

LOCAL 305 MIDATLANTIC  
**MAIL HANDLERS**

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  
January 22, 2009

#### 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 10:25 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 December 19, 2008 board meeting were passed out for review.
2. The following corrections and/or additions were noted:
  - a) Page 2 of 6, item #3, 2<sup>nd</sup> bullet, under old business, remove the letter "s" from the word "changes" and replace "than" with "then";

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- b) Page 3 of 6, item #2, add the letter "s" to the word "investment"; and change the date in item #3 to January 22, 2009 from January 25, 2009;
  - c) Page 4 of 6, item #2, the last bullet, change the year from 2008 to 2009;
  - d) Page 5 of 6, last paragraph, change time to 8:00 P.M. from 8:30 P.M.;
  - e) Capitalize the following words: "bylaws" page 3 of 6, item #3; page 4 of 6, item #2, "step 4s" in the 2<sup>nd</sup> bullet, "light duty" and "unassigned regulars" in the 6<sup>th</sup> bullet.
3. A motion was made to accept the minutes with the cosmetic corrections and additions by MDSEBM Ed Evans and seconded by NCSEBM Michael Lawrence. Motion carried unanimously.

### **Financial Report:**

1. President Hayes briefly discussed the agenda for the day and the purpose for the Board to convene for two days as opposed to the usual one-day meeting. The purpose of the two day meeting was to discuss and review the financial state of the Local and to adopt a plan that will address the overall expenditures and budget for 2009.
2. It has been determined from an audit done by the accounting firm Bond Beebe that the Local's expenses have been greater than the income received. This practice has been going on since, as far back as the auditors could review the records, which is the year 2003. The records beyond 2003 were not available due to a problem with the computer program that was used during that time period.
3. Treasurer Cardin disseminated and the Board reviewed the Income and Expense statement for the month of December 2008. The October and November 2008 were reviewed at the December 19, 2008 Board meeting. MDSEBM Evans moved to accept the disbursements as contained in the financial report. Motion was seconded by NCSEBM Lawrence and passed unanimously.
4. The Board discussed the possible changes that could be made by the Board, the Council, and the local office to reduce the expenses for the Local. The possible changes include, but are not limited to the following:
  - Membership Gifts (The rationale for canceling the sending of flowers to a member when sick is because it is rare to find a delivery service that can send the flowers for \$35 as stipulated in the bylaws.)
  - New Members Incentive (The rationale for changing this plan is because it is mostly Branch Presidents and Stewards who receive this incentive and it already their responsibility to recruit new members.)
  - Compensation of the Officers, Chief Stewards, and Stewards
  - Retirement Packages
  - Annual Affairs
5. It was recognized by the Board that several of the changes could only be incorporated through changes in the bylaws during the Council meeting.
6. The changes already instituted consist of the following:

- President Hayes and Treasurer Cardin have voluntarily agreed to pay all of their utilities for the Union paid housing that they occupy;
  - All of the full-time employees on the Union side of the office have voluntarily agreed to pay \$100 a pay period toward their benefit package that are normally paid by the Local;
  - The Local has laid-off one bookkeeper;
  - and the Local will no longer use first class postage to mail large mailings from the office; bulk mail will be used instead.
7. It was noted that depending on the outcome of the Council meeting, this could be the first time in the Local's history that salaries and compensation for officers and stewards will have not only not had an increase during their term in office but also a reduction.

The Board recessed for lunch at 2:15 P.M. and reconvened at 3:30 P.M.

**Financial Report (Continued):**

8. Treasurer Cardin gave a report on the Financial Reporting training he and one of the bookkeepers received from the National office, as a result the following changes will take place:
- The duplicate copy of the PS form 3971 must be submitted with any lost time request;
  - The original receipt for all Union credit card purchases and any other purchase where payment is expected must be submitted to the Treasurers' office;
  - The Local will no longer accept faxes for lost time, expense reports, receipts, or PS form 3971s;
  - The changes initiated are in keeping with the Department of Labor (DOL) regulations;
  - The Local needs an itemized receipt for all expenditures from the field; not just the receipt that shows the overall total.
  - All changes are effective immediately.

**New Business:**

1. President Hayes stated that the position of PAC Coordinator, held by Brother Joe Harrigan will not be used this year since this is not an election year. The Board commended Brother Harrigan for a job well done.
2. Due to retiring from the Postal Service, the Greensboro, NC, BMC Branch President, Comie Colman can no longer serve in the capacity of Branch President in accordance with the National Constitution. However, he is able to serve as Lead Representative for the Greensboro BMC. President Hayes so moved and Recording Secretary Carr seconded the motion. The motion carried unanimously. As the Lead Representative, Brother Coleman will assume the duties as the Branch President with the exception of attending the Council

meeting. It was also stated that most of the Mail Handlers at the facility have expressed a desire for Brother Coleman to remain as the Lead Representative.

- The Board extends their well wishes for Brother Coleman in his retirement and their gratitude for his continued support for the Local and the Union as a whole.

Being no further business DCSEBM Naylor made a motion to adjourn and Vice President Jackson seconded it. Motion passed unanimously. Meeting adjourned at 5:30 P.M.

Fraternally yours,

A handwritten signature in black ink, appearing to read 'Derrick Carr', with a long horizontal flourish extending to the right.

Derrick Carr  
Recording Secretary