



# The Californian

The Official Publication of the California Chapter of the United Postmasters and Managers of America

To All California Postmasters,  
**HAPPY NEW YEAR!**

2017! New Beginnings for your  
year and for UPMA!



**OUR FEARLESS CO-PRESIDENTS:  
CHARLES HEARNE AND JEFF PERRY**

**PATRICIA BENNET**

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Here is your long awaited first California Chapter Newsletter for UPMA! Look through these pages to get to know some of your officers for the dual year where both The League and NAPUS are represented in the same positions. At your State convention (Registration page 11) will be our first election of UPMA officers only.

On this page you see the list of 2017 California UPMA Officers. Rip it, cut it, or take a cell phone photo of it so you always have those phone numbers handy. I am not going to get into political talk, however, remember, once again, that UPMA is looking out after YOUR interest for both present and future. And the future appears to be unpredictable at best. I ran out of room to include a copy of the Postal Reform Act of 2017, but it will be in the next issue. Considerations of this Reform are: Conversion to secure centralized delivery, pension funding, health care benefits among others.

Many compromises get made in negotiations and settlements, but how would we like it without any representation at all? UPMA members are doing what they can and invite you to participate by attending our April 21-23 State Convention in Sacramento. Hope to see you.

## **NEW 2017 UPMA CALIFORNIA CHAPTER OFFICERS LIST**

### **OFFICER'S 2017 POSITION LAST OFFICE WORK # HOME # E-MAIL:**

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# CALIFORNIA CHAPTER CO-PRESIDENT



**CHARLES F HEARNE**

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Happy New Year and welcome to our first ever UPMA publication. Hello to all the Retirees, Postmasters, Managers and Supervisors. I look forward to serving you all this New Year as your California State co-president of UPMA.

Last December we met as a board to work on the Constitutional By-Laws in Fresno, California. Special thanks goes out to

Michael O'Brian. With his Constitutional knowledge he has helped us put together the constitutional by-laws we will be voting on at the state convention this April. Our mission is to foster a good working relationship with upper management to ensure we protect the importance of Postmasters, Managers and Supervisors moving forward. Along with my co-president, Jeff Perry, we were able to appoint many dedicated active and retired Postmasters to help govern the state as we look to carve a great organization for California. We will be going to Sacramento this April to elect a president, secretary treasurer, three vice presidents, retiree president and many other positions which will drive California UPMA for years to come. Look on page 11 of this newsletter for the time, place and date when the state convention will occur. Please take the time to read over the constitutional by-laws which will be voted by the membership at the Convention.

As I prepare to board a plane heading on vacation, I can't help but think how important spending time with the family is going to be. Having just left the area leadership meeting in San Diego, our AVP Mr. Dean Granholm reminded all of us when he held a position in Denver Colorado he had to take a walk for at least an hour daily, without the telephone, by doing this you will not become too overwhelmed with the demands of the job. Mr. Granholm also reminded us to take our vacations and spend time with our families; the job will be there when we get back.

We are looking into the 1838-C and 3999 requirements throughout the state, especially the lower level EAS-20 and below offices. At present time the counts and walks will still continue. I'll be reaching out to the district managers to work on a resolution for those level 18 offices with no

supervision. Please understand the intent is to reduce office time and get carriers to return early. There were talks from our NAPS counterparts regarding the issuance of action through the mail without investigators interviews being conducted allowing our employees due process. Area HR will be looking into this matter, hopefully in the next meeting I will be able to update you on what took place. Please remember when you're having a one on one meeting with your manager asked if this meeting can lead to disciplinary action. If they tell you yes, you are to request a representative to be present doing the meeting.

I want to take this time to thank God for allowing me grace, ability and ingenuity to lead this great organization for the last couple of years. It is an incredible opportunity to be part of such an engaging organization that assists in helping fellow Postmasters, managers and supervisors in need.

I truly believe the key to success is making sure our employees feel appreciated and admired for the work they do and the organization is much stronger when they value the people who they employ.

In closing, I like to announce that I Will be seeking the office of California President for UPMA, I believe true leadership is needed as we forge through uncharted territory to keep this organization moving in the right direction. This last year has proven we need a leader who is willing to have constructive dialogue with upper management to ensure and protect all postmasters, managers and supervisors going forward. I believe I'm that person, so I asked that you vote for me this April as we come to Sacramento for our convention. I look forward to seeing all of you as we make this organization the best we envision over three years ago to make this merger happen.

Congratulations go out to the members who accepted the positions listed on the facing page 2. Please feel free to reach out to any of these 2017 board members.

