HCU Executive Board Minutes

December 12, 2018

Call to Order - 4:57PM

Roll Call

- President – Devin Hunter
- 1st Vice President – John Frank
- Collective Bargaining Officer – Melody Hansen
- Organizing Officer - Anastasia Hernandez-Vasquez
- Political Action Officer – Chris Collings
- Communication Officer – David Lopez
- Membership Officer – Debbie Langworthy, excused
- Secretary – Bethany Schaffner
- Treasurer – Tammy Baker-Siemon

Guests

- Debra Mayo-Kelley - AFT-Oregon Field Rep
- Ada Goldberg - AFT-Oregon Local Program Organizer
- Teresa McGuire - Lauka McGuire PC

REGULAR ORDER

I. Finance Report

A. Statement of Activity
B. Budget vs Actual
   - Due to an increase in the cost of Winter Social the budget will need to be adjusted accordingly.
   - The full time officer release cost will need to be updated to reflect actual cost of $6,100/month.

II. Work Retrospective

A. Organizing Events
   - Site Visits: West Union, W.L. Henry, Imlay, Poynter, North Plains, Orenco
     ○ There has been a mixed reaction to these site visits. Sites with WSLs seem to have a stronger reaction to the visits.
B. Winter Social
   - Good turnout at the event and positive feedback on the food.
C. WSL Weekend Training
   - There were 5 people in attendance. They were eager and presented good questions. Overall, it seemed to go well.
III. Business

A. 2017-18 Audit Report
   - Audit presented by Teresa McGuire. A yearly audit is performed as a safeguard to our organization and as a way to validate that our financial tracking system is accurate.
   - Auditor found no major issues with the way in which HCU is run. She did suggest we take measures to strengthen our internet safety so as to not fall victim to internet scams. This is something she suggests to other similar organizations.
   - [Motion:2018-12-12:01] to adopt audit report as presented.
     ○ Made by Anastasia, seconded by Melody. Motion carried.

B. HCU Purchase Card Report
   - This form will be used for p-card holders to fill out when using card.
   - The total will be filled in by Treasurer after reconciling with bank statement.
   - [Motion:2018-12-12:02] adopt purchase card report form as presented.
     ○ Made by Melody, seconded by Chris. Motion carried.

C. Membership Withdrawal Requests
   - Six requests were presented. 4 requests were approved as per the maintenance of membership criteria on our membership form. 1 will be approved as of Jan. 3rd and
   - One was denied as the request was it did not arrive within the withdrawal window listed on the membership form.

D. NWOLC Request - Korean War Veterans Memorial
   - No action taken

E. NWOLC Request - NW Labor History Conference - May 3-5
   - No action taken

F. Labor History Calendar
   - 2019 Labor history calendar to be given as a thank you to Work Site Leaders and Bargaining Team members. Each one will have HCU logo and contact information.
   - [Motion:2018-12-12:03] authorize spending up to $400 on Labor History Calendars.
     ○ Made by Tammy, seconded by Anastasia. Motion carried.

Note: Executive Session 6:27pm-6:38pm

IV. Sick Leave Donations

A. 120418-02
   - [Motion:2018-12-12:04] approve the recommendation of Sick Leave Committee to approve 120418-02 for 4 days upon receipt of personal statement.
     ○ Motion approved
B. 120418-03
   ● [Motion:2018-12-12:05] approve the recommendation of Sick Leave Committee to approve 120418-03 for 16 days.
      ○ Motion approved.

V. Reports
A. President
   ● No report
B. Grievance Report
   ● Step 1 – 0
   ● Step 2 – 0
   ● Step 3 – 0
   ● Arbitration – 0
   ● Resolved since last meeting – 2
      ○ S.C. withdrew after meeting with management
      ○ K.H. withdrew after meeting with management
C. Membership Report
   ● Members - 802
   ● Non-Members - 541
   ● Total in bargaining unit - 1343
   ● Membership percentage - 59.72%
   ● New employee count - 6
D. New members in December - 22
E. Organizing Report
   ● Contact Attempts - 85
   ● Conversations - 45
   ● Assessments - 19
   ● New Hire Packets send out: 0 (Current to 10/22/18)
F. First Book
   ● First Book Event was held at Witch Hazel on 12/6. It was well received. There is interest in additional events at Patterson and again at Witch Hazel.
G. Member Organizing Institute
   ● 2 members will be participating in the MOI program through AFT in January.
   ● Membership Drive will be happening in January.

VI. Announcements
A. Next Board Meeting: January 9, 2019
B. Upcoming Events
   ● 12/19 - Political Action Committee
   ● 12/20 - New Employee Orientation
   ● 1/10 - Work Site Leader Council
   ● 1/25 to 1/26 - Winter School
   ● 3/8 - Classified Appreciation Social
Expected Adjournment - 7:13PM
Submitted by Bethany Schaffner

Summary of Approved Motions

[Motion:2018-12-12:01] to adopt audit report as presented.
[Motion:2018-12-12:02] adopt purchase card report form as presented.
[Motion:2018-12-12:03] authorize spending up to $400 on Labor History Calendars.
[Motion:2018-12-12:04] approve the recommendation of Sick Leave Committee to approve 120418-02 for 4 days upon receipt of personal statement.
[Motion:2018-12-12:05] approve the recommendation of Sick Leave Committee to approve 120418-03 for 16 days.