

Local 2887

Executive Board Meeting – April 7, 2015

The regular meeting of the AFSCME Local 2887 Executive Board was called to order on Tuesday April 7, 2015 at SIUe Lovejoy Library, room 2017 by Anne Hunter, President.

Executive Board and Trustee Members Present – Anna Broadfoot, Vicki Daggett, Sherie Gottlob, Anne Hunter, Lori Huntley

Review of Agenda:

Anne Hunter distributed agendas for the meeting.

Approval of Minutes:

Minutes were reviewed and a motion was made to approve by Anna Broadfoot and seconded by Sherie Gottlob.

Reports of Officers

President Report – Anne Hunter

An updated seniority list has been provided by Human Resources. There have been 7 new members sign up as full share in the last two months. More members are needed but this increase puts full membership over 50% for the first time in recent memory. Informational meetings will be scheduled and will be ongoing over the next several months to inform members and fair share members about issues and items of interest within the union including the effect that Governor Rauner's proposed Executive Orders and budget cuts will have on the University level. Please keep an eye on your e-mail for further details.

Vice President – Anna Broadfoot

There is a meeting scheduled with East St. Louis on April 13, 2015 to discuss collected community worker questionnaires and classification issues. There are discrepancies with Head Start work dates and Community Worker hours that need to be resolved. Community Workers are required to work on days that Head Start is closed and this causes an unnecessary burden on the Community workers. The recent review of the bumping process covered in an e-mail from the Vice President garnered 132 requests for information.

Secretary – Lori Huntley

Nothing to Report

Treasurer – Sherie Gottlob

The local will no longer be using the services of Susan Young, CPA. The Treasurer Report has been amended to be more streamlined. The Quarterly Trustee Audit will take place soon. A motion was made to close the credit union account by Vicki Daggett and seconded by Lori Huntley. Motion passed unanimously. A motion to purchase stamps and pay for the \$35.00 post office box rental was brought by Sherie Gottlob and seconded by Lori Huntley. Motion passed unanimously.

Trustee Report – Marlee Graser – Absent

Anne Hunter noted that Tracy Hancock and Janice Kolcovich are interested in becoming Trustees for the local. Discussion followed. Lori Huntley moved that Tracy Hancock be nominated for trustee – Sherie Gottlob seconded. Three voted in favor of Tracy Hancock with one opposed. Lori Huntley moved that Janice Kolcovich be nominated for trustee – Anna Broadfoot seconded. Motion passed unanimously. Anne Hunter will advise Tracy and Janice of their approval as Trustees.

Reports of Committees

PEOPLE – Chair needed

The Fair Share Executive Order was discussed. Governor Rauner tried to take the bill to the federal court and it was bumped back to the state level.

Solidarity – Chair needed

Nothing to report. A meeting will be scheduled

Steward Report – Anna Broadfoot

A Steward meeting is scheduled for the 2nd week in April, please check your e-mail for details. A motion was made by Anna to provide \$125.00 for a Pizza Meal Package for the Community Worker meeting scheduled for April 13th. Lori Huntley seconded the motion. Motion passed unanimously.

Old Business:

A special session will be called to discuss Local 2887 Constitution changes.

New Business:

Contact with other university locals was discussed. The facilities local has gone a year and a half without a contract.

A motion was made to adjourn the meeting at 6:40 p.m.

Respectfully submitted –

Lori Huntley

AFSCME Local 2887
Executive Board Meeting
7 April 2015

<u>ITEM:</u>	<u>RESPONSIBLE PARTY:</u>	<u>TIME:</u>
1. Call to Order	Anne Hunter	5:00pm
2. Approval of Minutes		5:01pm
3. Reports of Officers		
a. President's Report	Anne Hunter	5:03pm
b. Vice-President's Report	Anna Broadfoot	5:08pm
c. Secretary's Report	Lori Huntley	5:13pm
d. Treasurer's Report	Sherie Gottlob	5:18pm
4. Trustee Report		5:23pm
a. Vacant Trustee Positions		
5. Reports of Committees		
a. PEOPLE Report	Anne Hunter	5:33pm
b. Solidarity Committee Report	Anne Hunter	5:38pm
c. Steward Committee Report	Anna Broadfoot	5:43pm
i. Community Worker Meeting 4/13		
6. Old Business		5:48pm
a. Revision of Constitution		
b. Budget for 2015		
7. New Business		5:58pm
8. Announcements & Discussion		6:03pm
a. Civil Service Open Forums		
9. Adjourn		6:08pm

