

**UPMA EXECUTIVE BOARD MEETING
JANUARY 15-17, 2025
DALLAS, TX**

WEDNESDAY, JANUARY 15, 2025

National President, Tony Leonardi called the meeting to order at 8:00 a.m. Stephanie Thompson gave the invocation, and Jim Maher led the group in the Pledge of Allegiance.

President Tony swore in newly appointed Southern Area National Vice President, Kendrick Comulada.

Greg Nors conducted the roll call; all UPMA Executive Board members were present, except for Immediate Past President, Edmund Carley.

President Tony started with introductions, and everyone introduced themselves.

Tony discussed the agenda for the board meeting for the next three days. A few items were added to the agenda. It was moved by Padric Fisher and seconded by Carla Biggerstaff to adopt the agenda. Motion carried.

President Tony presented the standing rules for the meeting.

Greg Nors referred everyone to the minutes tab in their binders and presented the minutes from the NEB meeting dated August 23-24, and August 29, 2024, and NEB telecoms dated 9/17/2024, 10/8/2024, 12/11/24 and 1/2/2025. Tony suggested that all board members review these minutes, and we would vote to accept the next day.

President Tony gave opening remarks. Tony discussed the financial challenges for the budget and stated that the finances of this organization will be a big topic. Tony discussed more about the agenda for the next couple of days.

Dan Heins presented the 2024 Financial Report. Dan started out by discussing the statistics report that deals with retirements, deaths, separations, etc. Dan discussed the income and expenses of the organization, and fielded questions from the board.

Greg Nors gave the audit report that was conducted on December 6, 2024. Everything was reviewed from when the last audit was conducted in July 2024. Mari Beth Kirkland and Kerry Nichols provided input. It was moved by Padric Fisher and seconded by Kerry Nichols to accept the audit report. Motion carried.

President Tony began with the review of the UPMA policies. On page one of the UPMA Internal Financial Control Policy, it was moved by Jim Maher and seconded by John Douds to

change the wording of, When an inquiry involves financial records and includes an in-person review of those records, per VA Code 13.1-933(C), the member must provide written notice at least five days in advance of the inspection date and the notice must demonstrate: Motion carried.

BREAK

Bruce Nicholson, Labor Relations Polices and Programs, addressed the NEB. Bruce is our contact with USPS headquarters. Bruce stated there were lots of changes at headquarters. Bruce stated that it is suggested that we try to remedy issues at the local level. Bruce stated that USPS Vice-President, Tom Blum has retired and that is why he is not here with us today. Bruce stated that USPS Southern Area placements will be announced soon. Bruce fielded a question-and-answer session from the NEB.

LUNCH

President Tony continued with the review of UPMA polices.

UPMA National Executive Board Fiscal Policy.

It was moved by Jim Maher and seconded by Jeff Jarrett to approve the policy as amended. Motion carried.

UPMA Time and Travel Policies

Per diem. It was moved by C. Scott Christiansen and seconded by Padric Fisher to add the words "or paid for by UPMA" at the end of the first sentence. Motion carried.

Director/Executive fees. It was moved by Padric Fisher and seconded by Greg Nors that from this point forward that anywhere that is says effective 1/1/2024 change to 1/1/2025 and to change per diem from \$285.00 to \$290.00. Motion carried. Page 2, It was moved by Jim Maher and seconded by John Douds to change #1, 2nd sentence as follows. The UPMA National Executive Board must review any late vouchers prior to approval. Motion carried.

UPMA Membership Policy. Corrected PMR and Associate amounts to \$2.65. It was moved by Charley Peters and seconded by John Douds to delete the second sentence under Membership Dues Incentives. On page 3 at the end of chapter assignments, it was moved by Padric Fisher and seconded by C. Scott Christiansen that Headquarters based employees may choose to be a member of the Washington, D.C. Chapter. Motion failed 5 to 9 by hand vote.

UPMA National Election Policy

#5. It was moved by Padric Fisher and seconded by Carla Biggerstaff to change the first sentence to read, Candidates for all National offices shall be permitted to set up a table during the convention at cost determined annually for sharing information and possible fundraising. Motion carried.

UPMA Personnel Policies

Throughout the policy changed Executive Director to President.

