

## **LAEA Executive Committee Meeting**

**Wednesday, October 12, 2005**

**Room A120 @LAHS**

### **Agenda**

- I. Checking Signing Procedures**
- II. Audit Report needed**
- III. Monthly Meetings**
- IV. Referendum Support**
- V. Choose charity to donate fair share dues to**

The meeting was called to order 3:20.

Those present were: Ryan Steele, Amanda Indra, Scott Bunkowski, Dawn Lueck, Cami Hughes, Julie Schneider

I. Ryan, Amanda, and Scott stated that we need to have another person sign checks from the union. It does not have to be an officer. The committee decided to choose Stacy Walth to sign the checks for the sake of convenience, because she is in the same building as Scott, who also signs the check.

Scott will notify the bank. It was also discussed the expense forms will still be needed and receipts must be turned in before reimbursement will be given.

II. Ryan, Amanda and Scott brought information back from the recent Presidents/Treasurers training by Education Minnesota. It was realized that the following things need to be addressed:

- The scholarship committee must have clear criteria stated for the awarding of scholarships.
- We need to check the by-laws for fairshare. If we find that we are collecting local fair share dues, we must have an exterior audit. It was decided the by-laws should be added to or changed so that we do not collect local fair share dues.
- We must speak with our audit committee and write an audit report before February.
- Minutes must be taken at every committee meeting.

III. It was decided that the executive committee will meet monthly. The second Wednesday of each month was chosen as the meeting date.

IV. Dr. Montplaisir asked if we could financially support the referendum by paying for some mailings. Ryan will check with Education Minnesota to see if there is money available through them for support. If not, we will vote at our next EA meeting on whether to give financial support to the referendum.

V. It was voted on and decided to donate the fair share dues collected to the "Ready-Set-School" program.