



Minutes - CPPW Executive Board Meeting

Monday, January 22, 2024

6:30pm-8:00pm

Convened at 6:34pm

Attendees:

Kari Koch

Chris Gustafson

David James

Jessica Irvine

Jay Richmond

Anette Wood

Guest: Seetha Ream-Rao

Quorum reached: 6 board members in attendance

A. Welcome and Introductions

- a. Visiting member: Seetha Ream-Rao - introduced herself and shared about background and relevant experience. **Kari recommended that Seetha connect with Annette and Kevin to discuss possible roles**

B. Committee Reports

a. Bargaining: (Kari)

- i. The committee met to discuss general timeline, compensating bargaining team, confidentiality, drafting ground rules – all in preparation for bargaining. Discussion of bargaining communication and clarification of what to share. Kari and David to confirm. **Kimberlea Ruffa to send out a Bargaining Update to share information to members on the website. Two Bargaining Chairs now appointed – Jaime & Ashley**

b. Admin: (David, Jessica & Kari)

- i. David and Jessica met to discuss priorities: lists and making sure there is a process for managing the lists, modifying existing membership forms to incorporate membership changes. Discussion of priorities in communication – members and potential members, incentivizing joining.
- ii. **Jessica is exploring various software options. Kari shared a possible resource for software through AFL-CIO – will check in.**
- iii. BHR demographic information request may be sent tomorrow. Kari reported that in a meeting with Commissioner Mapps office, mentioned the issue and they have communicated with Jerelle regarding sharing information.
- iv. Lee to volunteer to function as the webmaster and technical admin for MS 365 even if we have a communications/operations chair who is different. Suggestion to temporarily use general CPPW gmail address as a calendar email for union calendar.
- v. Jay volunteered to migrate the calendar to Outlook, preserving previous calendars, updating on the website. **Jay and David to coordinate and meet with Lee to get the calendar and other website issues rolling.**



calendar@cppwunion.org created as an account that multiple users would be able to access to post to union calendar

- c. **Stewards:** (Chris, Annette, Kari)
 - i. Steward group discussed the Contract Action Team, identifying potential members, build excitement and momentum
 - ii. Labor Reps update – some unions have begun interviewing candidates for City Council; tabled the item but wanted to discuss future role of CPPW in local politics, conversation about the pros and cons of joining into the political process at this point.
 - iii. Suggestion to create pressure on HR
 - iv. Work From Home Exceptions - This was a union success! We helped pressure them to move any exceptions to March 4. Still need to follow up with HR, this should be a city wide union push. Plan to bring up union partners meeting. Discussion of messaging from BHR with
 - d. **Elections:** Election report timeline tabled.
- C. Treasury Report:** (Chris) Account totals:
- a. **January financial activity**
 - i. \$453.76 donations
 - ii. \$49 cost for Election Runner software
 - iii. \$655.22 Checking \$1334.28 Savings
 - b. **Interim dues meeting:** Kari and Chris met with BHR on Thursday, 1/18, got necessary information to and from BHR and the general understanding was that dues would begin to be withdrawn soon contingent on CPPW getting set up in SAP. Maria from BHR shared scenarios that helped BHR understand dues calculations. Getting set up as a vendor in SAP requires providing W-9 with Tax ID and PO Box (TBD). Also requires a member list to BHR. **There will be no retroactive dues. BHR is requiring CPPW to provide a full membership list every Wednesday at the close of the pay period until there is a contract to Maria and Morelle Wallace. If the City can get the SAP set up in time, Central Accounting could set up dues withdrawal could begin as soon as the next pay period.** Discussion that the requirements are silly, but list will be ready on 1/31 - per David.



