Meeting called to order at 8:40 a.m. by President Jorgenson.

Directors provided the following updates regarding Officer changes in their Regions
- Region 9 has a new Chief Steward - Jim Roettger (Dunn)
- Region 10 has a new Chief Steward - Todd Maki (Landers)
- Local 1901 has a new Vice President - Jessica Shouler (Jeffries)
- Local 1702 Treasurer (John Nies) is retiring (Terhune)
- Local 501 has a new Treasurer - Robert Johnson (Fitzpatrick)
- Local 502 has vacancies for Treasurer and Secretary (Fitzpatrick)
- Local 1203 has a new Treasurer - Karen Roatch (Nelson)
- Region 15 now has a Director – Bryan Kotta (Sloan)

Good and Welfare/Announcements
- Local 1902 hosted their annual Bend of the River Cookout (Jeffries)
- MAPE’s 35th Birthday: Locals 1901, 1902, and 1903 celebrated with cupcakes (Jeffries)
- Local 1201hosted an outing at a recent Saint Paul Saints game (Nelson)
- Region 6 held a “coffee break” event – 190+ people attended (Treichel)
- Region 11 (Locals 1101 & 1102 ) hosting its annual summer gathering on July 16th (Wikstrom)

MSP (Fitzpatrick) to adopt the Agenda as amended.
- To remove the Shutdown MOU from the Agenda (Jorgenson)
- To add under New Business: “Special Board Meeting” (Jorgenson)
- To remove the Wellstone Warmup from the Agenda (Jorgenson)

MSP (Dunn) to approve the May 15, 2015, Board of Directors meeting Minutes as presented.
OFFICER REPORTS

Treasurer’s Report (Doheny)
- Finance Committee met June 10, 2015.
- MP (Finance Committee) to approve the amendments to the Funds Policy as presented (Attachment A).
- Investment Policy: will be bringing forth recommendations, possibly in July, for Board actions.
- Delegate Assembly (DA) planning update provided.
- MSP (Falconer) to send the 30-day notice/information packet for Delegate Assembly to attendees via email (information to be accessed through the MAPE portal).

Secretary’s Report (Baker)
- Executive Committee Meeting Minutes: Draft June 5, 2015, Executive Committee meeting Minutes provided as informational.

2nd Vice President’s Report (Larson)
- Membership Committee met June 4, 2015.
- Update from the May statewide recruitment campaign – 147 new Members!
- Membership Committee scheduling a recruitment event in Local 1402 in July/August.

1st Vice President’s Report (Moran)
- Grievance Report (June 2015).
- Future Steward training: Advanced Steward Training is scheduled for October 19-20, 2015 and Basic Steward training is scheduled for November 18, 2015.
- Employee Rights Committee (ERC) met May 18, 2015 – update provided on activities.
- MSP (Schoop) to move into Executive Session at 9:08 a.m., inclusive of the Executive Director.
- MSP (Fitzpatrick) to leave Executive Session at 9:19 a.m.
- MSP (Fitzpatrick) to support the decision of the ERC to take Grievance #13-08-006767 to arbitration.
- Even numbered Regions completed the process of electing Chief Stewards by the May 31st deadline.

President’s Report
- Highlighted recent MAPE events: paid parental leave, anti-bullying training and celebration, and the Department of Human Services (DHS) Career Ladder meeting with the Commissioner.
- Highlighted the process experienced in negotiating the shutdown Memorandum of Understanding (MOU).

10:00 a.m. TIME CERTAIN (AT 9:34 a.m.): Executive Director’s Report (Dan Holub)
- Provided additional highlights on the paid parental leave, anti-bullying training and celebration, and the DHS Career Ladder meeting.
• MSP (Landers) to approve the reallocation of MAPE staffer Ashley Erickson to the classification of Public Relations Coordinator, with assigned duties as presented in the revised Public Relations Coordinator Position Description.

