

Local 2887

Executive Board Meeting – April 13, 2017

Present: Samara Chapple, Sherie Gottlob, Anne Hunter, Lori Huntley, Barbara Jatcko, Kathleen Stipe
Guests: Pam Cunningham, Vickie Sumner
Absent: Vicki Daggett (excused)

The regular monthly meeting of the AFSCME Local 2887 Executive Board was called to order on Thursday, February 16, 2017 at 5:00pm in SIUE Lovejoy Library, room 2017 by Anne Hunter, President. The minutes of the last meeting were read and approved as corrected.

The agenda for the meeting was distributed.

Reports were given by President Anne Hunter; Treasurer Sherie Gottlob; Lori Huntley, Chair, on behalf of the Communications Committee; Vickie Sumner, Chair, on behalf of the Solidarity Committee; Kathleen Stipe, Chair, on behalf of the Steward Committee; and Anne Hunter, Chair, on behalf of the Negotiations Committee.

Lori Huntley moved that stamps be purchased for the Local. The motion was adopted after debate.

Lori Huntley moved that up to \$400 be approved for use on the next General Meeting scheduled for June 29, 2017. The motion was adopted after debate.

Lori Huntley moved that up to \$75 be used for refreshments at a "lunch and learn", date to be determined. The motion was adopted after debate.

The meeting adjourned at 6:05pm.

A handwritten signature in cursive script that reads "Lori Huntley". The signature is written in black ink and is positioned below the text of the meeting minutes.

AFSCME Local 2887
Executive Board Meeting
13 April 2017

<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	Kathleen Stipe	5:10pm
c. Secretary's Report	Lori Huntley	5:15pm
d. Treasurer's Report	Sherie Gottlob	5:20pm
i. Stamp Requisition		
ii. Electronic Tax Payments		
4. Trustee Report	Trustees	5:25pm
5. Reports of Committees		
a. Communications Committee Report	Lori Huntley	5:30pm
b. PEOPLE Report	Vicki Daggett	5:35pm
i. Teach Out for Illinois Higher Education Rally – Thursday, April 27		
c. Solidarity Committee Report	Vickie Sumner	5:40pm
d. Steward Committee Report	Kathleen Stipe	5:45pm
e. Negotiation Committee Report	Anne Hunter	5:50pm
6. Old Business		5:55pm
a. Goals for 2018		
7. New Business		6:00pm
8. Announcements & Discussion		6:05pm
a. Faculty/Staff Appreciation Event – Wednesday, April 26		
b. Staff Senate Scholarship Fundraising Night at Texas Roadhouse – Tuesday, May 9		
9. Adjourn		6:10pm

AFSCME 2887 Executive Board Report April 2017

Office of the Chancellor

Person submitting report: Anne Hunter

Contact Information: x3050

REPORT

The SIU Board of Trustees declined to vote on a transfer of funds from SIUE to SIUC at their April 6th meeting. As the item was added after the agenda was published, they needed a unanimous vote to consider the discussion as a current and pending item. There was a dissenting vote, so the issue had to be postponed to a later meeting. It is anticipated that there will be a special meeting of the Board in May to appoint the new SIUC chancellor, so the topic is likely to come up then. Both the Faculty and the Staff Senate have released statements of concern about the loan and how this issue was communicated. I am distributing copies of the Staff Senate resolution as it is also a good summary of the situation. It is important to note that should SIUC be forced to dip into their restricted funding it will impact the entire SIU system's credit rating. There is an emergency/special meeting of the Faculty Senate scheduled for Tuesday, April 18 at 2pm in Abbott Auditorium (LB0044). The Chancellor will be in attendance to speak about the situation, and all students, staff, and faculty have been invited to join the session.

AFSCME Council 31 has partnered with the University Professionals of Illinois and other organizations to take a message to the State Capitol and demand adequate funding for state universities. The "Teach Out for Illinois Higher Education" will take place on Thursday, April 27 from 11am-2pm.

