

WASHINGTON STATE FEDERATION (WSF)
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION
Minutes of 6 December 2018 Board Meeting

The WSF Officers and Committee Chairs met at the La Quinta Inn, Tacoma, Washington. Executive Board members present were: President Nancy Crosby; Vice President Mary Binder, Secretary Ida Sevier; Treasurer Anne Kush; District I VP Christine Price; District II VP John Wells; District III VP Sam Sevier; District IV VP Bea Bull; and District V VP Mary Binder. Committee Chairs present were: Federation Reporter Editor Mary Binder; Public Relations and NARFE-PAC Chair Sam Cagle; Finance Officer Michael Ferri; National Legislative Chairman Steve Roy; Alzheimer's Chair Lorraine Bennett; Training Co-Chair Kathy Brooks. The following members were not present: State Legislative Chairman; John Thurber; Service Officer Charles Caughlan; Training Co-Chair Arlene Patton; and Federation Webmaster Linda Wallers. Region IX Vice President Rich Wilson was present. Membership Chairman position is currently vacant.

The meeting was called to order at 9:00 a.m. by President Crosby followed by the flag salute. Copies of the agenda, minutes and submitted reports were distributed.

Minutes

President Crosby announced that the minutes of the 10 September 2018 board meeting were emailed and a copy in the distributed handouts. There were no changes and the minutes were accepted as presented.

Reports

Region IX VP: Region IX Vice President Rich Wilson reported that as of 31 October there are 201,773 members but the number is expected to drop below 200,000 by the end of the year. WSF has 5,813 national and chapter members. 274 chapters have closed nationally since November 2014.

Headquarters is working to contact dropped members to get them reinstated. This "effort" seems to be working.

He attended a reception in Bellevue for Suzan DelBene. During the 2017/2018 congressional cycle, besides giving NARFE-PAC funds to congressmen and senators supporting NARFE's goals, PAC funds were also given to congressional committees (both parties, both houses of Congress). These funds can serve as initial door openers to candidates.

The National Executive Board has 6 new members including 4 new regional vice presidents and the 2 national officers. NARFE is exploring having a new logo and rebranding. The headquarters has been reduced to 47 employees and NARFE is exploring whether to sell or keep the headquarters building, whether to rent out empty space in the building, etc.

Financial:

Treasurer Anne Kush provided a 2018 treasurer's report reflecting the budget, expenditures and balances through November 2018. Discussion was held about getting a debit card that could be used for purchases from the NARFE store. It was decided to continue with the current process (after purchase is made a voucher is submitted and paid).

Budget:

Finance Officer Mike Ferri provided an update on the 2018 budget through 30 November. There were overages in Line Item 8, District IV VP Travel/Workshop (\$2.86); Line Item 14, Service Officer's Expenses (\$6.00); Line Item 19, Office/Misc. Expense (\$57.11); and Line Item 20, State Convention/Training Event (\$1,398.92). A motion to adjust the 2018 budget using Line Item 30, Program Contingencies, was made by Steven Roy and seconded by Sam Sevier.

District Vice Presidents (DVPs):

DVPs submitted written reports. DVP IV - reported that Lanny Ross has agreed to take over Bremerton Chapter 181's NARFE-PAC position. District V – Walla Walla Chapter 237 is closed, and final closure activities continue; and Yakima Chapter 238 has found a new meeting location in an area assisted living community. There is no cost to the chapter, and meeting dates/times can remain the same. Some discussion was held about using senior living facilities. Some of the facilities offer free meeting rooms. Also, some restaurants have minimum charges or rates per hour.

National Legislative:

Chairman Steve Roy highlighted several recent activities with congressional representatives including Congressman Rick Larsen and Congresswoman Suzan DelBene. Also, on 26 September, he and Chapter 43 President Diane Nelson were interviewed by Gary Kanter of KSVR radio in Mt. Vernon.

Chairman Steve discussed the upcoming NARFE Legislative Training Conference, 10-13 March, **LEGcon19**. He reminded all to sign up so appointments could be made with representatives. He said he would like to have at least one member from each congressional district attend. He will send reminders to chapter legislative chairs and include DVPs and chapter presidents. A motion was made by Chairman Steve and seconded by Training Co-Chair Kathy to provide scholarships to attendees to the legislative conference. The board voted for \$500 for elected federation board members and \$250 for other federation members in good standing to attend the conference.

