



MINUTES- CPPW Executive Board Meeting

Monday, June 3, 2024

6:30pm-8:00pm

- A. Call to Order:** Kari Koch called the meeting to order
 - a. Time: 6:33 pm
 - b. In attendance: Kari Koch, Chris Gustafson, Lee Dudley, Kevin Block, Jessica Irvine, Kimberly Campbell-Groen, David James, Jay Richmond, Annette Wood
 - c. Quorum requirement: met
- B. Welcome and Introductions:**
- C. Minutes:** see officer reports below
- D. Officer Reports:**
 - a. Secretary report:** Presentation of minutes of 5/20/24 Executive Board Meeting. **Motion to approve the minutes of the 5/20/24 Executive Board meeting. Motion carries unanimously.**
 - b. Admin:**
 - i. Database next steps: David had a brief meeting with IMIS, awaiting demo invite
 - ii. Insurance: Bond quote received and next steps will be explored
 - iii. Internal webpage: update on file organization
 - iv. Communications committee: Update on efforts to find comms leader
 - c. Organizing Update:**
 - i. CAT: CAT celebration after bargaining session to celebrate efforts on 5/21 event. Communication/planning for upcoming events and training. Kari requested that Annette/CAT share about recent CAT activities in the June membership meeting. **Kimberly to take lead in creating presentation materials for the general meeting.** Organizing for Change training is nearly complete.
 - ii. NEO's: request to transition New Employee Orientations/member onboarding from Kari to CAT team/Huell Whitehaus.
 - iii. Swag update: new swag in development, discussed using leftover swag as prizes at the next general membership meeting
 - d. Bargaining update:**
 - i. Upcoming Bargaining: discussion about reclassification
 - ii. Last bargaining session was used primarily as a work session as neither side has not been able to present new proposals. Update on status of reclassification study funded by PROTEC17.



- iii. Proposal updates: general presentation of Wage, AI, Consulting – initial gathering on tech/AI proposal will be discussed at the next Bargaining committee meeting. Upcoming bargaining committee session is June 9 - ½ day session. Discussion about strategies to communicate bargaining progress
- e. **Stewards:**
 - i. Demand to Bargain update: none
 - ii. Steward work: Goal is to have the first installment of training (legal issues of Stewards) ready in 1-2 months to build capacity. Future modules will include organizing, overview of benefits and other topics.
- f. **Treasurers Report:**
 - i. Balances: As of 6/3 - Savings \$5904.05, Checking \$11,981.15
 - ii. Update on planned expenditures: balances include some outstanding accounts payable totals. After expenditure, approx. \$9000 in cash still available for expenditures such as insurance and database. By second June payment, there will be no outstanding balance with counsel. Still working on relevant policies and procedures. Discussion about developing a working Organizing budget. Request to store accounting procedures in admin also
 - iii. Request to Treasurer – *added* – request for stipend for bargaining team to defray costs of parking, food. Discussion of stipend vs reimbursement. Any stipend would be subject to 1099 if it exceeds \$600/year. **Motion to reimburse any member of the bargaining team on an official bargaining day up to \$15/day per member for parking with a receipt. Motion carries unanimously**

B. Old Business:

- a. Accessibility Committee: no updates
- b. Letter to Council for Ceasefire as proposed by member leader, Anamaría Perez: no updates
- c. Mayor’s Budget: no updates
- d. LRAN: all participants registered and paid

C. New Business:

- a. BHR/Payroll accounting: recent issue of BHR not filing state taxes from payroll deductions. Tom Schneider at BHR is retiring and replacing with an internal hire (Admin III). Discussion about the impact on the payroll department, short staffing. Schneider’s departure leaves a gap in knowledge of SAP and overall capacity
- b. Protec17 Summit recap: Kari, Kevin, Myrna, Riley, Meg went to the Summit on June 1; educational resource and education on black history. Breakouts yielded informal collaboration with Protec on bargaining, other issues.



- c. Changes to Office 365 – *added* – Lee described new tools available on MS365 Copilot, Loop
- d. Issues with email distribution – *added* – feedback from members that they are still not receiving emails from CPPW via the MailChimp client. Recurring issue that needs to be monitored and discussed. Suggestion to set up DMARC.

D. Priorities and Good of the order sharing:

- a. President/Kari: recruiting – including Riley updating Mailchimp template, email to members, video recap of bargaining
- b. Treasurer/Chris: proposal for Quickbooks, accounting structures
- c. Organizer/Annette: no priority shared
- d. Member at Large/Jay: no priority shared
- e. Secretary/Jessica: insurance follow up
- f. Steward/Kevin: steward training, updates, plan for in person CAT – list party
- g. Vice President/David: IMIS, DMARC, Dues list, admin
- h. Member at Large/Kimberly: taking over benefits meeting this week
- i. Member at Large/Lee: continuing work on the impact of AI on the workplace

E. Announcements:

- a. General Membership meeting: 6/27/24, 7/25/24 at 5:30 on Teams
- b. Upcoming board meetings: 6/10/24, 6/17/24, 6/24/24

F. Adjourn: 8:00pm

Signed

Jessica Irvine

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Secretary