

Administrative Professional Association

Meeting Minutes
05/19/09

1 CALL TO ORDER:

- A. Attendees
Maury Koffman, Cynthia Schneider, Sharon Nichols, Deb Porter, Nick Bourland, Jean Chisnell, Ramiro Gonzales, Ann Hancock, Sean Leahy, Vivian Leung, Leo Sell, Vikki Tormala, Rachel Zakhem, John VanDyken-UniServe Director and Catherina Canfield

- B. Absent
No Absents

- C. Visitors
No Visitors

- D. Approval of Agenda
Moved by: Sean Leahy
Seconded by: Rachel Zakhem

- F. Approval of minutes
Moved by: Ramiro Gonzales
Seconded by: Sean Leahy

- G. Executive Board Elections
Chair
Nominations: Maury Koffman
Moved to accept Election by: Deb Porter
Seconded by: Nick Bourland

Vice Chair
Nominations: Cynthia Schneider
Moved to accept Election by: Sean Leahy
Seconded by: Ramiro Gonzales

Treasurer
Nominations: Sharon Nichols
Moved to accept Election by: Deb Porter
Seconded by: Jean Chisnell

Secretary
Nominations: Deb Porter and Rachel Zakhem
First vote ended in a tie. Election Tabled until all board members were in attendance.
Tabled by: Nick Bourland
Seconded by: Vivian Leung
Election untabled.
Move to accept Election: Sean Leahy
Seconded by: Sharon Nichols

2 REPORTS

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- A. President

- B. Treasurers Report
Motion: Have Conflict of Interest Statements
generated with Headers for Board to sign.
Motion by: Nick Bourland
Seconded by: Vivian Leung

- C. Committee Reports
 - i. Area Reps Report

 - ii. New Member Orientation Report
10 to 15 people attending each month.

 - iii. Communications Report
Coalition of Labor Organizations update by Cynthia
Schneider & Maury Koffman

- D. UniServe Report

3 MEMBERSHIP COMMENTS AND CONCERNS

4 BUSINESS AND DISCUSSION ITEMS

- A. 2009 MEA RA Spring RA Report
- B. Recognition of MSU Medical Employees
Move by: Leo Sell
Seconded by: Sharon Nichols
- C. Closing of Brook Lodge
- D. Ending of Biweekly Pay Period End Dates
- E. SPARKS Update

- F. MEA scholarship Fund Golf Outing June 20th
Motion: The APA should sponsor a hole for the
MEA Scholarship Golf Outing.

Moved by: Leo Sell

Seconded by: Sean Leahy
Passed Unanimously
- G. June meeting
- H. Set July 14th Monthly Meeting

5 Announcements

MEA Labor Relations Practicum June 15-19 in
Kalamazoo
Summer Leadership Conf July 28-30 Saginaw
Valley State Univ

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Social Disparities and Student Success
Conference July 30-31 in Saginaw Valley State
University
CTU Annual Picnic & 35th Anniversary Celebration
June 4, 2009 @ 2990 E Lake Lansing rd
June monthly meeting will take place on June 9th

6 Executive Session

Motion to move into Executive Session by: Sean Leahy
Seconded by: Jean Chisnell
Entered into Executive Session to discuss internal matters
Motion to move out of Executive Session by:
Vivian Leung
Seconded by: Ann Hancock

7 Adjournment: Time

Moved by: Sharon Nichols
Seconded by: Ann Hancock

8 8H Coordinating Council

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Action Taken
Time 2:17:00 PM

Maury Koffman Elected Chair

Cynthia Schneider Elected Vice Chair

Sharon Nichols Elected Treasurer

Rachel Zakhem Elected Secretary

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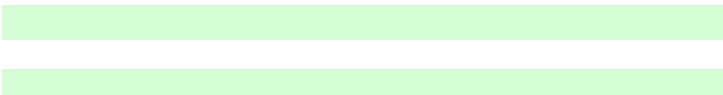
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Suggestion by Sean Leahy to have Layoff info given to membership possibly in newsletter, email or website. Chair will put together an article for the newsletter regarding this info.

Treasurer will generate conflict of Interest Statements for board to sign for next months meeting

Next training 5/20/09

Next meeting 5/20/09 @ Noon International Center

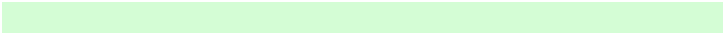


Formally approved

Confirmed 4 people 6/11-13 MEA Higher Ed SPARKs training
Still shooting for Oct/Nov APA SPARKs training

Treasurer to issue check for \$125 to sponsor a hole for Scholarship

Time change to 1:30 PM June 9th



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Meeting time change to 1:30

Into session: 3:48 Out of Session 3:52

Move into Executive Session

Move out of Executive Session

Time 3:53 PM