

**UPMA EXECUTIVE BOARD MEETING
JANUARY 12-13, 2023
DENVER, COLORADO**

THURSDAY, JANUARY 12, 2023

The meeting opened at 8:00 a.m. in the Gold Room at the Sheraton Denver Downtown Hotel. Edmund Carley, National President, called the meeting to order; John Douds gave the invocation and Tania Cason 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 Greg Nors, seconded by Jim Dunlap to adopt the agenda, with the addition of three items. Motion carried.

A motion was made by Jim Maher, seconded by Jim Dunlap to adopt the minutes of August 19-20, 2022 and August 25, 2022 meetings. Motion carried.

Edmund Carley began the meeting with opening remarks. Edmund discussed UPMA membership recruitment. UPMA will change the type of service necessary to meet the needs of the members; lots of change in the future. NAPS is paying attention—complaining to USPS about Facebook and social media posts. UPMA policies in the board book will be reviewed later in the meeting. We need to get to the point that we have 52 strong, well-led chapters.

Tony Leonardi, National Membership Chair for this year and Katie Evertsen, the board advisor presented the Membership Report. As an organization, we signed up over 3,000 new members, which resulted in a net gain of over 2,000 members for the year. Typically, between 500 and 1100 members had been lost per year since the inception of UPMA. Tony asked to that as board the members meet SPLY or improve in 2023 regarding the number of new members the board recruits.

Shana Mansfield, Chair, 2023 Denver National Convention Chair, gave her report discussing the highlights for the convention in August. Currently, there are 563 members and guests registered to attend in Denver. This is up from 443 at the same time last year.

Bruce Nicholson, Manager, Labor Relations Policy Administration, USPS spoke with the Board. Tom Blum, Vice President, Labor Relations, will be invited to speak to the board, or during the convention in Denver. Depending on what happens with the NALC contract there is a possibility Pay talks may happen in this summer, or early in the fall.

BREAK

Jim Dunlap, Tania Cason and Katie Evertsen briefed the Board on the WestPac Area.

Jim Maher, Mari Beth Kirkland and Kerry Nichols reported on the Central Area. Transition from Linda Gurka as Area Coordinator to Jeff Jarrett has gone well. Lots of participation in meetings.

Tammy Powell, Greg Nors and Jerry Southard reported on the Southern Area. Aaron Campbell, Area Coordinator, doing well; however, there has not been any real consistency in the participation in his monthly meetings. The Board members will be following up with the Chapter Presidents regarding the importance of attending those meeting.

Dan Leonard, Jeff Lightner and John Douds reported on the Atlantic Area. Like the Southern Area, the participation in the monthly meetings could be better and the board members will be addressing that with the presidents that are not participating on a regular basis.

Jim Dunlap gave the Board an update on the Legislative Committee and mentioned the UPMA legislative team will join the meeting on Saturday with a thorough report.

John Douds spoke briefly about the plans for the UPMA PAC committee in 2023 and distributed PAC envelopes to Board members. The Legislative/PAC telecoms are scheduled for the 3rd Wednesday of each month, beginning with January 18.

Jim Maher talked about the Adverse Action committee. Discussed the YouTube piece regarding Edmund's response to some information misrepresented by the other management association.

Dan Heins updated the Board on the Legal Defense Fund. There are 12 old cases dating back to 2018 still on the books. The majority of those are awaiting action by the Merit Systems Protection Board. There were ten new cases added in 2022.

Jim Maher and Jim Dunlap spoke about the EAS Professional Committee. The committee is still working on finding an identity and focus going forward.

Jeff Lightner reported on the Diversity and Inclusion Committee. Received positive feedback about the GAO's involvement at the 2022 UPMA National Convention in St. Louis. Requested that we look at the possibility of having flags from all cultures be displayed at future UPMA events. A wall map of the United States displayed at national convention asking attendees to "pin" the location of their heritage will be considered for this August.

Susan Rice reported on the Articles and By-Laws committee; 1 proposed by-law change received to date; deadline 2/1/2023.

Kerry Nichols talked about the Education Committee and encouraged Board members to submit their seminar subjects to her for the national convention planning.

Mandy Whitten reported on the UPMA Retirees. Retirees will now pay \$25 to anyone who signs up a retiree or associate member between now and December 31, 2023.

A motion was made by Mandy Whitten, seconded by Susan Rice to donate \$5,000 to the UPMA Scholarship Fund. Motion carried.

LUNCH

Dan Heins presented the 2021-2022 Financial Report. We ended the year giving over \$500,000 to our chapters to use to enhance membership and to serve their members.

Dan Heins presented the Investment Report, prepared by Jerry Hulick with Mass Benefits. Copies were provided to the Board. Jerry and his team continue to monitor the markets and make recommendations for changes in the investment strategy as needed.

Edmund Carley presented the 2023 proposed UPMA Budget.