• Membership Crisis Staffing Plan: update/discussion implementation of the 2015-16 Plan.
  o MSP (Larson) to appropriate $156,000 from Undesignated Reserves to begin implementation of the 2015-16 Membership Crisis Staffing Plan.

• MSP (Dunn) to provide up to $9,000 from the Training Budget to send 3 people (staff and Members) to a three-day anti-bullying training sponsored by the Workplace Bullying Institute in Boise, Idaho for either July 31 – August 2, 2015 or August 7-9, 2015.

• Discussed the negotiated Paid Parental Leave MOU between the Office of Professional Employees International Union (OPEIU) and MAPE (handout).
  • MSP (Pedretti) to approve the Paid Parental Leave MOU as presented.

• Discussion on the need for a MAPE Policy or Bylaw change to set the deadline for MAPE Membership for purposes of voting on negotiated contracts.
  • MSP (Falconer) to set the Membership deadline for one week (7 calendar days) prior to the voting on the negotiated 2015-2017 MAPE Contract.
  • MSP (Nelson) to approve the new Membership Status and Contract Ratification and/or Strike Voting Timeline Policy as amended (amended language indicated by double-underline and strikethrough). (Attachment B)
    ▪ MSP (Landers) to amend the motion to strike “they properly apply for membership” and replace with “that their application for membership is received by MAPE”.....

STAFF REPORTS

• Public Affairs & Communications Director (Richard Kolodziejski): Written report covering - Media coverage; Legislative update; Bullying conference/work; Ads focus on MAPE’s work: running the second of a series of four ads with each of the state’s three largest labor print newspapers – Union Advocate, Minneapolis Labor Review and Labor World. The three messages are: 1) MAPE is Minnesota, 2) We work hard for higher wages and better workplace conditions, 3) MAPE stands up for economic and social justice for everyone; Web visits soar; Paid parental leave; Team MAPE PAC; Government Relations Committee is requesting feedback on legislative priorities; Negotiations update.

• Director of Member Engagement, Development and Organizing (Lina Jamoul): Written report covering - One on ones; Training (Industrial Areas Foundation training, Local Presidents Committee, and Diversity training); Action (Anti-bullying, Paid Parental leave, Career Advancement in DHS); Supplemental negotiations; Membership recruitment; Local reports – from the Business Agents:1202 Century College; 1201 St. Paul College; 1203 BCA tentative agreement reached; 1402 plans to visit every worksite in the local in July; 1801 Member visits and recruitment in Wilmar and Hutchinson; 1302 Membership recruitment efforts in Normandale College; 801 Membership recruitment efforts at MNDOT and Veteran Affairs.

• MAPE Business Manager (Paul Schweizer): Written report covering - Operation and Support Services: financial, payroll, purchasing, member database updates, election administration, committee support, meeting notices, website updates, human resource management, information technology support, and facility management services: Financial/HR Services; Monthly Membership Database Updates; Support to Locals and Committees; Elections Update; Technology Update; Building Corp.; Delegate Assembly.
UNFINISHED BUSINESS

Dependent Scholarship Proposal
- The Board ad hoc Committee (Pedretti, Falconer, Larson, Jeffries) presented the Dependent Scholarship proposal.
- MSP (Pedretti) that the Board recommends to the 2015 DA approval of the proposed Dependent Scholarship proposal as amended.
  - MSP (Nelson) to change the amount of the scholarships from $100 to $250.

NEW BUSINESS

Department of Human Services (DHS) MOU: Vacation Balances
Discussed proposed MOU that would allow specific employees at DHS to carry vacation balances over 275 hours beyond the June 30, 2015 deadline.
- MSP (Falconer) to send the proposed DHS MOU re Vacation Balances out to the affected membership for a vote.