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## CALIFORNIA CHAPTER CO-PRESIDENT



### JEFF PERRY

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each and every one of you. Let's not focus on what is lost from each of the organization but focus on what we are finding which is a stronger united voice for our members. We need to come together to support each other. When another member asks for help, provide the help and mentor them so they can be successful. My survival, their survival, YOUR survival depends on it.

We have all been affected by some of the changes that recently occurred and have rocked the perception of our core duties as Postal Leaders. Without the combined effort for battle, many of these programs/instructions will still be in place leaving it impossible to do what you are asked. Only as a TEAM and being ENGAGED with our peers will we be able to fight back those things that we feel are tearing the heart out of the Postal Service. As leaders and Managers it is our responsibility to push back. From time to time we all have struggles. Whether they are personal, professional or emotional we have to find a way to deal with those struggles. Many, if not all of us have felt some uncertainty over the last few years within the Postal Service. Whether it was PostPlan, DUOs, or Plant Consolidations our lives have been altered from the position that we were hired for. In our positions as Postmasters, Supervisors and Managers we no longer feel that we are able to make decisions to do the right thing. As our new organization moves forward we need to come together and do the right thing. This means making sure we are pushing back when we feel instruc-

Welcome one and all to the new United Postmasters and Managers of America! UPMA pronounced by reading each letter separately U P M A consists of the combination of leaders from your former Management Associations; NAPUS and the LEAGUE. We have put our differences aside to better represent

tions jeopardize our employees, do not make financial sense, compromise our ethics, etc.

Our core responsibility as Postmasters, Managers and Supervisors puts the burden to serve the public daily on our shoulders. That means that our responsibility is to stand up when we are not getting a quality product or resources given to us. How can we be successful given all the things that can go wrong in a given day? First thing that we can do is to know our jobs inside and out. Take the time to learn the tools to make sure our employees are performing at satisfactory levels and the tools to hold our support staff accountable as well. Have you ever felt that you have been disregarded by your MPOO (POM) when you tell them you are struggling? How did you handle that? What did you do to change that? How did you communicate to them that you need engagement from them to be successful? Always have a plan and make a business case for your struggles.

Facts and figures are the best way to combat theoretical opportunities. The Postal Service uses blanket job performance tools, there are occasions where you don't fall under that blanket and exceptions need to be made. You must communicate to your MPOO if there are situations that create variances in what is expected and reality for your office. Just because there is a tool that is being used does not mean that there is not a situation that makes your office have a difference. The Area and Headquarters people look specifically at variance to their programs and failure on our part to identify and report situations that occur can cause a lot of confusion and frustration as you will constantly show up as an outlier or vital in a designated program. If you don't push back you own the process they put in place. Many of us have many years of Managerial experience and we take pride in accomplishing our daily expectations and requirements. Our units are personal to us and our personal happiness is tied to the performance of our units. Many Districts, Areas, and even Headquarters over look that additional work that we put in to make our units as successful as they are even when the resources are not give. You, my friends and Postal Family, need work together to overcome the challenges we face and become a leader. I will leave you with a quote from Douglas McArthur -

*"A true leader has the confidence to stand alone, the courage to make tough decisions, and compassion to listen to the needs of others. He does not set out to be the leader, but becomes one by the equality of his actions and the integrity of his intent."* I challenge you all to become leaders not just the 'boss'.

## CA UPMA SCHOLARSHIP PROGRAM 2017

Requests for applications for the CA UPMA scholarship program can be by mail or email. Contact Layton Hansen at PO Box 4111, Walnut Creek CA 94596-0111 or via email at [wcplah@aol.com](mailto:wcplah@aol.com)

The program is open to all children, grandchildren, nieces, nephews or step children of current or retired postmasters whose membership in UPMA is in good standing.

The application will be available as a word document and can be emailed to the applicants for filling out on the computer. Please provide the email address for me to respond. I will email out the applications in mid to late February.

## LEGISLATIVE BEAT



### MARIANNE BLACK

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ization Act created the USPS and I got a raise! I worked as a PTF for 10 years before becoming a regular and was appointed to my first postmaster position in 1981. I first joined the League because League representatives visited my office and invited me to join. I've always admired the outreach displayed by League members. In my area more postmasters belonged to NAPUS and so, for some time, I was a dual member. It seems geography has divided us and now we must work at becoming ONE. From that first postmaster position I was fortunate to move up into two more and finally, in 2002 accepted a lateral reassignment to Phelan, the office I retired from in 2008. In those 37 years I had the opportunity to have

### BEGINNING AGAIN

First, because I am from the NAPUS half of our new organization, let me introduce myself. I started working for the USPS in 1971 when we were still the U.S. Post Office. I started as a Temp Distribution Clerk (Sub) in Crestline, CA earning \$3.51 per hour. Within my first year the Postal Reorgani-

many details allowing me to learn more and help train others. From my perspective I was blessed that my first boss, the Crestline Postmaster, asked me why I didn't think about taking the post office test.

