

Juneau Chapter
Executive Board Minutes
July 17, 2025

The regular meeting of the Juneau Chapter Executive Board was **called to order at 5:32 PM** on July 17, 2025, on Zoom.

Present: President Stephen Warta, Secretary Tanya Howard, Treasurer Adam Bauer,

Absent: Vice President Randy Sutak, Executive Board Member #2 Paul Kelly (*Paul arrived for part of the meeting*)

Appointed During Meeting: Executive Board Member #1 Karen Lechner

Staff: Emily

Quorum: Established (3 members)

I. Board Member Absences

Main motion 25-7-17-1 (Excuse Vice President & Executive Board Member #2)

Excuse Randy Sutak and Paul Kelly from today's meeting.

Moved by Tanya Howard, seconded and approved without objection.

II. Approval of Agenda

Main motion 25-7-17-2 (Adopt Agenda)

Adopt agenda as presented.

Moved by Adam Bauer, seconded and approved without objection.

III. Secretary's Report

Main motion 25-7-17-3 (Postpone Approval of 6/11/2025 & 6/26/2025 Minutes)

Postpone approval of E-board Special Meeting Minutes for 6/11/2025 & Membership Meeting Minutes for 6/26/2025.

Moved by Paul Kelly, seconded by Adam Bauer and approved without objection.

Main motion 25-7-17-4 (Approve Record of Email Actions)

Approve Record of Email Actions by E-Board.

Moved by Paul Kelly, seconded by Adam Bauer and approved without objection.

1. *Authorize expenditure of \$33,112.16 payable to ASEA/AFSCME Local 52, approved at E-Board Special Meeting 6/26/2025 out of Chapter Organizing budget line (3 approvals: President, Secretary, and Treasurer)*
2. *Reimbursement to Stephen Warta is approved for \$317.88 for June Glory Hall Dinner from the Volunteer Corp budget line, approved at E-Board Meeting 1/16/2025 (3 approvals: President, Secretary, and Treasurer)*
3. *Reimbursement to Stephen Warta is approved for \$158.53 for June Membership Meeting Food, approved over email (3 approvals: President, Secretary, and Treasurer)*
4. *President authorized expenditure of \$288.63 to Supanika Ordonez for the CLC Parade Candy for Chapter Organizing budget line, approved at E-Board Meeting 5/15/2025*
5. *BBQ Shelter cost for canceled event resulted in \$10 cancelation fee paid to Supanika Ordonez*
6. *Authorize increase to Ice Cream Day expense limit to \$900 (4 approvals: President, Secretary, Treasurer, and EB #2)*
7. *Authorized expenditure of \$887.76 payable to Glacier Scoops, approved at E-Board Meeting 6/11/2025 and increase over email out of Activities Committee budget line (3 approvals: President, Secretary, and Treasurer)*

IV. **Staff Updates**

Emily shared update on NOPP Class Action Grievance, membership numbers growing, and the increased use of our Union Stewards.

V. **President's Report**

Stephen shared that he attended the Union Steward meeting. He also was approached by Karen Lechner as interested in joining the E-Board. Conversation was had over how Karen can sit on board and in what position.

Main motion 25-7-17-5 (Appoint Karen Lechner to E-Board)
Appoint Karen Lechner to Executive Board Member #1 seat.
Moved by Tanya Howard, seconded and approved without objection.

VI. **Treasurer's Report**

Main motion 25-7-17-6 (Approve 7/15/25 Treasurer's Report)
Approve the 7/17/2025 Treasurer's Report.
Moved by Tanya Howard, seconded by Karen Lechner and approved without objection.

VII. **Committee Reports**

1. **Bylaws Committee:** Nothing to report.
2. **Scholarship Committee:** Not active.
3. **Activities Committee:** Tanya shares the great turnout for our free ice cream day event.
4. **Audit Committee:** Under new business on agenda.
5. **Budget Committee:** Not active.