Membership Committee Policy
- MP (Membership Committee) to approve the recommended changes to the Membership Committee Policy as amended (amended language indicated by double-underline and strikethrough). (Attachment C)
  - MSP (Schoop) to amend the 2nd bullet under “In addition” by adding the wording “paper and electronic” at the end of the sentence.
  - MSP (Larson) to amend the 3rd bullet under “In addition” by inserting the wording “paper and electronic” within the sentence.
  - MSP (Moran) to amend the 6th bullet under “Goals, tasks, deliverables” by adding “and members” at the end of the sentence.

Tech Task Force Update
- Technology Task Force (Board Members Terhune, Johnson, Schoop, Sullivan, Nelson, and Member Jay Smith) - presentation/discussion on audio features and price comparisons of wireless microphones (DC Tech, ESCI, and Tierney).
  - MSF (Dunn) that the Technology Task Force seek a rebid from ESCI. (Vote: 4/10)
  - MSF (Falconer) to table the motion for a year.
  - MSP (Technology Task Force) to proceed in securing a contract with DC Tech for wireless microphones in the Boardroom.

Formation of Task Force to Clarify MOU Policy
- President Jorgenson seeking volunteers to work with him on a taskforce to clarify the MAPE MOU Policy; 1st VP Moran volunteered.

Membership Committee Appointments
- MSP (Wikstrom) to ratify the following appointments to the Membership Committee: Mark McLaughlin (601), Henry McCabe (401), James DeLuca (801), Jesse Arganbright (1201), Kyle Johnsen (901).
Meet and Confer Appointment
• MSP (Falconer) to ratify the appointment of Valerie LaPorte as a member of the Department of Corrections Statewide Meet and Confer.

11:30 a.m. TIME CERTAIN: Member Comments: None

Special Board Meeting
• Board action will be needed whenever a tentative agreement is reached on the 2015-17 Contract.
  • MSP (Dunn) to schedule a special Board meeting for June 26, 2015, at noon.

15 Now Campaign
• Update provided by Richard Kolodziejski (MAPE Public Affairs & Communications Director) on the $15/hour campaign (handouts); MAPE has received a request to go on record in support of the 15 Now Campaign.
  • MSP (Moran) to officially go on record that MAPE supports the 15 Now Campaign.

Budgeted Income and Expenses Scenario
• MAPE Business Manager Paul Schweizer presented scenarios for MAPE planning and actions needed in a reduced revenue environment.

STATEWIDE COMMITTEE REPORTS

Negotiations Committee Update
• Update provided by co-Chair Dunn and Director Nelson on the Healthcare Coalition negotiations (premiums, copays, flexible spending, federal Cadillac tax, dental, palliative care, etc.).

Board Stewards’ Report (Jeffries/Treichel): None

Correspondence
• News Clippings covering the pending State Government Shutdown: KSTP-TV June 1, 2015 - State Workers Brace for Possible Layoffs if Budget Deal Isn't Reached. WCCO-TV – June 1, 2015 State Workers Get Layoff Notices As Shutdown Threat Looms. Pioneer Press - 6/2/15 House GOP looks to make a deal; 9,500 workers get layoff notices. Star Tribune - 5/29/15 Bad day in Minnesota budget talks; layoff notices pending for 9,500 state workers; 6/1/15 As layoff notices go out, Dayton and House GOP reach deal on biggest budget sticking point.
• Thank you from Iron 5 of USW Local 11-63 for MAPE’s support during their strike, and update article: Iron 5 ratify SMI pact, back to work 5/14.

MP (Consensus) to adjourn at 1:30 p.m.

Next meeting scheduled for June 26, 2015.

Mary Baker, Statewide Secretary

Approved: July 17, 2015
Funds Policy

Original Policy Approval Date: 4/20/2001
Board of Directors Revision Date: 5/06/2010, 6/21/2013, 4/18/2014, 5/16/2014, 6/19/2014, 6/19/2015
Delegate Assembly Revision Date: 9/20-21/2013

Summary: Definition of fund categories.

Policy:

- **Operations Continuity Fund**: Disbursements from this fund are to cover MAPE operating expenses during a labor action and is funded with 2 percent of dues income.

