

**Minutes of the CWA Staff Union
Executive Board Meeting
Virtual Meeting**

May 20, 2021

**Approved by the Staff Union Executive Board: 7/15/21
Issued: 7/17/21**

Attendance

	5/20/21
Garry Jordan	X
Mike Schulte	X
Erin Spaulding	X
Amber Brooks	X
Jana Smith-Carr	X
Jane Phillips (EJP)	X
Jessica Ramirez	
John Petrini (JP)	X
Julian Brunner	X
Kevin Kimber	
Louis Rocha	X
Kaine Goodwin	
Richard Shorter	X
Tony Shaffer	
Tonya Hodges	X

Board reviews minutes from April 15 meeting.

MS makes motion to approve. EJP seconds. Motion to accept the minutes carries unanimously.

Board reviews minutes from March 18 membership meeting.

LR makes motion to approve. RS seconds. Motion to accept the minutes carries unanimously.

PRESIDENT'S REPORT

Lost arbitration related to member's termination. Expecting decision on Adrian Acosta's arbitration very soon. One termination of a guild member in DC.

Board has discussion on various re-opening plans.

MEETING SCHEDULE

Board meeting schedule for the rest of year will be as follows:

- June: no meeting
- July: 7/15 at 7pm ET
- August: no meeting
- September: no meeting
- October: In person meeting in New Orleans 10/15 and 10/16.

Membership meeting will be held 10/16. Meeting will be a combination of in person and zoom meeting so all members can participate. Reminder to get travel dates to Mike Schulte.

Action item: Erin & Tonya will work on tech setup for membership meeting. Mike and Julian also volunteer to assist as needed.

APP PENSION SUMMARY

Zane Farr from the Guild union has worked with other CWA union leaders from the TNG staff union to do a more detailed APP explainer for all CWA union members. Will be distributed shortly to members.

CONSTITUTION UPDATE

The Election Committee is ready to conduct the constitution vote electronically. Board has discussion on timeline. Letter to the members with the changes will be e-mailed and then polls will open approximately one week later. Polls will be open for two weeks.

Motion made by JSC to recommend a yes vote on the constitutional changes. MS seconds the motion. Motion unanimously carries.

STAFF UNION POLICIES AND PROCEDURES

Based on suggestions from the accountant from the recent audits, Erin has compiled existing staff union policies into documents as well as created additional policies recommended.

Conflict Of Interest Policy (New) – Policy created per accountant recommendation. No board member has an existing conflict of interest.

Document Retention and Destruction Policy (New) – New formalized policy created per accountant recommendation.

Officer Stipends (Existing) – No change to this is existing policy that is in place.

Retirement Gift Policy (Existing) – This is an existing policy that has been in place for many years to give members who retire a gift of \$25 per year of service. No change to policy, just incorporated into the policy manual.

Travel & Expense Reimbursement Policy (Existing): No change in existing policy which is in line with CWA Travel and Expense Reimbursement policy.

Union Dues & Collection Policy (New): New policy created per accountant recommendation.

Whistleblower Policy (New): Created per accountant recommendation.

Motion to accept these policies by LR. Second by TH. Motion unanimously carries.

Based on accountant recommendation Erin has compiled all procedures utilized into one document. Board reviews S/T procedures document that includes the following procedures: Accounting Records, Annual Audit, Budget, Expenses/Invoices, Dues Verification, Income/Deposits, Legal Approval Process, Quarterly Review & Process, Record Storage. & Technology.

MS makes motion to accept the Secretary/Treasurer Procedures. EJP seconds. Motion unanimously carries.

DISTRICT/DIVISION REPORTS

D1 – No travel until after labor day. No firm dates on when people will be returning to office.

D2/13 – Staff is already going into office. PA AFL-CIO also reopening first week in June.

D3 – Garry Jordan reports that a Campaign Lead has been made temp staff and he is memorializing the agreement with CWA via email so that we can have the practice documented. Staff Union asked for the member to be moved up to the 36 month rate and CWA did not agree.

D4 – Back in the offices in June.

IUE – Dayton staff is already going back into the office.

Adjournment.