**AFSCME Local 2887
Treasurer's Report - March 2015**

Balance on hand SIU CU Ckg 2/28/15	\$2,777.62
Balance on hand SIU CU Svgs 2/28/15	\$4,469.75
Balance on hand BoE 2/28/15	\$150.42
<i>Total</i>	\$7,397.79

	Monthly	YTD	Budget	Notes
INCOME:				
Rebates		\$825.10		
Total Income		\$825.10		
EXPENSES:				
<i>Administrative</i>				
March payroll		\$294.40		
<i>Payroll Taxes paid this month</i>				
Illinois Dept. of Revenue (Feb state w/h)		\$20.00		
YCG Accounting		\$214.00		<i>Year End invoice</i>
<i>Meetings</i>				
People Conference		\$126.00		<i>Per Diem Anne Hunter & Anna Broadfoot 1/23 & 1/24</i>
Steward Training		\$161.92		<i>Marlee Graser Steward Training 2/4 & 2/5</i>
2887 Meetings		\$100.00		<i>Pizza for GM 3/17/15</i>
Total Expenses		\$916.32		
Balance on hand 3/31/15		\$7,306.57		

Treasurer Signature: Shene Goralob
 Date: 4-7-15

FAIR SHARE QUESTIONNAIRE

YEAR ENDED DECEMBER 31, 2014

Local 2887

Using your financial records for the year ended December 31, 2014, please list your Local's expenses for the activities listed below:

1. EXPENSES FOR NEGOTIATIONS & CONTRACT ADMINISTRATION

a.	PARTICIPATION IN LABOR MANAGEMENT MEETINGS (Include: travel, expenses & lost time)	54.24
b.	PARTICIPATION IN CONTRACT NEGOTIATIONS (Include: travel, expenses & lost time)	
c.	PARTICIPATION IN GREVANCES (Include: Witness fees, arbitrator's fees, room rental, travel, expenses & lost time)	403.05
d.	Other (Specify)	
	1) Contract printing & distribution	757.38
	2) Postage for contracts	147.00

2. EXPENSES FOR LOBBYING (Include: travel, expenses, lost time and mailing expenses.

Issues Lobbied:

- a.
- b.
- c.

3. EXPENSES FOR SOCIAL ACTIVITIES (INCLUDE ALL EXPENSES) (PARTIES, PICNICS, SPORTS TEAMS)

- a. Activities open to members and non members alike
- b. Activities open to members only

4. MEETING EXPENSES

a.	LOCAL UNION AND FAIR SHARE MEETINGS (INCLUDE: MEETING ROOM RENTAL, REFRESHMENTS)	198.66
b.	COUNCIL 31 MEETINGS (SPECIFY MEETING & DATE: (INCLUDE: TRAVEL, EXPENSES & LOST TIME)	
	1. Steward training - T. Wright (January) and A. Broadfoot (April)	380.62
	2. Executive Board training - (March, 8 members)	1,343.38
	3. President training - A. Hunter (July) and A. Broadfoot (December)	318.34
c.	INTERNATIONAL UNION MEETINGS (Specify meeting & date) (Include: Travel, expenses & lost time)	
	1	
	2	

d.	OTHER (SPECIFY NATURE OF MEETING, SPONSOR OF MEETING, DATE & ALL ASSOCIATED EXPENSES) People Conference - January- A.Hunter and A.Broadfoot	673.91
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5. **ADMINISTRATIVE (DO NOT INCLUDE NEWSLETTER EXPENSES)**

a.	Office rental/Mortgage (Inculde utilities)	
b.	Officer and stewards salary and/or allowances including reimbursed dues (includes FICA and taxes)	3,375.00
c.	Supplies and equipment	64.82
d.	Bank charges	10.00
e.	Surety Bond Premium	26.00
f.	OTHER (SPECIFY)	
	1. campus box	35.00
	2. CPA accountant	577.63
	3. postage	9.86

6. **DOES YOUR LOCAL PUBLISH A NEWSLETTER**

a.	IF YES, IS IT DISTRIBUTED TO ALL MEMBERS AND NON-MEMBERS ALIKE? (yes/no)	<u>Yes</u>
b.	WHAT IS THE COST OF THIS PUBLICATION? (INCLUDE: PRINTING DISTRIBUTION AND POSTAGE)	<u>No</u>
		0.00
c.	If via website, do both members & non-members have access to the website? (yes/no)	<u>No</u>
e.	What is the cost of maintaining the website?	161.36

7. **AFFILIATIONS**

(EXAMPLES:Chicago Federation of Labor, Greater Madison County of Labor)

a.	Greater Madison County Federation of Labor	502.05
b.	Solidarity Fund Local 31	278.84
c.		

