



## EXECUTIVE BOARD MEETING MINUTES

May 26 and 27, 2009

---

President Judi Owens called the meeting to order at 9:11 a.m. Present were Vice President Dwain Adams, Secretary Denise Busbin, Treasurer Rosemary Trowbridge, Executive Director George Dockins, Assistant Executive Director Anne Smyth, and Executive Assistant Vicky Ransom.

### **Review Leadership Academy Itinerary**

The group reviewed the board's itinerary. Saturday's lunch time was shortened to provide more time to create the action steps and thoroughly discuss the budget.

### **Review June Board Meeting Agenda**

To allow for more discussion time, Judi requested committee chairs to submit a written committee report. Verbal committee reports will be bypassed at the board meeting unless the committee chair needs to bring a particular item to everyone's attention.

The three areas identified for action steps were discussed. George asked for clarification of the goal identified under OPERATIONAL STANDARDS as "The board will have improved focus on staffing costs through participation in contract negotiations." After discussion, it became apparent the intent was to keep the board informed of the process. George agreed that the board should be kept aware of the negotiation process; however, they cannot discuss negotiation details with PSEU members. George and Judi agreed to work together to develop the language for this action step.

George shared a memorandum he received from Eric which expressed Eric's concern regarding the RAP WITH THE PRESIDENT and our compliance with Executive Session meeting guidelines. Eric further defined the boundaries for Executive Session meetings. This memorandum will be included in the board packet and time will be allocated during the June meeting to fully discuss the implications with the full board.

### **Review convention timeline**

The tentative convention timeline was reviewed and a few time adjustments were made. The Policy Review Committee meeting scheduled for Wednesday was removed. A MOTION TABLE will be set up during the business sessions to assist members with properly writing motions.

### **Review tentative 2009-2010 board meeting dates**

The 2009/2010 board meeting dates are distributed to the board at the second July board meeting. We need to check our tentative meeting dates against SEIU's DLB and IEB meetings to make sure there are no conflicts. We may also want to consider holding executive board meetings on a Monday, or a Friday/Saturday to reduce release time costs.

## **EXECUTIVE BOARD MEETING MINUTES**

May 26 and 27, 2009

### **Budget**

At the conclusion of the March board meeting, PSE management was directed to provide several alternate budget proposals. Anne distributed several budget scenarios and asked for input to help identify areas for reduction.

### **Legislative Activity Plan**

After this year's successful pilot program using members to lobby in Olympia the last weeks of session, Judi presented a proposal for utilizing members throughout the session. This program would be coordinated with the governmental relations department and legislative council. Leg council discussed this proposal during their last conference call and they were extremely supportive. The council needs to recommend this change in policy to the board.

The meeting adjourned at 1:30 p.m. We will reconvene tomorrow after the Financial Review Committee meeting.

### **Reconvene Executive Board Meeting - May 27, 2009**

President Judi Owens called the meeting to order on May 27, 2009 at 12:15 p.m. Present were Vice President Dwain Adams, Secretary Denise Busbin, Treasurer Rosemary Trowbridge, Executive Director George Dockins, and Assistant Executive Director Anne Smyth.

### **March Board Assessment**

George and Judi will review the assessment document and present it to the board at the June Board of Directors meeting.

### **Conference Calls**

Several questions regarding board conference calls were addressed. To ensure everyone understands the protocol, a discussion with the full board, including input from the PSE legal department, will be held during the June Board of Directors meeting.

### **Employee transfers**

George explained the process for PSE employee transfers and referenced the appropriate section of PSE Bylaws. George will hold a discussion with the full board at the June meeting.

### **Board Requests**

George requested time on the June agenda to review the process by which board members may make requests for staff assistance.

### **Postcard distribution**

The distribution list for both hard copy and electronic zone postcards was shared. The distribution process will be shared with the full board at the June meeting.

## EXECUTIVE BOARD MEETING MINUTES

May 26 and 27, 2009

### PSE Master calendar of events

A master calendar for all PSE events is being developed. This calendar will list all PSE activities from the state level and chapter level. It would allow staff and board members to more efficiently schedule meetings.

Meeting adjourned at 1:30 p.m.



Denise Busbin  
PSE State Secretary



Judi Owens  
PSE State President