My NAPUS path began in 1982 and has been an adventure that finally led me to serve as a Legislative-Co Chair many years ago. I have been serving solo as the NAPUS Legislative Chair for the last 6 years. As I approach the great-grandmother stage of life, I am hopeful there is another active member who is also a news-junky and would enjoy serving UPMA in the future.

The Legislative future is an unknown at this time. It is likely that a new Postal Reform Bill will be introduced soon. It will, most likely, be very similar to the bipartisan "Postal Reform Act of 2016." Rest assured that UPMA Leaders and our UPMA Director of Government Relations, Bob Levi, are vigilant and will inform us if there are actions that could be troublesome to our future compensation and benefits. Your awareness and involvement will be essential so I urge you to keep informed by reading your *UPMA Leader* and by checking out the UPMA website, [www.unitedpma.org](http://www.unitedpma.org).

If you have never heard from me before, please drop me an email with your email address so I can let you know when a call or email to your congressional representative is needed. I can be reached at the contact points below. As we begin again we benefit from what we have learned in the past and have an opportunity to build a stronger more united voice for postmasters, managers and all postal employees.

## MEMBERSHIP NOTES



### LAYTON HANSEN

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Let me introduce myself. I am Layton Hansen, retired Postmaster of Walnut Creek. I was the CA membership chair for NAPUS from 2001 to present. I have been appointed to the same position in UPMA CA chapter.

Our membership consists of 490 Postmasters. 145 Other EAS, 467 Retired and 57 Associate's. 39 of our retired members are life time members, (free dues). Our 145 Other EAS members is the most in the nation.

The other side of the coin is 322 non-member offices. I like to refer to them as opportunity offices. If you hear of your district having a career awareness conference, let me know. I and Board members will set up a table and recruit.

Remember, any EAS employee may be a regular member of the organization. They pay full dues and have voting rights and can hold an office in the organization.

The National Executive Board approved 6 months' free dues for all non-members. This offer is available until the end of 2017.

Be sure to register and attend the National Convention in Louisville, KY August 5 to August 10, 2017.

- This will be the first UPMA National convention.
- Remember to move the mail and protect the money.

# BYLAWS OF THE CALIFORNIA CHAPTER UPMA 2017

## BYLAWS OF THE CALIFORNIA CHAPTER UNITED POSTMASTERS AND MANAGERS OF AMERICA

### PREAMBLE

The purpose for which this Chapter is organized as a part of national organization, United Postmasters and Managers of America (UPMA), shall be to provide a vehicle through which members may assist one another in matters connected with their employment in the United States Postal Service; to foster a favorable image of public service; to assure the users of the mails the best service possible improve the conditions under which individuals work, having concern for salaries, hours of employment, working environment, and related issues; to cooperate with other groups and levels of Postal management in the achievement of common goals.

### ARTICLE I-NAME

This organization shall be known as the California Chapter of the United Postmasters and Managers of America (UPMA).

### ARTICLE II-PURPOSE

The purpose of this organization shall be to affiliate with and become a part of the national UPMA organization.

### ARTICLE III-MEMBERSHIP

Any person designated by the UPMA Governing Documents to be a member of the national Organization shall be considered a member in this Chapter but no member in arrears for dues shall be recognized or permitted any of the privileges at its conventions.

### ARTICLE IV-MEETINGS

The annual convention of the organization shall be held at the time and city as set by the "annual convention one year or more prior to that convention, "provided however, that the president may, with the approval of the majority of the executive board, and for the good and sufficient reason change the time and or the place previously fixes. All Chapter conventions must be completed prior to the start of the National Convention. Special meetings may be called by the president, and shall be called on the request in writing by a majority of the executive committee or on demand in writing of ten (10) percent of the paid up members. The Chapter secretary/treasurer shall mail notice of meetings to members of the executive committee at least ten (10) days prior to the date specified for such meetings. In any convention of this Chapter, all members who are present and registered for the convention shall constitute a quorum. Roberts Rules of Order shall govern the deliberations of this Chapter.

### ARTICLE V-ELECTION OF OFFICERS

The officers of this Chapter shall be a president, executive vice president, a secretary/treasurer, the immediate past president who shall serve a term of one year beginning November 1 of the year a newly elected president shall assume office, the president of the postmasters retired, editor, who together with six (6) area vice presidents (two from each area), shall constitute the executive committee, and the governing body of the Chapter.

