

**CSUEU, Chapter 305
Executive Committee Meeting
SSB Room 401
Wednesday, January 20, 2016
12:00 to 1:00 pm
Minutes**

Present: Kathleen Bruno, Sandee Noda, Brian Sharber, Steve Puig, and Rosa Valencia and Christina Valero

Absent (Excused): Jorge Torres

Guest(s): Russell Kilday-Hicks and Nick Wirz

Call to Order: (12:10)

Approval of Chapter/Executive Committee Meeting Minutes:

December 2, 2016 Executive Committee Meeting minutes were **APPROVED**.

New Business/Discussion Items

- RTC Meeting – Funding and Release Time
- Meeting Schedule for Spring
- Chapter Leadership/Stewards Meeting with President Wong
 - Kathleen Bruno motioned that the Executive Committee approve:
 - a) \$500 for Chapter Leadership/Stewards Meeting with President Wong possibly March
 - b) \$200 for Coffee Day possibly February 11th date to be finalized at a later time
 - c) \$400 for RTC Meeting sometime in spring.
 - d) \$150 for purchase of a coffeemaker
 - e) \$200 for lunch with Assistant Director of Labor and Employee Relations and Bryan Kauffman for February 9th
 - Christina Valero seconded the motion. **MOTION APPROVED.**

Meeting Adjourned, 12:59pm

Chapter 305
Executive Committee Meeting – January 20, 2016
Location: SSB Room 401
Agenda

Call to Order

Approval of Minutes

- December 2, 2015 Executive Board Meeting

New Business/Discussion Items

RTC Meeting – Funding and Release Time
Meeting Schedule for Spring
Chapter Leadership/Stewards Meeting with President Wong

Old Business

Audit Documents

Announcements/Reminders:

DTC Chapter Meeting – February 10, 2016

Adjournment –

Ground Rules

Speak from your own experience.
What is said in the room, stays in the room.
Step Up/Step Back - Meaning if you are a "talker" step back and listen. If you are a "listener", step up and state your opinion.
Constructive criticism and dialogue is welcome, personal attacks are not.
Bend, don't break - meaning, be flexible with the things we are trying, however don't compromise yourself so much you break in the process.
One speaker at a time. Cross talk is expected for discussion, side talk should be minimized.
Speakers will indicate when they are done. Speaking limits or speakers list may be established.
Stay engaged while meetings are in session [no sleeping].
Cell phones should be placed in silent or vibrate mode to minimize disruption.
Respect each other - agree to disagree
Respect the agenda - stay on track.



Chapter Finance 1108 'O' Street
 Sacramento, CA 95814
 California State University Employees Union
 CSEA/SEIU 2579, AFL-CIO, CLC

CHAPTER 305 BUDGET FOR 2016

DUES INCOME

Average Monthly Dues Check

\$ 1,198.00 x 12 = \$ 14,376


EXPENDITURES

101	Chapter Meetings	\$ 11,000.00
102	Chapter E-Board Meetings	\$ 300.00
103	Officer's Stipend	\$ -
104	Newsletter/Website	\$ 300.00
105	Job Stewards	\$ 500.00
106	Member Recruitment *	\$ 300.00
107	Campus/Unit Meetings	\$ 800.00
108	Chapter Elections	\$ -
202	Community Relations *	\$ -
301	General Council	\$ -
302	CSUEU Board of Directors Meetings	\$ 300.00
304	CSEA Committee Meetings	\$ -
305	CSUEU/BUC Meetings	\$ 300.00
401	Training	\$ 500.00
403	Telephone	\$ -
404	Supplies	\$ 100.00
405	Postage	\$ 50.00
406	Publications	\$ -
407	Rent	\$ -
408	Equipment Maintenance/Rental	\$ -
409	Equipment Purchases	\$ 800.00
410	Service Charges	\$ -
411	Miscellaneous Expense Chargeable	\$ 100.00
412	Miscellaneous Expense Non-Chargeable *	\$ 200.00
413	Affiliate Dues and Meetings	\$ -

Total expenditures budgeted for current year	\$ 15,550	
Reserves from Prior Year (ending balance)	\$ 2,500	\$ 2,500.00
Reserves for current year (expected carry over)	\$ 1,326	
Dues Income		\$ 14,376

Total Budget \$ 16,876

Budget Adopted: 12/7/2015

President: 

Treasurer or Secretary/Treasurer: 

* Sum of 106, 202 and 412 may NOT exceed 10% of annual income

† in Highlighted items. Any questions please call (916) 326-4268.
 † copy to CSUEU and Chapter Finance Or E-mail to CSUEU and Chapter Finance.