

MINNESOTA GOVERNMENT ENGINEERS COUNCIL

Board of Directors Monthly Meeting

May 5, 2010

The monthly meeting of the MGEC Board of Directors was held on Monday, May 5, 2010 at the MGEC office.

	Present	Not Present		Present	Not Present
President John Siekmeier	X		Director Joe Fleisher	X	
Vice President Linda Heath	X		Director Rachel Guan		X
Past President Peter Buchen	X		Director Marilyn Jordahl Larson	X	
Secretary Len Leitner	X		Director Paul Kettleson	X	
Treasurer Jessica Forsberg		X	Director Jerry Kotzenmacher	X	
Director Mohammad Dehdashti		X	Director Mike Lownsbery	X	
Director Andy Eller	X		Executive Director Dana Wheeler	X	
Director Pat Ferrin	X		Administrative Asst Rhonda Bauer	X	

- I. **AFSCME:** One hour discussion with representatives from AFSCME – Eric (organizer), Mike (president) and Bob (state field director). Second half-hour of the discussion was Q&A - list of questions from board members.
- II. **Call to Order:** President Siekmeier called business portion of the meeting to order at 5:45 p.m.
- III. **Discussion of Item I:** The next step is discussion with MAPE at the June board meeting.
- IV. **Constitution Committee Report:** The committee had the following recommendations from their meeting earlier today.

A. By-Law 5 - Duties of Executive Board and Executive Committee

The number of board members at committee meetings should be limited to less than a board meeting quorum, since if a quorum of board members are present then it's a "special meeting" of the board. Special meetings require posting a notice of the meeting. Current board quorum is seven, therefore committee size should be no more than six board members present. Non-board members may serve on committees; this is already encouraged on the website (Board of Directors page).

Recommendation to add #3 and #6, renumbering #3 and #4:

3. The Executive Board may create standing committees to assist in carrying out the work of the Executive Board and make recommendation to the Executive Board for approval of actions to be considered.

6. Committee meetings are open to all members and shall not include more than six (6) Executive Board members at any committee meeting.

A motion was approved to send the two additions to By-law 5 to a vote of the membership during the next board election.

B. Policy VIII – Financial Procedures

#2 - strike the last sentence. There is no value in this procedure since the Executive Director and Treasurer have the authority to pay the bill, and it has usually already been paid by the time it would be reviewed. ~~The President and/or Vice President will review and~~

~~initial all paid bills prior to the filing of the various records to the appropriate file.~~

#3 - strike the word "manual." 3. "The ~~manual~~ checking account register will be kept up-to-date on a bi-weekly basis by the MGEC office personnel." Staff currently maintains an electronic register.

#7 – strike. 7. A "petty" cash account of approximately \$150 will be maintained. This fund will be used for monthly meeting supplies and other small miscellaneous expenses. It will be utilized and maintained by the MGEC office personnel. The petty cash account is no longer utilized.

A motion was approved to change Policy VIII, #2, #3 and #7 as written.

C. Policy X – Audit Procedures

#1 – modify.

1. An Audit Committee of two members who previously held the position of Past Presidents and/or Past Treasurers who are members of MGEC shall be appointed by the Executive Board/Treasurer to conduct an audit of MGEC finances or financial records in late July or early August for those years ending with odd numbers, for years in which they did not hold that office. (Note: a professional audit will be conducted by an accounting firm in even years.)

D. Policy XI – Election Procedures

#5a – modify. a) This Election Procedure shall be provided to each member by printed or electronic means and posted on the MGEC website at least forty-five (45) days prior to the election day~~printed in the Annual Meeting book.~~

Add new #5b. b. Notice of elections and invitation of nominations shall be made to the membership sixty (60) days prior to election day.

#5b – modify and renumber. ~~b~~c) Nominations are presented to the membership electronically or via U.S. mail (if the member requests delivery by U.S. mail) at least forty-five (45) days prior to the closure of nominations.~~at the Annual Meeting and nominations accepted from the floor. (Presentation and acceptance of floor nominations should be conducted by the Nominating Committee's chair).~~ The list of Director nominees shall be a non-paired listing of all candidates.

