



MINUTES - CPPW Executive Board Meeting

Monday, July 15, 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, Kevin Block, Jay Richmond, Lee Dudley, Jessica Irvine, Annette Wood
 - c. Quorum requirement: met
- B. **Welcome and Introductions:**
- C. **Officer Reports:**
 - a. **Secretary report:** Presentation of minutes of 7/8/24 Executive Board Meeting. **Motion to approve the minutes of the 7/8/24 Executive Board Meeting. Motion carries unanimously.**
 - b. **Admin:** (Jessica, Lee)
 - i. Database: Discussion of four year contract term.
 - ii. Insurance: Invoices for Bond and D&O insurance are paid and will be mailed shortly.
 - iii. List: no update
 - iv. NW Labor Press subscriptions: Discussion about when/what groups to extend subscriptions to. Tabled until next week to have a conversation balancing the two. Lee linked to NW Labor Press and Labor Notes websites on the CPPW website.
 - c. **President Update:** (Kari)
 - i. Council Coordinators: New classification added to City; Discussion about strategy around City's actions to add new classifications at both City Council, PBEM and PPB Analysts and impact on CPPW. Discussed creating organizing toolkit and next steps.
 - ii. Item Added: Communication RFP completed by Jay and Annette, further action pending
 - d. **Organizing Update:** (Annette)
 - i. CAT: Job specs for helper sent to Eboard for review, worked on JAT. Annette requested coverage for New Employee Orientation on Aug 13 1:30-2:10 at the Portland Building. Chris and Jessica volunteered to cover. CPPW swag will be available at Annette's desk. Discussion



about Feminist Day of Action 7/16 - to be forwarded to the CAT,
posting to Discord

1. List parties: upcoming CAT List party on Thursday 6-7pm
2. Member picnic: 9/14 and 9/22 - dates reserved at Peninsula Park for the member picnic and fee was paid. Discussed logistics and planning.
3. Petition: update on creating an event in Aug and/or September to discuss strategizing for a petition. Bargaining team to be added to planning.
4. Swag: no new updates

e. **Bargaining update:** (Kari)

- i. JAT/Class Comp: see below
- ii. Bargaining Committee Meeting recap: now focusing on wages proposal. To be presented early August.
- iii. Class Comp Info Sessions: 168 people attended last week's session; meeting was engaged, and chat continued in a positive way amongst attendees for several hours sharing resources and ideas. Next meeting is Wednesday. 17 members signed cards during the meeting. Discussion about positive feedback received on the Class Comp meetings and continuing to provide content to members in a "lunch and learn" format. Bargaining will be pushing back the survey by 2 weeks to allow members to complete the JAT.

f. **Stewards:** (Kevin)

- i. Stewards Training: ongoing
- ii. Discipline language update: DCTU is taking the lead but continuing to collaborate on the response to City's shutting down/limiting what stewards can do in meetings.
- iii. Other: Discussion about grieving specific matter and the best approach for action.
- iv. Added: Discussion about requests for individual reclassification requests. Jay volunteered to put together this resource and will collaborate with Kevin and Anamaria.

g. **At Large:** (Kari)

- i. Position 1: draft budget for purchase of books for stewards from LaborNotes – tabled for next week
- ii. Position 2: none
- iii. Position 3: none

h. **Treasurers Report:** (Chris)

- i. Balances:



1. \$8,161.39 Savings
 2. \$13,973.67 Checking
 3. \$31.83 Legal Reserve
 4. \$0 Oldham Law Balance
- ii. Update on planned expenditures: insurance payments pending, YourMembership contract signature will be finalized tonight or tomorrow.
 - iii. QuickBooks purchase: proposal next EB meeting; Quickbooks will be discounting services of 70%; Suggested purchase window will likely be late July or early August.
 - iv. Expense Report: draft expense report and mileage calculator complete, Chris asked for volunteers willing to demo the files. Annette to test.
- B. Old Business:** (Kari)
- a. Vice President recruitment/VP duties list: Kari to answer emails from interested parties, update
 - b. August general membership meeting is cancelled, to be replaced with the picnic.
 - c. David's Party 7/16 at 6pm at Rogue
- C. New Business:** (Kari)
- a. General Meeting preparation; Jessica to draft a powerpoint for the meeting this week.
- D. Priorities and Good of the order sharing:** (All)
- a. President/Kari: prioritizing, refocusing
 - b. Treasurer/Chris: sign contracts, pay bills, work on a chart of accounts
 - c. Organizer/Annette: work on encouraging others to network to increase membership
 - d. Secretary/Jessica: Drafting powerpoint and agenda/minutes
 - e. Steward/Kevin: Grievance, Commissioner's office, list party
 - f. Vice President/David: n/a
 - g. Member at Large/Kimberly: n/a
 - h. Member at Large/Lee: Coordinate/request YourMembership implementation help from Jay, Katie Robb, Connor Anderson; will begin planning on return from vacation 7/26
 - i. Member at Large/Jay: n/a
- 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: 7/22/24, 7/29/24, 8/5/24, 8/12/24, 8/19/24



F. **Adjourn:** 7:57 pm

Signed:

Jessica Irvine

Jessica Irvine, Secretary