

**Juneau Chapter Meeting Minutes**  
**ASEA Local 52 Juneau E-Board**  
**January 15, 2019, Teamsters Hall, 5:00 P.M.**

**I. CALL TO ORDER**

1. Wendel called the meeting to order at 5:01pm

**II. ROLL CALL**

1. Officers – 4 needed to meet quorum
  - a. President – Courtney Wendel
  - b. Vice President – Emil Mackey
  - c. Secretary – Emily Haynes
  - d. Treasurer – Dawn Harris
  - e. Executive Board Member #1 – *Vacant*
  - f. Executive Board Member #2 – Michael Hills<sup>1</sup>
  - g. Executive Board Member #3 – Nadine Lefebvre
2. Officers present or on the phone
  - a. Wendel, Haynes, Harris, Hills, Lefebvre
  - b. Mackey joined at 5:08pm
3. Officer Rolling Tally of Unexcused Absences
  - a. President – Courtney Wendel – **0**
  - b. Vice President – Emil Mackey – **0**
  - c. Secretary – Emily Haynes – **0**
  - d. Treasurer – Dawn Harris – **0**
  - e. Executive Board Member #1 – **0**
  - f. Executive Board Member #2 – **0**
  - g. Executive Board Member #3 – **0**
4. Others present
  - a. Members - Michelle Morris (Trustee #1), Alysha Guthrie (Trustee #2), Brian Sonesen
  - b. HQ – Lizzie Solger

**III. APPROVAL OF MINUTES**

1. December 20, 2018
  - a. Officers read the minutes, Wendel called for corrections.
    - i. Lefebvre noted a typo on page 3
      1. Secretary noted the correction and will be fixed
    - ii. No other corrections. Minutes are passed with the correction.

**IV. CHANGES TO AGENDA**

1. Wendel called from amendments. None offered. Agenda accepted.

**V. OFFICER REPORTS**

1. President's Report
  - a. President was unable to call into Chapter President's meeting
  - b. Jake Metcalf (ASEA Executive Director) were scheduled to meet today; Jake is stuck in Sitka
  - c. Meet-and-Greet
    - i. PEL scheduled for February 26 and 27; Meet-and-Greet scheduled while ASEA Executive Board is in town

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<sup>1</sup> Suzanne Dutson held Executive Board Member #2 office until January 2, 2019 when Michael Hills was elected.

- ii. Solger: HQ in talks with In Bocca al Lupo to reserve the space on the 26<sup>th</sup>; will be confirmed by HQ and members notified
        - 1. Once confirmed, Haynes and Wendel to draft email to send to membership.
        - 2. Members will have the opportunity to meet other chapter presidents and committee representatives
    - d. PEL
      - i. Haynes will be attending Pell in Wendel's seat
      - ii. Wendel and Lefebvre already attending as State Executive Board (SEB) members
      - iii. If Harris is unable to go as Wendel's guest, then Hills will attend
    - e. SEB meeting date to be confirmed; one Chapter attendee should go in place of Wendel
      - i. Wendel requests someone to offer up their name
    - f. Wendel moved New Business item #3 (*What can ASEA do to help support furloughed feds?*) which was a request to Wendel from a Juneau Chapter member
      - i. Water & Sewer (CBJ)
      - ii. AEL&P
      - iii. Food/Fuel/Bus Passes
      - iv. Other ideas:
        - 1. Food drive
        - 2. Donation of gift cards
        - 3. AEL&P gift cards
        - 4. Survey monkey to survey Juneau Chapter members
          - a. Would you rather donate time or money?
          - b. If you were to get furloughed today, what are the top items you need help with?
        - 5. Mackey: leave cash-in to Union; Wendel does not believe that process supports donating to feds
        - 6. Lefebvre: Fundraiser at Aldersgate United Methodist Church, Go Fund Me for USCG, encourage furloughed employees to apply for unemployment insurance
          - a. Wendel: Use Aldersgate as a way to get help to federal employees
          - b. Haynes and Wendel to draft a survey monkey email and request aid from members
2. Secretary's Report
  - a. Report on votes held by email since previous regular Executive Board meeting (December 20)
    - i. January 14 – Haynes moved to “reschedule the Juneau Chapter Executive Board Meeting to January 15, 2019 at 5pm at the Teamster's Hall.”
      - 1. Harris seconded the motion.
      - 2. Haynes, Harris, Wendel, and Lefebvre voted yes. None opposed. Motion is carried.
  - b. New email addresses
    - i. All chapter communication through these.
3. Treasurer's Report