#5c – strike. c) ~~Thirty (30) days notice to the membership of the final slate of candidates is presented either by mailing of a newsletter or the ballot.~~

#6 – modify. 6. Ballots information (electronic or paper) shall be sent by ~~first class mail~~ to the home address/e-mail address or work email of Full Members of MGEC (as of the date of mailing: any eligible person who has signed a membership card), but not to Fair Share, Associate, Chapter, or Life Members. The ballots must be sent at least fifteen (15) days prior to the Election Day. The ballot notification mailing will contain the following items:

- a) ballot, showing names of candidates and write-in slots for each position
- b) return envelope (return postage not pre-paid) (unless electronic)
- c) biography sheet, also containing "position" statements by each candidate

#7 – strike. 7. ~~In order to assure up to date home addresses for the election, a first class~~

~~mailing to members' homes should occur each May. This will allow time for corrections to be made. The envelope or card sent to the members should contain the phrase: "Address Correction Requested" on the face of the envelope.~~

A motion was approved to change Policies X and XI as recommended by the Constitution Committee.

V. Length of board meetings and frequency of committee meetings

- A. Approval of agenda items:** We will change to a consent calendar method (approval of routine items in one motion and no discussion) for approving board minutes and Treasurer's report. Also since the minutes go out via email prior to the meeting they will not be handed out. The membership report will be removed from the agenda.
- B. Committee meetings:** Only schedule meetings when at least two-thirds, including the chair, can be present.
- C. TTAA Task Force:** Will postpone tomorrow's meeting since Dana has a meeting with Mike Herman tomorrow.

VI. Financial Reserves

- A. Discussion:**
 - Other public sector bargaining units do carry reserves and one (MI) has taken a dues holiday and another (NJ) provides dues back to members laid off or furloughed.
 - The dues plan is working well, and we have resources to draw on. It's reserves, not a surplus; a buffer that gives us the flexibility to cover things such as the upcoming compensation study.
 - We are in the decline period of our dues plan.
 - A previous board explored trying to increase investment income and/or buying our own office but chose not to. One option is to reduce dues so our reserves don't continue to grow.
 - We may see more grievance costs as employees are pushed to the limit from increased workload and budget deficits.
 - We can anticipate inflation.
- B. FDIC Protection:** Verify that our account balances are not at risk, i.e. don't exceed the amount that is protected under FDIC.
- C. Non-profit status:** Determine if our nonprofit status is at risk and what the consequences are.

VII. Staffing Needs: Dana will evaluate what is being done by current staff and what the needs are (legislative tracking, attending other engineering group meetings, etc.) that would be filled by additional staff.

VIII. Legislative Committee Report – Chair Eller reported on the committee's May 4th meeting.

- A. NASHTU and CESO:** The annual meetings/conferences were attended in D.C. last month. Mohammad and Dana also met with some legislators including Congressman Oberstar and are following up with letters to those folks. Jessica attended CESO's.
- B. Governor Election:** MGEC is willing to host gubernatorial candidate presentations and/or debates. The survey responses MGEC has received are posted on the website.
- C. MGEC Day at the Capitol:** Some of those who attended want to meet with legislators

once more before the session ends.

D. Transportation Alliance: Dues for MGEC to become a member would be \$330 per year. A motion was approved to join the Transportation Alliance.

E. Automated Letter Writing: Dana is checking into software programming for members to send letters to their legislators.

F. Workplace of Choice: Linda Heath has volunteered to be the contact person for the task force.

IX. Adjournment: The meeting adjourned at 7:00 p.m. The next monthly board meeting is scheduled for Monday, June 7, 2010 at the MGEC office.

Respectfully submitted,

Len Leitner
Secretary

Rhonda Bauer
Administrative Secretary