8. **CONTRIBUTIONS (SPECIFY)**

a.		
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9. **Other Expenditures**

a.	Council 31 misc. charges	30.00
b.	Payroll taxes and tax penalties	3,111.79
c.	Green Card bounty	10.00

10. <u>TOTAL EXPENDITURES</u>		12,468.93
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11. MEMBERSHIP FOR JANUARY, 2014

Members 141 FAIR SHARE 142

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Signature of Local President or Local Treasurer

Date

Sherie Gottlob, Treasurer

Print name of signature

618-407-7614

Telephone #

AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES, AFL-CIO
1625 L Street, N.W., Washington, D.C. 20036

Lee Saunders
President

Laura Reyes
Secretary-Treasurer

LOCAL UNION ANNUAL FINANCIAL REPORT
FOR THE CALENDAR YEAR ENDED DECEMBER 31, 2014
OR THE FISCAL YEAR ENDED _____, 2015

INSTRUCTIONS

This report is to be prepared, signed, and submitted to Secretary-Treasurer Laura Reyes. A copy of the report should be retained in the local union files. For those locals operating on a calendar year (January through December) fiscal period, the report is due no later than May 15 of each year. For those locals who have a fiscal period other than a calendar year, the report must be filed within 4-1/2 months after the end of their fiscal year.

PART I – Description of Financial Records and Procedures

Answer each of the following questions regarding the financial records and procedures of the local union. If additional space is needed for your answers, please use the space provided on page 4 and attach additional sheets as necessary and refer to the appropriate question or line number.

General

1. a. Local Union No. 2887 b. Affiliated with Council No. 31
c. Current No. of Members 283 d. Employer Identification No. 37-1190092
e. Local Union Name AFSCME Local 2887 SIU Edwardsville
f. Street Address or P.O. Box No. Box 50
g. City Edwardsville h. State IL i. Zip Code 62026

2. The local union financial records are in the custody of:

NAME Sherie Gottlob
ADDRESS 317 Lindenwood Blvd. Alton IL 62002
Street City State Zip
Daytime Phone Number (including area code) 618-407-7614
Email Address treasurer2887@gmail.com

Chapters

3. Does the local have chapters or other divisions? Yes ___ No
If YES, how many? _____ ;
And, attach list of chapters with locations and names of chapter chairpersons.

Expenditures – Spending

4. Are all disbursements made by checks that require two signatures? Yes No ___
5. Does your local have a petty cash fund? Yes ___ No
If YES, what is the maximum fund kept on hand? \$ _____

Reporting

- 6. Are monthly financial reports prepared? Yes No
If YES, please attach a copy of the most recent report.
- 7. Does the local pay salaries, lost time, allowances, and/or reimbursed dues to officers? Yes No
If YES, do you prepare and file the following payroll tax forms?

IRS Form 940	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
IRS Form 941	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
IRS Form W-2	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
- 8. Is IRS Form 990, 990-EZ, or the 990-N e-postcard filed? Yes No
- 9. Does the local have any dues paying members who are private sector employees? Yes No
If YES, is a Department of Labor LM Report filed? Yes No

Political Contributions Reporting

- 10. Does the local make political contributions? Yes No
If NO, proceed to question 14.
- 11. What were the total contributions during the last calendar year? \$ _____
- 12. Does the local use a "Separate Segregated Fund" for making political contributions? Yes No
- 13. Is your local aware of the filing requirements for IRS Form 1120-POL? Yes No

Audits

Please Attach a Copy of Your Last Audit Report (Including Any "Trustees" Report)

- 14. How often does your local have an audit? annually
- 15. Are audit findings reported to the membership? Yes No
- 16. Who performs these audits?

Trustees	<input checked="" type="checkbox"/>	CPA	<input type="checkbox"/>	Public Accountant	<input type="checkbox"/>
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Other (explain) _____

PART II – Dues

- 1. For locals with a FIXED dues rate(s), what is (are) the current monthly rate(s)? Full-time \$ \$ 40.72 Part-time \$ \$ 30.50
- 2. For locals with a PERCENTAGE dues rate(s): What is the current percentage? _____ %
What is the Average Monthly rate per member? _____
- 3. For other dues structures, check here and attach an explanation.