The president, executive vice president, and six (6) area vice presidents (two from each area) shall be elected at the annual convention to serve a term of two (2) years. (FOR THE FIRST ELECTION 3 AREA VICE PRESIDENTS SHALL SERVE FOR ONE YEAR. One from each Area, AND 3 AREA VICE PRESIDENTS SHALL SERVE FOR TWO YEARS, one from each area). The term of office shall commence on November 1<sup>st</sup> and will end on October 31<sup>st</sup>. The officers shall be limited to two (2) terms of office. The secretary/treasurer, shall be elected at the annual convention in a subsequent year to serve a term of two (2) years. (FOR THE FIRST ELECTION ONE YEAR) The term of office shall commence on November 1<sup>st</sup> and end on October 31<sup>st</sup>. The secretary/treasurer may be elected to serve two (2) terms of office. The new executive committee shall hold an organizational meeting within 60 days of November 1<sup>st</sup> each year.

Additional or other nominations may be made from the floor, if seconded and approved, and shall be included with the list of recommendations made by the nominating committee for determining by ballot of those present and qualified to vote in said election. If there shall be more than two nominations for any office, balloting shall continue until one candidate receives a majority of the votes cast. With the exception of the position of President and Executive Vice President, which shall be limited to active EAS members, retired postmasters, retired EAS employees and Postmaster reliefs who are members in good standing of the organization, retired postmasters, retired EAS employees and postmaster reliefs shall be permitted to hold office in this Chapter provided they are present at the meeting where the vote will be taken and no other active EAS member seeks the office. Any active member who is an officer of this Chapter, who during their term shall resign or be removed for any cause whatsoever, from the position that qualified them for active membership, shall immediately become ineligible to hold their office shall be declared vacant.

### ARTICLE VI-PRESIDENT

The president shall preside at all meetings of the Chapter, shall call special meetings when requested to do so as provided in Article IV. They shall also preside at the meetings of the executive committee and appoint all committees for the proper handling of the business of this Chapter and in general perform such duties as may pertain to the office. The president shall receive such compensation for their services as the executive committee may provide.

The president, with the advice and consent of the executive committee, shall appoint the following appointments: two PM Reps, north and south, Chaplin, Service Rep, Legislative Chair, Membership Chair, PAC Chair, Parliamentarian, Sergeant-at Arms, Education Chair and Web Master. (continued on page 7)

**ARTICLE VII- EXECUTIVE VICE PRESIDENT**

Executive vice president shall serve in the absence or disability of the president and work with the president as needed. This position will separately elected position and must be active member. Should the office of the president be vacated, the executive vice president will serve the remaining term. The remaining term of the vacant position of the executive vice president shall be filled by the executive committee.

In addition, the executive vice president may serve as the membership chair for the chapter. If so it shall be their duty to promote membership for the organization, and insure that the Chapter always has a strong membership. The executive vice president shall receive such compensation for their services as the executive may provide.

**ARTICLE VIII-AREA VICE PRESIDENTS**

Area vice presidents will be responsible for the following duties One area vice president may serve as education chair. It will be their duty to work with the president I aligning training that is deemed necessary and appropriate for the membership. Another area vice president may serve as the legislative chair. It will be their duty to handle legislative activity within the Chapter. Another area vice president may serve as the political action committee (PAC) chair. It will be their duty to handle PAC activities within the Chapter. The area vice presidents will have their duties assigned by the executive committee at the executive board organizational meeting. In the event of a vacancy in area vice president position, the vacancy shall be filled by the executive committee. The area vice presidents shall receive compensation for their services as the executive committee may provide.

**ARTICLE IX-SECRETARY/TREASURER**

The secretary-treasurer shall combine the office of secretary and treasurer, and shall perform all duties commonly incident to both offices. The secretary-treasurer shall be bonded as provided in Article XV hereof and shall receive such compensation for their services as the executive committee may provide. The secretary-treasurer shall keep all records, record the proceedings of all conventions and meetings of the executive committee, deposit, withdraw and have custody of the funds of the chapter and shall be responsible to keep an accurate and complete account of the receipts, vouchers and membership. In the event of a vacancy in the position of secretary-treasurer, the vacancy shall be filled by the executive committee.

**ARTICLE X-EDITOR**

An editor will be appointed by the executive committee. At which time will become a voting member of the committee. It shall be the editor's duty to publish the official newspaper of the California Chapter of UPMA. The editor will have a budget line item.

