



**Washington State Federation Virtual  
Executive Board Meeting Minutes  
December 9, 2020**

Executive Board members present were: President/National Legislative Chair Steven Roy; Vice-President/Federation Reporter Editor/District V Vice-President Mary Binder; Treasurer/Finance Chair/District I Acting Vice-President/Training Chair Arlene Patton; Secretary/Webmaster/Region IX CAB representative Linda Wallers; and Immediate Past-President Nancy Crosby.

**Other District Vice-Presidents** included: District II Vice-President and Redistricting Working Group (WG) Lead John Wells; and District III/IV Vice-President Bea Bull. Other Committee Chairs included: Public Relations and Acting NARFE-PAC Chairman Sam Cagle; Service Officer Charlie Caughlan. Region IX Vice President Rich Wilson was present.

The Membership chair remains vacant.

**Other members** in attendance included: Brady Green (Redistricting WG); Scott Robinson; Quentin Gates; Pat Turner; Carol Pevery; Bill Harrington; Brook Bennet; Kenneth James; Vivian Jacqmin; Ruby Starr; and JoAnn (no further identification).

**Call to Order:** The meeting was called to order by President Steve Roy at 9:01 AM (PST). All attendees were welcomed and asked to join in the Pledge of Allegiance. Steve thanked Blue Cross/Blue Shield for sponsoring the Zoom meeting.

Steve asked for any corrections or additions to the minutes of the September 30, 2020 meeting that were emailed to the Board members. Hearing none, a motion was made and seconded to approve the minutes as written. The vote to approve was unanimous.

**Officer Reports:** *all officer reports that were received will be uploaded to the WSF website with a copy of the meeting minutes for anyone who wants to view the details.*

**Region IX VP Report:** Rich Wilson's report covered NARFE and the federation's membership numbers and Federal employees still in service, through December 7, noting a significant drop of over 2800 NARFE members between September and December; Alzheimer's contributions through October; NARFE-PAC contributions and distributions through September 30; the NES email system; the 2021 COLA estimate, Open Season, and his farewell address. Rich will be handing over the Region 9 reigns to Linda Silverio in January and will be stepping up as President of Chapter 1404. Steve extended the federation's thanks and congratulations on his new position.

**Treasurer's Report:** Arlene Patton indicated that because of the pandemic, the Federation is not taking in or spending as in a normal year. Revenue from 10% Funds and bank interest for the fourth quarter was estimated as \$3462.95 since we still have most of December to finish for an

actual total. The final total for the third quarter is \$3,453.18. Expenditures for the fourth quarter were estimated at \$2,648.58, leaving a total of \$23,901.42 in the budget as the Federation moves into the new fiscal year.

**Budget Report:** Arlene presented the current budget (see report). Since the Federation has \$12,593.34 in the iNFirst checking account, Arlene made a motion to approve the consolidation of WSF bank accounts into one account with GESA/Inspirus Credit Union. Approve signature authority of President, Secretary, and Treasurer to remain signers on this new account. Direct deposit of 10% Funds will be submitted to National and transfer funds will start after the direct deposit reflects the change. Community 1<sup>st</sup> CDs will be transferred into the new GESA account when they mature in 2021. The motion was seconded by John Wells. The motion was passed unanimously. The full text, with an explanation of the motion, is appended to the minutes.

### **DVP Reports:**

**District I:** Arlene Patton – nothing to report.

**District II:** John Wells – nothing further to report.

**District III/IV:** Bea Bull talked about the potential closure of Chapter 236 and the pending meeting set for January 26, 2021. A letter was sent November 20 to chapter members, giving them a heads-up about the meeting, and asking for their input into the future of the chapter. Steve noted that Sam Cagle had reached out to members asking for volunteers to serve in chapter leadership positions. One member has volunteered to serve as secretary.

**District I/V:** Mary Binder's report included information for all chapters in the current Districts I and V. She noted that Chapter 1192 participated in the fall drive-thru "Senior Times Expo" for the first time. The chapter provided an insert for the event's "goody bag" handed out to attendees. The event handed out over 1000 "goody bags" and, according to Chapter 1192's President, Pat Turner, the event provided good visibility for the chapter, although no new members so far.