Motion made by Jim Dunlap, seconded by Tammy Powell to accept the 2021-2022 Financial Report and the 2023 UPMA Budget as presented. Motion carried.

BREAK

Edmund presented the information on the Executive Board members committee assignments for 2023.

The 2023 Ethics Committee will consist of the standing members, Edmund Carley, Susan Rice and Mandy Whitten along with the two other members, drawn at random Tania Cason and Greg Nors.

It was discovered late last year that we had missed a request was from the Arkansas Chapter for a special assessment of \$1.00 per pay period, per active member. A motion was made by Jim Maher, seconded by Greg Nors to approve this assessment. Motion carried.

Dan Leonard discussed the item he added to the Board agenda: Additional Postmaster Work Hours and he was assured that the issue is being addressed on a regular basis with Postal Service Headquarters.

Katie Evertsen discussed the item she added to the Board agenda: Membership Team Compensation. Discussion was held to consider paying the UPMA Membership Team director fees of \$280 per day when assigned, through travel orders, to work on UPMA Membership recruitment. Motion made by Katie Evertsen, seconded by Jim Dunlap to authorize this payment. Motion carried.

Katie Evertsen discussed the item she added to the Board agenda: Nevada State Chapter. After initial discussion, suggestion was made to hold this item for Saturday meeting.

Dan Heins discussed completing the UPMA travel vouchers and submitting receipts for UPMA credit cards. Updated UPMA Expense voucher will be available on the UPMA website. Mileage reimbursement will be set at .655 cents per mile for 2023. Dan read and reviewed the instructions for completing the expense voucher.

Edmund read the UPMA Time and Travel Policies. A motion was made by Dan Leonard, seconded by Jim Dunlap to increase per diem to \$80 per day.

An amendment was made by Tammy Powell, seconded by Jeff Lighter, to change the amount of \$15.00 to be deducted for each meal provided to \$20. Amendment carried. Original motion, as amended, carried.

Motion made by Jim Maher, seconded by Greg Nors to change the language in Item #2 to read: "Travel by POV is reimbursed at the current Government rate as set *in* January of each year". Motion carried.

Motion made by Jim Dunlap, seconded by Jim Maher, to change Item #1 to read: "Vouchers and credit card reconciliations need to be submitted to the **National Secretary Treasurer** within thirty days of travel or receipt of credit card statement; also, delete language, "**except they must be submitted to the National Secretary Treasurer for approval**". Motion carried.

Discussion was held on the CMR/Membership Academy plans for scheduling in 2023. This item was set aside to discuss on Saturday.

A motion was made by Jim Maher, seconded by Mandy Whitten to adjourn at 5:01 p.m. Motion carried.

FRIDAY, JANUARY 13, 2023

The meeting opened at 8:00 a.m. in the Gold Room at the Sheraton Denver Downtown Hotel. Edmund Carley, National President, called the meeting to order; Jerry Southard gave the invocation and Tania Cason led the group in the Pledge of Allegiance.

Edmund continued the review of UPMA policies, reading the UPMA Election Policy, pg. 23-24. No changes recommended.

UPMA Chapter Supplement Guidelines. Motion made by Jeff Lightner, seconded by Dan Leonard to change "All claims for reimbursement submitted by Chapters on a UPMA Expense voucher within 30 days of the convention, or Summit, to the **National Secretary Treasurer**. Motion carried.

UPMA Chapter Special Assessment Request was read. No changes recommended.

Discussion returned to UPMA Chapter Supplemental Guidelines. Motion made by Jim Maher, seconded by Jeff Lightner to add the following statement at the bottom of the guidelines, "**The most economical mode of transportation to be purchased 14 days in advance, if possible**". Motion carried.

Edmund read UPMA National Executive Board Fiscal Policy.

A motion was made by Tammy Powell, seconded by Jim Dunlap to amend item 3 under the section entitled National Executive Board Member Compensation Package to read: **Per diem = \$80.00 per day. \$20.00 will be deducted for each meal provided.** First line in item 4 to read: **"Effective 1/1/2023 the Director/Executive Fees are \$280 per weekday excluding holidays, this amount will increase by \$5.00 each year."** Motion carried.

A motion was made by Jim Maher, seconded by Katie Evertsen to change Item 4m in the section entitled Travel and Other Expenses, Director/Executive Fees to read: **"approved by the Executive Board will be reimbursed for the days(s) lost at the regular established fee."** Motion carried.

A motion was made by Jim Maher, seconded by Tammy Powell to change Item 2 under the Time and Travel section to read: **"Mileage will be paid at the current US Government rate as set by the IRS in January of each year."** Motion carried.

Edmund read the UPMA Internal Financial Control Policy. No changes.

Edmund read the UPMA National Secretary-Treasurer Policy and Compensation Package. Motion by Tammy Powell, seconded by Jim Maher to change Bullet item #3: **"Conduct quarterly audits as directed by the National Office."** Motion carried.