There is currently a "Lifeline" stopgap budget measure intended to help keep state universities and human services organizations operational until a true budget solution can be found. This has passed the House and will go to the Senate for consideration. The bill would provide an immediate infusion of \$559 million in state funding for public higher education to cover both MAP grants and operational costs for all state universities. Should it pass, the Governor is expected to veto the bill.

I attended a rally in Alton with Lori Huntley at the Bluff City Grill where a Rauner fundraiser was being held. AFSCME organized the rally to tell Rauner "do your job". I am unaware of any other related activities in our area at this time; however they are happening across the state.

I will be completing our annual certification of average wage to Council 31. This is due by May 15, 2017.

The resolution below was passed by the University Staff Senate at their regular meeting on 6 April 2017. The resolution authorized posting to the Discussion list to allow for campus knowledge.

A resolution for consideration by the SIUE Staff Senate on 6 April 2017.

IN RESPONSE TO PRESIDENT DUNN'S *SYSTEM CONNECTION* OF 29 MARCH 2017

WHEREAS, on Wednesday, 29 March 2017, Dr. Randy Dunn, President of the Southern Illinois University System (the System), published a regular edition of his *System Connection*; and

WHEREAS, in that publication, the President announced a number of budgetary cuts, re-allocations, and other changes to each of the University campuses in the System; and

WHEREAS, the President included a specific proposal that would "authorize the Board [of Trustees] Treasurer to loan certain unrestricted funds from the Edwardsville campus [SIUE] to the Carbondale campus [SIUC] to support the continued operations of SIUC"; and

WHEREAS, the President included no other specifics about the nature of such an action, including failing to properly define or explain the terms "loan" and "certain unrestricted funds;" and

WHEREAS, the President indicated his intent to have the System Board of Trustees act on his proposal at the upcoming Board meeting on Thursday, 6 April 2017; and

WHEREAS, Southern Illinois University Edwardsville faces the same state-wide challenges as its companion campuses in Springfield and Carbondale, including declining populations of traditional-aged students, increased competition from in-state and out-of-state colleges and universities, and the historic failure of the State of Illinois to pass a permanent budget; and

WHEREAS, in response to these challenges, SIUE has responded with increased overall/FTE enrollments, significant restrictions on new and replacement hiring, as well as number of outright budgetary cuts, reallocations, and realignments; and

WHEREAS, within the past year, under the leadership of Dr. Steven Hansen, an interim Chancellor and Dr. Denise Cobb, an interim Provost, SIUE engaged in a budgetary realignment and reduction that saved the University over \$12 million; and

WHEREAS, the University is now being directed to provide another campus (that is often in direct competition for students) an unsecured and ill-defined loan; and

WHEREAS, the University Staff Senate has an important role in advising and assisting the campus leadership of SIUE, an organizational obligation to advocate for its constituent groups,

and a shared interest with faculty and students in the operations of the SIUE campus and the SIU system; and

WHEREAS, the University Staff Senate has a further obligation to make its concerns known, not only to the SIUE campus leadership, but to the System President and Board of Trustees, especially on matters that threaten the financial stability of the University;

NOW, THEREFORE BE IT RESOLVED, THAT the University Staff Senate of Southern Illinois University Edwardsville opposes the immediate transfer of funds between the SIUE campus to the SIUC campus; and

THAT the University Staff Senate calls on the Board of Trustees to postpone consideration of any transfer of funds between any System campus until all constituent groups, including Faculty, Student, and Staff Senates, as well as University advisory bodies, including the University Planning and Budget Council, can be consulted; and

BE IT FURTHER RESOLVED that the University Staff Senate recommends that if any such transfer is to be considered in the future, that the terms of the loan, any projected collateral and re-payment plans, the plans for use of such money by SIUE, and a full definition of the source of any such loaned funds, be made public well in advance of anticipated action at a Board of Trustees meeting;

FINALLY, BE IT RESOLVED that the University Staff Senate registers its concern that the announcement of such cuts and changes appears to have been made in such a way to minimize the role of shared governance and formal input from SIUE shared governance organizations, as well as the impacted campus constituencies.

