

**Washington State Federation Executive/Advisory Board
Virtual Biennial State Conference Summary
May 21, 2020**

Executive board and advisory committee chair attendees: President Nancy Crosby; Vice President and *Federation Reporter* Editor Mary Binder; Treasurer Anne Kush; Acting District I VP Arlene Patton (Treasurer-elect); District II VP John Wells; District IV VP Bea Bull; District V VP Mary Binder; Acting Finance Chair Arlene Patton; Alzheimer's Chair Lorie Bennett; National Legislative Chair Steve Roy (President-elect); Public Relations and NARFE-PAC Chair Sam Cagle; Service Officer Charlie Caughlan; Training Co-Chairmen Arlene Patton and Kathy Brooks; Webmaster and Region IX Configuration Advisory Board Representative Linda Wallers (Secretary-elect).

Members not present: Secretary Ida Sevier; District III VP Sam Sevier; State Legislative Chair John Thurber. The membership chairman position is currently vacant.

Guests: Region IX VP Rich Wilson. Other guests: Merry Byrum (joined at 9:45); Jim Ellis; Quentin Gates; Brady Green; Brenda Karasak; Bonnie Mayer; Charles Rinker, Scott Robinson; John Wetterling.

The meeting was called to order, by President Nancy Crosby, at 9:14 AM, Pacific Daylight-Saving Time. Nancy mentioned that this meeting was being held as a video conference to save the federation money for officer/chairman travel and because of the Washington State quarantine is still in effect for the coronavirus. She asked members to rise and led the Pledge of Allegiance.

Lorie Bennett had asked to be moved to the top of the agenda to accommodate a doctor's appointment. Unfortunately, Lorie had to leave earlier than planned, so missed her presentation. All officer reports will be posted, along with this summary, on the federation website (narfewa.org).

Minutes

Minutes of the April 20 Federation Board Meeting were emailed to the members. Nancy asked for additions or corrections. No additions or corrections were volunteered. The minutes from April 20 were approved as submitted.

Officer Reports

- **Alzheimer's** – Nancy reported that Lorie Bennett emailed the Alzheimer's report to the board members. Lorie had wanted to mention the three people who have been nominated for Citations for Distinguished Service certificates from the federation: Lorraine Brockerman (Bremerton Chapter 181); Quentin Gates (NW Cascades Chapter 196); Larry Williams (Tri-Cities Chapter 1192). They were nominated by members of their chapters and will be recognized by the federation with certificates from Region IX Alzheimer's Chairman Leland "Wally" Walbruch.



- Steven Roy, incoming federation president, also thanked the three recipients for their hard work, especially during a time of low revenues and no meetings. Checks can still be mailed to Lorie and she will forward them to Wally Walbruch. (Mailing will also support the Post Office.)
- Lorie also wanted to mention that as of March 31, the NARFE national Alzheimer's fundraising total was \$13,528,383.64 out of a goal of \$14 million [by the end of 2020].
- **Region IX VP Report** – Rich Wilson emailed his report to the board members – an updated report will be emailed after the meeting with additional information. He pulled new membership numbers off the AMS just before the meeting. Steve had questioned the Washington figures, but Rich explained that he pulled the figures from AMS on Tuesday, with 23,838 active federal employees as of April 30.
 - Alzheimer's figures, from Wally Walbruch on May 20, \$13,542,877.40. From July 1, 2019 through April 30, Washington has contributed \$8,198.98; Region IX \$22,757.63; and NARFE, so far, this fiscal year, \$292,595.63. See Rich if you want more information.
 - Fifth quarter figures for NARFE-PAC are available. Please refer to Rich's Region IX updated report, sent after the meeting, for more information.
 - Proposed national-level bylaws and amendments will be voted on in the August election. You must be a NARFE member as of June 15 to participate in the August election. HQ is going to end the voting on Aug 31, for officers. The cutoff date was the day that the conference would have begun so NARFE wouldn't have the election results until after the start.
 - FEDcon20 has been postponed (announcement made on May 22). The Centennial of NARFE is next year and there was going to be a large celebration, but NARFE cannot hold a national conference, legislative conference, and a centennial celebration in the same year due to costs. The cost of cancelling/rebooking the conference hotel in Scottsdale was \$100,000! It is all in how the contracts are written (and who could have predicted a pandemic?).
 - Cancelling of FEDcon20 had not been announced at the time of this conference/meeting, but Nancy wanted to know if people who had reservations should cancel those or not. Rich had no other information. Mary Binder had been tasked to check the NARFE website to find the information as to how many from WSF were going to attend, but Mary said that the information was not made available for this conference. By voice, five members of the board were registered to attend FEDcon20.
 - LEGcon21 will be in June 2021 rather than in March.
- **Financial Reports** – Anne Kush and Arlene Patton sent out the budget/financial reports and a proposed motion to update the signatures for the newly elected officers on the financial accounts. Anne presented the April treasurer's report: the federation spent \$1,905.10 of the 2020 budget through the end of April, leaving a balance of \$24,644.90. No one was spending any money so the federation is in good shape. The budget report and the treasurer's report line up so "we are in good shape." Check from the refund for the state conference had to be mailed in as it could not be deposited locally; so that should show up again on the books.

