

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
June 5, 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 10:30 a.m.
2. Recording Secretary Derrick Carr did the invocation and called roll. All board members were present.

Review of the Minutes:

1. The minutes from the April 21, 2008 board meeting was passed out for review.
2. The following corrections and/or additions were noted:
 - a) Page 2-5, capitalize the first letter in "Civil Service" in item #2 and #3, and capitalize the first letter in "Postal Service" in item #3;
 - b) Page 2-5, item #4, replace the period (.) with a comma (,) after Fletcher and replace the capital "A" in the word "All" with a lower case "a".

- c) Page 3-5, item 2, 2a and 2b, capitalize the first letter in the words “sick pay plan”, “death benefit plan”, and “scholarship plan”.
3. A motion was made to accept the minutes with the corrections and additions by MDSEBM Ed Evans and seconded by NCSEBM Michael Lawrence. Motion carried unanimously.

Old Business:

President Hayes gave an update on the following items that were previously discussed by the Board:

1. The awarding of the Local's scholarships are almost complete to include any and all appeals. There were more participants and winners this year compared to last year. DCSEBM Mary Naylor requested that the membership be made aware as to whom the recipients are. President Hayes stated that the information would be given to all Branch Presidents and Chief Representatives.
2. Shop steward training has been covered for those facilities that were in need of steward training. Any additional training will be conducted on an as-needed basis. Hickory, NC is scheduled for the next training.
3. A discussion on the advocacy training and the selection process of how a member is selected for said training ensued. President Hayes stated that it would be he and the Director of Contract Administration Kevin Fletcher who will make the decision as to who will receive the training since the Advocates work for the Local Office and not their respective Branch office. However, the opinion of the Branch President will be considered.
 - a) President Hayes stated that the Local office has enough advocates and trainees in the field presently. Therefore, we will not be soliciting any additional trainees or scheduling any additional classes at this time.
 - b) Those desiring to become advocates in the future can submit their names to the Branch President or to the CAD at the Local office.
4. The deadline has passed for the selection of the annual affair date; approximately 20 branches have already submitted dates. Treasurer Cardin expressed the importance of those remaining facilities to get their scheduled affair date into the Local office.

New Business:

1. DCSEBM Naylor stated that, as representatives for the members in the field that each Executive Board Member should be afforded the opportunity to see all of the property owned by Local 305. President Hayes stated that any Board Member desiring to see the Union property could do so after arrangements have been made with the residents. Both President Hayes and Treasurer Cardin stated that Board members and/or Union members have visited their place of residence previously.

2. DCSEBM Naylor questioned how the expenditure and the subsequent reimbursement of funds utilized to purchase travel arrangements for the spouse of a Union member are reported when accompanying the member on Union business. The Board discussed in detail the following:
 - a) Generally the Local will make arrangements for a spouse so that the member and spouse can travel together;
 - b) In such cases the member has two (2) weeks to reimburse the Union;
 - c) The expense will be listed under travel and the reimbursement will listed under deposits;
 - d) Upon request the Board members can view the detailed reporting of the transactions to include a copy of the check made for reimbursement.
 - e) Future purchases made with credit cards will have to be explained in detail on a new form to go alongside the present expense form and receipts.
3. The Union night for the QWL Conference will tentatively be a trip to Dover Downs Casino (Dependant on the interest of the conference attendees) and a social cocktail reception with music. The Board discussed the Union's responsibility during registration and cost of the Union night. It was noted that the Union should select the Mail Handler members that are functioning in QWL and not management.
4. Recording Secretary Carr mentioned that there maybe a new policy from the Capital District concerning how management will record the call-ins of employees who do not have any type of leave on the books. According to said policy, management will record the call-in as AWOL. CAD Fletcher stated that the Union should file a grievance if this occurs and asked for a copy of the policy if it is in writing. It was also noted that the grievance should be filed at the time the AWOL was recorded by management, not when the discipline is issued.

Financial Report:

1. Treasurer Cardin passed out the financial report for review. Lillian Robinson, Bookkeeper Specialist was present to assist with any questions. There was a lengthy discussion over the report. Although the financial report is detailed the Board requested Treasurer Cardin to provide more details in future reports. Treasurer Cardin explained that the Union's auditors are in the office this week to assist the bookkeepers with the financial records. However, to provide all the details would require a lengthy report. Therefore, Treasurer Cardin reminded the Board that they can always come to the Local office and request to see the financial records.
2. Vice President Clara Jackson presented a request from a Branch President in the field that all Branch Presidents with large facilities be provided Union cell phones or a stipend to pay for the use of their personal cell phones to conduct Union business. It was noted that the Local already provides phones for the Union office with an answering service; this should be used for Union business not personal cell phones.

3. MDSEBM Evans motioned and NCSEBM Lawrence seconded the motion to accept the financial report with its corrections. The motion passed unanimously.

Contract Administration Report:

CAD Fletcher gave an update concerning various aspects of Local 305's Contract Administration Department:

- There have been several awards finalized concerning 204Bs performing bargaining unit work and some removals to include back-pay;
- The CAD will attempt to pre-arbitrate cases in July to keep the cost down; there are however, several dates scheduled for that month;
- There will be no scheduled arbitrations in the month of August due to the National Convention;
- Stewards training completed in Maryland; any spot training needed will be scheduled with MDSEBM Evans;
- CAD Fletcher and the Eastern Regional Vice President, Sam D'Ambrosio will conduct some stewards training for Dulles and Merrifield Virginia;
- The CAD is working extensively with Vice President Jackson who is also the Branch President of the Southern Maryland facility, on implementing the changes going on with the Washington BMC located at that site.
- The CAD along with NCSEBM Lawrence, and Branch President Comie Coleman are dealing with similar changes at the Greensboro, NC BMC;
- It was noted that alternate stewards should handle a grievance only if the primary steward is not present in the facility. However, once an alternate steward has a grievance, management should allow them to see it to the end;
- President Hayes stated that the union computer should be made available to all stewards if there is only one in the facility. The Branch President may designate one for his use if there is more than one computer in the office.

Being no further business MDSEBM Evans made a motion to adjourn and DCSEBM Naylor seconded it. Motion passed unanimously.
Meeting adjourned at 1:50 P.M.

Fraternally yours,



Derrick Carr
Recording Secretary