

WASHINGTON STATE FEDERATION (WSF)  
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION  
Minutes of 13 August 2019 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 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 Chairman Sam Cagle; National Legislative Chairman Steve Roy; State Legislative Chairman John Thurber; Alzheimer's Chairman Lorie Bennett; Training Co-Chairman Arlene Patton; Federation Webmaster Linda Wallers. The following members were not present: District I VP Christine Price; Service Officer Charles Caughlan; Training Co-Chairman Katherine Brooks; and, Finance Chairman Mike Ferri. Region IX Vice President Rich Wilson was present. Membership Chairman position is currently vacant.

The meeting was called to order at 9:05 a.m. by President Crosby followed by the flag salute. Region IX VP Rich Wilson requested a moment of silence for Natalie Leath a long-time Washington active member of NARFE, and past federation president. Rich provided a profile of her life. It was also noted that Dale Brighton, another past federation president and active member, also recently passed away. Copies of the agenda, minutes and submitted reports were distributed.

### **Minutes**

President Crosby announced that the minutes of the 10 April 2019 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:**

VP Rich reported that the full implementation of the NARFE Association Management System (AMS) has been delayed updates to several NARFE reports. Therefore, he did not have current data in some areas.

He reported that as of 30 June total donations to the NARFE Alzheimer's Research Fund were \$13,174,598.05, \$27,748.09 from Region IX from July 1, 2108 through June 30, 2019 (Alaska, \$928.50; Idaho, \$3,694.00; Montana, \$1,729.00; Oregon, \$12,615.21; and, Washington, \$8,781.38). There are Walks to End Alzheimer's planned within Region IX. Rich provided a schedule for 4 of the region's 5 states: Idaho; Montana; Oregon; and, Washington. As of the meeting there were no walks scheduled in Alaska.

NARFE-PAC has contributed \$6,000.00 to Derek Kilmer (D-01) and \$1,000.00 to Denny Heck (D-10) during the 2019-2020 congressional cycle. [Note: As of an August 2 email from Ross Apter, NARFE's political associate, an additional \$2,500 was disbursed to Denny Heck.] Rich's report also provided a contributions breakout by states and for the federation's chapters as of the end of the first quarter.

He also provided a copy of the NARFE AMS Update from August 9. There are still some problems that are being worked on.

#### WSF Vice President:

VP Mary provided a report with current updates and a summary of actions since last board meeting that would be covered further in the meeting agenda.

#### Financial:

Treasurer Anne provided a treasurer's report reflecting the budgeted expenditures and balances through July 2019. Federation assets/cash in bank total was \$43,040.94 through July. The total budgeted expenses year-to-date were \$15,415.90 with a remaining balance of \$21,984.10. A question was asked about the title difference between line 13 (Public Relations Chair Exps.) and line 25 (Public Relations Chair Exps.). They are the same, but no funds were expended in line 25. Two editing changes were noted: "Federation" is misspelled in line 27; "Development" needs to be capitalized in line 29.

#### Budget:

Finance Chair Mike was unable to attend. [His last monthly report was for the month ending 30 June.]

#### District Vice Presidents (DVPs):

DVPs reports. DVP I Christie – a written report was submitted. Christie was unable to attend. DVP II John – no written report as his computer was down. John asked what he should do with 2 boxes of records from the closed Tacoma chapter. Financial records need to be kept for 3 years; other paperwork can be tossed. DVP III Sam – brought his written report to the meeting. Sam provided an update on his proposal to schedule visits to the chapters in his district. He also stated that he had paid a charge to file the chapter IRS 990N tax form. President Nancy said that we should not have to pay to file the tax form. Sam asked for suggestions on what to do with the \$13K in the Olympia/Timberland chapter's account, some of which came with the transfer of members from the now-closed Tacoma chapter. Suggestions were offered, e.g., use it for a picnic for chapter members. Sam also stated that he believed there should be a two-member signature policy for outgoing expenditures. DVP IV Bea – submitted a written report. Bea asked about the method for a name change for a chapter. Region IX VP Rich said that he would check into the procedure. Bea offered to take

over servicing Seattle Chapter 43 to provide a more even distribution of chapters between DVPS II and IV. The board consensus was to discuss this with Diane Nelson, Seattle chapter president. DVP V Mary – submitted a written report. Mary did not add any other information.

#### National Legislative:

Chairman Steve submitted a written report. He said it was important to try to get on the legislators' calendars and interact with them. He said to stay persistent. The *narfe* magazine and the NARFE website have good information for how to contact our legislators.

The Everett chapter's annual picnic is scheduled for 21 August, American Legion Park, 145 Alverson Blvd., Everett, 11 a.m. to 2:30 p.m. It is a potluck; but, a \$5 donation would also be appreciated. There will be a "white elephant" drawing.

