



MINUTES - CPPW Executive Board Meeting

Monday, July 1, 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, Kimberly Campbell-Groen, David James, Jessica Irvine, Jay Richmond
 - c. Quorum requirement: met
- B. **Welcome and Introductions:** none
- C. **Officer Reports:**
 - a. **Secretary report:** Presentation of minutes of 6/24/24 Executive Board Meeting. **Motion to approve minutes of the 6/24/24 Executive Board Meeting. Motion carries unanimously**
 - b. **Admin:**
 - i. Database and Insurance update: (Lee, Jessica, David)
 - 1. Database:
 - a. Had additional Software and Q&A session on Friday, June 28. In the process of setting up a proposal meeting for updated, clear pricing. Additional follow up required with the City to address API connection to SAP and future grievance tracking options.
 - b. Current approximate costs as quoted: \$3100 implementation, \$458 monthly maintenance (3 admins, technical support), \$1500 flat fee for connecting API, would allow CPPW to terminate Mailchimp (saving approx. \$60/mo), website is included. Updated costs pending.
 - c. **Motion to move forward with requesting a contract with YourMembership/Community Brands and moving to implementation so long as costs do not exceed \$6000 (including implementation, setup, first monthly maintenance fee). Motion carries unanimously.**
 - 2. Insurance: Bond invoice received, with Treasurer. Invoice and policy requested from broker, awaiting response.



- ii. List: Met with the City to clarify/provide feedback to the City about a form that will provide information CPPW to authorize dues deductions, monthly list of members. Form is available, pending CPPW sending one last list. City to provide a link to utilize the form moving forward.
- c. **President Update: (Kari)**
 - i. Meeting recaps:
 - 1. Labor Caucus meeting 7/1/24 with BHR to discuss City's "potted plant" approach.
 - 2. Report on recent AFSCME/Protec17 ULP regarding demand to return to work; Unions won a city-wide committee to talk about exemptions, and a process for individuals to request a review to have their position evaluated.
 - 3. Class/comp study update – discussion with Protec17 about the timeline. There has been pressure by Protec to extend the deadline. Shared information and feedback about the class comp study so far.
 - 4. Kari to deliver a bargaining update at a plant for BES employees (exact bureau to be confirmed), and will also be recruiting.
 - ii. Staffing/support update:
 - 1. Update about the status of efforts to identify potential recruitment sources. **Kari to follow up this week.**
 - 2. Clarification about legal associate time/billing from Katelyn Oldham
 - 3. Update on Katelyn's availability/correspondence. No concrete action without board approval
- d. **Organizing Update: (Chris)**
 - i. CAT: Meetings are shifting toward planning a fall picnic, list parties
- e. **Bargaining update: (Kari)**
 - i. 6/27 Bargaining Session: session on 6/27 presented tech and AI proposal, amendment to reductions in workforce proposal, which grew out of activities/situation at OMF. No additional progress on proposals. Upcoming bargaining is Aug 5 or 9, economic package will be presented, and bargaining will focus efforts this month (July) on this proposal
 - ii. Upcoming Bargaining Committee: CPPW has the responsibility to put together educational materials re: class/comp study. **Kari asked**



board members to review the draft letter re: JAT (authored by Lee Dudley).

- f. **Stewards: (Kimberly)**
 - i. Steward's Corner: Preview of Stewards training to be presented to Katelyn's associate Alex (lawyer in training) and board members are invited.
- g. **At Large: (Kimberly, Jay)**
 - i. Position 1: Kimberly updated on status of LMC meetings, potential alternate, future meetings and topics.
 - ii. Position 2: see update above re: database
 - iii. Position 3: Jay created a total compensation survey to share with members. To be reviewed by bargaining but should be released this week, 7/2 projected date.
- h. **Treasurers Report: (Chris)**
 - i. Balances:
 - 1. Savings \$7410.35,
 - 2. Checking \$13715.23 (net of outstanding checks), Oldham Law balance is \$4474.39 - includes June invoice, and based on the 60%/next payroll dues payment, balance is satisfied.
 - ii. Update on planned expenditures: expenditures on track, LERC conference attendees/expenses are accounted for.
 - iii. QuickBooks purchase: no update
- B. **Old Business: (Kari)**
 - a. Vice President recruitment/VP duties list: Update on recruitment efforts so far. **Proposal to look through the membership list and identify potential members to invite to an upcoming board meeting. No action taken.**
- C. **New Business: (Kari)**
 - a. General meeting recap: addition of training was positive, **Kimberly volunteered to run the general meeting powerpoints going forward**, discussion about different ways to increase member engagement. August general meeting to be cancelled. **Kari to announce meeting cancellation soon.**
 - b. Demand letter to BHR: none
- D. **Priorities and Good of the order sharing:**
 - a. President/Kari: VP recruiting,
 - b. Treasurer/Chris: Creating expense report, Quickbooks
 - c. Organizer/Annette: none
 - d. Secretary/Jessica: follow up on insurance, improve agenda timing
 - e. Steward/Kevin: none



- f. Vice President/David: none
 - g. Member at Large/Kimberly: Meet with David
 - h. Member at Large/Lee: work on database implementation
 - i. Member at Large/Jay: none
- E. Announcements:**
- a. General Membership meeting: 7/25/24, 8/29/24-cancelled, 9/26/24, at 5:30 on Teams
 - b. Upcoming board meetings: 7/8/24, 7/15/24, 7/22/24, 7/29/24
- F. Adjourn:** 7:51 pm

Signed

Jessica Irvine

Jessica Irvine, Secretary