State Legislative:

State Legislative Chairman John Thurber could not attend the meeting but submitted a report. He attended the Washington State Senior Citizens' Lobby Conference in October and staffed a NARFE table.

Public Relations and NARFE- PAC:

For public relations, Chairman Sam Cagle said there has not been a lot of feedback, to date, on the fall health fairs. Also, there are holes in coverage now with chapters closing. He worked six health fairs. DVP Bea reported that there was a huge turnout in Bremerton and that they ran out of materials, including the 500 *narfe* magazines. Training Co-Chair Kathy said there was a good turnout at Fairchild Air Force Base, Spokane.

Chairman Sam said there is new NARFE matching funds guidance. Pens that he has previously ordered from NARFE under matching funds will no longer be covered. Sam said he needs to touch base with NARFE headquarters to better understand the new structure for marketing and public relations.

There are two new/revised publications from headquarters – the NARFE *Public Relations Handbook for NARFE Chapters and Federations (FH-9, 11/18)* and the *NARFE Community Relations Guide (FH-11, 11/18)*. The guide has a photo of Bremerton chapter members participating in a local parade. The publications are available on the NARFE website.

For NARFE-PAC, Chairman Sam thanked members who supported PAC events. To date during the 2017/2018 congressional cycle, federation members had contributed \$52,000 to NARFE-PAC and NARFE had given \$36,000 to Washington state congressional representatives.

Website:

Webmaster Linda Wallers is close to finishing the new website. It should be done by the first of the year. She would like chapter newsletters, minutes and pictures to post-on the site.

Linda is the Region IX representative on the NARFE Configuration Advisory Board (CAB). She will be participating in a 10 December CAB meeting.

DVP John asked if other individuals could get access to the NES at the federation level, but they are not authorized at this time.

President Nancy requested federation board members wanting to send NES messages to chapters from a federation level to first send her a draft copy and also copy VP Mary before submitting.

NARFE will be implementing a new database system in 2019. Discussion was held concerning training on the new system and a suggestion was made to include it in the May regional training conference.

NARFE Alzheimer's Research Fund:

Chairman Lorie Bennett said the Alzheimer's donations need to be to the Alzheimer's Association headquarters in Chicago by 25 December to be credited for this year. Therefore, she recommended chapters get donations to her as soon as possible. She also recommended that chapters consider donating to the NARFE Alzheimer's Research Fund. Checks need to be sent to her, made out to NARFE Alzheimer's Research Fund.

Four federation chapters participated in the fall Walks to End Alzheimer's. There was discussion about where the funds that are raised by the Alzheimer's walks and the benefit to NARFE from the walks. That money goes to Alzheimer's national and NARFE has received recognition for participating in the walks. However, Steve said that the NARFE logo was not on the banner this year for the walks. Further discussion was held on how the funds were distributed. Region IX VP Rich said he will check further into the distribution of funds from the walks.

Old Business

National, Federation, Chapter Bylaws:

VP Mary Binder said she has been waiting for NARFE guidance on the revised 2018 NARFE bylaws before working further on revising the current federation bylaws. She said she contacted NARFE Executive Director Barb Sido asking about the guidance as it originally was expected in late September. Per Barb NARFE is working on templates that it expects to have available in early 2019 and that she is working with NARFE's parliamentarian when there are questions that need clarification. Mary will continue working on updating the federation's bylaws.

Standing Rules and Operating Procedures Revisions:

VP Mary will be leading the revision of the federation's operating procedures and standing rules. She said a primary goal is to consolidate, if possible, multiple documents into one. DVP Bea has offered to help review the public relations sections.

Membership and Renewal Form:

President Nancy said there is still an issue with the membership renewal form and reminder letter, that is, members are renewing as national-only members when they still want to be chapter members as the forms are confusing. Headquarters is still working on making the form clearer. Region IX VP Rich said he received another update to the form at the recent NEB meeting. He said an electronic copy will be coming to him and he will send a copy to Nancy.

