

**Administrative Professional Association**

Minutes of Meeting  
Tuesday, May 12, 2015  
2:00 PM

*Members Present:* Nick Bourland; Carol Graysmith; Pat Hampton; Maury Koffman; Elias Lopez; Erica Phillipich; Deb Porter; Nicole Proctor; Leo Sell; Dennis Seybert; Jen Shangraw; Melissa Sortman; Laura Wise

**CALL TO ORDER**

Maury Koffman called the meeting to order.

**APPROVAL OF AGENDA**

**Agenda of May 12, 2015 Meeting**

**Laura Wise moved that the agenda for May 12, 2015, be approved as distributed. The motion was seconded by Jenn Shangraw and was approved.**

**APPROVAL OF MEETING MINUTES**

**Minutes of April 14, 2015 Meeting**

**Laura Wise moved that the minutes of the meeting of April 14, 2015, be approved as distributed. The motion was seconded by Jenn Shangraw and was approved.**

**OFFICIAL GUEST(S)** No

guests were in attendance

**OFFICER ELECTIONS**

Officer elections occurred with the following results:

- President – Maury Koffman was elected by acclimation for a 2 year term
- Treasurer – Erica Phillipich was elected by acclimation for a 2 year term
- Secretary – Deb Porter was elected by acclimation as interim to August 2016

**REPORTS**

**Presidents Report**

Maury Koffman presented a written report which was reviewed by the board. Discussion and clarification occurred regarding bypass/off date positions, conflict of interest policy for other employment of members, travel and compensation for commuter time and possible training

dates. Maury will send a survey to board members asking for availabilities. In addition, discussion occurred regarding the summer meeting schedule- scheduling the next meeting for August 4<sup>th</sup> and then moving to the regular meeting date in September to later in the month. Finally, information was provided regarding the annual picnic which will be held May 27<sup>th</sup> and Region 8 which will be held May 20<sup>th</sup>.

### **Treasurers Report**

Erica Phillipich presented the treasurers report.

### **Committee Reports**

Community Based Events – Elias Lopez presented information regarding the upcoming book drive.

Membership – Nick Bourland presented a report regarding member numbers, building meetings and Area Representative (AR) training. Also, reported that the Community Lunch attendance is good and More You Know topics have been received well.

### **UniServ Report**

Melissa Sortman presented her report. Discussion occurred regarding members, benefits and services provided by Ms. Sortman to the membership.

## **MEMBER QUESTIONS, COMMENTS, AND CONCERNS**

### **BUSINESS AND DISCUSSION ITEMS**

#### **Joint Health Committee Coalition (JHCC)/Coalition of Labor Originations (CLO) Update**

Maury Koffman updated the board on information presented from the last JHCC/CLO/MSU meeting.

#### **APA/MEA 2015 Spring Representative Assembly (RA) Report**

Discussion occurred regarding the Spring RA and possible date changes for both fall 2015 and spring 2016.

### **ANNOUNCEMENTS**

Region 8 Meeting will be May 20, 2015

APA Picnic will be May 27, 2015

Next Board Meeting will be June 9, 2015

### **EXECUTIVE SESSION**

**Leo Sell moved that we go into Executive Session. The motion was seconded by Dennis Seybert and was approved.**

Maury Koffman provided a bargaining update.

**Nick Bourland moved to end the Executive Session. The motion was seconded by Carol Graysmith and was approved.**

**ADJOURNMENT**

**Dennis Seybert moved to adjourn. The motion was seconded by Nicole Proctor and was approved. Meeting was adjourned.**

Meeting minutes are respectfully submitted by,

Deb Porter  
APA Secretary