New Business:

- D. January 25th membership meeting: Vote to confirm no meeting. Motion to cancel 1/25 meeting. Motion passes**
- E. Purchase P.O. Box:** CPPW had a PO Box in the past but not at the moment. In order to meet City's requirements for interim dues, PO Box is required. Proposed location adjacent to TPB. **Motion to allow Chris Gustafson to spend up to \$250 to purchase a PO Box at the Post Office at 101 SW Morrison Portland OR 97204 and to update the union address at the bank. Motion passes.**
- F. Vacant Positions:**
- a. **Appointment Process Proposal:** https://cppwunion-my.sharepoint.com/:w/g/personal/president_cppwunion_org/EeK6p7ff3iRAnE7NxeTBxJUBkAJrpnX4LajVtsYV4feKAg?e=agOIAx - discussion about the proposed process, and the best way to communicate with committee chairs to share the process and receive recommended appointments. Until a formal process is formulated, process will be to email committee chairs and track responses. Discussion about what is in the constitution about filling vacant positions, tabled for 1/29 meeting.
 - b. Vacant At Large Board Position: through appointment and then have a confirmatory vote at the next general membership meeting. - Tabled
 - i. Lee recommends Kimberly Campbell-Groen
 - c. Open Bargaining Team slots – the Bargaining Team is going to develop a recommendation for how to fill any open bargaining slots. Kari is going to propose a skill assessment and perspective assessment to fill gaps rather than fill seats. All people interested should write to the portlandprofessionalworkers@gmail.com with answers to questions that will be provided soon. - Tabled
- G. Union communications**
- a. Transition from Google Docs to One Drive: Proposal to move everything over (again), archive Google Docs and begin using One Drive after that point. **Jay volunteered to take over this transition, meeting with David and Lee to begin planning migration**
 - b. Contact Management System: It's likely time for us to have a system that both manages an email list and users' preferences (Constant Contact, Emma, Mailchimp, or?) Can Admin price out some options? - discussed above
 - c. Comms Team: let's start recruiting. Kevin has set up social media, but needs point people. Brief discussion about recruiting.
 - d. Intro Videos: for CPPW social media kickoff – Request from Kari for Board members to make a 10-30 second video introducing themselves and/or stating your top union issues and then forward that to Kevin by 1/26. Members present Kari to communicate with other Board members not present.



- e. Membership Drive – Starts Jan 29 – Goal of membership campaign is get to 90% membership. Will include communications, text banking, walk throughs at bureaus. Additional communications/information tbd.
- f. Website Cost: Need a Union Credit Card number applied to the Website Account for next year (I paid up the account until October 2024): Union has a debit card. **Motion for CPPW to incur the cost of the website by changing the card on file with the website host to the CPPW debit card. Motion passes.**
- g. Buttons, Logo, Background, Postcards: (Annette) - shared update on the status of swag which is ready/500 buttons already produced, cards available, **Annette creating a swag table.**
- h. **Good of the order sharing**

Items to Table:

- H. Health Care Costs: tabled LMBC has shared that costs are going up next year. They want to cap it at 8% with no or limited decrease in service.
- I. Org Charts: tabled Discuss/review expected org charts for new govt that show added under execs of city manager per 6 service area (% change in management pay w/ transition) This is not urgent – move to future meeting)
- J. Lists and communications: tabled (signed member comms vs. general mailchimp, folks who signed cards thought they would get info but that's not the case
- K. Online membership cards: tabled continue using Google, alt. Office 365 form
- L. Insurance: tabled status of research into purchasing E&O insurance
- M. Reimbursement of Connor – Table this until we get an invoice from, Connor. Connor, can we get an invoice?
- N. Candidates: CPPW participating in Union United candidate interviews?
- O. Info sharing: get clarity on what info members can safely provide us.
- P. At-Large Position - We need to fill the board at large position through appointment and then have a confirmatory vote at the next general membership meeting.
 - a. Lee recommendations Kimberly Campbell-Groen
- Q. Bargaining Team slots – the Bargaining Team is going to develop a recommendation for how to fill any open bargaining slots. Kari is going to propose a skill assessment and perspective assessment to fill gaps rather than fill seats. All people interested should write to the portlandprofessionalworkers@gmail.com with answers to questions that will be provided soon.
 - a. Appointment Process Proposal: https://cppwunion-my.sharepoint.com/:w/g/personal/president_cppwunion_org/EeK6p7ff3iRAnE7NxeTBxJUBkAJrpnX4LAjVtsYV4feKAq?e=agOIAx - discussion about the proposed process, and the best way to communicate with committee chairs to share the process and receive recommended appointments. Until a formal process is formulated, process will be to email committee chairs and track responses. Discussion about what is in the constitution about filling vacant positions, tabled for 1/29 meeting.



- R. Process to track existing staff changes (reclassifications) and tracking the hiring around work that should be CPPW.

Meeting adjourned at 8:02