

EXECUTIVE BOARD MEETING
APPROVED MINUTES
August 28, 2014

Present: President Julie Salisbury, Vice President Traci Sether, and Treasurer Vicki Poyser
Excused: Secretary Darla Lancaster
Meeting called to order at 11:05 pm

1. Goals for the year

1.1. Communication

- 1.1.1. Welcome Message: President Salisbury will send a welcome message to classified employees the first week of school. The message will introduce the new chapter website.
- 1.1.2. Chapter Website: The Exec team reviewed the new chapter website, which is still under development. The banner needs to be updated by AFT and more content needs to be added. Treasurer Poyser recommended, and the team agreed to add the personal email addresses of the officers for confidential information. As the website is hosted through AFT and has banner advertisements, the chapter will be compensated by AFT; details yet to be determined. There will be a link to the chapter website from the OCSD Staff webpage in the near future.
- 1.1.3. Building Reps: In the next week, Vice President Sether will contact current Building Reps to determine if they are still at the same location and still willing to serve as Building Reps. If not, they will be asked to recommend and/or recruit a replacement if possible.
- 1.1.4. Other Ideas: President Salisbury recommended, and to team agreed, to surveying of members in the fall to find out their needs and expectations from the chapter leadership. The OCEA survey may be used as a model.

1.2. Membership

- 1.2.1. OSEA Orientation: There will be a new classified employee orientation on September 9th at 4:00 (location to be determined). All Exec Board members who are available should attend the meeting. President Salisbury is preparing a slide presentation that may be linked to the OCSD Staff webpage for future use. The team reviewed the presentation, which is still being developed.
- 1.2.2. Membership Packets: The new member packets will have the following items added to them: Welcome letter from Exec Board, flyer with contact information and meeting dates, and Benefits of joining OSEA flyer. Because the OSEA membership brochure includes the Weingarten Rights information, President Salisbury recommended, and the team agreed to use our supply of Weingarten Rights cards to give to the Building Reps. Treasurer Poyser will contact OSEA state office to request copies of the Benefits of joining OSEA flyer and updated AFT Benefits and Discounts cards. President Salisbury will

make copies of the Welcome letter and contact/meeting information flyer. President Salisbury will contact Human Resources to find out the number of new classified employees. Treasurer Poyser will arrange for the member packets (with additions) to be delivered to Human Resources.

- 1.2.3. Involvement: Vice President Sether recommended, and the team agreed, that with so much happening at the beginning of the year the issue of member involvement should be tabled until later in the fall.

1.3. Improve Processes

- 1.3.1. Expense Reimbursement: It was recommended by President Salisbury that receipts should be submitted in a timelier manner. Vice President Sether recommended receipts be turned in twice a month when we have scheduled meetings. The team agreed that would be best practice.
- 1.3.2. Bookkeeping and Invoicing: President Salisbury recommended getting a new flash drive for the Treasurer to use for backing up documents, and requested the Treasurer to set up a system for invoices, including invoice numbers. The team agreed to both recommendations.
- 1.3.3. Financial Reports Presented at Chapter Meetings: The team agreed to continue to present the single-page balance sheet at the chapter meetings. The expense detail will be included on the balance sheet. Receipts will be available for reference at the chapter meeting. President Salisbury suggested establishing a cut-off for the expenses included on the report. The cut-off will be one week prior to the meeting date. Any expenses after the cut-off date will be reported at the following meeting. The team agreed to these recommendations.
- 1.3.4. Record-keeping: Agendas will be filed by the President, (unapproved and unapproved) minutes for chapter and Exec Board meetings and financial reports for chapter meetings will be filed by the Treasurer. The Vice President will verify that the records will be filed.
- 1.3.5. Procedure Manual: President Salisbury recommended recording practices and procedures later this year. The team agreed.

1.4. Training

- 1.4.1. Needs: The team agreed there was no need for training for the President, Vice President or Treasurer at this time. Because the Building Reps really serve as a contact person, it was agreed no training for them was necessary at this time. Once we know who the Building Reps are for this year, Vice President Sether will send them a packet of information. The packet will include Weingarten Rights cards, Field Rep cards, Who to Contact flyer, a list of what should be on the OSEA bulletin boards and the flyer with contact information and meeting dates.

1.5. Other Goals: None at this time.

2. Meetings

2.1. Schedule: Added September 15th Exec Board meeting.

2.2. Chapter Meetings

- 2.2.1. Room: The team decided to hold chapter meetings in the office in Room 13 at Jackson campus. We will request additional chairs be returned from storage and kept stacked in the office.
- 2.2.2. Raffle: The team decided to modify the process for the chapter meeting raffles. For every meeting a member attends, s/he will be given a ticket to put into a container in the chapter office. In May, one winner will be drawn and that winner will receive a \$25 gift card (member's choice).
- 2.2.3. Signing In: It was agreed that the Treasurer would bring an updated membership roster to every chapter meeting. Members will sign in on the roster. If non-members attend, they will be given a membership card to sign. If they choose not to sign the card, they will be welcomed to stay for the meeting but will be reminded they have no right to vote during the meeting.

3. Budget

- 3.1. **Year**: President Salisbury recommended we use September 1, 2014 through August 31, 2015 as our budget year. Treasurer Poyser and Vice President Sether agreed.

The remaining agenda items were tabled until the next Exec Board meeting September 8th at 4:00.

Meeting adjourned at 1:05 pm.