Motion by Jeff Lightner, seconded by Jim Maher to change Bullet item #6 to read: ***“The National Secretary Treasurer will work with the Executive Director to ensure all reports from Chapter conventions are submitted timely and contain the correct information to monitor financial accountability and compliance with Federal tax regulations.”*** Motion carried.

Discussion was held on creating a UPMA Electronic Meeting Policy. Edmund named Dan Leonard to chair the committee.

Motion by Jim Maher, seconded by Jeff Lightner to add a Bullet Item #2 that reads: ***Prepare an article for each issue of the UPMA Leader.*** Motion carried.

A motion was made by Tammy Powell, seconded by Greg Nors to remove the word ***“quarterly”*** from Bullet item #3 in the National Secretary-Treasurer Policy and Compensation Package. Motion carried.

Edmund read UPMA Articles and Bylaws Committee Guidelines. Motion made by Mandy Whitten, seconded by Jim Maher to add: ***“Proposed changes to the Articles & Bylaws of the Active organization may only be submitted by Active members of UPMA with the exception that members of UPMA Retired may submit changes to those sections that they are specifically permitted to vote on.”*** Motion carried.

Edmund read The Code of Ethics. No changes.

Edmund read The UPMA National Executive Director duties and responsibilities.

Motion made by Jim Maher, seconded by Tammy Powell to change the effective date listed in the last paragraph to read, ***“Effective date of employment: November 1 through December 31, 2024.”*** Motion carried.

Motion made by Jim Maher, seconded by Mari Beth Kirkland to amend Item #18 to read, ***“Prepare a weekly hotline for website and a column for every issue of the UPMA Leader.”*** Motion carried.

Edmund read the Executive Director Pay Package 2021, pg. 43. Motion made by Jim Maher, seconded by Mari Beth Kirkland to amend the first line of last paragraph, ***“Effective date of employment: November 1 through December 31, 2024.”*** Motion carried.

Edmund read UPMA Parliamentary Compensation Package. Motion made by Jim Maher, seconded by Mari Beth Kirkland to amend item #1 to read: ***“The UPMA Parliamentarian shall be a member in good standing of the National Association of Parliamentarians”.*** Motion carried.

A motion was made by Jim Maher, seconded by Jim Dunlap to amend Item #9 in the UPMA National Secretary-Treasurer Policy and Compensation Package to read: ***In addition to the benefits afforded to the UPMA Executive Board members, effective November 1, 2022, the UPMA National Secretary Treasurer will receive a \$500/month stipend.*** Motion carried.

Motion made by Jim Maher, seconded by Jim Dunlap to allow the national office staff to reformat, reword, and correct grammar without changing the meaning all the National Executive Board Policies and present those changes to the Executive Board within one year. Motion carried.

Edmund distributed copies of the UPMA Membership Policy and read the proposed policy. Motion made by Greg Nors, seconded by Jim Dunlap to accept the UPMA policy as presented.

Motion by Katie Evertsen, seconded by Tammy Powell to amend section #2 to eliminate the **“certified mail” requirement**. Amendment carried.

Motion by Jim Maher, seconded by Tammy Powell to amend section #2 to read: **USPS Form 1188**. Amendment carried.

Motion by Jim Maher, seconded by Tammy Powell to amend section #6 to delete () **insert and capitalize Other**. Amendment carried.

Original motion carried as amended.

Brian McLaughlin and Joel Riethmiller, Imperium Global Advisors, provided an update on UPMA Legislative and PAC issues.

Discussion held on UPMA Star Chapter Awards guidelines. The new guidelines for 2023 will be published and added to the UPMA website.

Edmund reviewed and discussed an Ethics PowerPoint by Syntrio so that board has an understanding of what happens when a possible ethics charge is brought before the ethics committee.

John Douds announced \$1,000 had been collected for UPMA PAC from Executive Board.

Discussion on proposed CMR Academies for 2023. Suggestion was made to hold three, in the West, Central and East locations. As in the past, two free rooms will be provided to each chapter by the national office, there may have to be a cut-off at 70-75 people in attendance to allow for better discussion.

Discussion on UPMA Nevada Chapter. Edmund will reach out to chapter members in Nevada and report back to the Board at their next executive board meeting.

Discussion was held on the numbers of people registered for the upcoming Legislative Summit and for the Denver National Convention. Edmund recommended registration fees for the 2024 UPMA National Convention in Orlando, Florida. Motion by Jim Maher, seconded by Katie Evertsen to accept. Motion carried.

UPMA Executive Board took a break and toured the Sheraton Denver Downtown hotel in preparation for the upcoming 2023 National Convention.

Following the tour, Jim Maher moved to adjourn. Mandy seconded the motion. Meeting was adjourned.

Respectfully submitted,
Susan Rice
UPMA National Secretary-Treasurer