**Training Chair:** Arlene suggested that, since no one stepped up to host a Region 9 training conference, perhaps the districts could hold smaller, more focused training, with less travel and costs involved. Topics could include AMS, how to do an audit, tools for recruitment, and outreach– learning from other chapters that are successful. Mary suggested that the federation hold a statewide training conference. Because of the expense of attending two big conferences in the same year, Linda proposed the statewide conference in odd years with district training conferences in the even years, coinciding with the NARFE National Conference. NARFE bylaws require federations to hold annual meetings, so Steve suggested a WSF annual meeting for August or early fall, depending on circumstances.

**National Legislative Chair:** Steve Roy went over the list of pending legislation, as shown in the NARFE magazine, with staff members from both Representative DelBene (1<sup>st</sup>) and Representative Larsen (2<sup>nd</sup>), asking for support for a few of the measures. He planned to work with the Tri-Cities chapter to get together with Representative Newhouse (4<sup>th</sup>) to ask for support to repeal the GPO/WEP measure. Nine House members were reelected in 2020, with one new member, Marilyn Strickland, replacing Denny Heck in District 10.

**State Legislative Chair:** Steve said he would contact John Thurber, the state legislative chair. John was not at the meeting and some emails sent to him had been returned as undeliverable.

**Service Officer:** Charlie Caughlan said that the virtual health fairs put on by the FEHB Program vendors were a success. He planned to contact the health fair coordinator to see if there were any

statistics for attendance. He received no calls for support since September. However, Arlene indicated that she had fielded a call from a National Only member about getting the NARFE magazine for November/December 2020. Arlene made contacts with HQ to provide that support. The member was very appreciative of the effort. This led to a lengthy discussion on National Only members and the federation contacting them. The outcome was that members who drop from chapter membership and wind up on National Only membership lists may be contacted to verify that was their intent, but, otherwise, contact with National Only members should be limited. Sam said he had 100 copies of the November NARFE magazine (not used during health fairs). Arlene said she would take all 100.

**Public Relations:** Sam Cagle said that the Bremerton health fair was well handled by Blue Cross/Blue Shield, including providing NARFE materials to attendees since NARFE could not attend. There also was a brief discussion on table runners for the chapters.

**NARFE-PAC:** Sam summarized PAC distributions to the state's House of Representatives candidates, to date.

**Webmaster and Net Chair:** Nothing further to report.

**Alzheimer's:** Lorie was not in attendance but provided a report that showed the decrease in contributions resulting from the pandemic and the lack of in-person meetings which are fund-raising events as well as informative. Contributions can still be made by sending a check, with the chapter number noted on the memo line, directly to Lorie.

## Old Business

**Standing Rules:** Mary and Bea continue to make progress on the revisions of outdated policies and procedures, along with the standing rules for the federation. This project probably will continue into June 2021.

**Membership Chair:** Steve asked for volunteers for the vacant membership chair. Membership is critical to the survival of the federation and its chapters. Nancy said that she would be happy to co-chair with another person, asking Rich to step up for co-chair. Nancy indicated that she would take the lead if Rich would provide backup. Rich agreed. Thank you and congratulations to Nancy and Rich for stepping up to be the new WSF Membership Co-chairs.

Ruby Starr, an attending member, said that she is the membership chair for Chapter 196 and has been working on how to get more active employees involved with NARFE, focusing on the local post office.

**NARFE-PAC Chair:** Sam Cagle has stepped aside and WSF is looking for a new NARFE-PAC Chair. If anyone is interested in serving in this position, contact Steve. NARFE-PAC is a dedicated fund, not part of the membership dues, for distribution to legislative incumbents and candidates who support NARFE federal employee and retiree issues that are important to them.

**WSF Redistricting update:** John Wells gave the federation a report on redistricting in September. The proposal was agreed to and will take effect in January.

**Future Conferences:** Whether the following are in person or virtual is still to be determined.

- **2021 Regional Training:** Since no other federation has stepped up to host a Region 9 training conference, an ad hoc sub-committee, working under the Reinvention of Our Federation Committee, will look at WSF state and district-level training options.
- **June 21, 2021, NARFE's Centennial Gala,** Washington, D.C.



