

# Administrative Professional Association

## Meeting Minutes

06/10/08

<b>Board Action</b>	
<b>I. Call to Order By Maury Koffman @ 2:10 pm</b>	
A. Attendance - Maurice Koffman, Cynthia Schneider, Sharon Nichols, Deb Porter, Jean Chisnell, Ramiro Gonzales, Ann Hancock, Vivian Leung, Gary Mell, Leo Sell, Vikki Tormala, and John VanDyken, UniServ Director.	
B. Board Members Excused: Sean Leahy, and Rachel Zakhem	
C. Association Members Present: Danny Layne	
<b>II. Approval of Agenda</b>	
Motion made by Vivian Leung/Seconded by Sharon Nichols to approve the agenda.	Agenda approved unanimously
<b>III. Approval of Minutes</b>	
Power outage so could not make copies of minutes.	Minutes to be approved at next meeting.
<b>IV. Reports</b>	
<b>A. President</b>	
<ol style="list-style-type: none"> <li>1. Long Term Disability concerns</li> <li>2. NEA-RA</li> <li>3. Contracts at printers</li> <li>4. Parking Rates</li> <li>5. Member Lunch at MSU Union June 12<sup>th</sup> from 11:30 to 1:30</li> <li>6. Service Fee Payers</li> <li>7. APA Website</li> <li>8. Leadership Conference</li> <li>9. Review of Committees</li> </ol>	<p>Committees:</p> <p><u>Finance Committee</u>-Sharon Nichols Chair, Deb Porter and Vivian Leung members.</p> <p><u>Communications Committee</u>-Cynthia Schneider Chair, Anne Hancock member.</p> <p><u>Grievance Committee</u>-Maury Koffman Chair, Jean Chisnell, Cynthia Schneider, Leo Sell and Rachel Zakhem members.</p> <p><u>Membership Committee</u>-Vikki Tormala Chair, Jean Chisnell and Vivian Leung members.</p> <p><u>Legislative Committee</u>-Deb Porter Chair, Leo Sell and Maury Koffman members.</p> <p><u>Employee Assistant Program</u>-Leo Sell Chair.</p>
<b>B. Treasurer</b>	
Power outage so could not make copies of minutes.	
<b>C. Committee</b>	
<ol style="list-style-type: none"> <li>1. Communications Committee               <ul style="list-style-type: none"> <li>Draft of Newsletter going to Chair</li> <li>Board Retreat</li> <li>Building Full Capacity Local Training</li> </ul> </li> </ol>	
<b>D. Uniserv Report</b>	
<ol style="list-style-type: none"> <li>1. Parking Permit Increases</li> <li>2. Attending Budget Meeting regarding Health Care</li> <li>3. Bargaining year for coalition.</li> <li>4. 2.75% wage increase for AP's</li> </ol>	Parking Permit Increases-Inviting Mike Rice to speak at next meeting.
<b>V. New Business</b>	
<ol style="list-style-type: none"> <li>1. Bookkeeping – Discussion regarding hiring firm to do monthly books. Leo Sell moved and Ann Hancock seconded RFP</li> </ol>	<ol style="list-style-type: none"> <li>1. Sharon Nichols will request proposals.</li> <li>2. Annual Budget – no action was</li> </ol>

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<p>authorize officers to request a proposal for cost.</p> <ol style="list-style-type: none"><li>Annual Budget – With the forming of committees, some line items may need to be adjusted based on what committee budgets will look like. The Financial Committee will adjust the budget when committee budgets are turned in.</li><li>Tech Dollars – Deb Porter moved to and seconded by Cynthia Schneider to allow the union president to purchase computer equipment spending no more than \$3,500 total. Motion passed unanimously.</li><li>Meeting Agendas – Discussion regarding the publishing of the meeting agenda before the monthly meeting. Vivian Leung moved and Sharon Nichols seconded the motion. The motion was passed unanimously.</li><li>List serves availability to membership – Discussion by board. No action was taken.</li><li>Survey Monkey renewal – Discussion by board. Leo Sell moved and Deb Porter seconded the Treasurer to pay \$300 for a one year membership. The motion was passed unanimously.</li><li>Member Comments at Board Meetings – Discussion by board. Jean Chisnell moved and Sharon Nichols seconded allowing members to make comments for 5 to 15 minutes total. The motion was passed unanimously.</li></ol>	<p>taken at this time.</p> <ol style="list-style-type: none"><li>Union President authorized to purchase computer equipment spending no more than \$3,500.</li><li>Meeting Agenda's will be published before the monthly meeting.</li><li>List serve availability to membership – No action was taken.</li><li>Survey Monkey renewal – Treasurer to renew a one year membership spending no more than \$300.</li><li>Member Comments at Board Meetings – Members will be allowed to comment between 5-15 minutes total.</li></ol>
<b>VI. Member Comments/Concerns</b>	
Danny Layne voiced a list concerns to the board.	
<b>Moved to go into Executive Session at 4:47 pm to discussing of Legal Issues</b>	
Moved out of Executive Session at 4:55 pm	
<b>VII. Adjournment 4:55 pm</b>	
Moved by Cynthia Schneider/seconded by Vivian Leung	
<b>VII. Next Board Meeting</b>	
July 8, 2008 @ 2 PM.	