



MINUTES - CPPW Executive Board Meeting

Monday, February 26, 2024

6:30pm-8:00pm

A. Call to Order:

- a. **Time:** 6:34pm
- b. **In attendance:** Kari Koch, Chris Gustafson, Lee Dudley, Kevin Block, David James, Annette Wood, Kimberly Campbell-Groen, Jessica Irvine. Guest: Glenn Devitt
- c. **Quorum requirement:** met

B. Welcome and Introductions: Welcome to guest Glenn Devitt – CAT Team member

C. Committee/Officer Reports:

- a. **Secretary report:** (Jessica) Presentation of minutes for review and approval. Motion to approve minutes of 2/19/24 meeting. **Motion to approve minutes as presented. Motion carries unanimously.**
- b. **Admin report:** (Jessica, David)
 - i. **Insurance:** Insurance proposal received; additional information to ensure that travel for training is covered
 - ii. **Lists and communications:** updated list received for February received from the city. Current membership: 364 – 40% membership. David will put the list into the shared drive for organizing. List will be in excel in Teams. Base list updates will update any changes to lists in separate tabs. Request to explore the best way to share the list outside Office 365 with limited editing capabilities; discussion of current challenges. **David will demo more information through the membership model at next week's board meeting**
- c. **Stewards/Election** (Kevin)
 - i. **Stewards:** update on OMF: one position could be eliminated if approved by City Council, stewards to monitor
 - ii. **Cases:** no new updates
 - iii. **Membership Blitz:** Update on stats: BDS – 77% of eligible CPPW members have signed membership cards, Community Tech – 85%
 - iv. **CAT update:** working on text banking, **Kari, David, Chris and Jessica to assist with text or call banking**
- d. **Treasurer's Report:** (Chris)
 - i. **Balances:** Savings - \$500 Checking - \$798.06; pending donation funds from old venmo: \$150.00
 - ii. **Interim dues:** still in process with the City
 - iii. **Budget Forecasting: Kari and Chris meeting Thursday to discuss the budget forecast.** Other: Chris expressed extreme frustration with Venmo's services, QR code pending. Double check all locations of old venmo
- e. **At Large Member reports:** (Kimberly)
 - i. **CPPW Calendar:** [CPPW Calendar](#) transition – no update
 - ii. **Office issues** – no update



- iii. **Transition from Google Docs to One Drive update** – no update
- iv. **CAT Update** (Kimberly) - did outreach and coordinated with Kevin to plan future activities
- f. **Bargaining report: Location set for the Portland Building, Room 108.**
Meeting with Katelyn Thursday for prep, at least 1 accommodation request for a link to view bargaining Draft Bargaining priorities one sheet discussed; should be finalized Wednesday, Feb 28. Bargaining team is meeting every weekend to prepare for negotiations. Discussion of need for strategic plan, propose a strategic planning retreat some time in March. Discussion of possible facilitators, stewarding best practices pre-contract, escalation strategy. **Kari to send poll to find a date.**
- a. **Old business:** None, but Kari reminds board members that the Affiliation exploration meeting scheduled for March 14, 2024 at 5:30. Location TBD
- b. **New Business**

General Meeting planning:

- i. Each board member should prepare a brief report
 - ii. Each board member should update last month's slide show
 - iii. **Agenda:**
 - 1. Committee updates
 - 2. New board members – vote (elections committee member should attend)
 - 3. Bargaining update
 - a. Dates
 - b. Accommodation requests
 - c. Bargaining priorities
 - d. Focus groups
 - iv. **BRCS/OMF Budget & potential layoffs** – covered in Stewards Update
 - v. **Memorial gift/policy (Chris)** - spouse of a member recently passed away; Chris to coordinate a gift in lieu of flowers from board members, Kari to create a card for board members to sign. Discussion of developing a policy going forward to support members who lose loved ones. Discussion of exploring the creation of a member hardship fund.
- c. Tabled items:**
- a. Health Care costs
 - b. Org Charts
 - c. Online membership cards
 - d. Reimbursement of Connor
 - e. Info sharing
 - f. Process to track existing staff changes (reclassifications) and tracking the hiring around work that should be CPPW



g. Elections

d. Priorities and Good of the order sharing:

- a. President/Kari: BDS canvassing, membership meeting
- b. Treasurer/Chris: Meet on budget forecast, stewarding activities, 990 submission
- c. Organizer/Annette: bargaining prep, steward check in, text campaign with Kevin, general membership meeting
- d. Member at Large/Jay
- e. Secretary/Jessica: finding substitute note taker for beginning of the General meeting, prepare secty report
- f. Steward/Kevin: kick off text campaign, gen membership meeting, stewarding
- g. Vice President/David: interim dues list to City, set up list system, prepare for demo at next EB meeting
- h. Member at Large/Kimberly: meet with Kari, talk to election committee
- i. Member at Large/Lee: test with Kevin on email sharing, test file sharing

e. Announcements: (Kari) Reminder to attend first 2 days of bargaining

f. Adjourn: 8:02 pm

Signed

Jessica Irvine

Jessica Irvine, Secretary