Page 3, changed Membership Specialist to Membership Director.

Page 3, changed Executive Assistant to the National President to Office Administrator.

Page 3, Leave Policies, #2, change Executive Director to office staff.

Page 6, Letter e, strike Executive Director.

It was moved by Jeff Jarrett and seconded by Padric Fisher to accept policy as amended.

Motion carried.

Adverse Action Legal Defense Plan- no changes.

UPMA Code of Ethics & Resolution

Page 2, under Compliance with Laws, disability was changed to physical and mental limitations.

Page 3, on the last set of bullets, bullet 6 was changed to read, Following the interviews, the committee shall reconvene to prepare a written report with a recommendation regarding the validity of the charges to be given to the national executive board in executive session for consideration. Such a report is considered a confidential document and will be stored at the national office.

It was moved by Jim Maher and seconded by John Douds to accept the policy as amended.

Motion carried.

Heather and Leslie with Crisp Meetings and Events gave us updates on registration totals for 2025 UPMA events. They also went over a tentative agenda for the legislative summit and the national convention. The site selection process for 2027 and beyond was also discussed. The NEB then took a tour of the Sheraton Dallas Hotel, so that we could get an idea of where everything would be taking place for the national convention.

President Tony led a discussion about the hotel after the tour. He also discussed 2025 plans for sponsorships and the possibility of a "Marketplace" that would include vendors who are selling some type of product at this year's national convention. It was noted that there will be a minimum number of vendors required to make the marketplace possible to break even related to expenses.

It was moved by Jim Maher and seconded by Jeff Jarrett to adjourn. Motion carried and the meeting was adjourned at 5:00 p.m.

THURSDAY, JANUARY 16, 2025

National President, Tony Leonardi called the meeting to order at 8:00 a.m. Darwin Adams gave the invocation and C. Scott Christiansen led those present in the Pledge of Allegiance.

President Tony gave us a recap of what was done yesterday, and we added a couple of agenda items.

Earl Husbands gave a membership presentation. Earl discussed the agenda for this year's membership academy and noted that there will be 20 different presenters. He also discussed the breakout sessions and the membership contest for 2025.

President Tony continued with the review of UPMA polices.

UPMA Articles and Bylaws Committee Guidelines- no changes.

UPMA Star Chapter Award. Minor changes were notated. No vote needed.

UPMA National Secretary-Treasurer Policy and Compensation Package #3. It was moved by Padric Fisher and seconded by Carla Biggerstaff to conduct biannual audits as directed by the National Office. Motion carried.

UPMA Parliamentarian Compensation Package- no changes.

UPMA Small Chapter Supplement guidelines – no changes.

It was moved by Kerry Nichols and seconded by Greg Nors to allow Jim and Padric to look at rewriting the policies to see if there are items that can be combined and some of the policies streamlined. Motion carried.

UPMA Chapter Special Assessment- no changes.

It was moved by Padric Fisher and seconded by Jim Maher to approve all minutes as written except for the minutes from the National Convention in Orlando. Motion carried.

Padric Fisher, Tania Cason, and C. Scott Christiansen gave their advisor report on the WestPAC Area.

Kerry Nichols, Jeff Jarrett, and Jim Maher gave their advisor report on the Central Area.

Carla Biggerstaff, Kendric Comulada, and Darwin Adams gave their advisor report on the Southern Area.

John Douds, Stephanie Thompson, and Bernadette Puodziunas gave their advisor report on the Atlantic Area.

Tony mentioned that Darwin Adams and Kendrick Comulada will serve on the diversity and inclusion committee.

Mental Health/ Workplace Balance was discussed.

Tony discussed the formation of a new communications team and it was noted that Drew Martin is the committee chair with C. Scott Christiansen as the board advisor.

The education team stated that they are coming up with training topics for the monthly training sessions for 2025. They are seeking input on training topics and trainers. The team is also looking for suggestions for topics to be included at the national convention.

Charley Peters gave the UPMA retired report. Charley talked about the last couple of years and the work that he has done with PSHB. Charley also discussed the UPMA scholarship foundation.

President Tony went through the executive board and committee assignments.

