

**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 Collette, 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 Collette 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 Collette, 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 Collette 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