- Anne and Arlene have been communicating in preparation to turn over the treasurer's books. They agreed that Anne would finish out the month of May, turning over everything at the beginning of June. If anyone has an outstanding voucher, they should get it to Anne ASAP so that it can be resolved in May, giving Arlene a clean slate. Nancy said there will be the expense for officer badges for President-elect Steve and Secretary-elect Linda that she has ordered.
 - Nancy asked if the liability insurance (\$100) had been paid yet. Anne said it had, but that she didn't know if Arlene had received the paperwork.
 - Arlene had a question regarding a second insurance policy that addressed the financial internal controls. Anne said she had it in hand and it was renewed - postmarked last July (2019), so it is still in effect.
 - Arlene has been working with InFirst Federal Credit Union and Community First Credit Union, along with Anne, transitioning the accounts from Anne to Arlene. Arlene made a motion to update/change the name on the accounts from Washington State Federation of Chapters to the current name of Washington State Federation and to update the signature authorities, on both accounts, to reflect the new officers/signatures elected and sworn in on May 21 as follows:
 - To remove all current signatures and replace with the new officers/authorized signers:
 - President: Steven Roy
 - Treasurer: Arlene Patton
 - Secretary: Linda Wallers
 - Change the mailing address of both accounts to:
 - Arlene L. Patton, Treasurer
 - 1202 S Lloyd
 - Spokane Valley, WA 99212
- Bea Bull seconded. Nancy called for the vote. It was unanimous to accept the motion.
- **DVP Reports** – Reports from Arlene Patton (acting DVP I), Bea Bull (DVP IV), and Mary Binder (DVP V); no report from John Wells (DVP II); [DVP III is vacant]. Nancy thanked the DVPs for sending in their reports.
 - For John (late joining the meeting), Steve Roy provided that Everett Chapter 196 met yesterday, and John said that the Everett chapter was the one that has been meeting regularly. Seattle Chapter 43 continues to discuss restructuring, mentioned at the last meeting, including splitting the chapter, e.g., those living north and south in Seattle.
 - Arlene – Spokane Chapter 32 has cancelled all meetings until the fall, but they hope to do the chapter's summer garage sale. They are waiting to see if the place for the chapter's meetings will be able to serve lunch or not; but they thought it was safer to just cancel and start up again after the summer break.
 - Nancy asked Mary if she had anything to add to her report. Mary wanted to get members thinking on an issue. Yakima Chapter 238 has been meeting at an assisted living facility [many closed to guests due to the quarantine]. Their point of contact wants the chapter to continue to meet there once it is safe to do so; but, Mary suggested to the chapter's president that he think about finding an alternative location

