

**MSU Administrative Professional Association MEA/NEA
Executive Board Meeting Minutes
October 14, 2008**

Call to order

Meeting called to order by Chairperson Koffman at 2:17pm

Board members present: Jean Chisnel, Maurice Koffman, Sean Leahy, Vivian Leung, Deb Porter, Cynthia Schneider, Leo Sell, Vikki Tormala, Rachel Zakhem; and John VanDyken, UniServ Director

Board members excused: Sharon Nichols, Ramiro Gonzales, Ann Hancock

Board members absent:

Association members present: Deborah Suddeth-Garland

Approval of agenda: Agenda approved

Approval of minutes: APA Secretary no present; no minutes presented.

Reports

President's Report: Chairperson Koffman commented on the informational meetings scheduled and held regarding the dues increase and the special edition dues news letter. He noted that many members responded to the news letter with disagreement about the possibility of APA members moving to b-monthly payroll; many members clearly indicated they do not want to change from the monthly pay cycle. He also mentioned that AFT is attempting to organize non-tenure track faculty at MSU. He encouraged members to attend the Get Out the Vote rally in Flint next week – VP Lilly Eskelson will be the keynote speaker.

Treasurer's Report: Treasurer not present but wanted to note that we are almost fully integrated and up to date with Godfrey for bookkeeping services

Committee Report: **Communications:** Cynthia reflected that there have been many positive responses to the newsletters. Sean indicated a desire to have the newsletters posted on the new APA website once launched (www.msuapa.org). **Membership/AR:** Vikki has continued meeting and drafting a job description for Area Reps. She is working on getting training scheduled so those willing to avail themselves have the opportunity for training.

UniServ Report: Written report provided. John stressed that health care negotiations begin after the turn of the year and that we can expect the issue of premiums to be discussed.

Member Comments

1. Member Deborah Garland would like to see increased communications. She also indicated she willingness to serve the APA and a desire to assist with the AR program.

New Business

1. The new APA website is ready to launch (www.msuapa.org). Motion made by Rachel and seconded by Cynthia to launch the new website before the November monthly meeting and to notify the APA membership of the new official APA website (www.msuapa.org). Motion passed unanimously.
2. Everything is set for Godfrey, Wise, Berg to prepare our 990 forms for this year.
3. A discussion regarding a member request for an open discussion ListServ. This issue has come up before but due to logistics of having a moderator, the desire of members to limit the amount of e-mails they receive in their inbox, and noting that the request was submitted by only a few APA members, no action was taken.

Meeting adjourned at 5:07pm

Submitted on behalf of Deb Porter, APA Secretary