

LOCAL 305
MAIL HANDLERS MIDATLANTIC



District of Columbia • Maryland • North Carolina • Virginia • West Virginia

Kenneth A. Hayes, President • Dunleigh Y. Cardin, Treasurer • 4907 Fitzhugh Ave., Suite 100 • Richmond, VA 23230

Clara Jackson
Vice President

Derrick Carr
Recording Secretary

Mary Naylor
Washington, DC

Ed Evans
Maryland

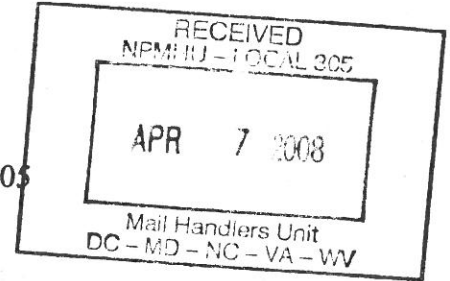
Michael Lawrence
North Carolina

Teresa Harmon
Virginia

Kevin Fletcher
West Virginia

OFFICIAL MINUTES

The Executive Board Meeting
National Postal Mail Handlers Union – Local 305
4907 Fitzhugh Avenue, Suite #100
Richmond, Virginia 23230-3533
March 13, 2008



In attendance:

Kenneth Hayes-Local President
Clara Jackson-Vice President
Yam Cardin-Treasurer
Derrick Carr-Recording Secretary
Mary Naylor-District of Columbia State Executive Board Member
Ed Evans-Maryland State Executive Board Member
Michael Lawrence-North Carolina State Executive Board Member
Teresa Harmon-Virginia State Executive Board Member
Kevin Fletcher-West Virginia State Executive Board Member

Opening of the Executive Board Meeting:

1. President Kenneth Hayes called the meeting to order at 10:00 a.m. and the Recording Secretary Derrick Carr gave the invocation.
2. Recording Secretary Carr called roll. All of the Board members were in attendance.

Old Business:

President Hayes gave an update on the following and a general discussion ensued:

1. President Hayes stated that the election for delegates to the 2008 National Convention of the National Postal Mail Handlers Union is completed and extended congratulations to all the delegates.

2. The aprons for the members are in and will be disseminated to the Branch Presidents over the next two days of the Council meeting.
3. The SEBMs are to provide the names of the members to be on the Scholarship Committee by April 21, 2008. The first two meeting dates for the Scholarship Committee have been tentatively scheduled for April 26-27, 2008 and May 3-4, 2008.
 - A) The scholarship applications have already been mailed to the membership.
 - B) It is hoped that the VEBA will fund the Local 305 scholarships in the future.
 - C) The Board discussed the general review process of the Scholarship Benefit Plan and the Scholarship Administrators, who are Shelly White, Treasurer Yam Cardin, and John Dudley
 - D) President Hayes made a motion to re-order the process by which this Board approves the total Plan benefits awardable under the Local 305 Scholarship Plan. The motion reads: *Prior to any designation by this Board, as Sponsor of the Local 305 Scholarship Plan, of the total Plan benefits awardable each Plan Benefit Period, the Scholarship Plan Administrator is directed to present to this Board the Administrator's determination of the amount of Scholarship Plan benefits it wishes to award for the subsequent Benefit Period and any support for this determination that the Administrator wishes to present. This Board then will make its decision on the total Plan benefits awardable for the given Benefit Period. This Board's decision may concur with the Administrator's determination of the total Plan benefits awardable, or this Board may at that time reduce the total award of Plan benefits awardable and in such case advise the Administrator to reconsider its determination in light of such reduction in financial sponsorship by this Local Union.* MDSEBM Ed Evans seconded the motion. The motion carried unanimously.
 - E) President Hayes moved to allocate up to \$50,000 for the 2008 Local 305 Scholarship Benefit Plan. NCSEBM Michael Lawrence seconded the motion. Motion carried unanimously.

Review of the Previous Minutes:

1. The minutes from the December 14, 2007 Board meeting were passed out and reviewed.
2. The following corrections and/or additions were noted:
 - a) Page 2 of 4, item #10 under Old Business, add "There was" to the beginning of the sentence;
 - b) Page 3 of 4, item #2, add "He" to the beginning of the sentence and change the second sentence to: "Approximately 20 additional advocates have taken the advocacy training last year and some are in the process of on-the-job training in the field."

3. A motion was made to accept the minutes with the corrections and additions by MDSEBM Evans and seconded by VASEBM Teresa Harmon. Motion carried unanimously.