Motion: Toberman

Second: Dusenberry

Passed Unanimously on 6 April 2017

AFSCME Local 2887
Treasurer's Report -
March 2017

Balance on hand 2/29/17 11,632.06

Notes

INCOME:

Rebates deposited in March

927.18 *February rebates - Member 132, F/S 116 (-2/-4 from Jan)*

Total Income

927.18 *985.04-37.20-20.66=927.18*

*Gross-Affiliation Fees - Solidarity Fund = Deposit
(Affiliation-GMCFL, Solidarity goes for helping members
in times of hardship/strike)*

EXPENSES:

Administrative

Officers

294.40 *regular monthly payroll*

Payroll Taxes

Illinois Dept. of Revenue

\$15.00 *March state w/h*

US Treasury

32.00 *Form 940 for 2015 (Fed UE insurance)*

US Treasury

30.00 *Form 940 for 2016 (Fed UE insurance)*

Meetings / Misc.

SIUE

\$25.00 *campus post office box*

Edison's Entertainment Complex

163.51 *additional costs for March GM (total for mtg 363.51)*

Total Expenses

559.91

Balance on hand 3/31/17

11,999.33

Treasurer Signature

Shawn Goldberg

Date:

04/13/17

Gottlob, Sherie

From: Gottlob, Sherie
Sent: Thursday, March 30, 2017 4:18 PM
To: 'luafr@afscme.org'
Cc: Hunter, Anne (anhunte@siue.edu); Huntley, Lori
Subject: LOCAL 2887 2016 LUAFR
Attachments: 2016 LUAFR Local 2887 SUBMITTED.pdf

Please find attached our completed 2016 LUAFR. Please contact me should you have any questions/issues.

Sherie Gottlob

AFSCME Local 2887 SIU Edwardsville
Treasurer
618-474-7030

AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES, AFL-CIO
1625 I 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, 2016
OR THE FISCAL YEAR ENDED _____, 2017

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 248 d. Employer Identification No. 37-1190092
e. Local Union Name AFSCME Local 2887 SIUE
f. Street Address or P.O. Box No. Campus 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, Treasurer

ADDRESS 317 Lindenwood Blvd. Alton IL 62002
Street City State Zip

Daytime Phone Number (including area code) 618-407-7614

Email Address smgottlob@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? \$ _____

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>10,644.59</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>10,644.59</u>

Disbursements During Year

6. Affiliation Fees and Per Capita Tax paid directly by local to:		
	International	\$ _____
	Council	\$ <u>459.15</u>
	Other Labor Bodies	\$ <u>254.99</u>
7. Surety Bond Premium:	\$	<u>26.00</u>
8. Accounting/Legal/Arbitrations:	\$	_____
9. Negotiations:	\$	_____
10. Salaries/Lost Time/Allowances:	\$	<u>3,900.00</u>
11. Payroll Taxes:	\$	<u>1,925.75</u>
12. Reimbursed Dues:	\$	_____
13. Officer Reimbursed Expenses:	\$	_____
14. Conferences/Conventions:	\$	<u>1,944.75</u>
15. Picnics/Parties:	\$	_____
16. Rent/Utilities:	\$	_____
17. Printing/Copying:	\$	_____
18. Office Supplies:	\$	<u>131.72</u>
19. All Other Disbursements (Attach List):	\$	<u>1,426.57</u>
20. TOTAL DISBURSEMENTS (Add items 6 through 19):	\$	<u>10,068.93</u>
21. EXCESS (DEFICIT) RECEIPTS OVER DISBURSEMENTS FOR YEAR	\$	<u><u>575.66</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:
 SIUE Credit Union Acct # 5846007
 _____ Acct # _____
 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)

