



MINUTES - CPPW Executive Board Meeting

Monday, February 5, 2024

6:30pm-8:00pm

A. Call to Order

a. **Time:** 6:32 pm

b. **In attendance:**

- i. Kari Koch, Lee Dudley, David James, Chris Gustafson, Kevin Block, Annette Wood, Kimberley Campbell-Groen. Guests: Jamey Duhamel and Ashly Hoffman (Bargaining)

c. **Quorum met**

B. Welcome and Introductions

C. Committee/Officer Reports

a. **Bargaining report:** (Kari)

- i. Bargaining retreat this weekend – Feb 10, 11
- ii. First Bargaining Committee meeting - February 13

b. **Admin report:** (Jessica and David)

- i. Updates to meeting structure and planning, postings, vendor meetings - ongoing
- ii. Discussion of additional forms to track membership changes; **David developing a form**

c. **Stewards/Elections:**

i. **Stewards:** (Kevin)

1. Four ongoing matters in progress. Prospective members voting plan for Feb 29? ETA on election report/recommendation (request to have it to EC by Feb 26 mtg)
2. **Motion** to appoint Randy as Steward and use AFSCME Local 88's oath of office. Brief discussion of Randy's qualifications and adopting the AFSCME oath of office, ideas for training. Randy will be supporting efforts to train new stewards. Motion carries by unanimous vote. Oath is attached. **Kimberley Campell-Groen volunteered to support development of steward training/training content.**

ii. **Elections:** (Kimberly) - no meetings since election, but there are plans to meet in the near future. Update TBD.

d. **Treasury Report:** (Chris)

- i. Bank accounts largely unchanged from last week
 1. \$894.38 Savings
 2. \$1303.68 Checking



- ii. Chris Gustafson was able to make a payment on MS365 purchase; bank balances as reported reflect the purchase. Renewal will be annual on December 12 of each year. Previous credit from Microsoft was applied to the invoice. **Annette Wood indicated that her out of pocket expenses for swag printing would be donated.**
 - iii. Discussion of priorities in developing a budget. Income/expense, parameters, forecasting, calendaring. **Chris to deliver a draft budget before the next Executive Board meeting on Feb. 12**
 - iv. **Motion** to allocate \$1000 to pay attorney Katelyn Oldham by the next due date. Motion carries by unanimous vote.
- e. At Large Member reports:** (Kimberly)
- i. Kimberly to connect with Kevin to develop Steward training materials. Discussion/questions about organizing. **Kari and Kimberly to meet.**

D. Old Business

- a. Update on process for adding new members, proposal & decision**
 - i. At-Large Position – Report on activities to fill 2 open seats
 1. Call for interested candidates sent last week
 2. David sending instructions for EB to access general email address, info@cppwunion.org. He checked the email address and did not find additional emails from interested members
 3. Two members expressed interest: Rachel Jamison, Analyst III and Anamaria Perez, Analyst III; review of both candidates' responses to requested information. Discussion of qualifications.
 4. Planning for alternates if members express interest in the future. Confirmation vote by general membership to be added to the calendar. **Questions and interested members can email the team at Bargining@cppwunion.org**
 5. **Motion** to appoint Rachel Jamison and Anamaria Perez to the bargaining team. Motion carries by unanimous vote. **Kari to forward both Rachel and Anamaria's statement emails to Jamey Duhamel who will reach out to Rachel and Anamaria and invite them to tomorrow's (2/6/24) Bargaining meeting.**
- b. Interim dues update: no new updates**
- c. Transition from Google Docs to One Drive update**
- d. PO Box: completed** – PO Box 8193, Portland OR 97207
- e. Union communications**
- f. Contact Management System: see admin report**
- g. Comms Team**
- h. Intro Videos/Social Media update**
- i. Website Cost**
- j. Swag update:** ongoing
- k. Health Care costs**



- I. **Org Charts**
- m. **Lists and communications: see admin report**
- n. **Online membership cards**
- o. **Reimbursement of Connor**
- p. **Candidates for open positions: see Stewards/Elections report**
- q. **Info sharing**
- r. **Process to track existing staff changes (reclassifications) and tracking the hiring around work that should be CPPW**

E. New Business

- a. **Membership Blitz: (Kari)**
 - i. Update on membership activities – **Kevin, Kari and Annette met this past weekend to plan the blitz.** Discussion of the plan for activities for the month.
 - ii. **Executive board members asked to coordinate with Kari or Kevin to visit one day at each board member's location.** Goal is to talk to all members and to grow membership. Discussion of logistics of going out to locations, digital outreach
 - iii. **CAT team training:** Feb 6, 6:30-7:30 and again on Feb. 20
- b. **CPPW Calendar - [CPPW Calendar](#) update – tabled**
- c. **Executive Board Calendar - [Executive Board Calendar - Proposed.xlsx](#) - EB members – **EB asked to review and comment****
- d. **Stewards:** see Stewards report above

F. Officer Priorities - round robin – 1 minute each –

- a. **President:** board check in, bargaining retreat, membership blitz
- b. **Steward:** membership blitz, CAT training
- c. **Treasurer:** after completing paypal, finalize venmo, draft budget
- d. **Secretary:** insurance, membership management software, policy and procedures
- e. **VP:** forms and lists, follow up with Jerrell
- f. **Member at large/Lee:** helping with transition to MS 365, assisting Jay in embedding an outlook calendar
- g. **Organizer/Annette:** membership blitz, CAT, printing, bargaining retreat
- h. **Member at large/Kimberly:** election committee, meet with Kari, Steward training

Signed: Jessica Irvine, Secretary



Attachment:

AFSCME Local 88 Steward Oath:

1. Protecting the rights of bargaining unit employees and the union by enforcing the collective bargaining agreement, other established work rules, or laws, and assisting members in workplace investigations or disputes.
2. Representing bargaining unit employees in the formal grievance procedure, when necessary and appropriate, in a professional manner consistent with the duty of fair representation and protecting the confidentiality of the member's information.
3. Communicating accurate information to bargaining unit employees, potential members, other stewards, Affiliate Officers, and Staff Representatives and providing follow up when necessary.
4. Motivating and mobilizing members to become actively involved in addressing workplace issues and problems that affect them.
5. Promoting union values, principles and ideals in the workplace.

STEWARDS OATH

I, _____, agree to adhere to the role and responsibilities set forth above.

(Name)

I agree to fulfill the union's duty of fair representation to every member of a represented bargaining unit, without exception. I recognize as a steward that I am the face of the union and I agree to carry out my role and responsibilities in a responsible, knowledgeable, and effective manner. I agree that I will deliver to the Affiliate Officers and Staff Representatives all books, papers, and other property of this union which are in my possession when my position as a steward has ended or upon request.