- a. Balance Sheet
  - b. Income Statement
  - c. Bank Reconciliations
  - d. Upcoming Expenditures
  - e. Treasurer presented the Treasurer's report
    - i. Under New Business #4 (*Chapter Steward business cards*) – money is available for this expenditure; Chief Steward Dutson is responsible for budget expenditures for her committee; Harris will inform Dutson there is money available and the proper forms for reporting
    - ii. All FY19 office rental costs have been paid
4. Committee Reports
- a. Elections Committee – Sonesen (Chair)
    - i. Election completed; no protests received
    - ii. Hills elected to Executive Board Member (EB) #3; Guthrie elected to Trustee #2
    - iii. Remaining vacant seats – Trustee #3 and EB #1
      - 1. How to handle the vacancies? If Elections Committee is requested, then elections will have to be held in February
      - 2. Wendel stated the Elections Committee will not be needed
      - 3. Chapter Executive Board (E-Board) to solicit nominations for EB #1 and then the E-Board will appoint
      - 4. E-Board is able to appoint at any time for Trustee #3
    - iv. Elections Committee lost 2 committee members; would like to request members to join elections committee?
      - 1. Haynes: Can we fill these vacancies prior to the biennial convention elections?

## VI. UNFINISHED BUSINESS

- 1. FY20 Budget Committee solicitation
  - a. Draft FY20 Budget to be presented to membership at March 13<sup>th</sup> quarterly meeting
  - b. FY20 final to be voted at June quarterly meeting
    - i. Discussion of date, time, and location of meeting
      - 1. Plan A: Saturday at 10am on June 8 at Valley Library
      - 2. Plan B: June 13<sup>th</sup> at noon at Teamster's Hall
      - 3. Haynes moves to "hold the June Juneau Chapter Membership meeting on June 8<sup>th</sup> at 10am at the Valley Library."
        - a. Lefebvre seconds.
      - 4. Wendel amends to include "with a contingency that if the 8<sup>th</sup> does not work, meeting will be held on June 13<sup>th</sup> at noon at Teamster's Hall."
        - a. Lefebvre seconds.
        - b. None opposed. Motion carries.
  - c. Wendel to email to E-Board a schedule for food for March 13<sup>th</sup> Membership meeting which is a potluck (tacos)
  - d. Wendel and Haynes to draft email to solicit Budget Committee members, then send to Harris, then send to Wendel, then send to Jake for distribution
    - i. Wendel mentioned Trustees are a great support to the Budget Committee
- 2. PEL