A		B	
January, 2016		December, 2016	
Beginning of Year		End of Year	
\$	7,383.75	\$	11,430.50
\$		\$	
\$		\$	
\$		\$	
\$	7,383.75	\$	11,430.50
\$		\$	
\$	7,383.75	\$	11,430.50
\$		\$	
\$	7,383.75	\$	11,430.50

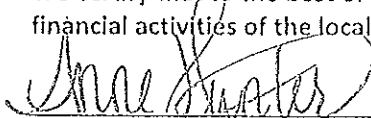
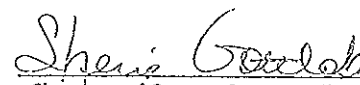
DEBTS OUTSTANDING (LIABILITIES)

26. Unpaid Bills (Attach List)
27. NET ASSETS (Line 25 minus Line 26)

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

Question Number	Additional Explanations
Part II-1	Fair Share Full Time is \$30.16, Fair Share Part Time is \$22.58
Part III-19	Social Activities & purchases for members/non-members, \$64.90
	Meeting expenses, \$778.15
	Campus box, \$35.00
	Postage, \$143.28
	Bounty, \$10.00
	Misc., \$145.00
	Website, \$185.38
	Mileage reimb for employee meetings, \$64.86
	TOTAL for all other disbursements: \$1,426.57

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.


03/29/17

03/29/17
 Signature of Current President Date Signature of Current Secretary-Treasurer Date

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

AFSCME Local 2887
Treasurer's Report -
February 2017

Balance on hand 1/31/17 11,209.07

Notes

INCOME:

Rebates deposited in February

947.39 January rebates - Member 134, F/S 120

Total Income

947.39 1006.65-38.10-21.16=947.39

Gross-Affiliation Fees - Solidarity Fund = Deposit
(Affiliation-GMCFL, Solidarity goes for helping members
in times of hardship/strike)

EXPENSES:

Administrative

Officers

294.40 regular monthly payroll

Payroll Taxes

Illinois Dept. of Revenue

\$15.00 January state w/h

Illinois Dept. of Revenue

15.00 February state w/h

Meetings / Misc.

Edison's Entertainment Complex

\$200.00 GM for March

Total Expenses 524.40

Balance on hand 2-28-17 11,632.06

Treasurer Signature: Sherrill Gotzsch SG

Date: 3-29-17

Fourth Quarter Trustee Audit of AFSCME Local 2887
State of Finances and Compliance with Financial Standards: October-December 2016

To the Executive Board of AFSCME Local 2887:

I have completed a Fourth quarterly audit of the financial position of AFSCME Local 2887 for AY2016 as determined by its reconciled financial statements, accounting practices and records maintenance.

Statement of Responsibility:

Executive Board designees, such as recording secretary and secretary-treasurer, are responsible for the preparation and fair presentation of the Local's financial statements, practices, and the maintenance of all records in accordance with its own constitution as well as the AFSCME International Constitution and Financial Standards Code.

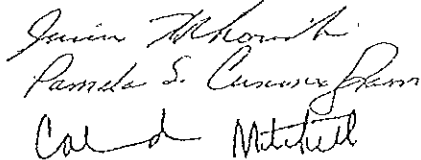
The trustees' responsibility is to complete at least semi-annually, an audit of the financial position of the Local, including its financial statements, accounting practices, and records maintenance. The trustee is responsible for submitting recommendations based on the audit's findings to the Executive Board to address non-compliance, help establish best practices, and increase transparency.

Audit Findings:

Attached is the completed Trustee Audit Checklist for October-December 2016. The checklist indicated only no cases of non-compliance with AFSCME Financial Standards Code.

The following are recommendations based on best practices by other AFSCME Locals and the Financial Standards Code. Although we are in compliance of these codes, it would be helpful to have more centralized access to the minutes.

Respectfully submitted on February 24, 2017



Janice Kolkovich
Pamela Cunningham
Calandra Mitchell
AFSCME Local 2887 Trustee

TRUSTEE AUDIT CHECK LIST

The answer to each of the following questions should be "YES". A "NO" response is a violation of the Financial Standards Code that should be investigated and reported to the affiliate's Executive Board.