The Ethics Committee drawing was conducted. The two names picked by random drawing were Jim Maher and Stephanie Thompson. It was moved by Padric Fisher and seconded by Jeff Jarrett to destroy the ballot (name slips) that were used for the drawing. Motion carried.

The Legal Defense presentation was given by Jim Dunlap. As our membership grows, so do the number of cases. We are expecting to see an increase in lawyer fee hourly rates as our current contract expires this year.

LUNCH

A zoom presentation was given by Jerry Hulick from Mass Benefits and Ryan Buck from Freedom Broker Services. They gave us a review of our benefit programs and our reserve accounts.

It was moved by Padric Fisher and seconded by Jeff Jarrett to accept the UPMA Chapter Supplement Guidelines as amended. Motion carried.

It was moved by Charley Peters and seconded by Jim Maher to enter into executive session to include the office staff of the UPMA National office and Katie Evertsen. Motion passed.

BREAK

It was moved by Carla Biggerstaff and seconded by Padric Fisher to accept the minutes with grammatical errors from the NEB meeting from the national convention in Orlando as corrected. Motion carried.

It was moved by Padric Fisher and seconded by Bernadette Puodziunas to come out of executive session. Motion carried.

It was moved by Padric Fisher and seconded by John Douds to adjourn.

Meeting was adjourned at 4:58 p.m.

FRIDAY, JANUARY 17, 2025

National President Tony Leonardi called the meeting to order at 8:00 a.m. Tania Cason gave the invocation, and Kendrick Comulada led the group in the Pledge of Allegiance.

There was a zoom presentation by UPMA Accountant, Troy Oakes on changes related to audit procedures and the 1099 procedures related to the new member incentive payouts happening this year.

Charley Peters discussed the UPMA Scholarship Foundation. Charley stated that the scholarship foundation is for everyone that is associated with members and their families. It was moved by Charley Peters and seconded by Padric Fisher that UPMA donate \$5000.00 to the UPMA National Scholarship Fund. It was moved by John Douds and seconded by Jim Maher to table the motion until we go over the budget. Motion carried.

Tony Leonardi and Jim Maher discussed this year's plan for the CMR academies. It was stated that we plan to do a CMR 101 class at national convention and will plan to allot a four-hour time period for this class. Tony stated that he also plans to have at least one CMR 101 stand-alone class, and one CMR 201 stand-alone class in different locations later in the year.

Greg Nors covered a discussion on the proper procedures for filling out a travel/expense voucher.

Bernadette Puodziunas discussed her concerns related to reducing the number of hard copies of the UPMA Leader from 10 to 4 this year. Bernadette said she believes this goes against our bylaws to make this decision solely as the national president, as the national board should have been included in this decision. Bernadette continued to say that editors and other members are against this change. President Tony explained his decision as he said the publication schedule must be made no later than November for the next year. We discussed the bylaw wording as published newsletters and published means hard copy, email copy or published on the website. Bernadette stated that Tony made the decision before he became president without board approval. It was moved by Jim Maher and seconded by Jeff Jarrett to adopt the UPMA print schedule that was presented by Tony. Motion passed with a hand vote of 10 to 3.

BREAK

President Tony informed up that the EAS carry survey and special exempt eligibility for some EAS employees has been extended to April 18, 2025. Tony stated that we need to make sure we are communicating to our members that the carry survey needs to be done, and that the special exempt only applies when you are having to deliver the mail.

President Tony led a conversation on the sponsorship agreements for the national convention. Tony said that he will look into the program and ask the sponsors from last year regarding their opinions as to what worked and what didn't work so that we can make it better.

Tony then discussed the marketplace idea for this year's national convention. Tony stated that we will have a goal of 25 vendors that actually sell tangible items and are not insurance companies. The plan is to have the vendors set up on Saturday morning and have them breakdown and leave on Monday evening.

C. Scott Christiansen wanted to make the board aware of the NAPS letter that is being sent out by their association. He talked about how quickly the letter is sent out and the contents of the letter. Scott wants to make sure we get the promotion information quickly from USPS headquarters so that we can make sure we are timely on our recruiting tactics. The national office staff will follow up on this issue.

A discussion was held on EAS timekeeping and new requirements for some EAS employees.