VP Mary said she was concerned about some of the verbiage on the form as it sounded partisan, which is not in keeping with NARFE's mission as a political but nonpartisan organization. She said she had written to NARFE Executive Director Barb Sido about her concerns. Barb wrote that the verbiage would be reviewed by NARFE's marketing department before the form was finalized.

New Business

Resignation of WSF District IV Vice President:

DVP IV Al Costa has resigned as he moved to Oregon. Bea Bull has agreed to take the position for the remainder of the term.

2019 LEGcon19 Conference: See legislative report above.

Region IX Training Conference: The 2019 training conference will be held the 17th and 18th of May at the Three Rivers Convention Center, Kennewick. The Washington federation will handle the logistics, registrations and printing, and the other four federations (Alaska, Idaho, Montana and Oregon) will provide the assistance on the agenda. The issue of starting the conference with a lunch at 11:00 a.m. was discussed. There will be a banquet on Friday evening. It was agreed to give a \$50 scholarship to Washington federation members in good standing who attend to help offset costs. Jessica Klement, NARFE's legislative director, has been invited to attend and give a presentation. The board discussed having a video presentation by Ken Thomas (new president). Training Co-Chair Kathy has a person who can put together the book and agenda for the conference. President Nancy said there is a block of rooms reserved at the SpringHill Suites attached to the convention center and that she needs to finalize the contract with the convention center.

2019 Budget Input:

Mike presented a draft budget proposal. A line by line discussion was done and appropriate changes were made. The bottom line for the 2019 budget is \$37,200. Mike made a motion to accept the budget as changed and Legislative Chair Steve seconded. All voted to accept. Mike will make changes that were discussed and email to board. [Note: Subsequent to the meeting, the 2019 budget was adjusted to \$37,400 to reflect \$200 for the website.]

The Federation Reporter: The Federation Reporter is now an annual publication. The deadline for submission of articles is 1 April. Editor Mary will be sending out some guidelines to help the new board members and provide an overall theme and guidance to all board members. Mary asked for pictures as well as the articles.

Chapter Closures:

Chapter 881 Poulsbo is considering closing. There are only six members who are involved. Nancy, as federation president, can make the decision on closing a chapter. All the members need to be notified about the possibility of closing the chapter.

With several federation chapters having closed or considering closing the board discussed the federation's districts and the number of chapters in each. With the Walla Walla chapter having closed, District V now has only two chapters while District II has five. No changes were made at the board meeting.

The current DVP handbook was also discussed. Nancy will forward the existing handbook and asked that DVPs review the handbook and provide comments.

Outreach PR and Membership Plans:

Tri-Cities Chapter 1192 submitted and received approval for its 2019 outreach plan. Chapters submitting plans need to send them to both PR Chairman Sam and President Nancy for approval.

Chairman Position Open:

The membership chairman position is still open.

Membership New Member Rebate Incentives:

The NARFE fall membership drive is September 1 thru December 31. Recruiters receive \$10 for each new member recruited. At other times, recruiters receive \$8 for all new AFEs recruited. A question raised was – during the fall drive, do recruiters receive \$18 for new AFEs recruited. Region IX VP Rich said he did not know but would check. There is a new Membership Marketing Handbook (FH-19, 11/18) available on the NARFE website.

WSF 2020 State Conference:

District II is hosting the conference. DVP II John said Seattle chapter's Ann Tiernan has volunteered to be the conference treasurer. He is working to get volunteers to help locate a facility. DVP John asked about a conference manual. DVP I Christie has information, including documents she can give to John. About a year from now, the board will be reviewing possible scholarships for those attending and looking for speakers. Training co-chairs, Arlene and Kathy, can assist with the conference. NARFE announces conference schedules in the *narfe* magazine.

Open Discussion:

PR Chairman Sam encouraged board members to read the new NARFE *Public Relations Handbook for NARFE Chapters and Federations* (FH-19, 11/18)

Next Board Meeting: Thursday, 10 April, at 9:00 a.m., La Quinta Inn, Tacoma. The board discussed using “Go-to-Meeting” to save money but opted to have a face-to-face meeting.

Installation of DVP: Region IX VP Rich swore in Bea Bull as District IV Vice President.

The meeting was adjourned at 2:20 p.m.

Ida Sevier, Secretary