- for meeting in case the current location is unable to accommodate future meetings. Mary said there may be other federation chapters affected like this.
- Bea added to her report that she is getting videos from three of the local candidates for her congressional district that can be loaded onto the district website and on its Facebook and Nextdoor.com pages. People appear to be enthusiastic about this.
 - Nancy mentioned that several chapters had submitted letters to the editor for their local papers for Public Service Recognition Week, and they were published.
- **National Legislative Chair** – Steve Roy sent his legislative chair report to the board, saying that he continued to be in contact with elected officials, especially for Congressional Districts 1 and 2. He has been building a strong relationship with Rick Larsen (D-02). His staff is getting lots of calls, understandably. They are having to be good listeners and counselors, beyond normal issues, listening to the personal struggles of constituents. Mr. Larsen added that the Heroes Act has passed the House and he hopes that it will pass the Senate. Larsen is working on a major infrastructure bill. Since they are not able to meet regularly, the House of Representatives has changed its rules to allow for remote voting, so they don't need to be in DC to vote. They are using Zoom and other devices and applications to work remotely, along with proxy voting (contacting a member who is in DC to pass on their vote-). The House is trying to get things done but things are piling up. Steve also reported that he will be working with Suzan DelBene (D-01) to run a NARFE or an AFGE video meeting; so, there are things we can still be doing during quarantine, and Steve urged everyone to get out there to work with our legislators.
 - Steve said he received a letter from Senator Patty Murray's staff on the 2021 budget. He said, "We need to keep our eyes on the prize."
 - One other thing not in the report – Congress was working on the USPS Fairness Act that would do away with the postal pre-funding issue. This passed the House but not yet the Senate. Rick Larsen had his staff call Steve with this information. Steve said, "This is the beauty of having such a relationship - that our Congress members are coming to NARFE."
 - **NARFE-PAC** – Sam Cagle said that NARFE-PAC made distributions on May 14. Rep. Rick Larsen (D-02) got \$1000, Suzan DelBene (D-01) got \$2500, Kim Schrier (D-08) got \$1000. Money went to Dan Newhouse (R-04), \$2000 from a previous distribution. Incumbents/candidates can receive up to \$10,000 during the congressional two-year cycle.
 - Charlie Caughlan asked about Carolyn Long's application. (Democratic candidate for the 3rd district). Sam indicated that she was in line for funds once HQ makes the decision. That probably won't be before the primary. Steve stepped in to say that Nancy was contacted by Marilyn Strickland, who is running for Denny Heck's position (10th district) and is a former mayor of Tacoma. Steve sent Marilyn the NARFE questionnaire. She forwarded it to Ross Apter. Ross got back to Steve saying HQ likes to let dust settle in district fights until after the primary and then they weigh in. Sam indicated that there were 11 people running for Denny's seat, including Marilyn Strickland. Nancy asked Charlie about the questionnaire from candidate Long – yes it was completed, and she is on file with NARFE.
 - Sam said that he received a package of NARFE-PAC pens for 2019 and 2020 from Ross. He originally sent the pens for the WSF conference, which we didn't have. Sam

- asked what to do with them. He said he could send them out to the district VPs/chapter PAC coordinators to see if we can't drum up some money for NARFE-PAC.
- Sam also wanted to put in a plug for Lanny Ross, NARFE-PAC chair, Bremerton Chapter 181. At Sam's chapter meeting, Olympia/Timeberland Chapter 236, Lanny introduced Sam to the 16-oz. promotional stainless-steel hot/cold beverage bottles for NARFE-PAC donations. It is a promotional item to get people to donate as sustaining members.
 - Nancy asked John Wetterling, the new Tri-Cities Chapter 1192 NARFE-PAC chair, if he had received any updated information or handouts from HQ. John said no. Steve also said that he had not received anything from HQ related to handouts.
 - **Public Relations** – Sam Cagle.
 - Sam said on the PR side, NARFE has provided guidance that they wouldn't be providing matching funds for presentation items. The federation, however, is not prohibited from doing that.
 - He said he had a small stock of old pens with the old logo. Sam proposed that we purchase new stock with the new logo and asked if anyone was interested in getting new pens for the field. They can, for example, be distributed at health-fair time. Cost is probably under a dollar a pen.
 - There was a brief discussion about the NARFE store products. Sam indicated that the federation's chapters would need to purchase things like table runners separately; the store is not providing those. The NARFE tablecloths are over \$145 from NARFE. Runners would be cheaper because they are smaller. Sam said he would explore options. Contact him for information – coordinate through Sam to have only ONE setup cost and everyone else can piggyback off that.
 - **Webmaster** – Linda Wallers sent out the webmaster report. The website will be updated after the meeting to reflect the new officers. She asked for a photo of Steve for the website. Mary indicated that she had the professional photo taken three years ago and would send it.
 - Nancy asked if Linda was able to make changes to the NARFE F-7. Linda said she didn't think she could; but Nancy could just change Linda's position to secretary then let her know and she would be able to make the other changes.
 - CAB update – the M112 was released at both the chapter and federation levels. The federation level version is the same as each chapter version, not particularly useful for federations. Linda said that she would try to work over the next week to create a summary report for the federation and send that to HQ to show what the field required for this report. (The M112 goes back to June 1, 2019; before that the OAM/ORM is used.) But chapters can't go into the M112 and pull just one category of information – it's all or nothing. The entire thing is manual via Excel. Other changes that the CAB has requested have not been implemented so far; but now that the reports are allegedly finished, maybe there will be more forward movement such as making the membership list have an alphabetical index and a GoToPage for the list. The CAB has also requested that the column headers be changed to more useful titles and be consistent on every list. Linda said to let her know of problems with the report.