Padric Fisher led a discussion on the PS form 150 process and issues were discussed.

Tony discussed the topic of 552 training. Tony will converse with Jim Dunlap to figure out how we can get training on this issue.

PAC funds were discussed along with the ability to possibly pay for more things with the PAC funds that we collect. President Tony stated that there will be no changes at this time.

There have been some issues with the current website maintenance team that we have been using. President Tony said that he isn't happy with our website or Emory Day, the company servicing our website. Tony stated that he will have Jim Dunlap and Earl Husbands research other website companies and will get back to us with some options.

Jim Maher gave a presentation for our annual ethics training.

Dan Heins gave us updates on the Legal Defense Plan. Dan stated that we have a total of five new cases at the national office for this year and possibly six by the time they get back next week. Dan stated that in 2024, we had 21 cases. He also stated that we currently have 29 cases that are actively open.

President Tony led a conversation and presented the budget and began with discussing all income. Tony talked about incoming dues and stated that the EINs are working on the 1187s and the download of the dues income from the Postal Data Center.

LUNCH

Zoom call with the Government Relations Team.

President Tony came back to discussing the budget, specifically the expenses and we addressed each line item.

It was moved by Jim Maher and seconded by C. Scott Christiansen to charge a \$100.00 registration fee for the stand-alone CMR academies. Motion carried.

BREAK

Tony continued his presentation of the budget and addressing each expense item.

It was moved by Kerry Nichols and seconded by Jeff Jarrett to approve the proposal from Don Roussel for assistance with the mental health and wellness program. It was moved by Padric Fisher and seconded by Stephanie Thompson to add the costs to line item 805.17 in the budget for \$12,000 and allow Tony to negotiate the final costs. Amendment carried. Original motion carried.

It was moved by Jim Maher and seconded by Jeff Jarrett to continue to use Emory Day on a month-to-month basis and allow Earl Husbands and Jim Dunlap to explore options to find another website company that would be less costly. Motion carried.

It was moved by Carla Biggerstaff and seconded by Jim Maher to allow the national office to explore possible vendors to find an alternate system to replace J.L. Systems (Canolai) that currently maintains our national membership database. Motion carried.

It was moved by Charley Peters and seconded by John Douds for the UPMA National Office to contribute \$5000.00 to the UPMA Scholarship Foundation. Motion carried by a vote of 10 to 3.

It was moved by Carla Biggerstaff and seconded by C. Scott Christiansen to donate no more than \$5000.00 to the Postal Employees Relief Fund (PERF). Motion carried.

It was moved by Jim Maher and seconded by Jeff Jarrett to have the National President explore which expenditures can legally be paid out of PAC funds and report back to the NEB before doing so. Motion carried.

It was moved by Carla Biggerstaff and seconded by Jeff Jarrett that the national office be allowed to move up to \$700,000.00 out of the reserve fund to the operating fund if necessary during the year. Motion carried.

It was moved by Padric Fisher and seconded by Greg Nors to accept the budget as amended. Padric Fisher called for the vote with a second by Jeff Jarrett. Motion carried.

It was moved by Padric Fisher and seconded by Bernadette Puodziunas to go into executive session and to include Dan Heins. Motion carried.

It was moved by Jim Maher and seconded by Jeff Jarrett that we establish a board policy for reward points that go to whoever the board determines once the subject is researched. Motion carried.

It was moved by Jeff Jarrett and seconded by John Douds to eliminate plus one travel and trips home. Motion carried.

It was moved by Jeff Jarrett and seconded by Charley Peters to amend the Presidential Pay Package by eliminating item 8 (UPMA will compensate the National President for two trips home yearly for personal use; this includes travel to and from housing, rental car, if necessary, and no per diem) and item 10 (The Organization will be responsible for the travel of the

President's plus one to UPMA events) and changing the salary level from the top level of EAS-26 plus 15% to plus 25%. Motion carried.

It was moved by Carla Biggerstaff and seconded by Padric Fisher to come out of executive session. Motion carried.

It was moved by Jim Maher and seconded by C. Scott Christiansen to adjourn. Motion carried. Meeting adjourned at 6:17 PM.

Respectfully submitted,

Greg Nors, National Secretary-Treasurer