- **Capital Improvement Fund**: Expenditures from this fund are for capital improvements such as furniture and computer equipment and is funded with 2 percent of dues income plus depreciation transfers.

- **Negotiations Team Fund**: Expenditures will be for negotiation expenses consistent with the MAPE Reimbursement Policy. This is funded at the monthly pro rata share of the negotiations budget, less expenses. If negotiation expenses exceed this fund balance, a transfer must be made from the undesignated reserve.

- **Undesignated Reserve Fund**: This will be funded with unused income.

- **Local/Regional Fund**: This is funded by local dues, less expenses, to provide for local activities.

- **Local Supplementals**: Locals with 200 or less MAPE represented employees shall have funds replenished monthly with $1000 if their balance falls below $1000. Money will be used for operations of the Local in providing services to their members. A budget supplement may also be obtained by any local through a request to and approval by the Finance Committee and the Board of Directors.

- **Crisis Fund**: Disbursements from the Crisis Fund will be for MAPE job actions or needs arising from a full or partial government shutdown and are available to all members of the bargaining unit, including all employees represented by MAPE, based upon the guidelines developed by the Board of Directors. It is funded with 4 percent of dues income.

- **Delegate Assembly Fund**: Expenditures will be for Delegate Assembly expenses consistent with the MAPE Reimbursement Policy. This is funded at the monthly pro rata share of the Delegate Assembly budget, less expenses. If Delegate
Assembly expenses exceed this fund balance, a transfer must be made from the undesignated reserve.

- **Future Years Operations:** Funded by accumulation of undesignated reserve and based on current knowledge of future business needs. This fund serves as a reserve account to reduce the need for future dues increases.

- **Crisis Campaign/Educational/Independent Expenditure Political Fund:** Expenditures will be for non-candidate specific political actions based on the priorities of MAPE and political climate regarding legislative/contractual issues. This is funded at the monthly pro rata share of the yearly budget.
Membership Status and Contract Ratification and/or Strike Voting Timeline Policy

Board of Directors Date: June 19, 2015

Summary: Guideline for when newly hired represented employees and fee payers are permitted to cast a contract ratification vote.

Related Information:

Policy: The MAPE Board of Directors shall determine the membership deadline for contract ratification voting eligibility. Absent such a determination, newly hired represented employees and fee payers shall be eligible to vote in contract ratification votes provided they properly apply for membership that their application for membership is received by MAPE at least seven calendar days prior to the start of such voting.
Membership Committee Policy

Board of Directors Revision Date: 6/18/2010, 6/19/2015

Summary: Membership Committee mission and goals.

Related Information:

Policy:

Mission:
To promote full membership by organizing local membership secretaries/committees, coordinating recruitment efforts and education.

Goals, tasks, deliverables:
- Implement plan for personal contact in recruiting all fair shares and fee payers, new hires, transfers, and associate members.
- Improve communication of between local membership secretaries/committees, between locals, locals and the 2nd Vice President, and the locals and MAPE Central.
- Increase MAPE visibility at the local level work site (MAPE table in cafeteria, bulletin boards, events, etc.)
- Develop and conduct comprehensive membership campaign at least biennially (every other year).
- Support the continuous recruitment and organizing efforts by the locals.
- Promote awareness by fair share members of the benefits of full membership benefits of membership to fee payers and members.
- Coordinate MAPE scholarships.

In addition:
As chair of the membership committee, the 2nd Vice President shall work closely with MAPE staff to:
- Coordinate improve reporting to local membership secretaries/committees after each biweekly update from the state on new hires, transfers, and membership percentages.
- Develop Update/revise membership cards (paper and electronic).
- Update customized materials (paper and electronic) for new member packets as needed recruiting pamphlets after elections.
- Continue quarterly delivery of updated membership lists to local.
- Contribute to training and education of new local officers after local elections.