



Minutes - CPPW Executive Board Meeting

Monday, January 29, 2024

6:30pm-8:00pm

A. Call to Order – 6:33 pm

B. Roll Call:

Board Members in attendance:

Kari Koch

Lee Dudley

Chris Gustafson

Jay Richmond

David James

Kevin Block

Jessica Irvine

Annette Wood

Kimberley Campbell-Groen – guest

Quorum met

C. Welcome and Introductions – brief introduction and welcome of meeting guest

D. Committee/Officer Reports

- a. **Bargaining – (Kari)** 1st bargaining session last Wed (1/24/24) and agreement on ground rules are done. Kari shared that observers will be allowed to view bargaining in the room, working on livestream accommodation. Bargaining proposals are underway and due by June 30, 2024. After that point no new proposals can be presented to the City for this year's bargaining. Kari observed that based on the first bargaining session, the Bargaining Committee anticipates challenging bargaining conditions. **Next bargaining meeting with City is March 4, 2024. Bargaining committee retreat Feb. 10** to work on proposals to the contract. Discussion of the timing, messaging to members and coordination with CATs (contract action teams). Discussion of general timeline on providing data and basics of how work and provisions will get drafted, member engagement. **Kimberley offered to assist with member engagement as bargaining progresses. Next Bargaining Team meeting 1/30/24.**
- a. **Admin:** (David, Jessica) Prioritizing membership list for interim dues (due each Wednesday). Request to forward any membership revocations (beyond the 2 he is aware of) to David. Admin is continuing to work on back-end issues including insurance and membership list management solutions. Work is ongoing and no firm recommendations yet.



- b. **Request from Kevin to refine the data/lists shared to Stewards, refine information on list.** David discussed cross referencing City Org Charts with member lists.
- c. **Stewards/Elections:** (Kevin) Four ongoing grievances. Proposal and discussion to create a process for onboarding/fastracking additions to Stewards who already have extensive Steward training/leadership experience. Suggestion to share a manual and oath/agreement and code of ethics or roles and responsibilities. **Lee to share materials with Kevin.**

CAT update – Two orientations scheduled – with seven members signed up. Orientation to build skill set for explaining union issues, bargaining issues, provide a “getting started” package to help CAT members communicate effectively, build a network. Team is creating a Union info sheet. **Request for Board to share any feedback and questions they are hearing so that CAT teams can address. Additional request for suggestions for possible CAT team members for BTS, BDS and Housing.**

- d. **Treasury Report:** (Chris)
 - i. Savings - \$834.28
 - ii. Checking - \$1690.62
 - iii. Donations – \$553.76
 - iv. Expenses – \$249.00 (\$49 – election runner, \$200 – post office box)
 - v. Treasury Discussion: Note of unknown credit from Microsoft; Chris to monitor and continue to update. Changeover on Venmo and Paypal account to CPPW from Connor Anderson. Confirmation that Katelyn Oldham’s hourly rate is \$205/hour, and any outstanding balances on invoices are assessed a 1% fee. She will increase her fees by 5% for 2024. **Chris is working on a draft budget**
- e. **At Large Member reports:**
 - i. (Jay) - Update on project to migrate files from google drive to sharepoint. Added info@cppwunion.org email address, Jay donated the cost of this additional email address; Drafting language, working with Kari, to share with managers about who is and is not eligible to be a CPPW member. Provided an update on the status of changing calendar to an easier to manage solution.
 - ii. (Lee) - Report on meeting with David and Jay, calendar and new general email address.

E. Old Business

- a. **Process for adding new members, proposal & decision**
 - i. **Presentation of process for appointments.** Review and discussion of proposed process. Discussion of logistics of hosting the vote, announcement of vacancy and temporary appointment. Suggestion to add election rules to the appointment proposal. Discussion of the best way to fill the current position: temporary appointment and then announce the opportunity to run for this position to the general membership, due at



the next General Membership meeting in February. At the February meeting, temporary appointment and any other candidates would be put to a vote by the attendees at General membership meeting, (quorum of 20 members required). **Kimberly to connect with Election committee to coordinate the process, this current vacancy and the election report. Add bargaining team announcement to this member communication. Kari and David to coordinate.**

- ii. **Motion** to approve the Appointment Process Proposal (linked), namely to have an interim appointment, post for the opening, EC to make a determination of qualifications/interest before the next general membership meeting. **Motion carries.**
 - iii. **Motion** to adopt Kimberly Campbell-Groen as the temporary At Large Member position #3, to be confirmed at the next General membership meeting using the aforementioned appointment process. **Motion carries.**
 - iv. Kimberley spoke about her qualifications and experience. Formerly a social worker and developed diversity, equity and inclusion program. Emphasis on advocacy and not gatekeeping.
 - v. Appointment Process Proposal: https://cppwunion-my.sharepoint.com/:w/g/personal/president_cppwunion_org/EeK6p7ff3iRAnE7NxeTBxJUBkAJrpnX4LAjVtsYV4feKAg?e=agOIAx
- b. **Interim dues:** (Chris) no new communications from the City confirming or delaying dues deduction. Chris is preparing accounting processes for receiving dues. Discussion about the best way to facilitate the process is to include HCM team supervisor in communications (Diana)
 - c. **PO Box:** (Chris) - purchased for \$200. Required for City Vendor status
 - d. **Union communications - tabled**
 - e. **Transition from Google Docs to One Drive – see At Large member report**
 - f. **Contact Management System – See admin committee report**
 - g. **Comms Team – See New business, Social media below**
 - h. **Intro Videos – See New business, Member Videos below**
 - i. **Website Cost - tabled**
 - j. **Swag – ongoing**
 - k. **Health Care costs - tabled**
 - l. **Org Charts - tabled**
 - m. **Lists and communications**
 - n. **Online membership cards - tabled**
 - o. **Reimbursement of Connor - tabled**
 - p. **Candidates – see Process for adding new members above**
 - q. **Info sharing - tabled**
 - r. **Process to track existing staff changes (reclassifications) and tracking the hiring around work that should be CPPW – tabled**

F. New Business



- a. **Membership Blitz:** (Kari) proposal to focus the whole month of February for the goal of getting to 90% membership and to maximize bargaining power. Discussion of proposed calendar of events for February - [CPPW Calendar](#) .
 - b. **Social Media:** (Kevin) Shared that he needs to hand off the responsibility for running CPPW social media accounts. Annette and Kari have identified potential members who could be helpful in running social media. **Kari, Kevin and Annette to connect to coordinate and Kari will be updating CPPW Instagram in the interim.**
 - c. **Member videos:** (Kari) Discussion of recording a 10-30 second introductory video to introduce the board on social and other outlets. Encouragement to complete videos. **One page info sheets to post on boards should be ready by next week, to include QR codes to sign card, social media, donate, mailing list sign up. Suggestion for officers to make an intro video for your specific bureau that encourages members to connect, ask questions, get swag.**
 - d. **Union calendar: (Kari)** Discussion of using MS Outlook calendar for communications, meeting notices.
- G. Officer Priorities** - round robin – 1 minute each – Each board member shared their priority for the week.
- H. Announcements/Good of the Order sharing**
- I. Adjourn:** 8:10 pm