

Local 3642 Finance/By-Laws Committee Meeting

Monday, May 8, 2023

9 a.m.

Those in Attendance—Committee Chairperson Nancy McLemore

Committee Members: Michelle Collettere, Ed Schafer, Samantha Quarless-Ruiz

Tammy Scott-President

Nan Daniels-Treasurer/Secretary

Deron Johnson-Executive Vice President

The committee met to audit Local 3642's financial statements and records for February, March and April 2023. They found that all accounts, statements and vouchers were in order and were reconciled through the Local's paperwork on file. There was one voucher for a utilities payment that required a second signature from one of 3642's authorized signees and that was corrected.

After completing the audit the committee also discussed and researched the option of purchasing an additional certificate of deposit for Local 3642. The committee members called some of the area banks to check on rates and what accounts were required to purchase a CD. The Local will most likely go through Wells Fargo, but other options are being researched.

Finance and By-Laws Meeting Minutes

February 28, 2023

Meeting called to order: 9:30 a.m.

Committee Members Attending: Nancy McLemore (chairperson), Samantha Quarless-Ruiz, Ed Schafer, Michelle Collettere, Nan Daniels and Deron Johnson.

The purpose of the meeting was to present and approve a six-month budget from April 1-September 30, 2023. The budget was passed and it can be viewed at the Local 3642 office located at 117 Edinburgh Dr. Cary, NC 27511.

The Finance and By-Laws Committee, headed by Nancy McLemore, is doing a superb job of creating a workable budget that saves our Local money. Our membership numbers are rising and becoming more stable so we are seeing more consistency and consequently formulating a budget in the future should be that much more simple.

Items discussed during the meeting:

- 1) Almost \$11,000.00 was saved through Tammy's negotiation of a new lease.
- 2) During the periods Tammy is away at bargaining CWA National pays her salary and expenses so that, in turn, saves the Local money.
- 3) We have streamlined the dues collecting process in cooperation with District 3 staffing and our use of Aptify (system used for registering and tracking members' status) which also saves the Local funds. The Local's process of tracking members has proved more efficient than any other Local in District 3.
- 4) We had budgeted \$1250.00 for a new CPU for the EVP use, but by comparing prices and specs online, we were able to purchase a Dell processor for \$700.00.

It's important for the members to know, through President Tammy Scott's leadership, and working with the E-board and Finance Committee, we've strived to save and use the member's money wisely. If you have any questions, please do not hesitate to call us at 919-650-3773.

The budget was unanimously approved by the Finance and By-Laws Committee.

Safety Meeting
January 24, 2023
2:45 p.m. - 3:15 p.m.

Attendees: Tammy Scott CWA Local 3642 President and Greg Innocent Facility Manager

We discussed the cleaning procedures that have been implemented since the pandemic started. The company is still using the same protocols and procedures that were implemented at the beginning of Covid-19.

I also discussed the bathrooms being so cold, along with some of the classrooms. Greg explained that they were adjusting the new boiler and regulating the controls and hopefully we should notice some improvements in those areas this week.

I also brought up the need for a security guard at entrances during the managers' meeting the same day and with Greg. I was advised by both, that they are looking at what the other

reservations offices do and that we have security in the parking lot at night. You can also request the security representative to walk you to your car in the evenings. If you go to Workforce they will call them in to escort you to your car.

The company also has masks at the back entrance for anyone who would like to wear one. They are also providing sanitizer dispensers for your use.

The company will continue to follow all CDC guidelines where Covid-19 is concerned. The company will follow any mandates that are enforced for people who are working in the office. The company will notify the Local of any changes.

Tammy Scott
President Local 3642

Safety Meeting Oct 25, 2022
11:00 a.m.-11:30 a.m.

Attendees: Tammy Scott--CWA President, Bernard Griffin--Safety Committee and Greg Innocent--Facility Manager

We discussed the cleaning procedures regarding the chairs on the floor and we were advised that this would continue every month. We also discussed that the Town of Cary was responsible for the trees that fell across Gregson Dr. during Tropical Storm Ian. Greg advised that they arrived within 15 minutes and had the trees removed quickly. The trees in the parking lot were the landlord's responsibility and they were removed the next day.

We informed Greg that there had been no complaints regarding the cleanliness of the restrooms and conditions on the floor. We also discussed going back to department-based seating on the floor and he advised that would need to be done at the managers meeting Friday.

We also discussed damage that was happening to equipment on the floor and how this could be grounds for termination. The company is closely monitoring the situation. This is cost to the company.

