

GENERAL MEMBERSHIP MEETING – December 13, 2022

The meeting was called to order via Zoom and in-person at 7:02 p.m. by President Serop Karchikyan. The pledge of allegiance was led by Sergeant-at-Arms Ric Roldan. There was a moment of silence for departed brothers and sisters since the last meeting including former Financial Secretary Frank Costanzo, former national officer Dale Hart, Glendale retirees: Louis Kapustin, Cheun “Kent” Chow, Larry Martinez, Jan Siechert’s mother, and Milwaukee Letter Carrier, Aundre Cross, who was killed while delivering his route. The roll call was answered by thirteen officers and stewards in good standing. Motion (Siechert/Temblador) passed to waive the reading of the minutes and accept as emailed and printed for members at the meeting. Motion (Rich/Siechert) passed to excuse Vinh Trieu from the November meeting. Motion (Rich/Siechert) passed to waive the reading of the bills as emailed and printed for members at the meeting and warrants be drawn and bills be paid. Motion (Siechert/Temblador) passed to waive the reading of the Treasurer’s Report and accept as printed and emailed to members at the meeting.

Motion (Siechert/Aghakhanyan) passed to accept the following applications for membership: L. Campos, D. Chen, K. Cordero, J. Diaz-Molina, C. Lamont, D. Lipton, D. Logan Jr, L. Powell, S. Ramos, E. Segarich. **Welcome!**

MBA Representative Vinh Trieu reminded members to review life insurance and beneficiaries. Leroy Collier reminded members to contribute to the Letter Carrier Political Fund (LCPF). HBP Representative Keith Lineman announced a new program called “Hello Heart” for members. Trustee Leroy Collier reported Branch audit was conducted on November 29th with the audit report pending. Rob Burskey reported on the new process for route adjustments called Technology Integrated Alternate Route Evaluation and Adjustment Process (TIAREAP).

Motion passed to accept the following Executive Board recommendations: Rec #1 (Rich/Siechert) That the Branch accept the Convention Expense Policy as emailed/printed for members at the meeting. Motion (Siechert/Rich) calling for the question unanimously passed. Previous motion passed with vote of Yes: 13, No: 1. On the record is the objection of Leroy Collier to Item #3, 8, 10, 14. Rec #2 (Lineman/Siechert) That the Branch accept the General Expense and Mileage Policy emailed/printed for members at the meeting. Motion (Siechert/Rich) calling for the question unanimously passed. Previous motion passed with vote of Yes: 14, No: 1. On the record is the objection of Leroy Collier to bullet points 2, 6 in the 1st section and bullet points 2, 3 in the 2nd section.

December in-person raffle winners: **Carolyn Zorn – \$50 Trader Joes, Thomas Kindhart – \$50 Starbucks, Janet Siechert – \$50 Zankou Chicken, Carolyn Zorn – \$50 Home Depot.** Motion (Siechert/Lee) passed to adjourn the meeting at 8:30 p.m.

Submitted by,



Nancy Norman
Secretary-Treasurer

BRANCH 2200 CONVENTION EXPENSE POLICY

1. Eligibility and guidelines are offered in By-Laws, Article V
2. Branch motion determines how many delegates and the expense parameters. Generally, travel (flight/train car-mileage/parking), meals and lodging are paid
3. If convention(s) is within Los Angeles or Southern CA area, mileage and parking or public transportation (Metro/Metrolink) may be paid, depending on membership motion – delegates are often encouraged, and may be required, to share transportation/carpool when possible
4. If a delegate chooses to drive, rather than flight/train, they may be reimbursed for mileage and parking not to exceed the amount approved for flight or train travel. If carpooling, mileage/parking will be paid to the driver and the Branch will consider the number of persons transported
5. Mileage is paid one-way from home to airport/train and one-way from airport/train station to home
6. Delegates will pay ½ room cost if they indicate on Branch convention form/questionnaire that they do not wish to share a room with another delegate or if their “preferred” delegate is unavailable. The Branch will not require a delegate to share a room with a member of the opposite sex
7. If a single room is available due to uneven delegate numbers, the Branch president will decide who receives the single room (generally based on officer rank/title or years with the union, but other factors may be considered)
8. The Branch president is not required to share a room with another delegate
9. Employee delegates of the Branch receive meals and incidentals per diem following IRS rules. Amount per day as granted by location. Travel Days are prorated at 75% of full day per diem. Checks to be issued within one to two weeks prior to travel
10. Branch non-employee (independent contractor) delegates receive an amount equal to employee per diem rate to be issued within one to two weeks prior to travel. Non-employee delegates are responsible for any potential tax consequences. If amount exceeds \$600 in the calendar year, the Branch will issue Form 1099 to IRS unless receipts are provided. If no Form 1099 (under \$600) is required to be filed by the Branch, the non-employee is responsible for reporting income to IRS for tax purposes
11. Meals (if known) provided by the event will be deducted from per diem/expense amount
12. An amount set by the membership may be deducted from per diem/expense amount for the Delegate Dinner at the National Convention
13. Any reimbursable expenses must be submitted on Expense Report Form with itemized receipts or documented mileage within 60 days of convention
14. Generally, delegates are expected to attend all convention sessions and training classes that are held within the same day and may be required to return a portion of their per diem for non-attendance
15. There is no payment for lost time

Changes and/or additions to this policy may be made at any time by a majority membership vote. Generally, policy changes will not be made retroactively.

BRANCH 2200 GENERAL EXPENSE and MILEAGE GUIDELINES

- Direct payments to officers/stewards/members must be submitted on the Branch Expense/Mileage Report form
- Form requires president's initials, review by secretary-treasurer and/or trustee(s) prior to membership approval at Branch meeting
- Expense form to be submitted to the Branch for approval of payment no more than 60 days after the expense was incurred or within 60 days following the event
- Submit a minimum of one day prior to membership meeting to be considered at that meeting
- Expenses require itemized receipts (no alcohol) with recipient keeping copies of documentation until they have received payment from the Branch
- Under most circumstances, pre-approval by the membership or by the Branch president is required
- GSA/IRS Per Diem rate is paid to employees for overnight stay on union business

Mileage is generally approved under the following conditions:

- Travel to stations, assigned by the president, after reporting to union office for work
- Membership motion or Branch president approval prior to travel
- May be required to carpool to save mileage/parking expense
- Submitted on Expense Form with online maps (Google Maps, Waze, etc) documentation

Mileage generally will not be paid for:

- To/from the union office for meetings
- Reporting to/from home to the union office when receiving an hourly wage
- Volunteer activities/events/meeting meals and incentives
- Outside events/meetings that are not directly assigned to a member or approved by the Branch president or membership

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