

OSEA CHAPTER 14, Oregon City
Executive Board Meeting Approved Minutes
Monday, September 21, 2015, 4:30—5:45 pm

Present: President Julie Salisbury, Vice President Debbie Sandblast, Treasurer Vicki Poyser, Interim Secretary Al Notter

Order of Business:

>Approve Minutes of last Executive Board Meeting. With several word adjustments, Minutes of the August 25 meeting were adopted. Secretary Notter asked regarding scheduled meeting of August 31s. It was used for preparation of New Member presentation.

>Treasurer's Report: Treasurer Vicki Poyser reported there have been few transactions since last report.

>President's Report:

*Employee Relations—HR Notes were shared. President Salisbury and Personnel Director John Ogden have set up regular meetings for meeting and responding to needs.

*CLASS Evaluation Sub-Committee Update. There have been 2 meetings, with a 3rd expected later this week. Progress is being made on adoption of language and format of new evaluation form for Classified Evaluations.

>Vice President's Report

*Building Rep update. Most representatives from last year have been contacted, and responded favorably to posting notices and keeping members informed in their buildings. President Salisbury reported that our District Office Rep is Teresa Smith.

*School Board Meeting Recap. Vice President was unable to attend the September 14 meeting due to sickness. Looking at the Agenda, there was nothing of note for the employees of District 62. Our OCEA colleague gave our report.

>Secretary Report: Nothing to report.

>**ACTION ITEM:** Chapter Meeting Raffles

After discussion of how this was handled last year, and in previous years, Secretary Notter moved; Treasurer Poyser moved to offer a \$5 door prize at each meeting. Vice President Sandblast will purchase gift cards.

>Action Item: Chapter Committees: Establish Process/ Application/Set Guidelines (# of meetings per year, etc.)

- *Employee Relations: President is Chair, Exec Officers are Committee Members

- *Negotiations:

- *Insurance

- *Scholarship: Treasurer on Committee?

- *Legislative

- *By Laws

Due to time constraints, the Chapter Committee discussion is postponed to a future meeting.

>Review Executive Officer Roles. We will further define at future Exec Board meeting.

- *Communications: Newsletter & Website

- *Contacting New Members

- *Contacting Building Reps

>Good of the Order

Discussion was held regarding vote procedure, prior to meeting, and will be part of future discussions.

ITEMS FOR FUTURE MEETINGS

>Set Agenda for October Chapter Meeting

- *Reports for June, July, and August finance reports.

- *Preliminary budget presentation