We now have two safety committee members in the building so if anyone has any concerns, please see Alan Creason or Bernard Griffin.

Greg advised he would notify the Local if any changes were to come up.

Tammy Scott
President Local 3642

Safety Committee Meeting
May 24, 2022 11:00am-12:00pm

Attendees: Tammy Scott—CWA Local 3642 President Greg Innocent—RDU Res Facility Manager

We discussed the new cleaning procedures that have been implemented since the pandemic started. The company is still using the same protocols and procedures that were implemented at the beginning of Covid-19.

Greg explained that although the boiler was not working, the chiller was still working. This was allowing air flow throughout the office. The company is spending over \$1300.00 a month for filter replacements. The air handlers are bringing in the heat during the day and using it to heat the building when necessary. The chillers are working so that there will not be a problem with the summer heat as the temperatures rise.

The company is still cleaning the chairs monthly and arms are wiped down daily. The company will also continue all sanitizing of doorknobs, tables anything that hands touch. The bathrooms upstairs and downstairs are still getting two extra cleanings daily. They are still using the same amount of people for the cleaning crew that were hired for all the additional cleaning at the beginning of the pandemic. The company will continue to follow all CDC guidelines pertaining to Covid-19. The company will follow any mandates that are enforced for people who are having to work in an office environment.

The company will notify the Local of any changes.

Tammy Scott
President Local 3642

Finance and By-Laws Committee Meeting
April 21, 2022 – 8:30 a.m.

Members Present-Nancy McLemore-Chairperson, Nan Daniels-Secretary/Treasurer. Committee Members-Samantha Quarless-Ruiz and Ed Schafer. Officer-Deron Johnson-EVP

Meeting Convened at 8:30 a.m.

Nancy McLemore – went over the process of reconciling and auditing the quarterly expense vouchers, deposits and what categories represented which expenditures. The audit was conducted after the meeting itself and all was in order except for a couple vouchers that required a second signature. This was corrected and there were no monetary issues or mistakes.

Nan Daniels-presented the budget analysis showing where we stood at the halfway point of the fiscal year—October 1, 2021-September 30, 2022. Nan explained we are very close to what was projected for our yearly budget, slightly over but some of our costs now are for events (member recognition day in August and the Political/Legislative Convention in June.) that are taking place later in the year.

This year was Local 3642's first budget projection and it was a bit difficult to estimate based on the past two years due to so many things being canceled by Covid 19 and a fluctuating headcount in our membership.

Nan went through each category in the budget, showing what percentage had been used and explained she was working with our accountant to further itemize categories for expenditures. Nancy brought to the table the subject of our lease ending at the end of January 2023. The Local has several events coming up between now and the end of the year, so as to get a head start, President Tammy Scott has begun negotiations and looking at other locations for our Local office. The preference would be to stay at the current location, especially due to its proximity to work. The Local is subleasing its current space which rents for a little over \$4,000.00. The local is paying \$2733.00 per month as dictated by the sublease agreement. The company subleasing to us is paying the remainder. The owner of the building wants a rent amount closer to the \$4,000.00 range, while Tammy was hoping to keep it under \$3500.00. The committee discussed the advantage of the location, both to the Local officers and membership. Included in the current and future rent are the cost of water, electricity, cleaning, garbage collection, groundskeeping, repair of attached appliances, such as lighting, wiring, water heater, HVAC, plumbing, etc. The committee was asked to consider a rent increase to around \$3500.00 and they decided that up to \$4000.00 was acceptable.

The meeting was adjourned at 11 a.m.

Finance and By-Laws Committee Meeting/Audit March 1, 2022

Attendance: Nancy McLemore - Committee Chairman
Deron Johnson - Executive Vice President

Nanette Daniels - Secretary/Treasurer
Tammy Scott – President

Due to the constant mandatory overtime, the full committee could not meet. An audit was conducted on Local 3642's financial records from June 2021 to January 2022. We were able to verify that all vouchers representing Local expenditures had been filled out correctly and had two officer signatures.

We also verified that the financial report from the Treasurer and the Local's Quick Books' report reconciled with 3642's Wells Fargo bank statement, along with the amounts of the vouchers.

There were very few errors found and those were simple, such as a missing signature. These were immediately corrected.

Finally, we analyzed where the Local stands year-to-date in relation to our projected budget. We're happy to announce we are slightly below budget.

Safety Meeting
February 8, 2022
12 p.m.-12:30 p.m.