- Nancy brought up the federation officer AMS training that is scheduled for Friday, May 22. Several members of the board indicated that they were going to attend. If anyone else wants the information, Linda said she could send the link. You don't have to be an officer to attend.
- Nancy said that there were several people who asked for lists of national-only members who had left their respective chapters. Rich said that the national-only members don't want to be contacted by chapters. Mary stated that only the federation president, legislative chair, CDL, secretary or secretary/treasurer and membership chair have access to the national-only members. The NARFE National Executive Board (NEB) determines who is given access to the AMS database information.
- **Federation Reporter** – Editor Mary Binder provided her report for the federation newsletter, the *Federation Reporter*. She added that normally the annual newsletter would be published in May, in time for the WSF biennial conference or a Region IX training conference. But with this year's conference being cancelled, some unfilled chair positions, and discussion about WSF districts and DVP positions, the board previously approved moving publication until mid-August. The deadline for articles is July 9, publication will be around August 14, in time for the September chapter meetings. Mary will be in touch with the board members, especially the new members, regarding the theme and input.

Old Business

- **FEDcon20 Scholarships** - Nancy discussed the cancellation of NARFE's FEDcon20, saying that the federation board had approved scholarships for the elected federation board and chapter officers, and general members who attended FEDcon20. So, until the next steps are determined, the scholarships are hold for later discussion.
- **Standing Rules Committee Report** – Mary began the discussion indicting that the document revisions had been underway for a while, with Bea taking the lead while Mary was on medical leave. To summarize, the federation currently has several guiding documents, including some that are overlapping. All need updating. The board agreed that the committee could go forward and consolidate where possible and reduce the verbiage with the goal of having more useable documents. The job descriptions are first on the list. Steve asked if there was a target date for completion. Mary said not right now, but maybe by the next board meeting.

New Business

- **WSF State Conference Cancellation** – John Wells talked briefly about the conference cancellation. He said he received his refund on the 15th from the hotel. John had used his personal credit card for the deposit. Nancy said she did not initially know this. Co-chair Steve Roy mentioned that he had not only called, but also wrote to the CEO of Embassy Suites and suggested that the local investigative reporter might be interested in the story of how the cancellation was/was not going. That prompted a speedier response to his request for a refund.
- **Future Conferences** - Steve said that it was a good thing for lessons learned for future conferences, e.g., there are attrition clauses, minimum food guarantees. (NARFE HQ has the same issues for Scottsdale.) We may be able to work from a position of strength, after



the quarantine, as hotels and facilities will want to promote business. We should try to keep registration fees low, so perhaps more members will participate. Nancy stated that John was willing to continue working on a 2022 conference, but as that is down the road, Steve might want to discuss that at his first full board meeting.

