

**Minutes**  
**Executive Board Meeting – September 20, 2011**

**Present:** Veronica, Pete, Mary

**Absent:** Billy, Margaret

**Minutes Approval**

*Motion by VD, 2<sup>nd</sup> by Mary. Passed.: Move to approve the following meeting minutes previously distributed to Executive Board:*

- 8/9/11 Executive Committee

**Old Business:**

**Annual Delegates Meeting**

- Margaret and Mary not going...everything canceled? Yes.  
*Received Margaret's hotel refund. Mary's expected in 3—4 weeks (new fiscal year).  
Received \$90 bus refund for Mary's seat.*

**Office Space**

- CSEA office hours: Tuesdays & Wednesdays, 11:30—1:30 (VD)  
*Office hours are working out well. VD has seen several members already.*
- Peg Carney working on clearing office  
*UUP is not entirely happy about sharing the office space with CSEA, but Peg has cleared 2 walls of UUP "stuff" so CSEA has more room.*

**Local 635 Committee Reports**

- Safety and Health (Julie Barnes, Pete, OL)  
*Pete has been trying to reach Julie Barnes who has not returned his calls/emails.*
- Women (Kelly Spettel, VD, OL)  
*The committee collected several boxes of donations for flood victims and delivered them to the CSRC for distribution. They also developed and submitted a budget for events in FY 11-12.*
- Budget (VD, OL)—met 9/14 (VD, Mary, Jennifer Fuller)  
*The committee (VD, Mary, Jennifer Fuller) met on 9/14 to develop the FY 11-12 operating budget for the Local and to consider requests submitted by the following committees: Women, Audit, Social and Scholarship.*
- Scholarship (Cindi Hall, Billy, OL)  
*VD mailed checks and letters to recipients' colleges—per recipients (Gideon Powers, Matthew Gregory).*
- Social Committee (Julie Young, Chair, Mary Moubray, OL)  
*Request was made by committee members for advances (\$200 each) to make purchases for the gift baskets for the December meeting and party. **VD moved to approve, 2<sup>nd</sup> Pete, passed.**  
*Mary will have members fill out Advance Requests and remind them to turn in all of the receipts.**

**Region 5 Fall Conference Lake George**

*VD & Darlene attended the conference September 14—16. Local 635 contributed 2 raffle baskets: Brooks BBQ & Bear Pond Wines (total \$100—previously approved by Board).*

## **New Business:**

### **Budget**

*The Executive Committee went over the FY 11-12 budget as presented by the Budget Committee. Individual committee requests were approved as follows: Audit: \$50, Women: \$3000 (requested \$3800), Scholarship: \$5200, Social: \$5900. Pete moved to approve FY 11-12 budget as presented, 2<sup>nd</sup> VD, passed.*

### **Labor Management**

*The Executive Committee moved (VD, 2<sup>nd</sup> Mary, passed) to accept the Labor Management Operating Agreement as presented with changes and to sign it at the LMC meeting 10/13. Labor team meeting scheduled for 10/11 at noon in Union office to prepare for LM meeting 10/13.*

### **Fall Newsletter**

*Kelly Spettel is seeking input for the fall newsletter.*

### **Turkey Raffle**

*800 tix were printed and need to be numbered and stapled in packs of 10 for distribution by the Social Committee.*

### **Office supplies equipment—printer/scanner/copier (all in one), general supplies needed**

*Motion to use the current budgeted \$1000 to buy office equipment and supplies including a printer/scanner/copier and lateral file for the Union office (VD, 2<sup>nd</sup> Mary, passed).*

*Motion to purchase a cell phone for union business (Mary, 2<sup>nd</sup> Pete). Discussion: Verizon has a pre-paid plan for \$50/month which includes unlimited talk, text and data. VD has been using her personal cell phone to take care of union business (calls to and from members, LRS, CSEA, etc.) and has come close this month to exceeding her plan's 450 anytime minutes. Passed.*