Attendees: Tammy Scott-CWA President, Greg Innocence-Facility Manager, Peter Sprague-Safety Chairperson unable to attend due to Mando being implemented.

We discussed the new cleaning procedures that have been implemented since our last meeting on October 25, 2022. The company has hired two additional cleaning people, so they are up to eight cleaners at this time.

The company is cleaning all workstations twice a week at night in order to create less disturbance to the agents working. They are also cleaning the chairs once a month instead of once a quarter. The company is spending \$1000.00 a month supplying masks, cleaning solutions, disinfectant wipes and are still doing additional cleanings to the restrooms.

They are hoping to have New Hire OBRs transition to HBRs sometime in March 2022. They currently have over 100 agents that are waiting to transition. That will allow a lot of free space on the sales floor. They will continue to allow the New-Hires to transition after four months if performance goals are obtained.

We also talked about vandalism to equipment and destruction of company property which is grounds for instant termination. The company has found many positions that have been vandalized, especially with wiring.

We talked about the conditions of Gregson Drive during the past weather events. Greg advised they called over and over to the Town of Cary who is responsible to maintain that road. They advised due to being short staffed, they would do their best to try and clear when inclement weather takes place.

The company hired an outside business to do the parking lot which looked great in advance of the last storm. They also will be sanitizing all doorknobs, tables and surfaces twice a day. Greg advised that they have overflow rooms to allow agents to use during busy times to allow for more social distancing.

The company will continue to follow all CDC guidelines with Covid-19. The company will follow all mandates that are implemented for people who are having to work in an office environment. The company will notify the Local of any changes.

Tammy Scott
President CWA Local 3642

Safety Committee Meeting
October 25, 2021
10 a.m.-11 a.m.

Attendees: Tammy Scott CWA President, Greg Innocence Facility Manager

We discussed the new cleaning procedures that have been implemented since our last meeting. We also revisited the recommendation by the CDC of an air filtration system. The company did advise that it was not required and so it would not be implemented at this time. I also had checked prior to the meeting and at this time it is just a recommendation.

I toured the facility and found everyone wearing the masks correctly and in the designated areas required to be worn. The workstations and restrooms were clean and the extra classroom was available for overflow situations. The classrooms were also clean including the ones next to admin. The company was following all CDC recommendations and was complying. The cleaning methods that the company has implemented will continue indefinitely during Covid-19. The company will continue to follow all required CDC guidelines with Covid-19.

The company will follow any mandates that are required for people who are having to work in an office environment. The company will notify Local 3642 of any changes.

Tammy Scott
President Local 3642

Finance/By-Laws Committee Meeting Minutes October 6, 2021

Attendance: Nancy McLemore-Finance/By-Laws Committee chairperson, Michelle Collettere, Gail Kammel-committee members, Deron Johnson EVP, Nanette Daniels Secretary/Treasurer and Tammy Scott-President.

Meeting was called to order at 10:00 a.m.

Purpose of the meeting: to finalize the 2021-2022 fiscal year budget for Local CWA 3642's operating expenses. The budget needed to be developed and approved by all participating committee members and presented to the membership meeting on October 12, 2021.

Among categories to be included in the budget, were officer compensation, cellphone allotments, insurance, bonding, office expenses, training/education, travel for meeting/conferences, Local office rent, member appreciation, EAP fees, election committee, and Finance/By-laws. The committee agreed unanimously on a budget.

We also discussed different strategies for cost savings and being as transparent as possible to the membership.

The Secretary/Treasurer Nanette Daniels made the committee aware of moving \$250,000.00 in AAFCU savings account and \$51.00 to a checking account. We had to move this money to a different bank (Wells Fargo) from the remainder of the 3642's monies because each bank can only Federally insure \$250,000 per account. The checking account was opened with a minimal balance as a requirement by AAFCU.

Michelle Collettere asked about plans for using the money. One possibility that was theoretically discussed was that of purchasing an office space when the lease expires in 2023 for the Local's current location at 117 Edinburgh South Drive, Suite 203, Cary, NC.

Michelle also asked if we could use the money to support charities. Tammy Scott, our President, said we were not allowed to use the funds for charities according to the Department of Labor. It can only be used for the membership. We can assist local charities by organizing fundraisers and volunteering our time.

We discussed receiving a checkbook and debit card for the new savings account. It was agreed that we would keep these in a secure location. The committee members talked about revisiting the By-laws in the summer and possibly rewriting them to ensure clearer and more strict rules to preserve the Local's position, both monetarily and that the laws are sufficiently monitored and governed by the e-board.

