**TACOMA FEDERATION OF PARAEDUCATORS LOCAL 461**

MINUTES OF MEETING OF EXECUTIVE COMMITTEE

Held on Day #3 of Board Retreat, August 13, 2019

**MEETING CALLED TO ORDER AT 9:00 a.m. by President Glory Tichy**

**Present**: Glory Tichy, President; Kathy Unruh, Vice President; Elizabeth Douglas, Building Representative; Charles Steimle, Building Representative; Liz Walle, Secretary; Laura Robyn, Treasurer; Janet Hubbard, Newsletter/Communications (present for a.m. portion of meeting only). Absent: Tina Isakson, Parliamentarian/Sergeant of Arms.

**Guest**: Anna-Maria Magdalena, AFT Union Organizing Representative.

**Ice Breaker**: Day began with introductions and icebreaker game.

**Philosophy/Climate**: Kathy led the discussion about the philosophy the new board hopes to promote. Take the High Road! We are here for members; we work for members! Members are #1. We facilitate members. Our job is to know…

**Committees – Group Discussion/Decision Making**:

 Standing Committees and the Board Member chairing each: Negotiation, GLORY. Budget and Finance, LAURA. Audit (these two committees must have different members), \_\_\_\_\_\_\_\_\_\_. Nominations and Elections, LIZ AND JANET on alternating years. Bylaws, LIZ. Communication, Janet. Membership, KATHY, CHARLES AND ELIZABETH. Pierce County Labor, JANET. Labor Management, Committee includes Patty A., Kathy, Jenny F., Glory, Jana.

 Proposed Committees: Endorsement, Janet. More committees? – get ideas from membership.

 Board Committees:

**Operations:**

 General Meeting Dates (5:30 p.m.): 2019: 9/16, 10/21, 11/18, 12/16 (not sure about this one – no meeting, short meeting or social??). 2020: 1/13, 2/10, 3/16, 4/20, 5/18 and 6/15 (again not sure about this date – maybe change for group picnic or Rainiers game??).

 Executive Board Meeting Dates (5:00 p.m.): 2019: 9/10, 10/1, 11/12, 12/3. 2020: 1/7, 2/4, 3/3, 4/14, 5/5 and 6/2.

 QUESTION: Should we purchase a 2nd computer for use in the office?

 KATHY UNRUH made a motion, ELIZABETH DOUGLAS seconded, that we allocate up to $1,000

 for use on a new office computer. **MOTION PASSED.**

Discussion was held about office hours/building use. We will have “open” hours for office Wednesdays and Thursdays from 4:00 p.m. to 6:00 p.m. Other times by appointment. We will decide on this month by month as necessary.

 Discussion was held about grievances and need for building rep training.

**Daily Business Updates**:

 New internet: Rainier Connect. Faster, cheaper.

 Copier: Cannot get out of lease that Barb signed. $3,000 per year. Copier not hooked up today.

 Website: Liz will work on

 Banking: Debit card arrived. Check signers have been updated.

**Financial Updates**:

 Discussion was held explaining per capita and problems with way dues were collected and paid to AFT and AFT WA in the past. We need to raise our dues or continue to lose money.

**Meeting Structure**:

 Kathy explained how meetings have been run in the past. Need more membership involvement in meetings. Meetings need to run pursuant to Roberts Rules of Order.

 Discussion about contested vote. Karen at AFT WA suggested that AFT investigate the election and make a determination of whether revote necessary. If so, revote will take place at October meeting. We agreed to this rather than having membership vote on need for revote.

 At September (and future) meeting:

* + Kathy will facilitate member sign-ins. Are they on a membership list? Why not?
	+ Kathy will provide new member packets, including our Bylaws, information about meeting

structure, direct people to website, acronyms, schedule, contact info for board members.

* + Board members should be at the doors to greet members.
	+ Agenda posted online prior to meeting.
	+ Should we add public comment to agenda??

Respectfully Submitted,

 Elizabeth Walle, Secretary