Fair Share Full Time \$27.68
 Fair Share Part Time \$20.74
- 4. The local receives dues from: Employer _____ Council
- 5. Does the local receive dues/fees from agency shop, fair share or union shop payors? Yes No
- 6. If a significant change is anticipated in the next 12 months, please provide an estimate of the change

Number of Dues paying Members: Increase	_____	Decrease	_____	Estimate	_____
Number of Agency Shop or Fair Share Fee Payors: Increase	_____	Decrease	_____	Estimate	_____

Part III – Financial Statements

All local unions must complete the information requested in the "Statement of Receipts and Disbursements" below and "Statement of Assets Owned and Debts Outstanding (Liabilities)" on page 4. If the local retains a CPA or Public Accountant, the Accountant's annual financial statement(s) may be substituted for pages 3 and 4 ONLY IF the local completes page 1 and page 2 of this report, and the local's President and Secretary-Treasurer sign and date page 4.

STATEMENT OF RECEIPTS AND DISBURSEMENTS

Receipts During Year

1. Dues received directly from employer:	\$	_____
2. Local share of dues forwarded directly from Council:	\$	<u>11,750.64</u>
3. Insurance premiums collected from members:	\$	_____
4. Other receipts (Attach list – fundraisers, interest, initiation fees, etc.):	\$	_____
5. TOTAL RECEIPTS (Add items 1 through 4):	\$	<u>11,750.64</u>

Disbursements During Year

6. Affiliation Fees and Per Capita Tax paid directly by local to:		
	International	\$ _____
	Council	\$ <u>780.89</u>
	Other Labor Bodies	\$ _____
7. Surety Bond Premium:	\$	<u>26.00</u>
8. Accounting/Legal/Arbitrations:	\$	<u>577.63</u>
9. Negotiations:	\$	<u>54.24</u>
10. Salaries/Lost Time/Allowances:	\$	<u>5,820.39</u>
11. Payroll Taxes:	\$	<u>3,111.79</u>
12. Reimbursed Dues:	\$	<u>0.00</u>
13. Officer Reimbursed Expenses:	\$	<u>0.00</u>
14. Conferences/Conventions:	\$	<u>673.91</u>
15. Picnics/Parties:	\$	<u>0.00</u>
16. Rent/Utilities:	\$	<u>0.00</u>
17. Printing/Copying:	\$	<u>757.38</u>
18. Office Supplies:	\$	<u>64.82</u>
19. All Other Disbursements (Attach List):	\$	_____
20. TOTAL DISBURSEMENTS (Add items 6 through 19):	\$	<u>11,867.05</u>
21. EXCESS (DEFICIT) RECEIPTS OVER DISBURSEMENTS FOR YEAR	\$	<u><u>-116.41</u></u>

STATEMENT OF ASSETS OWNED AND DEBTS OUTSTANDING (LIABILITIES)

ASSETS OWNED

22. Cash in banks (Bank name, Account Number and Reconciled Balances). Enter all bank branch addresses for question #22 in Additional Explanations section below.

Checking:

SIU Credit Union	Acct #	5846007
Bank of Edwardsville	Acct #	1528547601

Savings or Trust:

_____	Acct #	_____
_____	Acct #	_____

23. TOTAL CASH ASSETS (Note- B less A should equal page 3, line 21)

24. Other Assets (Attach List – Investments, Furniture, etc.)

25. TOTAL ASSETS (Add Lines 23 and 24)

DEBTS OUTSTANDING (LIABILITIES)

26. Unpaid Bills (Attach List)

27. NET ASSETS (Line 25 minus Line 26)

	A	B
	1, 2014 Beginning of Year	12, 2014 End of Year
\$	8,608.31	\$ 7,383.75
\$	213.65	\$ 97.05
\$		\$
\$		\$
\$	8,821.96	\$ 7,480.80
\$		\$
\$	8,821.96	\$ 7,480.80
\$		\$
\$	8,821.96	\$ 7,480.80

Please use this space to explain answers or prepare lists as necessary.

Question Number	Additional Explanations
19	
	Meeting expenditures 198.66
	Bank fees 10.00
	Campus box 35.00
	Postage 156.86
	Local 31 fees for copying/misc 20.00
	Local 2887 website costs 161.36
	Member bounty 10.00
	Surety bond 26.00

We certify that to the best of our knowledge, the information in this report is true and correct, and that all financial activities of the local union are included in the financial statements.

_____ Signature of Current President	_____ Date	_____ Signature of Current Secretary-Treasurer	_____ Date
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Who completed this report? (Please print) Sherie Gottlob

Has this individual attended an AFSCME Secretary-Treasurer's educational workshop within the last two years? Yes No

