



## MINUTES-CPPW Executive Board Meeting

Monday, August 26, 2024

6:30pm-8:00pm

- A. **Call to Order:** Kari Koch called the meeting to order
  - a. Time: 6:32 pm
  - b. In attendance: Kari Koch, Jessica Irvine, Chris Gustafson, Annette Ramirez, Kimberly Campbell-Groen, Jay Richmond
  - c. Quorum requirement: met
- B. **Welcome and Introductions:** none
- C. **Officer Reports:**
  - a. **Secretary:** (Jessica) Presentation of minutes of 08/19/24 Executive Board Meeting for approval. **Motion to approve the minutes of the 8/19/24 Executive Board meeting as presented. Motion carries unanimously.**
  - b. **Admin:** Kari, Jessica, Jay, Chris
    - i. Database implementation: efforts are ongoing, implementation is continuing to move forward. See Att. 1 below for detailed update from Lee Dudley
    - ii. List maintenance support: City did not provide August membership list. Kari requested and received the membership list. Meg Wren is updating dues payers and will be taking over additional duties over time.
    - iii. Other: none
  - c. **President's Update:** Kari
    - i. Update from LMBC: no update
    - ii. Other: Report on recent meeting with AFSCME leadership to discuss pay equity provisions in contract negotiations and discussed coordinated action around contract negotiations and bargaining. Kari requested that AFSCME and CPPW's CAT teams meet in September to coordinate actions.
  - d. **Organizing/CAT Update:** Annette
    - i. Organizing: discussion about coordinating for September 9 bargaining action. Plan to discuss at the next CAT meeting. Annette to put together an agenda.
    - ii. Member picnic: additional planning complete
    - iii. Swag: Lanyards are in process, color choice made. Bracelet supplies partly received
    - iv. Other:



1. Annette attended AFSCME summer picnic.
  2. Chris and Kari met to discuss plans for a paid intern positions. Working on job descriptions and pay. Budget with job descriptions will be presented to the EB approve and alsop presented to the membership for final approval.
- e. **Bargaining update:** Kari
- i. Wages Info Sessions: Ongoing work to refine/address proposal
  - ii. Organizing collaboration: coordination with CAT for Sept. 9
  - iii. Other: none
- f. **Stewards:** Chris
- i. Grievance Tracking software: Grievtrack contract implementation is ongoing and is nearing completion
  - ii. Reclassification PBEM: no update
  - iii. Other: Stewards meeting was cancelled last week
- g. **At Large:**
- i. Position 1: (Lee) see written update attached (Att. 1)
  - ii. Position 2: (Kimberly) Books for stewards and NW Labor Press – presentation about option to purchase 25 copies of Legal Rights of Stewards Handbook and/or 25 subscriptions for NW Labor Press annual subscription. Exact names/committee members TBD. Detailed proposal attached (Att 2). **Motion to accept proposal to purchase 25 Legal Rights of Stewards Handbooks and 25 subscriptions to NW Labor Press to be distributed to CAT Team, Bargaining and Stewards for a total expenditure of \$853.20. Motion carries unanimously.**
  - iii. Position 3: (Jay) Ongoing support for YM implementation
- h. **Treasurers Report:** Chris
- i. Balances:
    1. Savings \$10492.98
    2. Checking \$30,462.62
    3. Legal reserve \$13,071.30
  - ii. Update on planned expenditures: outstanding expense of approx. \$3500 for YourMembership, Grievetrack pending expense, lanyard and other swage expenses pending.
  - iii. Other:
    1. Current budget structure: Personnel 10%, Admin 10%, Legal 60%, Organizing 10%, Savings 10%
    2. Based on current projections, tshirts will be possible in a few months.



3. Quickbooks implementation is ongoing, addressing budgeting issue that might require upgrade or creating a chart of accounts work around

**B. Old Business:** Kari

- a. Vice President recruitment: Meg Wren interim nomination for VP pending. September general membership meeting

**C. New Business:** none

**D. Priorities and Good of the order sharing:**

- a. President/Kari: prep for Sept 9 action.
- b. Treasurer/Chris: continue quickbooks implementation
- c. Organizer/Annette: lanyards
- d. Secretary/Jessica: minutes, create a shortened procedure for minutes
- e. Steward/Kevin:
- f. Vice President: TBD
- g. Member at Large/Kimberly: provide info to Chris, complete other ongoing tasks
- h. Member at Large/Lee:
- i. Member at Large/Jay: continue supporting YM implementation

**E. Announcements:**

- a. General Membership meeting: 8/29/24-cancelled, 9/26/24, at 5:30 on Teams
- b. Upcoming board meetings: 8/26/24, 9/2/24- cancelled, 9/9/24, 9/16/24, 9/23/24

**F. Adjourn:** 7:35 pm



**Attachment 1: Written update from At Large Member (Position 1) Lee Dudley; provided via email 8/26:**

Last week completed database upload parameters with YourMembership (YM).

- G. Began construction and testing of YM website; ran into snags and am working with YM's developers to enable us to point to a different page than is their standard default so that our blog is front and center and not a simple rotating graphic carousel (not useful).
- H. Met with YM's Project Manager for CPPW, Craig Sommers, today. Have assigned sets of work to complete before next meeting: website construction, testing of database upload, and following up on inquiry to YM's development team on website question.
- I. Next meeting with YM, not until 9/10 because of Labor Day – so lots of time to build, test, and retest to get us to the next phase.
- J. GrievTrac: Read and provided feedback to Kevin, Chris, and Connor on the contract provisions. GrievTrac's reply with "gross negligence" was effectively no different than disclaiming all liability. If they are willing to agree to ordinary "negligence" then the other revisions they proposed are acceptable from my perspective.



**Attachment 2:**

EXPENSE REQUEST:

**Labor Notes:**

A request for 25 copies of the Legal Rights of Stewards Handbook to add to our union's library. Filled with advice, practical tips and techniques for stewards. Also contains useful methods to build compelling arguments.

<https://labornotes.org/store/books>

**Labor Press:**

Subscription to a twice a month printed edition about local people and local labor movement in that the news doesn't report on. Focuses on Oregon and Southwest Washington. Yearly subscription.

<https://nwlaborpress.org/subscribe/>

Business	What	Qty	Discount	Price	Total Price
Labor Notes	Steward Handbook	25	10% off 25=\$50	\$20	<b>\$403.20</b>
NW Labor Press	Subscriptions	25	—	\$13.44	<b>\$450</b>
				<b>Total:</b>	<b>\$853.20</b>

Stewards- 6 Total

2=Not on other committees

Bargaining Team- 10 Total

6= Not on other committees

CAT- 17 Total

12= Not on other committees

Executive Board- 9

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The City of Portland Professional Workers Union  
Executive Board