



CITY OF SANTA MONICA
ADMINISTRATIVE TEAM ASSOCIATES

BENJAMIN STEERS, PRESIDENT
ROBERT SILVERSTEIN, VICE PRESIDENT
DAVID NANJO, TREASURER
ELANA BUEGOFF, SECRETARY
ANNETTE MORALES
LIZ BAR-EL
VIRGINIA CONNOLLY

Board Meeting Minutes

January 25, 2017

1: Call to Order @12:15 PM pm by Robert S.

Present: Elana B., David N., Annette M., Liz B., Virginia C., *guests:* Neea P., Eric U., Robin S., Liza T.

Absent: Benjamin S.

2: Minutes

Postponed to next meeting.

3: Treasurer's Report

Postponed to next meeting. No report as Treasurer does not yet have access to bank accounts.

4: Coalition Report

Liz B reported that the coalition discussed dues, potential negotiations and budget including a review of donations to community causes.

5: Old Business

- a. *AVR:* AVR meeting will be held next week. Both Liz B. and Russell B. will both attend and represent ATA. Liz B. reported that PCD's telework pilot has been postponed - should start in a month.
- b. *CM Meetings:* Annette asked if the City Manager still had monthly meetings with bargaining units and who was attending. Rob S. confirmed the meeting were occurring and that he and Benjamin would attend on behalf of ATA.

6. New Business

a. *Board responsibilities:* Board members agreed to to take the lead on the following Board Responsibilities:

- Website Management - Benjamin S.
- Posting Minutes on Website - Secretary. Elana B. requests training on how to post to the website.
- Grievance Process - President and VP or other members as requested. Requests for representation should be coordinated through the President.
- Job Descriptions - Virginia C. and Elana B. will share role of distributing HR job descriptions to board and affected ATA employees for comment. Request that HR give ATA a minimum of one week to review and respond.
- Lunch Order - lunch ordering will rotate among Board members. Liz B will order February's lunch.

- Meeting with HR - When meeting with HR ATA shall always have two board members present - the President and VP or another board member. Second member acts as a witness as well as provides board members the opportunity to get experience and exposure.

b. Website - Board agreed that detailed financial accounts should not be posted on website. New website is SantaMonicaATA.org - contains financial information. Old website SMata.org is still active. Neela P. suggested board consider hiring someone to maintain ATA website.

c. Member survey: Survey must be released to membership in mid February in order to meet notification requirements in mid March. Past Board members will look for last year's survey and will circulate with board for comment. Survey will need to be finalized and released prior to Benjamin's return.

d. Medical Trust: Annette requests that Medical Trust report be added to the next meeting's agenda.

7. Adjournment 1:30 pm