#### State Legislative:

State Legislative Chairman John submitted a copy of the minutes from the Washington State Senior Citizens' Lobby's 15 July membership meeting. He said there are no state elections this year but there is a new speaker of the house. Also, an accomplishment – no new taxes.

#### Public Relations and NARFE- PAC:

Chairman Sam did not submit written reports. He said he will be meeting with legislators. Congressman Denny Heck's annual PAC retreat is scheduled for tomorrow. Sam said he was planning to attend. Also, Congresswoman Jaimee Herrera Beutler's request for PAC donations was declined. He reminded the board that \$5K during a primary and \$5K during the election are the maximum NARFE-PAC amounts for an elected official/candidate.

#### Website:

Webmaster Linda is continuing to monitor the implementation of the new NARFE AMS. The old system was stopped on 31 May, but the new system is still not fully operational. Testing is projected in 3 phases – contractor, IT and headquarters – and projected to be complete by the end of next week/the end of the month. Thanks to a suggestion from DVP IV Bea, updates are coming from NARFE to the field that include projected implementation dates for various reports. To note, using May membership reports, NARFE sent chapters their monthly portion of member dues for June and July. Adjustments to the amount received may need to be made once the actual membership reports are on the AMS. Chapter reports are currently projected to be available in October. At the July federation president's meeting VP Mary attended, she said the presidents had a lot of questions about the AMS, including who can access various reports on the system. For example, federation newsletter editors do not have access to their respective national-only members addresses to send them a newsletter. Region IX VP Rich will bring the problem to the National Executive Board as the board determines which federation board members can have access to specific AMS reports.

Linda reminded members to send her information, including photos, to post on the federation's website, [www.narfewa.org](http://www.narfewa.org). She also said the website has a blog. [Note: website "Home" page, then "What's New in the Washington Federation?"] Paragraphs/information can be sent to her for review and posting to the blog.

#### NARFE Alzheimer's Research Fund:

Chairman Lorie submitted a written report highlighting information and reports she received from Region IX Alzheimer's Coordinator Wally Walbruch. She reminded members that the Alzheimer's donations should be run through her for NARFE to get credit. If it is a contribution in somebody's name (gift), it needs to be identified as to who it is for. Also, the Alzheimer's Association headquarters will be focusing on financial reporting and procedures, which involves new reporting requirements for federation and regional Alzheimer's chairmen/coordinators. It "will no longer be sending out news articles as part of its reports." The reports can be found on the Alzheimer's website.

Lorie encouraged members to participate in local Walks to End Alzheimer's this fall. The schedule for the state has been finalized. Region IX VP Rich said he will be participating in Alzheimer's walks.

#### Old Business

##### Region IX Training Conference:

The 17-18 May Region IX Training Conference made a small profit, \$116.68. There were 76 Region IX members, 2 guests and 1 national representative. It received good ratings with some comments indicating that some subjects or areas rambled. There were negative comments concerning the internet function.

##### Standing Rules and Operating Procedures Revisions:

VP Mary and DVP IV Bea are working on the federation's operating procedures, standing rules and strategic plan to update and streamline them. A goal is to have the update done by the May 2020 conference.

##### National, Federation, Chapter Bylaws:

VP Mary said that updating chapter and federation bylaws is a NARFE priority with the highest priority going to reviewing chapter and federation bylaws that have not yet been updated to comply with the 2018 NARFE bylaws. As NARFE approved the Washington federation's revised bylaws in 2018, Mary recommended to the board that they not be revised again until after the 2020 NARFE national conference as there would only be minor changes now and may be additional changes after the 2020 conference. The board concurred with Mary's

recommendation. A copy of the bylaws was included in the folder provided to each board member.

## **New Business**

### **Federation Presidents Meeting:**

The NARFE Federation Presidents Meeting/NARFE Annual Meeting was July 7-10, Westin Kierland Resort & Spa, Scottsdale, Arizona. VP Mary attended for Nancy as she was recovering from hip surgery. Mary provided Nancy a written summary report of the meeting; Nancy has also received the meeting minutes from the recording secretary. Mary provided board members highlights from the meeting.