**ARTICLE XI-EXECUTIVE COMMITTEE**

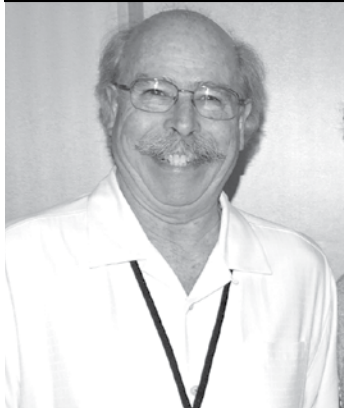
The officers of this Chapter shall be a president, executive vice president, six (6) area vice presidents, a secretary-treasurer, the immediate past president, the president of the Postmasters Retired and editor, shall constitute the executive committee and the governing body of the Chapter.

It shall be the duty of the executive committee to carry out the orders of the Chapter as expressed in the convention, it shall have direct control of all business of the chapter and its affairs, it shall be the power of the executive committee to authorize necessary expenditures; to audit all accounts; approve the expenses of the executive officers and in general perform all the functions ordinarily attached to such committee.

The executive committee shall have the power to remove any of its members for the good and sufficient reason by two-thirds vote of the committee when in session.

**ARTICLE XII-SERGEANT-AT-ARMS**

At the opening of the convention the president shall appoint a master sergeant-at-arms and the necessary assistant sergeant-at-arms, and it shall be their duty to maintain order and perform such other duties as designated by the president. (continued on page 8)

**PARLIMENTARIAN - MIKE O'BRIEN, [uspsobrien@msn.com](mailto:uspsobrien@msn.com), 559-281-7217**

PROPOSED CALIFORNIA CONSTITUTION AND BYLAWS - ELECTION OF OFFICERS: This coming April at the State Convention, we as a body will be voting to adopt the new proposed California Constitution and Bylaws. The proposed constitution is published in this newsletter, so all can read it prior to the convention. This proposal will have to be adopted before the election of officers can take place.

The officers which we will be electing are: PRESIDENT two year term, SECRETARY/TREASURER one year term (only in 2017), EXECUTIVE VICE PRESIDENT two year term, SIX AREA VICE PRESIDENTS two from each area (see ARTICLE XVIII), one from each area one year term, one from each area two year term, (only in 2017), PRESIDENT OF POSYMASTERS RETIRED two year term. These officers term will start Nov 1, 2017. If you wish to run for any office please read the proposed constitution, ARTICLE XVIII will let you know what Area you reside.

**ARTICLE XIII-NATIONAL CONVENTION ROLL CALL VOTING PROCEDURE**

When preparing for roll call votes to be cast on elections, amendments, etc., at the National Convention the vote shall be taken by paper by paper ballot at the annual Chapter convention. The results of that paper ballot shall govern the procedure, by percentages, for how the Chapter's votes will be cast at the National Convention, as well as in the official minutes of the Chapter convention. The National Officer and the Chapter President must send the results to the National Office within ten (10) days of the conclusion of the Chapter convention. On the issue of elections, the Chapter's official vote must be taken at the Chapter convention in the year that election will take place at the National Convention. (This procedure cannot change prior to October 31, 2018, in accordance with the National Bylaws Article XI, section 1, paragraph 14.)

**ARTICLE XIV-BONDS**

The secretary-treasurer shall be required to be bonded in the amount deemed sufficient by the executive committee, said bond to be executed by a surety company approved by the executive committee and the premium on such bond shall be paid by the Chapter.

**ARTICLE XV-DUES**

The annual dues of the members of this Chapter shall be the same as provided in the governing documents of the National organization.

**ARTICLE XVI-OFFICIAL PUBLICATION**

There will be an official publication of this Chapter, to be published at least four (4) times per year. The publication will be distributed to the members and others. The official publication will be named THE CALIFORNIAN. In addition, the Chapter will maintain a website for the dissemination of information. The executive committee, as the governing body of the Chapter, shall have editorial control over the official publication(s).

**ARTICLE XVII-AMENDMENTS**

All proposed amendments must be submitted in writing to the Chapter president at least sixty (60) days prior to the opening of the annual Chapter convention. The proposed amendments shall be published prior to the convention. These bylaws may be amended at any convention of the Chapter by a two-third vote of the members present and voting. Any proposed amendment shall be read at one session of the convention and voted on at a subsequent session. These amendments shall become effective immediately upon the adjournment of the convention unless otherwise specified in the amendment.

**ARTICLE XVIII-DEFINITION OF AREAS**

For the purpose of elections of officers, the California Chapter shall have three designated areas, namely, Northern Area, Central Area, and Southern Area. They shall be designated as follows:

**NORTHERN AREA** shall consist of the following Counties: Butte, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Solano, Sonoma, Tehama, Yolo, and Yuba.

