

Local 2887

Minutes – General Meeting 3/16/2016

Los Tres Amigos, 1101 Century Drive, Edwardsville, IL, 62025

This was the first quarter General Membership meeting of AFSCME Local 2887 for 2016. The meeting was called to order on Wednesday, March 16, 2016 at 5:05 p.m. by Anne Hunter, President with 14 present.

Attendees:

Pam Cunningham , Vicki Daggett , Debi Downing , Linda Ellerman, Sherie Gottlob , Anne Hunter , Lori Huntley , Barbara Jatcko, Linda Jaworski-Moiles , Roxana Jones , Tami Kershaw, Janice Kolkovich, Diane Schilling, Vickie Sumner

Review of Agenda:

Anne Hunter distributed agendas for the meeting.

Approval of Minutes:

Minutes were reviewed and a motion was made to approve by Vickie Sumner and seconded by Tami Kershaw. Minutes were approved as written.

Reports of Officers

President Report – Anne Hunter

Issues pertaining to the East St. Louis Campus were discussed in detail. An e-mail will be sent out this week by Anne Hunter advising the Local that any East St. Louis concerns will now be handled by Local 31 with Ed LaPorte as the contact person.

The Chancellor's address was reviewed. The results of the Congress were discussed and the system President's report regarding the state budget was grim. It is recommended that members on their own time contact legislators to push for State of Illinois contract approval. The State Contract determines the University's health insurance coverage. The Governor is proposing significant lowering of our current coverage and increasing premiums. The Staff Senate intends to do a program regarding the insurance coverage for staff members.

Member participation on the executive board was discussed. Several positions are currently open and will need to be filled for fall.

Vice President – position currently vacant

Secretary – Lori Huntley

Open positions have been uploaded to the Local's Facebook page.

Treasurer – Sherie Gottlob

A review of the financials were distributed and discussed.

Trustee – Janice Kolkovich

The fourth quarter audit was presented. There were no outstanding issues. A copy of the report was distributed.

Reports of Committees

PEOPLE – Vacant

The state contract still has not been approved by Governor Rauner. Boots on the ground are needed for the November elections to ensure the union supported candidates get in. Katie Stewart is running against Dwight Kay, and Republican Sam McCann was able to win his re-bid in the primary. A reminder was made that no union dues go towards political lobbying. The Union offers MVP membership where funds to this arm of the union go towards lobbying, but it is signed up optionally on an individual member basis.

Solidarity – Vicki Sumner

A drawing was done for those present, and Linda Jaworski-Moiles won a gift certificate to Shop and Save.

The next Solidarity Committee meeting will take place on March 29th at 12pm in the MUC, near Cougar Lanes.

Steward Report – position currently vacant, Anne Hunter acting

There have been ongoing concerns at East St. Louis regarding the transition from Community Worker to the Family Engagement series. All questions have been followed up on with no findings, although some minor issues with supervisor misinformation have been addressed.

There are currently two larger issues being addressed on the Edwardsville campus and one on the Alton campus.

We have a good working relationship with HR, so issues are often addressed relatively easily.

Old Business:

None

New Business:

The pre-negotiation committee will meet soon, with Janice Kolkovich serving as chair. Tami Kershaw, Deb Downey, and Barb Jatcko have agreed to work on this committee.

Pam Cunningham has agreed to act as chair for the upcoming election committee. Assistance with mandated mailing will be appreciated.

The September meeting will accept nominations. A special meeting will be held immediately after to hold elections.

The International Convention scheduled for July 18-22nd in Las Vegas was discussed. A motion was made by Vicki Daggett, seconded by Linda Jaworski-Moiles, to send a delegate to the International Convention

to include travel, hotel, and lost wages. Discussion for and against was heard. The motion was voted down, 8 voting against and 2 voting in favor with 4 abstentions.

Announcements & Discussion:

Anne Hunter reminded members present that we have several upcoming meetings: Solidarity Committee – March 29th, Steward Committee – April 1st, and the SIUe Employee Appreciation Event on April 13th.

A motion was made to adjourn the meeting at 6:15 p.m. by Sheri Gottlob and seconded by Vickie Sumner.

