MSU Administrative Professional Association MEA/NEA

Minutes of Executive Board Meeting

Virtual Meeting

February 08th, 2022

2:00 PM

**APA Board Present**: Jared Andrews, Darius Bradley, Sue Brandt, Jim Brinker, Patricia Hampton, Tonya Jamison, Gerlind Kiupel, Heather Litts, Jamie Lynn Marks, Martin McDonough, Nicole Proctor-Kanyama, Todd Ring, Jeremy Romel, Leo Sell, Kandy Slack.

**APA Board Excused:**

**MEA Staff Present:** Shannon Alston

# Call to Order

President McDonough called the meeting to order and took a roll call of the board.

**Welcome and Introduction**

Approximately 21 general members attended virtually.

# Approval Of Agenda

Jim Brinker moved to approve the agenda with flexibility. Motion seconded by Nicole Proctor-Kanyama and approved.

**Approval of Meeting Minutes**

Minutes of January 11, 2022, presented to board. Todd ring moved to approve the minutes as corrected. seconded by Jamie Lynn Marks. Motion approved.

**Official Guest(s) – None**

**REPORTS**

**President’s Report**

Report presented to the board electronically. Discussion regarding reclassification of members.

**Vice President’s Report**

Report presented to the board electronically. ARs are working to promote community engagement through upcoming virtual events.

**Treasurer’s Report**

Sue Brandt presented the January financial statement to the board. Discussion regarding MEA UniServ Training Grant.

**UniServ Director Report**

Shannon Alston presented her report to the board electronically. Discussion regarding MEA Virtual Winter Conference. Discussion regarding recent and upcoming member trainings.

**Committee Reports**

Membership – Kandy Slack presented the membership reports and discussed recent and upcoming events and training. The committee will meet in February.

Community Based Events – The committee is meeting with the membership committee in March to determine next steps. APA is participating in a coat drive collaboration with the MSU College Assistance Migrant Program (CAMP). Items can be dropped off at any time throughout the week at **Migrant Student Services (Holden Hall C249)**. The office is open from 8:00 am – 8:00 pm, Monday – Thursday, and 8:00 am – 5:00 pm on Fridays.

Communications – Darius Bradley reported the next newsletter will be available in February. Forthcoming changes to the website are still being discussed.

Legislative – Tonya Jamison shared information on public service loan forgiveness. Information shared in Zoom chat. NEA has additional resources to determine eligibility. Tonya has accepted a position in a different union and will be leaving APA.

Elections – Next APA election is in March. Nominations are open through February 18th. Election information will be sent directly to members as well as the APA website and Facebook.

Voting is March 15th – 24th.

Grievance – Martin gave an update on grievances.

Finance Committee – No Update. Sue requested a new business item for policy and procedure surrounding recruiting for donations and disbursement of prizes.

Diversity Equity and Inclusion –Jeremy Romel wished everyone happy black history month and gave thanks to Elbony Hawkins for helping to coordinate events during the Martin Luther King Jr. celebration. The committee is reviewing reports from the MSU DEI group regarding hiring.

**Professional Trainings / Conferences**

Martin McDonough attended the January MEA Power Hour.

Pat Hampton attended January sessions from Labor Notes.

**Member Questions, Comments and Concerns**

Members had the opportunity to ask questions, comment or concerns.

**BUSINESS AND DISCUSSION ITEMS**

**APA Board Vacancy**

Tonya Jamison announced her resignation effective 2/9/2022.

Martin McDonough recommended Becky Jo Farrington to fill the remainder of Tonya’s term through August 31, 2022. Leo Sell moved for concurrence with Martin’s recommendation. Motion seconded by Todd Ring and carried.

**Exploring Return to In-Person Executive Board Meetings**

Martin McDonough indicated planning is needed to begin this return. Discussion regarding continuing virtual options.

**Finance Committee Donation and Prize**

Sue Brandt moved for board approval for the finance committee to create a policy and procedure outlining procedures regarding obtaining donations and distributing prizes. Motion seconded by Jeremy Romel and carried. Kandy Slack abstained.

**Finance Committee Event Approval**

Sue Brandt moved that until strategic planning is complete, any activities or events be approved by the board before they are planned. Motion seconded by Jeremy Romel. Discussion regarding availability of finances. Discussion regarding previous notification of events by committees to the board and finance committee and committee obligations. Kandy Slack stated nearly all outreach and membership engagements were conducted with grant funds for the last two years.

Sue Brandt withdrew her motion without objection from Jeremy Romel.

**ANNOUNCEMENTS**

**Upcoming APA Executive Board Meeting (Virtual)**

March 08, 2022, 2pm

**Upcoming MEA Events**

February 16, 2022, 6pm MEA Region 8 Regular meeting and candidate’s Night

March 1 - 3, 2022, MEA Winter Conference

March 18 - 19, 2022, MEA ESP Conference (MEA Headquarters)

April 22 – 23, 2022, MEA Virtual Representative Assembly (RA)

**Upcoming**

**Adjournment**

Jim Brinker moved to adjourn. Motion seconded by Jamie Lynn Marks and carried.

**8H Coordinating Council**

Meeting minutes are respectfully submitted by Jared Andrews