

Administrative Professional Association

Meeting Minutes

01/12/09

1 Call to Order by Maury Koffman

Action Taken

A. Attendance

Cynthia Schneider, Sharon Nichols, Deb Porter, Jean Chisnell, Ramiro Gonzales, Ann Hancock, Sean Leahy, Vivian Leung, Leo Sell and John VanDyken

B. Excused

Vicki Tormala and Rachel Zakhem

C. Unexcused

None

D. Visitors

Tom Farris-MEA

E. Approval of Agenda

Motion made by
Cynthia Schneider

Motion seconded by
Jean Chisnell

F. Approval of Minutes

Motion made by
Cynthia Schneider

Motion seconded by
Jean Chisnell

2 Reports

G Presidents Report

H Treasurers Report

Draft of Audit (not completed)
Discussion of Postage Issue

I Committees

Membership-Area Rep

Jan 28th evening training
5:15-8:30 PM

J UniServe Report

403B changes

Government has amendment to regulate the plan.

Discussion of Retirement Plan @ MSU and changes to plan. How MSU implemented the changes.

3 MEMBERSHIP COMMENTS AND CONCERNS

Danny Lane addressed the board.

4 BUSINESS AND DISCUSSION ITEMS

K Nominations & Elections

Motion made to accept the Nominations and Elections Committee by Ann Hancock
Unified Support by board

Appointment of 2009 Nominations & Election Committee

Deb Porter as Chair, Sean Leahy & Linda Losik
Committee to start ASAP

L Credentialing discussing/update for balloting

about 15 or less were concerned regarding last 4 of soc or Zpid

Nominations & Election Committee to look into.

MEA credentialing maybe available to us

Nominations & Election Committee to look into.

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- 2 identifiers with no additional cost. Nominations & Election Committee to look into.
- Do we want to pay additional \$\$ for software Nominations & Election Committee to look into.
- Do we want to use 3 numbers of soc as identifiers? Nominations & Election Committee to look into.
- M TD Ameritrade
Discussion regarding withdraw of funds from Ameritrade and move to existing accounts
History of fund
Deb Porter moved /support by Vivian to Close the acct Ameritrade Account to be closed and moved to a current account.
and move to a current acct. Passed
- O Discussion of Eboard authorization of website content
Critical Issue Conf - BFCL (Building Full Capacity Locals)
- P Campus Crisis prevention policy at MSU
Safety issues - run campus wide crisis procedures Educate our members of safety issues
- Q Meetings - Feb / March
Feb 10th
March 3rd
Approved

5 Announcements

Conferences
Scholarship
MEA Training 1/28/09
AR Training 1/28/09
Email recd from member regarding newsletter
members requesting contact from survey have been contacted.
Chair announced his intention to seek concurrence to appoint Nick Bourland to the E board at the Feb Meeting.

6 Move into Ex Session 3:58/4:46 pm

Discussion of Legal issues

7 Meeting Adjourned 4:49 pm

Sean Leahy/Jean Chisnell