

OSEA Chapter 48 Executive Board Meeting Minutes
January 17, 2018 @ SPED 2

The meeting was called to order at 6:15 p.m. by President Anna Taylor.

Executive Board Members in attendance: President - Anna Taylor, Vice President - Charlene Compton, Secretary - Diane Holste, Treasurer - Kristen Croft, Nutritional Services Rep - Kim Kennedy, Transportation Rep - Kirk Wilkins. Clerical/Technical Rep & Zone 1 Director - Dianna Hess. Also Kim Bonner, OSEA Field Representative,; Susan Miller, OSEA Director of Field Operations, and Lesly Munoz, OSEA Organizer.

- 1) The December 6th Executive Board Holiday Dinner at Seasons and Regions Restaurant.
 - a) November 8, 2017 Minutes were reviewed and approved as they stand.
 - b) General discussion of Treasurer "Expenditure Guidelines" document.
 - c) No minutes for the December dinner were submitted.
- 2) Communication issues
 - a) PTO requests were not being received by members.
 - b) IT is working with Anna to figure out what is going wrong.
 - c) HR and IT are aware.
 - d) There are four PTO requests outstanding to date.
- 3) New Business
 - a) President Report
 - i) Discussed information dissemination.
 - (1) Per Kim a process needs to be established - considering the contract requirements - in corresponding with Classified within a facility. Courtesy emails are to be sent to the Principal/Department Boss(s) and HR.
 - (2) Newsletter publications requirement
 - (a) Anna sends to R. Haun (HR) for review - 24 hours review time.
 - (b) 48 hours for Anna to get to the members.
 - (c) Suggestions
 - (i) Anna send email to Exec Board that newsletter sent.
 - (ii) Send newsletter on the same day (ex: 1st Friday of month).
 - (iii) Include survey in the newsletter.
 - (iv) Use Smore newsletter generator. Other departments have used it successfully. \$79/year

- (v) Have the newsletter go out on different days from others.
 - ii) General discord of meetings - resolutions discussed.
 - iii) Training profile - Kristen will follow through with Todd Frimoth.
 - b) Treasurer Report
 - i) Kristen will move all but \$5000 from the checking account to savings.
 - ii) Expenditure Guidelines
 - (1) Reviewed both at the December dinner and at this meeting. They were approved.
 - (2) They will be placed on Google Docs.
 - iii) Alert texts will be set up on bank account for activity.
 - c) Labor Management
 - i) Kim and Anna are preparing memorandum of understanding (MoU) to present that concerns ability to offer ½ day PTO donation.
 - ii) Send agenda to Kim Bonner to review one week before meeting and before sending to R. Haun. To review content and need for meeting.
 - d) Position Review
 - i) Dianna Hess has given information to Attendance Secretary on position reviews.
 - e) Membership Drive - Lesly .M
 - i) Dates? Was to be 02/05/2018 ..postpone to the 21, 22, and 23?
 - ii) Need to:
 - (1) Get recruits
 - (2) Set teams
 - (3) Training
 - (4) Time Release
 - iii) She foresees
 - (1) Multiple events
 - (a) One week long - 5 days
 - (b) 10 teams of 2 people
 - (c) Visit sites that have 70% or less with larger number of people.
 - (2) Board members should try to get 5-10 recruits.
 - (3) Training is on 02/20/2018 at 5:30pm -7:30pm
 - (a) Kristen/Kim/Lesly to find location and food.
 - (b) RSVP to Lesly.
 - (4) Recruits will need Chapter time release. Need to get a copy to Dianna by 02/02.
 - iv) Kim B and Lesly will get together to look at number of sites and stats.
- 4) Old Business
- a) Open Board positions:
 - i) Instructional Representative - Still looking for other nominations.

- ii) Trade Representative - Lynette Stone has been nominated. The Board approved her and an email will be sent to congratulate her.
- b) Valley Theatre for Classified Week
 - i) Anna was able to connect with Valley Theater.
 - ii) We can rent the whole theater for \$700.
 - iii) Can have it catered but need to purchase drinks from them.
 - iv) Movies from their list:
 - (1) Make list of three movies we like.
 - (2) If there was a bump for premium, we can cover that.
- c) Insurance Committee
 - i) Anna Taylor
 - ii) Kristen Croft
 - iii) Charlene Compton
 - iv) Alternate = Diane Holste

5) Meeting was adjourned at 8:01 pm.

Reviewed and approved 02/27/2018. Changes are shown *underlined and italicized*.

Respectively submitted by:

Diane Holste

Chapter 48 Secretary