

**UPMA EXECUTIVE BOARD MEETING  
AUGUST 19-20, 2022 AND AUGUST 25, 2022  
ST. LOUIS, MISSOURI**

**FRIDAY, AUGUST 19, 2022**

The meeting opened at 8:00 a.m. in the Hawthorne/Lucas Room in the Marriott St. Louis Grand Hotel. Edmund Carley, National President, called the meeting to order; Mike Quinn gave the invocation and Padric Fisher led the group in the Pledge of Allegiance.

Susan Rice conducted the Roll Call; all UPMA Executive Board members were present.

A motion was made by Earl Husbands, seconded by Padric Fisher to adopt the agenda, with the addition of three items. Motion carried.

Motion made by Jim Maher, seconded by Padric Fisher to turn off all electronics in the room, except for UPMA Office Staff and John Galera. An amendment was made to the motion to add Jim Maher, National Convention Chair, to the exception list. Motion carried, as amended.

A motion was made by Padric Fisher, seconded by Jim Maher to adopt the minutes of February 12-13, 2022, and July 21, 2022. Motion carried.

Edmund Carley began the meeting with opening remarks, reviewing his first nine months in office regarding everything happening in the organization and in the Postal Service.

**Board Member Reports:**

West/Pac Area report was given by Padric Fisher, Katie Evertsen and Jim Dunlap. Alaska chapter has 98 members and a recent chapter convention held in Anchorage was successful. The Area teleconferences have had better attendance and the VP's will continue to monitor the attendance. The UPMA Alaska Chapter will hold a state convention on April 22, 2023.

Central Area report was given by Jim Maher, Mari Beth Kirkland, and Earl Husbands.

Southern Area report was given by Tony Leonardi, Tammy Powell, and Greg Nors.

The Atlantic Area report was given by Jeff Lightner, Mike Quinn, and Dan Leonard.

**BREAK**

Jim Dunlap reported on the Legislative Committee, mentioned the passing of the Postal Reform Act.

Earl Husbands reported on the UPMA PAC. Pages 14-20 of the Board book include UPMA PAC contributions and disbursements.

Jim Maher reported on the Adverse Action committee. Dan Heins contributed the information on the UPMA Legal Defense Fund report as of August 9, 2022, and it is included on page 21 of the Board book.

Jim Dunlap and Jim Maher discussed the EAS Professional Committee.

Jeff Lightner reported on the Diversity and Inclusion Committee, mentioned the U. S. Government Accountability (GAO) will be here in St. Louis and will hold meetings to meet with UPMA members to gather their input on workforce diversity issues. All are encouraged to join these breakouts on August 25, 2022. More information on page 22 of Board book.

Padric Fisher reported on the Articles and By-Laws Committee, there were six proposed changes to the UPMA Articles of Incorporation (2) and UPMA National Bylaws (4). Dan Heins provided the voting outcomes.

Susan Rice reported on the Education Committee. Susan reviewed the classes planned at this national convention, which are included in the convention program. The monthly ZOOM trainings have been reduced to once a month and will be posted on YouTube.

Mandy Whitten reported on the UPMA Retired organization.

Tony Leonardi and Katie Evertsen reported on UPMA Membership. Pages 25-28 in the Board book include 2021-2022 Membership Contest Standings. Tony discussed Chapters in Crisis and the work that is being prepared for here at the convention as well as at the UPMA Membership meeting planned in Denver on January 14, 2023.

Susan Rice discussed the findings of the Audit Committee; their meeting was held recently in the UPMA National Office. Jeff Lightner and Tony Leonardi were a part of the committee, and they reviewed the third quarter.

Dan Heins, UPMA Executive Director, reviewed the UPMA Budgets vs. Actuals FY November 2021 – October 2022, pages 29-36 of the Board book.

Motion made by Tony Leonardi, second by Jim Dunlap to ask Dan to review the full year audit and then separately discuss additional audit for November and December 2022. Motion carried.

Motion made by Jim Dunlap, seconded by Tammy Powell to accept the Budget vs. Actuals report as reviewed. Motion carried.

Emory Day joined the Board meeting by ZOOM and reviewed the UPMA Website and progress on putting together a new website.

A motion was made by Padric Fisher, seconded by Jim Maher to authorize the UPMA National Office to move \$350,000.00 from the Reserve Fund to the General Fund and add up to an additional \$150,000.00 by the end of 2022, if needed. Motion carried.

Jim Maher, 2022 National Convention Chair, reported on the convention.

John Sertich, Chair, UPMA Adverse Action Committee reported to the Board, reviewing pages 42-45 in the Board book, the Adverse Action Legal Defense Plan. Also mentioned, John Sertich will have access to the membership files for the purpose of verifying membership when someone receives an adverse action and requests representation.

Edmund reviewed the list put together for the National Executive Board regarding what functions they should focus on attending during this convention, the list is on page 13 of the Board book.

## **BREAK**

Edmund discussed Sortation and Delivery Centers.

Edmund reviewed the UPMA Personnel Policy, pages 37-41 in the UPMA Board book. A motion was made by Tony Leonardi, seconded by Tammy Powell to approve the UPMA Personnel Policies. An amendment was made by Tony Leonardi, seconded by Tammy Powell, to amend the motion to include changes made to these policies must have a two-thirds vote. Motion carried as amended.

Motion made by Jim Maher, seconded by Greg Nors to change the Performance Reviews (Section IV) of the UPMA Personnel Policy (page 38) to say the reviews are to be held in July of each year. Motion carried.

Motion made by Tammy Powell, seconded by Padric Fisher, to amend item #7, VII. Leave Policies, (page 39) of the UPMA Personnel Policies to read "less than 3 years". Motion carried.