**CENTRAL AREA** shall consist of the following Counties: Alameda, Alpine, Amador, Calaveras, Contra Costa, Fresno, Kings, Madera, Mariposa, Merced, Monterey, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Stanislaus, Tuolumne, and Tulare.

**SOUTHERN AREA** shall consist of the following Counties: Imperial, Inyo, Kern, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura.

**CALIFORNIA STATE CO-VP**

**MARY FINE**  
 atbmary@yahoo.com  
 209-283-0405

Peak season is over and what a peak season. Despite snafus with transportation, staffing issues, record numbers of parcels, postmasters and managers excelled at motivating staff (and at times, our selves) to perform at exceptional levels.

Moving forward, we look ahead to uncharted territories with a new president elect and ponder what is in store for the postal service, legislatively. USPS legislation advocacy never had become a "non-issue", it just took a back seat to Peak season for a few weeks while the USPS employees did what they do best,- deliver to and for the American people. In February, members of the newly merged UPMA will be actively engaging with our congressional representatives for our postal careers as we know them. The future of much needed Postal legislation remains unseen. UMPA, along with several other postal legislative coalitions, will be g upon Capitol Hill, petitioning our congressional constituents, dissuading movements to cut work-force and benefits.

Looking at the professionalism of the Postmaster and Manager of the United States Postal service, who exuded their abilities at peak season, should be putting forth those energies to petition our senate and house for legislation to benefit our postal service. Do you know who your congressional representative is? If you do not, now is a good time to research that information and make a few phone calls, send a few emails. Better yet, back those phone calls and emails up by using our own services, and write them a letter promoting the vital role the US Postal Service provides to our entire nation.



## NATIONAL UPMA VP



### **NORMA POWELL**

#### **Groveland**

npowell55@sbcglobal.net

husband Roger (our Kentucky connection).

First UPMA National Board Meeting a Success

Our first UPMA board meeting was held in Louisville, Kentucky in November. My husband Joe and I arrived at the Galt House a day early, so that we would have some time to explore the city. We found the Galt House staff very friendly and willing to suggest new places to visit and eat. Of course it helped to have our own private tour guides Board VP Shelly Stigall and her

The meeting provided the new board time to get to know one other. We found many similarities and some differences in how the leadership of our two former postmaster groups governed and managed our organizations. It was very evident that everyone on the board was willing to work towards common goals as we transition and become one organization. Representing the membership and developing the structure of the organization are top priorities.

It is important to remember that we are a work in progress, and we are always moving forward. I believe that everyone in that board room came together with the desire to bring the best of both organizations together. There was a feeling of cooperation and respect. We all valued the opinions and experience of each other. Each Vice President was assigned their area or committee. I was assigned as the VP to the Pacific Area and I am proud to take on this responsibility. This week the Pacific Area focused on daily 1838-C compliance, weekly 3999 compliance, OTAdmin

and Attendance control.

The 1838C/3999 process is activity that is expected to improve LOT/ROT (leave on time/return on time) issues. The 1838-C process to date has shown to improve the LOT over the past month. It is important to set clear expectations not just with city, but rural on LOT. The Area is expecting 90% return by 18:00 daily (all routes). How does your unit measure up when you evaluate the 90% goal performance? If it doesn't align, what is your plan to address this situation?

If you aren't using OTAdmin, and you have 10+ city routes – some attention may be headed your way. Reach out to HR and ask for additional training in your unit. You need to have both PM and AM supervisors reviewing TACS and OTAdmin. It is a good idea to set up Outlook reminders on your system to provide a reminder for the first and last tasks to complete daily. Also, make sure all assignments have been input accurately before starting the new day.

The last thought I'll leave you with is attendance control. While we are addressing your new employees with CARE, and performing the 30/60/80 day review, print out your PS3972 and go over this. If you aren't reviewing this with all employees, you need to change your pattern. Start by clarifying your expectations of regular in attendance. Don't accept late carriers or clerks and make sure your supervisors are timely as well. Set the expectations for your supervisors work day. It is no different than the carrier LOT/ROT, you need to make sure that your supervisors are working their schedule and completing their assignments. Don't allow 10-15 hour supervisors work days, and if you do, then just expect to be challenged by the District.

The District Manager and I visited about 40 post offices during a week in December. We found many late trips, vehicle issues, transportation issues, staffing shortages and major weather impacts. But one of the best office practices was "we don't want our carriers out after dark". That commitment was important from the postmaster down to the carriers. Very clear expectations is the major reason for their success. As a result, this office is meeting the 90% goal. In conclusion, I look forward to facing the challenges with all of you and meeting members of our new UPMA family. Working together, we will succeed!