Respectfully submitted –

Lori Huntley

AFSCME Local 2887
General Meeting
16 March 2016

AGENDA

1. Call to Order
2. Approval of Minutes
3. Introductions
4. Staff Representative Report
5. Reports of Officers
 - a. President's Report
 - b. Secretary's Report
 - c. Treasurer's Report
 - d. Trustee's Report
6. Reports of Committees
 - a. PEOPLE Committee Report
 - b. Solidarity Committee Report
 - c. Steward Committee Report
7. Old Business
8. New Business
 - a. Election Committee for September 2016 Local Elections
 - b. Pre-Negotiation Committee
 - c. AFSCME International Convention – July 18-22
9. Announcements & Discussion
 - a. Solidarity Committee Meeting – March 29
 - b. Steward Committee Meeting – April 1
 - c. SIUE Employee Appreciation Event – April 13
10. Adjourn

**AFSCME Local 2887
Treasurer's Report -
February 2016**

Balance on hand 1/31/16 9,076.53

Notes

INCOME:

Rebates deposited for January	811.53
Total Income	811.53

EXPENSES:

Administrative

220.80 *regular monthly payroll
payroll (includes lost wages for People conference)*

Payroll Taxes

Illinois Department of Revenue, Jan-Feb State w/h & add'l
57.93 *4th QT 2015*
199.98 *US Treasury, 4th QT 941 Fed Tax add'l due*
Illinois Director of Employment Security
3.63 *4th QT IL UE add'l due*

Meetings

9.80 *postage*
185.38 *website costs*
50.00 *donation: Nasello*

Total Expenses 727.52

Balance on hand 2/29/16 9,160.54

Treasurer Signature: Sherie Goolob
Date: March 16, 2016

FAIR SHARE QUESTIONNAIRE

YEAR ENDED DECEMBER 31, 2015

Local **2887**

Using your financial records for the year ended December 31, 2015 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) _____
- 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) _____
- d. Other (Specify) _____

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 **626.64**
- b. Activities open to members only **100.00**

4. MEETING EXPENSES

- a. LOCAL UNION AND FAIR SHARE MEETINGS
(INCLUDE: MEETING ROOM RENTAL, REFRESHMENTS) _____
- b. COUNCIL 31 MEETINGS (SPECIFY MEETING & DATE:
(INCLUDE: TRAVEL, EXPENSES & LOST TIME)
 - 1. Steward training - M.Graser (March) **220.00**
 - 2. Executive Board training - Financial Standards training & mileage
(Graser & Kolkovich, July) **286.70**
- 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	<u>777.24</u>
	AFSCME State Convention (A.Hunter and V. Daggett, September)	<u>425.23</u>

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)	<u>4,000.00</u>
c.	Supplies and equipment	<u>120.77</u>
d.	Bank charges	
e.	Surety Bond Premium	<u>26.00</u>
f.	OTHER (SPECIFY)	
	1. campus box	<u>35.00</u>
	2. CPA accountant	<u>254.00</u>
	3. postage	<u>137.20</u>
	4. payroll taxes	<u>1,805.03</u>

6. **DOES YOUR LOCAL PUBLISH A NEWSLETTER OR MAINTAIN A WEBSITE** Yes

a.	How is the newsletter distributed? Via Website	
b.	If via mail, is it sent to members & non members alike?	
c.	If via website, do both members & non-members have access to the website? No	
d.	What is the cost of the newletter, including printing, distribution and postage?	
e.	What is the cost of maintaining the website?	<u>144.37</u>

7. **AFFILIATIONS**

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

a.	Greater Madison County Federation of Labor	<u>448.50</u>
b.		
c.		

8. **CONTRIBUTIONS (SPECIFY)**

a.	Solidarity Fund Local 31	<u>205.96</u>

9. **Other Expenditures**

a.		
b.		
c.		

10. **TOTAL EXPENDITURES** 9,612.64

11. MEMBERSHIP FOR JANUARY, 2015

Members 138 FAIR SHARE 149

+++ ++++++

Sherie Gottlob

Signature of Local President or Local Treasurer

3/16/2016

Date

Sherie Gottlob, Treasurer

Print name of signature

618-407-7614

Telephone #

Fourth Quarter Trustee Audit of AFSCME Local 2887
State of Finances and Compliance with Financial Standards: September – December 2015

To the Executive Board of AFSCME Local 2887:

I have completed a fourth quarterly audit of the financial position of AFSCME Local 2887 for AY2015 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 September through December 2015. 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 March 16, 2016.



Janice Kolkovich
AFSCME Local 2887 Trustee

TRUSTEE AUDIT CHECKLIST

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.

	<i>Trustee Audit Questions</i>	<i>Answers</i>
1.0	Are bank statements <u>and</u> canceled checks (or front and back copies) maintained for <u>each</u> 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?	
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?	

	<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

	<u>Trustee Audit Questions</u>	<u>Answers</u>
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 <u>Y</u> No ___ - Expenses by type and total expenses Yes <u>Y</u> No ___ - Total cash at month's start and end Yes <u>Y</u> No ___ - A list of unpaid bills at month end Yes <u>Y</u> 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.

	<u>Trustee Audit Questions</u>	<u>Answers</u>
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