- **June 21-23, 2021, LEGcon21**, Washington, D.C.
- **2022 WSF Conference**: John Wells – details to be worked out.

## **New Business**

**Reinventing Our Federation:** Quentin's white paper, "Further Thoughts on Restructuring NARFE-WSF," prompted the Federation to create an ad hoc, short-term Reinvention Committee to look at options for changing how the WSF does business. Members include Rich, Quentin, Brady, Nancy, Arlene, Mary, Ruby Starr, Steve (as an ad hoc member), and Bea as the committee secretary. This committee will oversee the ad hoc sub-committee for training options discussed earlier.

**Federation Reporter:** Mary talked about the publication timeline for the Federation Reporter, indicating that getting submissions from officers has been a problem in the past, which is why the publication went from monthly to quarterly and is now published annually, before the WSF conference. There was a lengthy discussion on the usefulness of this publication, along with its content and timeline, leading to a second sub-committee being formed, under the Reinventing Our Federation Committee, looking at the utility of the current format, timeline, and potential content options. Mary will provide some input to the committee. Mary said the goal is to have useful publications, not just rubber-stamping what was done in the past.

**Chapter Outreach Plans:** Steve said that the federation had received the 2021 outreach plan for Chapter 1192. He asked Mary to talk about outreach plans. Mary explained that in 2012 the WSF board approved combining public relations and membership plans into a single "outreach" plan. Functions overlapped and it was also hard to get members to submit plans. Hopefully, one "outreach" plan would make it easier to track activities for budgeting purposes and encourage chapters to submit a plan if they only had to do one vs. two. The board approved that some outreach activities could be eligible for up to 50-percent matching funds from the federation if they were documented in an approved plan and a reimbursement request submitted. Further, plans should be submitted in the fourth quarter before the new fiscal year's budget was finalized. Mary added that an outreach plan can be a roadmap to help a chapter determine activities and related costs for the coming year that target recruiting and retaining members and provide the chapter and NARFE visibility.

This began a discussion about the plans which provide matching funds to chapters for certain activities related to recruitment and retention of members. Sam said that NARFE HQ originally had matching fund guidelines, but those changed over time and eventually ended. The federation is now the contributor. The two membership co-chairs will be able to work on this program, look at the value of plans, and potentially get it up and running. Producing an outreach plan not only helps the chapters to look ahead but also benefits the federation for planning expenses for the new fiscal year budget. This also gives the federation a window into how we are recruiting members and what kind of information is going out about NARFE.

Arlene has been analyzing the M112 for new members and noted that, for the period January through November 30<sup>th</sup>, the Tri-Cities chapter recruited three new members. Mary said the since there is no longer a national matching funds program, and that the federation had taken on that responsibility, it may be time for the board to consider the program and see if there is sufficient return for the expenditure; does this program still have value? Perhaps placing a cap on matching funds would be useful. Steve, Nancy, Rich, and Sam will review the program. Steve

asked if Sam was suggesting to table the plan for now until the Reinvention Committee and membership co-chairs get together and discuss these issues.

Arlene mentioned the most recent National bylaws revision (Rule IV, Section 3) which outlines a chapter's purpose. She suggested that the federation not match any funds outside of those four areas, including capping the amount of matching funds dollars returned to the chapters.

Nancy suggested that, with the reinvention and restructuring effort, perhaps this should include the districts that can poll their chapters for needs and present a dollar amount for each district. This might be less of an effort than each chapter putting out an outreach plan – simplifying this effort.

Some chapters have sufficient funds that they have not asked for reimbursement from the federation. Sam added that it is helpful to have these plans on paper since it will help other chapters see what kinds of activities other chapters are conducting to expand their outreach plans. Steve proposed to table this issue until the Reinvention Committee has a chance to investigate this and provide some feedback. The cost of printing, postage, and postcards that chapters send out for retention and recruitment will continue to be reimbursed. **MOTION:** Arlene made a motion that the federation reimburse up to \$250 per chapter for day-to-day expenses related to membership recruitment and retention. Seconded by Bea. Motion carried. Large ticket items in the Tri-Cities chapter's outreach plan will be turned over to the Reinvention Committee for guidance.