- a. Discussed during President’s Report; no further discussion needed
- Due to time, Wendel called for objections to tabling Unfinished Business items 3, 4, 6, 8, and 9. No objections received. Items tabled to next meeting.*
- 3. Audit Committee Recommendations
    - a. Officer Desk Manuals
    - b. **Tabled.**
  - 4. VMO Rise Up! Conference Report (Haynes)
    - a. **Tabled**
  - 5. Inventory special workgroup
    - a. Storage location/costs
    - b. Inventory list
    - c. Wendel appoints Lefebvre to Inventory Work Group Committee
      - i. Lefebvre moves to “schedule Inventory Work Group Committee meeting to February 23<sup>rd</sup> at 6:30pm at Teamster’s Hall.”
      - ii. Wendel seconds.
      - iii. None opposed. Motion carries.
  - 6. What activities JNU Chapter can take to encourage legislature/Gov to fund contract
    - a. **Tabled.**
  - 7. Strategic planning session / calendaring events for 2019 and 2020
    - a. Harris moves to “reschedule February 21<sup>st</sup> E-Board meeting from noon to 5pm.”
      - i. Lefebvre seconds.
      - ii. None opposed. Motion carries.
    - b. Discussion of Biennial Convention due dates for resolutions
    - c. Harris moves to “reschedule March E-Board meeting to March 7<sup>th</sup> at 5pm to appoint EB #1 and Trustee #3.”
      - i. Lefebvre seconds.
      - ii. None opposed. Motion carries.
    - d. Haynes moves to “cancel the April 18<sup>th</sup> E-Board meeting.”
      - i. Harris seconds.
      - ii. None opposed. Motion carries.
    - e. Currently scheduled May 16<sup>th</sup> E-Board meeting at 5pm will remain
    - f. Currently scheduled June 20<sup>th</sup> E-Board meeting at 12pm will remain
    - g. Wendel called for objections to canceling the July 18<sup>th</sup> E-Board meeting.
      - i. No objections received. Meeting is canceled.
      - ii. If we hold a July Chapter event, we can generate interest
    - h. 3 months after contract renewal (July 1, 2019), stewards need to resubmit interest
      - i. Reminder to be sent and add to Chapter calendar.
    - i. Discussion of having quarterly meeting before school commences, rather than in September.
    - j. Currently scheduled August 15<sup>th</sup> E-Board meeting at 12pm will remain
    - k. Lefebvre moves to “schedule the Juneau Chapter Quarterly Membership meeting to August 18<sup>th</sup> at Project Playground.”
      - i. Harris seconds.
      - ii. None opposed. Motion carries.
    - l. Haynes moves to “schedule the Juneau Chapter Quarterly Membership meeting to November 9<sup>th</sup> at 6pm.”
      - i. Wendel seconds.

- ii. None opposed. Motion carries.
  - m. Wendel called for objections to rescheduling the November 21<sup>st</sup> E-Board meeting to November 6<sup>th</sup> at 5pm.
    - i. None raised. Meeting rescheduled.
  - n. Wendel called for objections to canceling the December E-Board Meeting.
    - i. None raised. Meeting canceled.
  - o. Wendel requested officers to research meeting worksites, times, security, etc. and set a date to host E-Board meetings.
    - i. Solger has access to worksites and recommends the Pioneer's Home
  - p. Strategic Planning to continue to next meeting and will remain on agenda in perpetuity.
- 8. Post Office Boxes – Chapter business and Elections
  - a. **Tabled.**
- 9. Moving bank accounts to a union-supporting credit union – True North Federal Credit Union
  - a. **Tabled.**

**VII. NEW BUSINESS**

- 1. Elections
  - a. New Officers
  - b. Vacancies – Trustee #3 & E-Board Member #1
- 2. Community Legislative Welcome at Centennial Hall – January 16<sup>th</sup>
  - a. Wendel: do not endorse anything political other than funding the contract and keeping members in their jobs and in Juneau
  - b. Event is free, starts at 5pm, and is catered
  - c. Please dress business casual or business formal
- 3. What can ASEA do to help support furloughed Feds?
  - a. Moved to President's Report
- 4. Chapter Steward business cards
  - a. Discussed during Treasurer's Report

**VIII. ANNOUNCEMENTS**

- 1. Juneau Chapter member Alicia Hughes-Skandjis was unanimously appointed to CBJ Assembly

**IX. SET AGENDA FOR NEXT MEETING:**

- 1. Meeting at February 21<sup>st</sup> at 5pm at Teamster's Hall.

**X. ADJOURNMENT**

- 1. Lefebvre moves to adjourn meeting.
  - a. Mackey seconds.
  - b. None opposed. Motion carries.
  - c. Meeting adjourned at 6:51pm