- **NARFE's rebranding – new logo:** NARFE's new logo has been unveiled. The rebranding focuses on NARFE as "Federal Benefits Experts," capitalizing on NARFE's Federal Benefits Institute's experts and programs. (There was concern expressed regarding members being perceived as a "federal benefits expert" at outreach activities.) It will be about 6 months before all NARFE ~~the~~ materials will be updated and to the field. NARFE also will be working on depleting existing supplies to help reduce costs. NARFE has a graphic artist on staff to help federations design a federation-specific logo. Branding guidelines and Qs/As are on the on its website. Logo questions can be sent to: [narfebrand@narfe.org](mailto:narfebrand@narfe.org); marketing and messaging questions can be sent to: [membership@narfe.org](mailto:membership@narfe.org). Federations and chapters should start reviewing materials and budgeting for changes, e.g., name badges, stationery, business cards. NARFE President Ken Thomas stated at the presidents' meeting that he believes the NARFE chapter banners are a thing of the past and would not have to be replaced. PR Chairman Sam will investigate buying new tablecloths with the new logo. VP Mary suggested using a table runner with the logo vs. a tablecloth as the runner is less costly, and easier to use and maintain. She will send Sam a source she has for the runner. NARFE does have guidelines on its website that gives the logo color numbers to ensure the colors are the ones designated.
- **AMS implementation:** The implementation of the system is still not complete. (See notes above for webmaster.)
- **Voting on Resolution in September:** NARFE members will be voting on a national bylaw's referendum. Information was in the July and August *narfe* magazines. Online voting is scheduled to be available 20 August; a mail-in ballot will be in the September *narfe* magazine. Voting must be completed by 11:59 p.m., 30 September. Mary said that the proposed referendum primarily involves "administrative changes" to NARFE's bylaws, based on information presented at the presidents' meeting.
- **Chapter and Federation bylaws revision:** See VP Mary's report under "Old Business" above.

### **Chapter Closures:**

DVP IV Bea reported that Poulsbo Chapter 881 is closed. Port Orchard Chapter 888 is in the process of closing. Region IX VP Rich has prepared letters for Chapter 888 members using mail merge, but the letters still need to be sent out.

### Outreach PR and Membership Plans:

PR Chairman Sam did not have a written report. DVPs need to remind their chapters about submitting outreach action plans, especially if they have activities that might qualify for up-to-50-percent matching funds reimbursement from the federation. The federation will again help with the cost but for 2020 budgeting, the plans are due not later than 2 weeks prior to the 12 December federation executive board meeting [**by 26 November**].

### Chairman Position Open:

The membership chairman position is still open. National is offering a \$10 recruiting bonus to recruiters during its fall membership drive, 1 September through 31 December. The federation will again provide chapter \$20 for each new chapter member, up to 10, during 2019.

### WSF 2020 State Conference:

District II is hosting the conference. The location is the Embassy Suites in Lynnwood, 19 – 21 May. DVP II John is the chairman. No written report was provided.

- John asked for a list of the WSF conference attendees so they can contact them as potential candidates for federation offices. The interested people will need to be contacted prior to November. With voting now needing to take place prior to the conference, the board discussed the overall time frames for getting candidates, getting information to federation members for voting and the actual voting process. Webmaster Linda said in 2018 online voting was done through Survey Monkey. For 2020 she'll explore other options, e.g., through Google. The installation of officers will take place at the end of the conference. President Nancy and Linda will set up a conference call with the nominating committee and will provide them with the previous nominating process and time frames. Those serving on the nominating committee are listed in the federation directory, page 2.
- Training Co-Chair Arlene made a motion to provide conference attendees who are NARFE federation members with a \$50 scholarship and DVP II John seconded. The motion passed.
- Notification to HQs – President Nancy alerted John that national will be requesting specifics concerning our conference, e.g., dates, election information, and vendor information such as table costs, ad costs for the program, etc. He also should receive a request for a national representative to attend the conference.

### Next Federation Reporter Publish Date:

The next reporter will be issued in May 2020, prior to the federation conference. Editor Mary said she would be working on how best to get camera-ready photos of the new officers and chairmen, and an overall theme for the newsletter. The board discussed possibly featuring several federation members in the newsletter to help promote a better understanding of the federation and its members.

### Budget Input:

Finance Chair Mike needs budget input not later than 1 December. Training Co-Chair Arlene shared that her home chapter, Spokane Chapter 32, has lost \$1,600.00 in dues income this year due to the loss of chapter members switching to national-only membership. The board discussed the per capita tax, which is \$1.20 per member. We did not have chapters pay the tax this year to help, in particular, small chapters with limited budgets. DVPs were asked to canvas their chapters regarding the impact of the tax to their chapter's budget prior to the December executive board meeting as well as the impact on chapter incomes due to members moving to national-only memberships. The board will continue discussing reinstating or again waiving this tax at its December meeting.

### Rebranding Effect on Budget:

It was decided to forego purchasing new name tags, business cards, etc., with the new NARFE logo until after the new board is in place. Office Depot and Office Max gives discounts to NARFE for printing, and on some supplies. NARFE's membership discount number is: 8012868600.

### Next Board Meeting:

Thursday, 12 December, at 9:00 a.m., La Quinta Inn, Tacoma. Note: A question was raised regarding having a future board meeting at the 2020 WSF conference site, the Embassy Suites in Lynnwood.

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

Ida Sevier, Secretary