

Local F-294 Executive Board Meeting Minutes

# Meeting Details

Date: July 9, 2025

Time: 5:00 PM

Chairperson: Randy James

# Attendance

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| Name | Position | Present |
| Randy James | President | ✔ |
| Michael Persall | Vice President (s)  | ✔ |
| Ariel C | Treasurer | ✔ |
| Daniel Sanchez | Vice President (n) | ✔ |

# Agenda Items Discussed

* • Website access and communication updates
* • New member presentation and onboarding
* • Station rotation and travel time compensation
* • Hiring freeze and staffing concerns
* • Committee formation and volunteer solicitation
* • Fundraising and awareness campaigns
* • Membership dues and DFAS vs ACH
* • Audit findings and missing documentation
* • Budget planning and financial tracking
* • Training and conference participation
* • Event planning and merchandise sales

# Financial Overview

• Audit revealed 26 undocumented transactions.

• $2,500 owed to International for per capita payments.

• Credit card interest accrued due to delayed payments.

• Budget planning includes tracking income, expenditures, and reserves.

• Treasurer to acquire Microsoft Office for financial tracking.

# Committee Updates

• Committee chairs to be appointed based on volunteers.

• Each committee to have 2-3 members.

• Station 3 encouraged to participate in grievance committee.

• Cross-committee participation allowed for support roles.

# Budget Planning

• Budget to be finalized by July 11, 2025.

• Budget includes income from dues, merchandise, and fundraising.

• Expenditures include website, training, events, and software.

• $1,000 buffer included for untracked expenses.

• Budget to be presented to membership and voted on after 15 days.

# Action Items

* • Finalize and distribute the budget by July 11, 2025.
* • Treasurer to acquire Microsoft Office and set up union email.
* • Follow up with Station 3 on staffing and committee involvement.
* • Submit audit documentation and MFRs for missing transactions.
* • Plan for Cancer Awareness Month and 9/11 fundraising.
* • Track all financial transactions using new Excel ledger.
* • Prepare for FLRA training and state conference participation.