National Convention Discussion:

1. President Hayes stated that there are twenty-five (25) members going to the National Convention; twenty (20) delegates and five (5) observers. The dates of the Convention, to include dates of travel, are August 10-17, 2008, in Orlando, FL.
2. The tentative meeting dates for the Local's delegates will be April 19 & 20, 2008. The purpose for the meeting will be to discuss what the delegates can expect at the Convention, travel arrangements, Convention attire, and the responsibilities of the delegates.
3. The expenditures for the delegates to attend the Convention will exceed \$5,000 to cover travel, hotel accommodations, lost time, and other expenses.
4. President Hayes moved to allow for Local 305 to allow for expenditures beyond \$5,000 for the delegates to attend the National Convention, which was seconded by Recording Secretary Carr. The motion passed unanimously.

General Discussion:

1. The next SAMLU meeting will be held in Boston, MA from April 11-13, 2008.
 - A) Due to the expenses for the upcoming year with the National Convention, The QWL Conference, and the Annual Affairs President Hayes stated that the entire Executive Board would not be attending the SAMLU.
 - B) However, in accordance with the rotation of the SEBM's attending the SAMLU along with an observer, DCSEBM Mary Naylor will be attending this SAMLU along with Mail Handler Eugene Horton from JCTM, President Hayes, and Treasurer Cardin. The Director of Contract Administration Kevin Fletcher will be attending on behalf of the National office.
2. The QWL Conference will be held in Baltimore, MD beginning on September 29, 2008. This is the first time the Conference is being held in this jurisdiction.
 - A) Local 305 is responsible for providing entertainment for the Conference for the first night. Vice President Clara Jackson stated that normally the Union provides several functions on that night. President Hayes will have the Board as well as a committee from the Baltimore, MD facility to assist in coordinating these events.
 - B) JCTM and Southern MD are the two facilities in the Local that are participating in the QWL process. There are other facilities like Suburban, MD that are in the process of establishing QWL in the facility.
 - C) President Hayes moved for the Local to cover the expense of the QWL Conference that will be in excess of \$5,000, which was seconded by NCSEBM Lawrence. The motion carried unanimously.
3. The email system is up and running Local-wide to include the Executive Board and the Council.

Annual Affair Discussion:

1. Annual Affair dates have been established for some facilities and are filling fast.
2. The cost for the 2007 annual affairs was \$150,846.54
3. President Hayes stated that several changes will take place or are under consideration concerning the annual affair for each branch:
 - A) In the future, the Local office will be responsible for reviewing and signing all contracts involved with the annual affair. This is to ensure that the branches do not go over budget.
 - B) We need to look at ways to cut down the cost of doing the annual affairs. Consideration is being given to doing a statewide function.
 - C) CNA use to give out televisions at some of the annual affairs but they no longer do so. Presently, the Local office purchases televisions for each branch, which does not come out of the branches budget for the annual affair.
 - D) The ceremonial time to honor Branch Presidents and Stewards with certificates at the annual affair may be replaced with them being honored in the Local newsletter.
 - E) Under the requirements for the Department of Labor, the LM2 requirement, for the Local's reporting purposes, recipients of gift cards will have to sign for the gift card.
 - F) The deadline for the annual affairs to be scheduled with the Local office this year is April 15, 2008. This will facilitate the Executive Board with coordinating the attendance of as many annual affairs as possible.
 - G) Changing the deadline to an earlier date of when each Branch President has to notify the office when they are scheduling an annual affair is being considered. This will assist with the budgeting of the annual affair. This was tabled for the upcoming Council meeting for consideration in the bylaws.
 - H) There was a lengthy discussion concerning the bylaws that govern the annual affairs.
4. President Hayes moved for the Local to cover the expense for the annual affairs throughout the Local that will exceed \$5,000 for the year 2008, which was seconded by VASEBM Harmon. Motion carried unanimously.

The Board recessed for 20 minutes.

General Discussion Continued:

1. The conference room and the general office area of the Local office have been remodeled with new carpet, new blinds, and fresh paint. Also, there are new light fixtures in the exterior of the office building to give better lighting around the building.
2. The Local 305 newsletter has been completed and sent to all members. The expense was approximately \$4,000. President Hayes stated that the Local would

- like to do at least two newsletters a year, with DCSEBM Naylor and Mail Handler Horton serving as assistant editors.
3. FMLA training will be held on March 16, 2007 for the Council. Training for the sign language course is in the works, however, with all that the Local is undertaking this year with the SAMLU, National Convention, and the QWL Conference it may be difficult to get completed.

