

**MSU Administrative Professional Association MEA/NEA
Executive Board Meeting Minutes
December 16, 2008**

Call to order

Meeting called to order by Chairperson Maury Koffman at 2:19pm

Board members present: Jean Chisnell, Ramiro Gonzales, Ann Hancock, Maury Koffman, Vivian Leung, Cynthia Schneider, Leo Sell, Rachel Zakhem; and John Van Dyken and Christina Canfield, MEA Staff

Board members excused: Sean Leahy, Sharon Nichols, Deb Porter, Vikki Tormala

Association members present:

Approval of agenda: Motion to approve moved by Vivian, seconded by Leo; motion passed unanimously

Approval of minutes: Motion to approve September, October, and November minutes moved by Leo and seconded by Vivian; motion passed unanimously

Special Introduction: Christina Canfield has been assigned to work with MSU APA by the MEA to assist with internal organizing and member engagement. Her one-year appointment commensurate effective January 1, 2009.

Reports

President's Report: Chairperson Koffman reported that he had several conversations regarding the merit pay survey and calculations of annual raise percentages. He also noted he has been assisting members with FMLA issues. Pointed out that he met with OER and HFS regarding precautionary measures being established to prevent another e-coli outbreak. Chairperson also reminded members that his next informal lunch conversation is this Friday from 11:45am to 1pm at the MSU Heritage Café in the MSU Union.

Treasurer's Report: Report on the September, October, and November financial statements provided.

Committee Report: **Communications:** Cynthia provided an update on the next newsletter which is set to be in members' mailboxes by the end of this month. **Membership/AR:** AR training is tentatively scheduled for the evening of January 28, 2008.

UniServ Report: Written report provided.

Executive Session

1. Motion by Leo to move into executive session, seconded by Vivian. Moved into executive session at 2:39pm.
2. Reconvened from executive session at 3:16 and reported the eBoard was provided an update in judicial matters and no action was taken.

New Business

1. Renewal of contract with Votenet Solutions. Motion to approve renewal moved by Rachel and seconded by Ramiro; motion passed unanimously.
2. Report that there have been many positive responses and comments from APA members regarding the new APA website.
3. Review of recent APA Annual Raise survey. The data collected is very helpful for the Association and will help it address concerns of the membership. Those who requested contact from a union official will be contacted in the near future.

Meeting adjourned at 4:13pm

Submitted on behalf of Deb Porter, APA Secretary