VIII. **New Business**

1. **Movement of Website Hosting Services:** Adam shared that he manages multiple websites under his personal business and has included the local union website. Adam shared a change that would allow him to better manage the site with no additional costs. Paul inquired on cost and Adam would charge \$200 per year and there can be discussion later about how to improve our storage and email setup.

Main motion 25-7-17-7 (Approve Website Hosting Services Change)
Approve change to our website hosting service from Site Ground to Red Boy Media and disclose that Red Boy Media is owned by Adam.
Moved by Paul Kelly, seconded by Tanya Howard and approved without objection.

2. **Submit Audit Paperwork to HQ:** Adam has paperwork that needs to be signed and submitted to HQ by President and Secretary, and conversation had about how the resigning of Tanya might affect that. Adam will get the instructions and send them to Stephen for review.

Main motion 25-7-17-8 (Appoint Acting Secretary)
Appoint Karen Lechner as Acting Secretary.
Moved by Paul Kelly, seconded and approved without objection.

3. **Recruit for next Audit Committee:** Adam explained he creates a letter that Reber sends out and Stephen appoints out of the volunteers that reply to the letter to sit on the audit committee.

Main motion 25-7-17-9 (Approve Audit Committee Recruitment)
Approve Adam to create a letter for audit committee recruitment.
Moved by Adam Bauer, seconded and approved without objection.

4. **New Hire Open House funding request:** Emily shares that we have quarterly meetings for new hires. Requesting \$600 for remaining three open house events for FY26. Adam shared that there is \$10,000 for chapter organizing that would be a good place to pull the money.

Main motion 25-7-17-10 (Approve New Hire Open House Funding)
Approve \$600 for up to \$200 per Open House Event to come from Chapter Organizing budget line.
Moved by Karen Lechner, seconded by Adam Bauer and approved without objection.

5. **Glory Hall funding approval for FY26:** Adam shared the Volunteer Corp have a budget line item of \$4,500 for FY26. Provided it is only used for Glory Hall than each month would have a budget of \$375.

Main motion 25-7-17-11 (Approve Glory Hall FY26 Funding)
Approve the allocation of \$4,500 from the Volunteer Corp budget line to be spent monthly for the Glory Hall food, not to exceed \$375/month.
Moved by Adam Bauer, seconded by Tanya Howard and approved without objection.

6. **Membership Meeting food funding approval for FY26:** Adam shared there is 4 meetings scheduled per year and the cost of meeting food comes from the Chapter Meeting budget line.

Main motion 25-7-17-12 (Approve Membership Meeting FY26 Food)
Approve the allocation of \$500 from the Chapter Meeting budget line to be spent quarterly for the Membership Meeting food, not to exceed \$125/quarter.
Moved by Adam Bauer, seconded by Karen Lechner and approved without objection.

7. **Beat the Odds sponsorship:** Emily shared that last year we allocated \$1,000 for 20 race participants and explained levels of contribution and benefits of each. Discussion was had on the amount of sponsorships we do each year and Adam reported due to our surplus spending has been higher than what we can do going forward.

Main motion 25-7-17-13 (Approve Beat the Odds Sponsorship)
Approve spending \$1,000 to support the Saturday, August 23rd Beat the Odds Race out of Chapter Organizing budget line.
Moved by Adam Bauer, seconded by Karen Lechner and approved without objection.

8. **Reauthorization of Bookkeeper:** Adam reported that one of the things from the audit is that we had not authorize the bookkeeper each year.

Main motion 25-7-17-14 (Re-authorize Bookkeeper Contract Renewal)
Approve renewal of bookkeeping contract with CAM Books Bookkeeping Services not to exceed \$3,000 per year.
Moved by Adam Bauer, seconded by Tanya Howard and approved without objection.

Next Meeting

E-Board Meeting – August 21st at 5:30 PM (Zoom)
Membership Meeting – September (TBD)

Adjourn:

Meeting was **adjourned at 6:50 PM.**

Respectfully submitted by Tanya Howard, Secretary

Approved at the _____, _____ E-board Meeting.