## CHAPLIN

Praise God for whom all blessings flow. Each of you, who will be reading this article, should join me in Thanksgiving, for our entrance into 2017. It was not promised to us but was given to us by one greater than we are.

Today, there is a need for Godly thinking if not at least Adult thinking and action by everyone. It is a time when we should make sure our attitudes and motives are right. What we say what we do is not a hindrance to anyone and that the consequences will be good ones. I recommend that you join me as I look towards the hills from whence cometh my help, my help cometh from the Lord, which made heaven and earth, and is able to keep us from error. So what ever happen in 2016 we cannot change or take back, however, we can learn from it and 2017 can be a success/blessing for us.

### **CLARICE GOLDEN**

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## SERVICE REP



### AUDRY MANUEL

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Just some info on our Signature Credit Union. copied from Signature FCU website.

Due to technical changes made by Synchrony Financial, the agent for several credit cards, Bill Pay no longer has access to the credit card data for the 26 payees below. eBill services with these payees have been

- \* BP
- \* Care Credit
- \* Chevron
- \* Dick's Sporting Goods
- \* GAP
- \* GE Money - Loans
- \* Hewitt Associates
- \* JCPenney
- \* Lowe's Hardware Store
- \* Men's Wearhouse Perfect Fit
- \* Old Navy
- \* Phillips 66 - Conoco 76
- \* Qcard (QVC)
- \* Sam's Club Consumer Credit
- \* Sam's Club Discover
- \* Shophq (SHQP)
- \* Stein Mart
- \* Synchrony Bank (Optimizer Plus)
- \* Synchrony Financial - Consumer Center
- \* ToysRUs
- \* TJX Rewards
- \* Walmart

permanently suspended, and these payees will no longer be eligible for the eBill Summary service. AutoPay payments cannot be scheduled; **however, any payments or recurring series currently scheduled will not be affected.** All previous eBills from these payees will be available in the subscriber's eBill history. The following credit cards are part of the Synchrony portfolio:

- \* Amazon.com
- \* Banana Republic
- \* Belk Rewards Card
- \* Bloomingdale's

Call them if you have any questions. They are always willing to help. Have your information ready if possible.

Enjoy our first UMPA Calif newspaper

## RETIRES CORNER: CO PRESIDENT



### BETTY HICKS

bettyhicks@webtv.net

510-849-2499

Happy New Year !!!

I hope that you're all off to a great start. Our first big job is to help the Membership team. We are all responsible to get new members, and ensure that all new Retirees get an 1187-R right away.

Next, we are getting ready for our first UPMA State Convention. I spoke with Audry Manuel and we were trying to ensure we take care of our business as well as have some fun. We are planning on a line dancing training session, and a safety discussion on slips, trips and falls (accident prevention tips), AND BINGO! .

**Any and all ideas are welcome!** We just need to know what YOU want to do. Please call me with your concerns and ideas.

**Don't forget PAC donations.** We will really be working with Chris Casey to collect Lots of money for PAC.

**Our Convention will only be as good as we make it!** Please send in your registration and encourage others to register and attend.

Looking forward to seeing you soon.



**2017 UNITED POSTMASTERS & MANAGERS  
OF AMERICA STATE CONVENTION  
EMBASSY SUITES  
SACRAMENTO  
FRIDAY/SATURDAY/HALF DAY SUNDAY  
APRIL 21 ~ APRIL 23 2017**

Open To

All Active & Retired PMs, Managers, Associate Members, & Current OIC's

Embassy Suites: 100 Capitol Mall, Sacramento CA 95814

Phone: (800) 291-9434

- *Group Name: United Postmasters and Managers of America*
- *Room Rate: Single/Double \$159\* ~ if you cancel reservation you must do so 24 hours prior to check-in or you will be charged for one night. Early departures will be charged \$50 if change is not made when checking in.*  
*\*Includes complimentary cooked-to-order breakfast & nightly Manager's Reception*
- *Room Block Expires: March 30, 2017*

Tentative Speaker: District Managers

Tentative Speaker: Pacific Area V.P

Tentative Speaker: Operations Rep

Registration Rate: \$80\* (Postmark by 3/30/17)

Retirees: \$65\*

\*Includes two lunches and banquet

*Postmarked after 3/30/17 & On-Site Registration: \$90*

*Postmark Deadlines will be ENFORCED*

Name \_\_\_\_\_ PM ( ) OIC ( ) ASSOC ( ) PM RET ( ) Office/Zip \_\_\_\_\_

Name \_\_\_\_\_ SPOUSE ( ) GUEST ( )