**Member Recruitment:** Ken Barr Idaho Federation president, sent Steve a letter regarding how they recruit new members, including using a small plastic bag for handout material with NARFE information printed on it. That will be turned over to the Reinvention Committee for consideration.

**2021 Budget:** Arlene led the discussion on the line items in the WSF 2021 budget. There probably will not be much spending through the spring of 2021. The pandemic is saving WSF money in both 2020 and for at least the first two quarters of 2021. The budget can be amended once the pandemic is under control and chapter activities return to normal.

**MOTION:** Arlene made a motion that the Federation will not impose a Per Capita tax on chapters in 2021. Seconded by Bea. Motion carried. With the significant reduction in chapter rebates for members, chapters are struggling.

- **Rebates for new membership:** Arlene raised the issue of federation rebates for chapters recruiting new members. The federation had, in earlier years, placed the rebate cap was set at \$20 for up to ten new members. Arlene said that she thought that cap should be raised to \$20 for up to 15 new members, since the goal of the chapters is recruitment and retention. Arlene added that she thought it was commendable that several chapters continued to recruit during the pandemic shut down.

**MOTION:** Arlene made a motion to raise the federation's rebate cap of \$20 for up to 10 new members to \$20 for up to 15 new members recruited by a chapter or a total of \$300 for new members. The motion was seconded by Bea. The motion carried.

The board went over the budget line items and provided input for the fiscal year 2021 federation budget.

**MOTION:** Bea made a motion to approve the federation 2021 budget of \$22,050 as drafted. Seconded by Linda. The motion carried.





**Chapter website merging with the federation website:** NARFE HQ has postponed the upload of the new web hosting software until the end of December. Linda was skeptical of that delivery date. At that time, we will be able to determine if and how to merge the chapter websites with that of the federation. Linda offered chapter training for the new website construction once the software is delivered.

**Annual meeting:** Steve proposed that the federation hold an annual meeting in August. A date for the Annual meeting will be selected later. The next Board meeting will be in April

**Open Discussion:** Steve asked if there were any other items to discuss for the good of the Federation. Brady Green suggested that the Chapter Presidents get the meeting agenda. Nancy asked about Steve setting up the meeting for the Reinvention Committee. He said he would work on setting it up for January 2021.

With no other discussion, Steve again thanked BCBS for their sponsorship and adjourned the meeting at 12:23 AM.

**Next Board Meeting: April 14, 2020, at 9:00 AM**

A handwritten signature in black ink that reads 'Linda Wallers'. The signature is written in a cursive style with a large, looping 'L' and 'W'.

Submitted by WSF Secretary Linda Wallers  
Edited by Mary Binder

## **CONSOLIDATE BANK ACCOUNTS**

### **GESA/INSPIRUS CREDIT UNION**

Currently the Washington State Federation (WSF) does business with two different FDIC insured credit unions:

- inFirst Federal Credit Union, King George, VA – checking, savings & money market
- Community 1st Credit Union, Tacoma, WA – CDs, savings

GESA/Inspirus Credit Union have branches scattered throughout Washington State. At least 8 of the branches are located where NARFE Chapters are located. (Spokane, Yakima, Tri-Cities, Wenatchee, Moses Lake, Walla Walla, Bremerton, Seattle, Tacoma). They are FDIC insured and their interest rates are comparable.

Therefore, I would like to propose that WSF consolidate their banking into one account with GESA/Inspirus Credit Union. The three existing officers: President, Steven Roy, Secretary, Linda Wallers and Treasurer, Arlene L. Patton will remain the signers on the GESA account.

**Motion:** approve the consolidation of WSF bank accounts into one account with GESA/Inspirus Credit Union. Approve signature authority of President, Secretary & Treasurer to remain signers on this new account.

Direct deposit of 10% funds will be submitted to National and transfer of funds will start after the direct deposit reflects the change. Community 1<sup>st</sup> CD's will be transferred into the new GESA account when they mature in 2021.

Motion made by Arlene Patton

Seconded by: John Wells

Board approved: December 9, 2020