

National Postal Mail Handlers Union-Local 305

4907 Fitzhugh Avenue, Suite 100

Richmond, VA 23230-3533

Felandria A. Jackson, President

Leslie Hamlett, Treasurer

Calvin Vines <i>Vice President</i>	Dwight Burnside <i>Recording Secretary</i>	Cynthia Brown <i>North Carolina</i>	Mike Perry <i>Maryland</i>	Demetria Spratley <i>Washington, DC</i>	Richard Mason <i>Virginia</i>	Nathan Fields <i>West Virginia</i>
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OFFICIAL MINUTES

National Postal Mail Handlers Union – Local 305

4907 Fitzhugh Avenue, Suite 100

Richmond, Virginia 23230-3533

December 02, 2019

In Attendance:

Felandria Jackson -	Local President
Calvin Vines -	Vice President
Leslie Hamlett -	Treasurer
Dwight Burnside -	Recording Secretary
Nathan Fields -	WVSEBM
Mike Perry -	MDSEBM
Demetria Spratley -	DCSEBM
Richard Mason -	VASEBM
Cynthia Brown -	NCSEBM

The Executive Board Meeting for NPMHU Local 305 was called to order by President Jackson at 9:36AM. Invocation was given by Vice President Calvin Vines and the roll call was conducted by Recording Secretary Burnside.

Phone (804) 358-4664 • Fax (804) 342-1082



OLD BUSINESS:

- REVIEW OF MINUTES – The Board was issued copies of the Executive Board Meeting Minutes from October 28th and 29th of 2019 for review and discussion. As result of the review and discussion the following motions were made:

Motion: Vice President Calvin Vines moved to accept the October 28, 2019 minutes as written. The motion was seconded by DCSEBM Spratley and moved forward unanimously.

Motion: DCSEBM Spratley moved to accept the October 29, 2019 minutes as written. The motion was seconded by VASEBM Mason and moved forward unanimously.

- CONCERNS and/or ISSUES
 - New Stewards – President Jackson briefly shared with the Board questions from the field concerning the process for new Shop Stewards. President Jackson maintained the position that all new Shop Stewards will begin as alternates with no exceptions. President Jackson also reiterated the importance of properly updating and maintaining accurate steward certifications. Branch Presidents are encouraged to check current steward certifications to ensure that they are up to date and accurate in accordance with the National Agreement.
 - Records Retention Policy – The Board discussed proper procedure for retention of official files and Grievances going forward. President Jackson provided a written policy for the Boards review and discussion. (***Official Record Retention Policy attached***) Branch Presidents are encouraged to proceed in accordance. A Suggestion was made to acquire separate data storage hard drives for this purpose where needed.
- 2020 CONVENTION – The Board briefly discussed types of shirts and the cost of shirts for the upcoming 2020 Convention. Examples were provided for the Boards review and approval. No final decision was made, and the issue was tabled until more information could be provided.

NEW BUSINESS:

- NEW FORMS – New Expense forms were introduced reflecting the changes discussed during the October 28, 2019 Executive Board Meeting (Page 3, item 3). The new forms and the changes will go into effect on January 1, 2020.

- STATE REPRESENTATIVE FEEDBACK – State Representatives are encouraged to put forth diligent effort to solicit from the membership their views, issues and concerns. These issues and concerns will be brought to the Executive Board for open discussion and united resolutions.

CAD REPORT:

- CASE REPORT – President Jackson shared with the Board the following: Out of 25 cases, 7 were denied, 4 were sustained, 10 were settled, 2 were withdrawn and 2 Arbitration case hearings were canceled and rescheduled.
- LABOR BOARD CHARGES UPDATE – Four separate Labor Board charges were filed, as of this date (12/02/19) all the cases have been dismissed.
- MAP PROCESS – The Board briefly discussed the Local's position on the MAP process going forward. Documentation is being requested to determine the Pros & Cons of staying in the MAP program. Currently there was not enough data available to decide. The issue was tabled until the next Executive Board Meeting.

FINANCIAL REPORT:

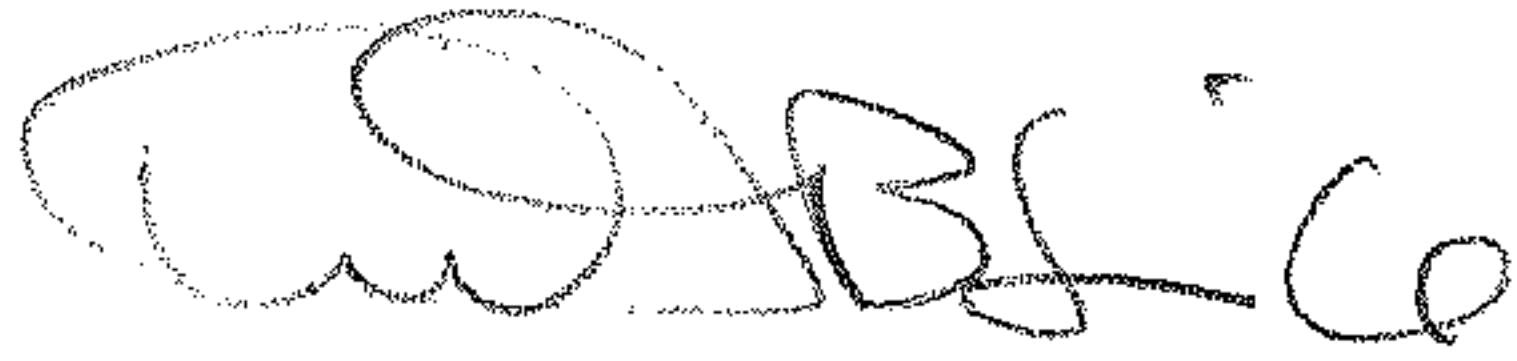
- PROFIT & LOSS and BALANCE SHEET - Treasurer Leslie Hamlett provided the Board with copies of the Profit & Loss and Balance Sheets from October 1, 2019 to December 02, 2019 for review and discussion. Brother Hamlett provided a line by line explanation for all entries and receipts. As result of the review and discussion the following motion(s) were made:

Motion: NCSEBM Cynthia Brown made a motion to accept the financial report and all receipts as presented. The motion was seconded by VASEBM Richard Mason and moved forward unanimously.

- HVAC SYSTEM UPDATE – A representative from the Everyday Service Experts provided a detailed explanation of the issues found with the Local Offices' HVAC System, to include some suggestions for proper repair. The Executive Board requested more information therefore the issue was tabled until the next Executive Board meeting.

With not further business to discuss on this date Vice President Calvin Vines made a motion to adjourn. The motion was seconded by NCSEBM Cynthia Brown and moved forward unanimously. The meeting of the Executive Board of Local 305 was officially adjourned at 4:34PM.

In Solidarity;

A handwritten signature in black ink, appearing to read "Dwight F. Burnside". The signature is fluid and cursive, with the first name being the most prominent.

Dwight F. Burnside

Recording Secretary

NPMHU Local 305