Motion made by Dan Leonard, seconded by Padric Fisher to change section VIII. Administrative Leave, Item #2 – from "UPMA **shall** grant administrative leave...." To "**may**" grant administrative leave....". Motion withdrawn.

Chapter Special Assessment requests were presented (pages 46-47 of the Board book). There are six chapters that are requesting special assessments this year. A motion was made by Tony Leonardi, seconded by Jim Dunlap to adopt all special assessment requests made for a period of fourteen months to coincide with the change to the new UPMA Fiscal Year. Following discussion, a motion was made by Tony Leonardi and seconded by Jim Dunlap to amend the motion to change the time period for the special assessments to twelve months, November 1, 2022 to October 31, 2023 as had been voted on by the chapters at their conventions. Motion carried.

A motion was made by Jim Maher, second by Padric Fisher to lay on the table until January 2023 a discussion about extending the special assessments to December 31, 2023. Motion carried.

Dan Heins discussed the oral history project (pg. 48 in the Board book). The company approached UPMA about doing a history of the organization and the membership and their experiences in the management organizations as well as the United States Postal Service. UPMA has no financial stake in this project and an added benefit is that the company will be verifying the membership information we have, as well. It will take six months to gather the information and six months to publish the book. It should be stressed that participation in this project is purely voluntary. There will be mailing and emails going out to the membership to encourage them to call the company to share their stories.

Motion made by Greg Nors, seconded by Tony Leonardi to enter Executive Session at 4:40 p.m. Motion carried.

## **SATURDAY, AUGUST 21, 2022**

The meeting opened at 8:00 a.m. in the Hawthorne/Lucas Room in the Marriott St. Louis Grand Hotel. Edmund Carley, National President, called the meeting to order; Earl Husbands gave the invocation and Tony Leonardi led the group in the Pledge of Allegiance.

Bruce Nicholson, Manager, Labor Relations, USPS and James Timmons, Specialist, Labor Relations, USPS, joined the UPMA Executive Board and spoke about current issues familiar to UPMA and the USPS.

### **BREAK**

Shana Mansfield, Chair, 2023 UPMA National Convention, addressed the Board. She reviewed the Registration form and the Exhibit booth form and talked about the events planned for the Denver convention in August 2023.

Chris McCannell, GrayRobinson and Joel Riethmiller/Brian McLaughlin of Imperium Global Advisors, reported to the Executive Committee on the state of the UPMA/USPS legislative affairs.

Ryan Buck, Mass Benefits Consultants, addressed the Board and reviewed the UPMA Reserve Accounts. A report was given to each Board member. The UPMA Long Term reserve account value as of 8/10/2022 is \$5,514,562.52. Ryan also reviewed the UPMA Liberty Mutual insurance account and the UPMA Supplemental Retirement Plan.

### **LUNCH**

Dan Leonard discussed Title 39 and asked to make sure UPMA is on the forefront going forward.

Dan Leonard discussed Pay Talks Team Membership. A motion was made by Dean Leonard, seconded by Mike Quinn to keep the Executive Board apprised at each stage of pay talks.

Dan amended the motion, Mike Quinn seconded, to allow the National President to make the decision on sharing pay talks information with the Board. Motion withdrawn.

Dan Leonard discussed Communication. Dan would like to have the UPMA National Office put out more communication, no matter how minor. Edmund stated the request is "duly noted". Tony Leonardi asked that those receiving the information disseminate to chapter members. UPMA Area Coordinators meet with UPMA Chapter Presidents and send out information. Dan Leonard asked that this process be voiced to all chapter presidents and area coordinators. Edmund Carley stated this has always been the process.

Susan Rice discussed Chapter Bonding Verification. Suggested requiring this information on the chapter convention form. It will be added to the 2023 Chapter Convention Report form.

Discussion held on the UPMA Chapter Supplement Guidelines; copy provided to each Board member. Motion by Tony Leonardi, seconded by Tammy Powell to allow chapters with 100 or fewer positions be reimbursed up to \$6,000 for expenses for members to attend the national convention and/or the Legislative Summit. If the chapter's membership percentage is below the national average, the amount would be reduced to \$3,000, effective immediately. Motion amended by Katie Evertsen, seconded by Dan Leonard to change the number of positions to 150 and delete the two paragraphs of the guidelines

beginning with “Chapters with 101-150” or fewer total Postmaster positions. Motion, as amended, carried.

Jim Maher discussed the UPMA Chapter By-Laws report he provided to the Board. None of the Chapter by-laws conflict with the national by-laws. Current Chapter by-laws should be added to the UPMA Website. Request was made that Jim Maher disseminate sample language/templates for UPMA Chapter by-laws and provide these to UPMA Chapter Presidents prior to the Legislative Summit. Dan Heins is tasked with following up with UPMA Chapters to keep these documents current.

Motion by Padric Fisher, seconded by Tammy Powell, to approve \$50 as a drawing prize for the first timers that gather all the signatures of the National Executive Board members and that the two first-timers that gather the most individual business cards receive complimentary national convention registrations for the 2023 National Convention in Denver. Motion carried.

Motion by Tony Leonardi, seconded by Padric Fisher, to enter Executive Session at 3:15 p.m. Motion carried.

#### **THURSDAY, AUGUST 25, 2022**

Edmund Carley called the meeting of the UPMA Executive Board, including the four new National Vice Presidents elected to the Board.

A vote was held to elect an Executive Vice President, to serve January 1 through December 31, 2023. Greg Nors was elected to this position.

A brief discussion was held on the results of the 2022 National Convention survey conducted at this meeting. The “free day” on Tuesday at the convention was favored by a very high percentage of those completing the survey and will remain in effect for 2023 and 2024.

A motion was made by Padric Fisher, seconded by Jim Dunlap to enter Executive Session.