- **2021 Regional Training/WSF Training** – Nancy asked Rich if any of the other federations had stepped up to host the next regional training conference. Rich responded, no. He added that he was waiting to see if he would be re-elected or not. He won't know until late August, at which point he, or his successor, would be able to apply more pressure to the other federations. There are new presidents in all five states in the region. He can ask again since Washington has stepped up for three of the past four conferences since they began in 2013. It's someone else's turn to host. Rich had asked the presidents to respond by mid-May but has not heard anything back so far. One federation, Oregon, meets in June, but there were still debates on whether the federation would hold its conference or cancel it.
- **DVP Selections and Reassignments** – Nancy turned this discussion over to Steve who had some ideas about how to approach this issue. As the federation has lost chapters (five in the last few years), the number of chapters in some districts has fallen. Steve suggested that a small committee could be formed to look at restructuring options. John Wells has agreed to chair that committee and come up with recommendations. The committee would consist of chapter presidents, or their appointees, and the existing DVPs. Traditionally, DVPs are elected during the district caucuses at the federation conferences. John, Brady Green, Mary, Bea, and Arlene volunteered to participate. Nancy mentioned the federation SLACK workspace could be used for the discussions. Arlene suggested that the committee members be sent the DVP job descriptions, which may have to be modified based on how we are operating today vs how they operated when originally developed. Current DVPs have agreed to remain in their positions.
- **Installation of New Federation Officers** – RVP Rich Wilson swore in the newly elected officers on the board: Steve Roy, president; Mary Binder, vice president; Linda Wallers, secretary; and Arlene Patton, treasurer.
- **Budgeting for 2021** – Following up from the financial report, Arlene asked if the federation had made a legal name change, from Washington State Federation of Chapters to Washington State Federation. There was no formal change. Bylaws were changed to reflect the new name; but nothing was done for the bank accounts. The reason for dropping the word "Chapters" from title was the approval of one member/one vote, which changed the representation from delegates to members, and the establishment of the national-only member category. Using "Chapters" in the federation title excluded those living within the federation who are national-only members. Arlene

DVP I (4) **Arlene** (acting) #32
Spokane; #239 Wenatchee;
#856 Columbia Basin; #1247
Colville Valley
DVP II (5) **John** #43 Seattle;
#193 Everett; #196 NW
Cascades; #1404 East Lake
Washington; #1966 Sno-King
DVP III (3) **Vacant** #131
Vancouver; #236
Olympia/Timberland; #1070
Longview/Kelso
DVP IV (2) **Bea** #181
Bremerton; #1006 Olympic
Peninsula
DVP V (2) **Mary** #238 Yakima
Valley; #1192 Tri-Cities

will investigate whether anything else needs to be done on the name change for the federation's bank accounts.

- Nancy thanked the members of the board for their hard work and support, then congratulated Steve Roy on his election and turned the meeting over to him.
 - Steve thanked the previous board and the members who participated in the meeting today for their continued support for NARFE, the mission, and dedication to federal employees.
 - NARFE HQ is not fully staffed until after June 10.
 - Steve suggested the next meeting be on July 9, at 9AM. Linda will set it up for GoToMeeting.
- **Open Discussion:**
 - Sam mentioned that scheduling begins in July for FEHB fall health fairs. The federation point of contact is Molly Hemsley from Blue Cross/Blue Shield. The final schedule comes out in September.
 - Rich will send his updated report by 3 PM, along with Region IX Alzheimer's Coordinator Wally Walbruch's letter on Region IX Alzheimer's contributions.
 - Brady Green stated that, about the health fairs, Chapter 196 NW Cascades has been meeting in the senior centers, which are closed. There is no way to know when they will be reopening, maybe not even in September. The health fairs are important to the chapters. As to where the 2020 health fairs will be held, it is all unknown for now.
 - Brady Green attended Alzheimer's Olympia Advocacy Day in January. Besides training sessions, attendees had the opportunity to meet with their respective congressional folks. Brady said it was "well worth it." and would probably do it again. [The 2021 event is schedule for Thursday, January 14.]
 - Steve asked Charlie if, as the service officer, he has heard from members about how they are doing during the lock down. Charlie said he has not. There was discussion about reaching out to members. Arlene said in Spokane Chapter 32 they have been reaching out individually to members. Charlie said he will send out a query to the service officers listed in the *WSF Directory of Chapter Officers and Committee Chairs* to see if anyone had any problems.

Motion to adjourn at 11:11 AM until July 9 at 9 AM.

Submitted by Federation Secretary Linda Wallers
Edited by Mary Binder
June 11, 2020