Chairperson, Nancy McLemore, will present the budget at the October meeting to the membership. She will also guide the membership through the budget numbers and take any questions that will be presented at that time.

Also discussed:

... and decided upon were the number of times a year we would audit Local 3642's expenditures. This would be once a quarter. Exact dates will be set in the next month.

Also, Nan Daniels, our treasurer needs a new computer to handle the books for Local 3642. Currently her older set, purchased when the Local was first formed, does not have the RAM memory to effectively send our transaction information to our accountant or the memory to run and store our accounting files.

We discussed, after research, purchasing an HP desktop with 16GB RAM and 512GB storage for \$1629.00 prior to tax. Although we have all our financial information backed up on an external drive, we didn't want to wait until Nan's computer completely fails to purchase a replacement. A new computer would probably last the Local through the next five years. We will present this to the membership for approval at our next meeting on October 12.

A vote was taken to approve the budget. The Motion was made by Nancy McLemore. Michelle Collette voted first to accept the motion and Gail Kammel seconded it. Budget approved.

Meeting dismissed--2:30 p.m.

Safety Meeting
September 16, 2021
11:45 a.m.-12:30 p.m.

Attendees: Tammy Scott, CWA 3642 President, Greg Innocent, Facility Manager

We discussed the new cleaning procedures that have been implemented since our last meeting. The company has hired two additional cleaning people so that restrooms could have additional cleanings. They will be sanitizing all doorknobs, tables and surfaces twice a day. They have also hired additional people to work nights so that when agents are finished with their shifts, positions can be sanitized and cleaned. This is to be done at night so there's less disturbance.

This process will continue indefinitely during Covid-19. He also advised that they are working on an overflow room to allow agents to use during busy times to allow for social distancing.

The company will continue to follow all CDC guidelines with Covid-19. The company will follow any mandates that are required for people who are having to work in an office environment. The company will notify the Local of any changes.

Tammy Scott
President Local 3642

**Finance and By-Laws Meeting
(August 30, 2021—10 a.m.)**

In attendance: Committee Chairperson-Deron Johnson Treasurer/Secretary-Nan Daniels
Committee Members-Michelle Collettere, Gail Kammel and Nancy McLemore For a portion of the meeting-President-Tammy Scott

The purpose of the meeting was to audit Local 3642's finances for the time period of March 1, 2021, through May 31, 2021. The previous months of the fiscal year had been audited by an accountant and we were advised we were responsible for auditing the three months that directly following the officers' election. We will audit June 1 through September 30, 2021 next month.

There were a few clerical errors that were easily corrected with the applicable paperwork. One clerical error was with the company that handles our payroll. It was on paper with no error in accounting for money. Our Treasurer, Nan Daniels, will contact the company for correction within our accounting system. Both the payroll and expenditures were accounted for and matched the numbers in our bank account.

Michelle Collettere suggested we have more specific and descriptive categories on the banking statement to make it easier to look up what each check and cost in our banking represented. We will be working on this going forward.

Although, we had planned to do this as a separate meeting, we were able to begin planning for our new fiscal year budget which runs October 1, 2021-September 30, 2022. We were able to get about 75% of it finished.

We discussed adjusting budget costs due to the CWA National Convention being canceled in October—now a Zoom Meeting event--as well as sending two officers to Officer Training School in November. We're working on budgeting for two member appreciation events in the

upcoming fiscal year as well as another national even in March—We'll have to wait and see if this will be held as an in-person event or virtual.

Based on current membership dues payments and estimated income we estimated Local 3642's income for the upcoming fiscal year. We agreed to meet withing the next seven to 10 days to finalize the budget.

Safety Committee Meeting--August 13,2021

10:15 a.m.-11 a.m.

Attendees: Tammy Scott—CWA 3642 President and Greg Innocent—RDU Res Facility Manager

Items discussed: I wanted to know why the building temperature was so cold, and how we could regulate it to accommodate the agents. Greg advised he would have it set on 72/74 degrees. He also advised that the filtration system circulated 20% of fresh air into the building every hour on the hour.

Covid plan: There are plans and measures being taken that will allow for Social Distancing. Masks will be required to be worn or face shields everywhere except on the phones and while eating. The company will continue to offer masks, wipes and sanitizer. The bathrooms and floors will also have extra cleaning done to accommodate the new agents. The company will continue to follow all CDC guidelines with Covid-19. The company will provide the Local with any changes as they happen.

Tammy Scott
President Local 3642