



## MINUTES – CPPW Executive Board Meeting

Monday, February 10, 2025

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, Lee Dudley, Jessica Irvine, Meg Wren, Chris Gustafson, Kimberly Campbell-Groen, Annette Ramirez, Kevin Block
  - c. Quorum requirement: met
- B. **Welcome and Introductions:** none
- C. **Officer Reports:**
  - a. **Secretary:** Presentation of minutes of 01-27-25 Minutes of the Executive Board Meeting for approval. **Motion to approve the minutes of the 01/27/25 Minutes of the Executive Board meeting. Motion carries unanimously.**
  - b. **Committee Reports (Admin, Treasurer, Organizing, Stewards, At Large):** Critical updates only
    - i. **Board Member Position 1** – coverage for next member meeting
    - ii. **President** – updates on comms; finalized comms package ready for use, updates on committee meetings and projects
  - c. **Budget Requests:**
    - i. **Table swag** – Update on proposed purchase of materials for member engagement. **Motion to approve expenditure of \$525.00 for 2 branded tablecloths and one branded tabletop banner. Motion carries unanimously.**
    - ii. **YM and Microsoft billing:** resolution of billing issue.
    - iii. **Labor notes monthly training expenses for Stewards** – Discussion budgeted expenses for ongoing steward training sessions.
- B. **Old Business:**
  - a. **Scope of Responsibility Discussion and Activity:** Discussion of roles and responsibilities and assignment of exercise.
- C. **New Business:**
  - a. Transition for Portland Building/Member at Large replacement: discussion and transition planning
    - 1. February 27, 2025 General Meeting planning: discussion of possible meeting topics, breakout rooms and tech backup plans.
- D. **Priorities and Good of the order sharing:** for next meeting agenda.
  - a. Board Member position 1: Tech support discussion
  - b. Kim – roles/responsibilities, CAT
  - c. Annette – CAT, outreach
  - d. Kevin – CAT
  - e. Jessica - Update on approval structure project
  - f. Kari – ongoing meetings, comms
  - g. Meg – tech issues
  - h. Chris – t-shirts, summarizing strike lessons learned



The City of Portland Professional Workers Union  
Executive Board

**E. Upcoming Meetings:**

- a. Executive Board: 2/24, 3/3, 3/10, 3/17
- b. General Membership Meetings: 2/27, 3/27, 4/24

**F. Adjourn: 8:04 pm**

Signed

*Jessica Irvine*

Jessica Irvine, Secretary