	<u>Trustee Audit Questions</u>	<u>Answers</u>
1.0	Are bank statements <u>and</u> canceled checks (or front and back copies) maintained for each bank account?	Yes
1.1	Does each bank statement show the name and address of the local union?	Yes
1.2	Is a bank reconciliation prepared monthly for each bank account?	Yes
1.3	Is a completed bank reconciliation attached to each bank statement?	Yes
1.4	Are canceled checks (or front and back copies) returned by the bank along with the bank statements?	Yes
2.0	Is a canceled check (or front and back copy) on file to support each disbursement reflected on the bank statement?	Yes
2.1	Is each canceled check signed by two officers?	Yes
2.2	Is a cash disbursements journal or automated accounting system maintained?	Yes
2.3	Is <u>each</u> check (including void checks) listed in the check register and cash disbursement journal?	Yes
3.0	Are bank receipts maintained for all deposits?	Yes
3.1	Are bank receipts matched to bank statements to confirm the deposit is recorded by the bank?	Yes
3.2	Is a cash receipts journal or automated accounting system maintained?	N/A



	<u>Trustee Audit Questions</u>	<u>Answers</u>
3.3	Is each cash receipt identified and explained in the checkbook and cash receipts journal?	Yes
4.0	If the local has a petty cash fund, is the balance (and checks to replenish it) \$100 or less?	N/A
4.1	If the local has a petty cash fund, are receipts on file to support each check used to replenish the petty cash fund?	N/A
5.0	Are minutes maintained for all Executive Board and general membership meetings?	Yes
5.1	Are all expenditures properly authorized by Executive Board or Membership vote on specific expenditures, recurring obligations, contracts, or annual budgets?	Yes
5.2	Do minutes of Executive Board or Membership meetings reflect specific approval of each unusual or large expenditure?	Yes
6.0	Do all expenditures serve a legitimate union purpose?	Yes
7.0	Are paid bills filed in an orderly and organized manner?	Yes
7.1	Are the check number, date and amount paid written on filed bills?	Yes
7.2	Is an expense report on file to document each reimbursement to officers, members and employees?	Yes
7.3	Are employee expense reports approved by appropriate supervisors?	Yes
7.4	Are officer expense reports approved by the Executive Board or a committee of officers selected for that purpose?	Yes
7.5	Do expense reports have adequate original receipts attached and is the union business purpose properly documented?	Yes



	<i>Trustee Audit Questions</i>	<i>Answers</i>
8.0	If the affiliate has a credit card, are itemized expense reports on file that account for each and every credit card charge?	N/A
8.1	If the affiliate has a credit card, are itemized credit card charges reported on expense reports and reconciled to the credit card statement?	N/A
8.2	If the affiliate has a credit card, were itemized expense reports submitted by all authorized users prior to payment to the credit card company?	N/A
9.0	Are monthly financial statements prepared and given to the Executive Board and membership?	Yes
9.1	Do monthly financial reports reflect the following? - Income by source and total income Yes <input checked="" type="checkbox"/> No ___ - Expenses by type and total expenses Yes <input checked="" type="checkbox"/> No ___ - Total cash at month's start and end Yes <input checked="" type="checkbox"/> No ___ - A list of unpaid bills at month end Yes <input checked="" type="checkbox"/> No ___	Yes
10.0	Are lost time payments, officer allowances, and stipends supported by proper documentation, including approval in the minutes of membership or Executive Board meetings?	Yes
10.1	Are payroll taxes withheld from lost time payments, officer allowances, and stipends with W-2's issued for all these payments?	Yes
10.2	If the affiliate is required to file IRS Form 990 or 990-EZ (annual receipts total over \$50,000), has the form been filed on time (by May 15 or 4 ½ months after fiscal year end)?	Yes
10.3	If the affiliate's annual receipts are \$50,000 or less, was the electronic postcard IRS 990-N filed by May 15 th or 4 ½ months after the fiscal year end?	Yes
10.4	Did the affiliate file a Surety Bond Report for the past year? Due March 1st each year).	Yes
10.5	Did the affiliate file the Local Union Annual Financial Report for the past year? (Due May 15th or 4 ½ months after fiscal year end).	Yes

The answer to each of the following questions should be "NO." A "YES" response is a violation of the Financial Standards Code that should be investigated and reported to the affiliate's Executive Board.