FEES: Registration \_\_\_\_\_ Guest Lunch (\$30) \_\_\_\_\_ Guest Banquet (\$50) \_\_\_\_\_

Total Enclosed \_\_\_\_\_

Mail completed form with payment to:

Pam Forest CA UPMA Secretary/Treasurer

12312 Paradise Ln

Yucaipa CA 92399

**PLEASE REMEMBER TO BRING ITEMS FOR THE SILENT AUCTION & ZIP CODE DRAWINGS**

## Newsletter Deadlines

California Postmaster is published every two months. The deadlines for submission of articles and photographs are as follows:

January/February.....January 25  
 March/April.....March 25  
 May/June.....May 15  
 July/August.....July 15  
 September/October.....September 15  
 November/December.....November 15

Early submissions are desirable and appreciated. The dates above are provided to assist in this. Please email articles and digital photos to Patricia Bennet at pbfilms@comcast.net. Guest contributions including articles, photos, comments and suggestions are welcomed.

Co-Presidents: Charles Hearne and Jeff Perry  
 Co Secretary Treasurers: Sherri Hetzler and Pam Forest  
 Editor Patricia Bennet

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## CO-SECRETARY TREASURER



**SHARI HETZLER**  
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 707-937-0667

### Tips for avoiding Adverse Action and a visit with your Rep:

We are stepping off into a new year. Did you notice? I noticed how much faster life is flying by!! Let's take a look at some of the issues that people were having this year. If anything sounds familiar you may want to look a little closer at your processes.

You have a staff car in your office (or an extra LLV) and as the postmaster you need to do a 4854 or street supervision. So you jump into the car and look at the gas gauge. Since it is below a quarter of a tank, you grab the gas card and hit the gas station first, keeping track of the receipt which you turn in at the end of the day. A couple of weeks go by. You have 5 minutes to yourself and decide to reconcile the Voyager receipts (Yes, they still must be done and put into order for the OIG.) You automatically approve the receipt that you charged and move to the next. If red lights and sirens are not moving all around right now, they should be!! Even with the receipt, you may NOT reconcile your own purchases. Even though the system will reconcile itself barring charges for non-gas items or super unleaded, you are to reconcile it on a regular basis. I know that it is a challenge, get someone else (supervisor or a neighboring postmaster as your backup to reconcile your charges). Challenges are what we do best.

You have to attend another district meeting and still have that pesky report to complete. Not being able to be in two places at once? No problem. You can simply give your password to Joe Supervisor and he can complete the report. Remember that anything that Joe Supervisor does with your password is on you. Your password is the same for all of your accesses. Joe Supervisor can access your TACS and authorize whatever he wants to authorize. Even if Joe Supervisor does nothing unethical with your password, you gave it to him and now you have an ethics problem. I took last year's Cybersafe training twice and nothing was said about not sharing your password. This year, it flat out says do not share your password. You take the training and you have been warned!!

How many do not take the time to look at their paystubs. You know what went into your checking account and it was the correct amount of money. You never looked at your paystub and missed that no one had put you in for leave during week one. You were paid. You are responsible for making sure that your pay is correct even though you have no access to your TACS or eRMS. I know that we have a few new postmasters who might not know that they may approve their own leave up to 39 hours in a week—not 40 hours. At 40 hours the MPOO must approve it. There is a reason for that. You cannot take multiple weeks off without Manager approval.

### NEW CALIFORNIA NAPUS MEMBERS

Kristi Rico	Upper Lake	PM
Scott Bosshard	Point Reyes Station	PM
Patricia Reese	Monte Rio	PM
Pamela Smith-Cunningham	Gardena	PM
David Perez	Bellflower	EAS
Benedick Abitan	EAS Anaheim	EAS
Sharon Manansala	Newark	PM
Antonio Munoz	EAS Santa Ana	EAS
James Epperly Jr	Mammoth Lakes	PM

### CONGRATULATIONS NEWLY RETIRED!

Gayle Valencia	Diablo
Theodore Norkunas Jr	Eas Member
Francisco Villalobos	SR Montclair
Kathryn Crandall-Goulart	Biola
Deena Wood	Patton
Anthony Daniels	Concord
Thomas Gonzales	Strathmore

### NEWLY PROMOTED

Kristi Rico	Upper Lake
Pamela Smith-Cunningham	Gardena
Donna Collier-Landau	Elk Grove
Candance Champion-Forbes	Berkeley
Mauricio Arguello	Hayward
Manuel Valdez	Moraga
Peter Hurtado	Rio Vista
Davinder Mann	San Lorenzo
Harminder Hundal	Union City
Sergio Acevedo Jr	El Centro