Contract Administration Report:

The CAD Director for Local 305, Kevin Fletcher reported the following:

1. There will be a change on the standard grievance form from using the Grievant's social security number to utilizing their Employee ID; pending approval from the National Office. Once approved the forms will be emailed to all branches.
2. There were 772 grievances appealed to step 3 from March 2007 to March 2008.
3. There was a brief discussion concerning the quality of grievances coming from the field and the need for Branch Presidents to review and correct the grievances before they leave the office.
4. CAD Director Fletcher gave an update on the arbitration cases won recently and on other cases that are pending arbitration; several cases are worth hundreds of thousands of dollars. "Patience and persistence" should be the theme in the field concerning the filing of grievance. Several cases involve casual in-lieu-of and/or casual cap violations.
5. President Hayes noted that the Local's policy is that a Grievant has a right to review his/her case file but not to have a copy of it. The Branch President and Steward should use reasonable discretion in what is being viewed to avoid any confidentiality issues of information concerning other people involved or named in the case file.
6. President Hayes stated that the Local office should have the same exact case file that is in the field. All the information that the steward has should be sent to the office.

The Board recessed for lunch at 1:00 P.M. and reconvened at 2:00 P.M.

General Discussion Continued:

1. Recording Secretary Carr gave the Board copies of Article X charges received for their viewing to be heard at a later date.
2. President Hayes stated that the remainder of the union jackets that were ordered will be delivered as soon as they come in. The deadline for ordering jackets was the last day of 2007. The total costs of the jackets were \$120,000 to include the last order.

Financial Report:

Treasurer Cardin passed out the financial report for review. Upon a lengthy discussion over the report to include, but not limited to, a discussion over the phone expenses in the field, Xerox copier and Dell computer leases, income from the National office, and investments, NCSEBM Lawrence moved to accept the report and DCSEBM Mary Naylor seconded it. Motion Passed unanimously.

Treasurer Yam noted that the Branch Presidents were asked previously to forward a copy of the serial number of the Dell computer in the local branch office to the Local for proper tracking of leased equipment but there was very little response.

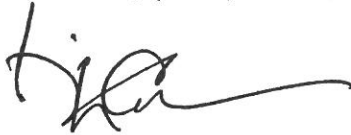
New Business:

1. President Hayes spoke about the constitutional items that had to be addressed at the upcoming Council meeting: Compensation, Collective Bargaining Recommendations, the Goals of the Union, and the number of delegates to be determined to attend the National Convention.
 - A) Although some may want to freeze compensation, the Council will have opportunity to fairly address what they want concerning compensation;
 - B) The number of delegates to be determined to attend the Convention has already been determined at the previous Council meeting;
 - C) Concerning collective bargaining the Local is in the process of improving the CAD staff as well as the performance of the stewards in the field. Stewards' training was conducted in the past year as well advocacy training. Some of the advocate trainees are in the process of being trained on the job.
 - 1) President Hayes is looking to get some of the advocate trainees to take a few cases as part of the training under the direction of an advocate.
 - 2) DCSEBM Naylor suggested that some of the new trainees sit in on an arbitration hearing with more than just one advocate to get a better understanding of the job. Which both President Hayes and CAD Director Fletcher agreed upon.
 - 3) The Contract is good for five (5) years therefore it is not much to discuss concerning collective bargaining recommendations.
 - D) Goals of the Union are to make the organization a better union. We are off to a good start having conducted a series of trainings and with new people getting involved with the various aspects of the Union.
2. The Bylaws were handed out for review and will not be official until the Council reviews the changes that were made last year and are now incorporated in the new bylaws.
 - A) There will be some cosmetic changes to the bylaws this year due to changes made by the Executive Board previously concerning the number of Mail Handlers needed in a facility to have a Branch President.

3. There was a lengthy discussion concerning the bylaws and potential changes concerning the number of Mail Handlers needed to have a Branch President, the compensation package as listed in the bylaws, additional language pertaining to the drawing of a raffle, and the responsibility of the Council to deal with such matters.
4. President Hayes stated that there will be a change to the "Lost Time" voucher to reflect "Lost Union Wages" instead.
5. VASEBM Harmon moved to have Tom Mconaughey appointed to the vacant position of Branch President of the Winchester, VA branch effective April 1, 2008, which was seconded by President Hayes. The motion carried unanimously.
6. DCSEBM Naylor raised an issue concerning the Health Benefit Plan, the Health fair, and both the work credit and the financial credit received for the work done within the Local. President Hayes and Treasurer Cardin will research the situation.
7. President Hayes stated that he will discuss with the National office the general concerns and problems that we are having with shared services at the upcoming SAMLU.

At 4:15 P.M., being no further business, Recording Secretary Carr moved to adjourn the meeting and NCSEBM Lawrence seconded it. Motion carried unanimously.

Fraternally yours,



Derrick Carr
Recording Secretary