<i>Trustee Audit Questions</i>		<i>Answers</i>
11.0	Are any checks pre-signed?	No
12.0.	Are any checks made payable to "Cash"?	No
13.0	Does the affiliate have a Bank Debit Card or ATM Card?	No

AFSCME 2887 Executive Board Report

April 2017
~~Month/Year~~

Officer/Committee Name

SOLIDARITY Committee

Committee Chairperson:

Vickie Sumner

Committee Membership:

Specific members of Local 2887 yet to be named. Stay tuned.

Officer/Committee Charge: millions of dollars

Person submitting report: Vickie Sumner

Contact Information: vsumner@siue.edu

REPORT

I think the general meeting could be considered one for the books and I will do my best to repeat or maybe even increase the attendance in June. It was exciting to see so many members show up! In the 2 weeks since, I have not accomplished a lot, unionwise. Here in Kimmel, there are so many things going on at once, it is hard to keep up. Student Government just had elections and Springfest is next week, Greek Week was last week, CAB is constantly having events, it is a frenzy of activity. I did hear from my buddy Joshua with Edison's and he gave us a gift card again. He didn't say how much money is on it, but I will still give it out as an attendance prize in June.

I will be asking members about joining the Solidarity Committee. Anyone interested? Shoot me an email. I am looking for a member willing to attend GMCFL meetings on the fourth Thursday of every month at the Machinists Hall in East Alton. I hope to have this in place by May's meeting.

Anne reminded me that Solidarity with the help of the Steward Committee are tasked with New Member Orientation. So, this is exciting and another avenue to explore in increasing interest in our local. Anne suggested that refresher packets for our existing members, something similar to the new employee packet, would be of benefit and I think she has a good idea. We will work on that.

Any suggestions for increasing interest and ideas to make the next general meeting a wonder to behold will be gratefully accepted.

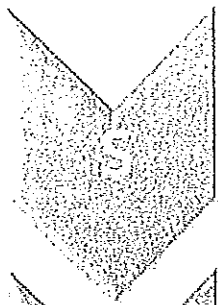
In solidarity,
Vickie

LOCAL UNION ACTION PLAN TEMPLATE

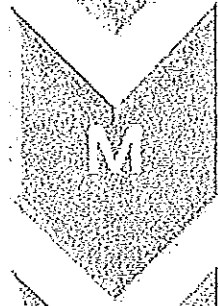
Objective: _____

	What Action	By Whom	By When	Resources Needed	Desired Result
1					
2					
3					
4					
5					
6					
7					

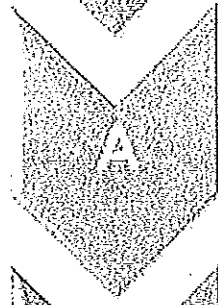
S.M.A.R.T. Goals Defined



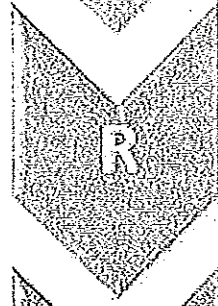
- Specific (Clear, concise, tangible)



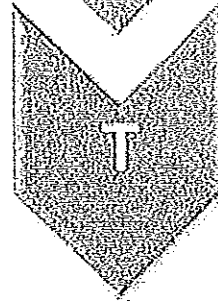
- Measurable (Dollars, volume, time, experiences)



- Actionable (You can do something to actually make this happen)



- Realistic (50% realistic is fine)



- Timed – (Deadlines announced, committed to)