

Administrative Professional Association

Meeting Minutes

07/08/08

Board Action	
I. Call to Order By Maury Koffman @ 2:10 pm	
A. Attendance - Maurice Koffman, Cynthia Schneider, Deb Porter, Jean Chisnell, Ramiro Gonzales, Ann Hancock, Vivian Leung, Leo Sell, Vikki Tormala, Sean Leahy, Rachel Zakhem and John VanDyken, UniServ Director.	
B. Board Members Excused: Sharon Nichols and Gary Mell.	
C. Association Members Present: Danny Layne and Sue Brandt	
II. Approval of Agenda	
III. Approval of Minutes	
IV. Reports	
A. President	
1. Review of written report submitted by President.	
B. Treasurer	
1. No report	
C. Committee	
<u>Communications Committee</u> Publish of APA Newsletter Building Full Capacity Local Training <u>Membership Committee</u> First meeting of AR framework <u>Grievance Committee</u>	<u>Communications Committee</u> – July 22 nd “Building a Full Capacity Local Training” <u>Membership Committee</u> – 11:30 am July 9 th at the MSU Heritage Cafe
D. Uniserv Report	
1.	
V. New Business	
1. Parking Permit Increase Speaker-Mike Rice from DDPS 2. Budget - Area Rep Training costs will be paid by MEA. Membership engagement line item in budget. No action taken at this time. 3. Budget – Membership Committee Discussion regarding the addition of a membership engagement line item is added to the Membership Committee budget. Deb Porter moved and Ann Hancock seconded a line item addition to the budget of no more then \$2,500. Motion passed unanimously. 4. Bookkeeping services by CPA firm. Treasurer not available, No action taken at this time. 5. MSU APA Webpage – Sean Leahy has taken the lead regarding the Webpage. Discussion was had regarding the purchase of a third party server site to house our webpage. Sean Leahy moved and Deb	1. Mike Rice from DDPS spoke about the increase of parking permits. 2. Area Rep Training – No Action by board at this time. 3. Finance Committee will add a line item to the Membership Committee budget of no more then \$2,500 for membership engagement. 4. Bookkeeping services – No action taken at this time. 5. MSU APA Webpage – Board authorized the Treasurer to purchase a 3 rd party server site for the webpage spending no more then \$286.20 for 3 years. 6. August Board Meeting has been

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Porter seconded a motion to purchase 3 years at a cost of no more then \$286.20. The motion passed unanimously.	changed from the scheduled date of 8/12/08 to 8/5/08.
6. Establish August monthly meeting date	
VI. Member Comments/Concerns	
Danny Layne voiced a list concerns to the board.	
Moved to go into Executive Session at 4:09 pm to discussing of Legal Issues	
Moved out of Executive Session at 4:49 pm	
VII. Announcements	
Summer Leadership Conference July 29-31	
Anti Privatization Symposium will be August 16, 2008 from 9:30-3:30 pm @ MEA Headquarters.	
Higher Ed Conference will be October 10-11, 2008 @ MSU Kellogg Center	
VIII. Adjournment 4:50 pm	
Moved by Vivian Leung seconded by Rachel Zakhem	
IX. Next Board Meeting	
August 5, 2008 @ 2 PM.	