase the following: 4 coffee makers (Blodgett cust break room, Grounds building break room, Schumacher cust break room, Little cust break room); 1 2-burner coffee maker (Alumni break room); 7 microwaves (cust break rooms in Wilsbach, MacDuff, Sherman, Schumacher, Littell, Hunt and Heating Plant break room); 2 14.8 cf refrigerators (Heating Plant & Alumni break rooms); 2 1.7cf refrigerators (cust break rooms in Bugbee & Hunt); and 2 coffee decanters (Alumni)-- Mary 2nd; all in favor.
- Criteria used by exec board included whether or not requestor(s) actually needed the items on the original list created by our former president (some requestors were contacted for clarification) and whether or not requestor(s) had access to a fully-equipped lounge/kitchen/break room at their work location.
- rules for fulfilling – there are rules for how many employees to qualify for what size refig. etc. they can get
- need committee in the future to handle this grant.

Meeting adjourned at 1:10 pm.

Respectfully submitted,

Margaret Monaco, Secretary