

WASHINGTON STATE FEDERATION (WSF)
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION
Minutes of April 9, 2020, Virtual Board Meeting

This virtual board meeting was a first for the WSF Officers and Committee Chairs. Executive Board members present were: President Nancy Crosby; Vice President Mary Binder; Treasurer Anne Kush; Acting District I VP Arlene Patton; District II VP John Wells; District IV VP Bea Bull; and District V VP Mary Binder. Committee Chairs present were: Acting Finance Chair Arlene Patton; Alzheimer's Chairman Lorie Bennett; Federation Reporter Editor Mary Binder; National Legislative Chairman Steve Roy; Public Relations and NARFE-PAC Chairman Sam Cagle (late signing in); Service Officer Charlie Caughlan; Training Co-Chairmen Arlene Patton and Kathy Brooks; Webmaster and Region IX Configuration Advisory Board Representative Linda Wallers. Region IX Vice President Rich Wilson was present. The following members were not present: Secretary Ida Sevier; District III VP Sam Sevier; and, State Legislative Chair John Thurber. The Membership Chairman position is currently vacant.

After a few technical challenges were resolved, President Nancy called the meeting to order at 9:11 a.m. She said the meeting would follow the agenda she had previously sent to the board officers and chairs, and asked members on video to raise their hands if they wanted to speak so they would not be talking over each other. She then led the Pledge of Allegiance.

Minutes

President Nancy announced that the minutes of the December 12, 2019, board meeting and notes from the March 20, 2020, "test" GoToMeeting (GTM) had been emailed. District IV VP Bea Bull said her district now only has 2 chapters vs. "quite a few" as stated in the March 20 notes. Webmaster Linda Wallers stated that has been corrected in a revision to the notes.

VP Mary Binder and Webmaster Linda would be taking the minutes for today's meeting for Secretary Ida Sevier. Ida sent President Nancy an email, April 3, stating she would update the federation's quarterly directory and turn over files to the new secretary but could no longer do other secretarial duties.

Reports

Region IX VP:

President Nancy said she forwarded VP Rich Wilson's report to board members yesterday. The report includes a link to the minutes from the March 18 – 20 NARFE Executive Board's GoToMeeting. Rich reported that NARFE headquarters (HQ) would be closed at least through April 24 [later revised to through June 10] as a result of COVID-19 and that some staff were working from home. There was no loss of pay for any headquarters staff. Rich noted that some NARFE actions were still be processed, e.g., death notifications and dropped membership actions. He also has IT staff contact information so can follow up on IT questions. [Webmaster

Linda said the CAB would be meeting next week regarding the progress on implementing the new NARFE Association Management System (AMS).]

VP Rich announced he is running for re-election. Linda Silverio, Oregon Federation president, is also running for the position. She had asked President Nancy for federation members' home addresses, but Nancy said she confirmed with NARFE HQ that it would not be appropriate for her to provide Linda that information. However, several board members confirmed they have received mailed candidacy information from Linda.

WSF Vice President:

VP Mary Binder provided a written report. In addition, she reported she had been medically cleared, April 8, to drive and live alone. She would be returning to her Kennewick home April 10. She thanked board members for their thoughts, prayers and support these past months.

Treasurer/Budget:

Treasurer Anne Kush provided a report reflecting the budgeted expenditures and balances through March. She said she has been in contact with Acting Finance Chair Arlene Patton, who provided an updated WSF Five-Year Analysis on the 2020 Budget. [Arlene had previously volunteered to fill the finance chair position after the passing of Finance Chair Mike Ferri in the fall of 2019.] Federation assets/cash in bank total was \$53,584.01 through March. The total budgeted expenses year-to-date were \$1,805.10 with a remaining balance of \$24,744.90. Anne reported Line Item 24, Membership Recruitment, was over budget by \$400. She proposed moving \$400 from Line Item 20, State Convention/Training Event, as the conference had been cancelled. The board discussed the reports and Anne's proposal. A motion was made, seconded and passed to move the money as proposed.

Treasurer Anne also reported she had filed the annual federal Form 990-N (Electronic Notice [e-Postcard] for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ). Responding to President Nancy's question regarding a state tax filing requirement, Anne stated she receives a business status form. She will check on it as she has not received it for this year.

District Vice Presidents (DVPs):

DVPs reports. President Nancy said she forwarded the reports she had received. She reminded members to check the email addresses they were using for board members as some were using incorrect addresses.

- District I – Acting DVP Arlene Patton had provided a brief report. She also reported she had received and distributed the flyer from Region IX candidate Linda Silverio.
- DVP II John Wells – submitted a written report (late). John summarized his follow-up actions after the March 20 EB decision to cancel the WSF 2020 Biennial Conference due to COVID-19 and resulting restrictions. He, and WSF National Legislative Chair Steve, have been working with a new Embassy Suites by Hilton, Lynnwood, point of contact. When the

official COVID-19 state notice is received regarding gatherings such as conferences, that should assist with cancelling the conference with no financial penalties. John also reported he had attended townhall teleconferences with members of Congress for the 1st, 2nd, 7th and 9th congressional districts.

- DVP III Sam Sevier will not be continuing as the district's DVP, per an email from Secretary Ida to President Nancy, April 3.
- DVP IV Bea Bull – submitted a written report. She reiterated that both Poulsbo Chapter 881 and Port Orchard Chapter 888 are now closed. She also reported that Bremerton Chapter 181 had sent \$448 for the NARFE Alzheimer's Research Fund to WSF Alzheimer's Chair Lorie. At meetings earlier in the year, the chapter had hosted Region IX VP Rich, Region IX VP candidate Linda Silverio and WSF National Legislative Chair Steve.
- DVP V Mary Binder – submitted a written report. Under "Open Discussion" at the end of the meeting, she asked board members for their feedback on using some of the budgeted DVP V funds to assist the district's Yakima Chapter 238 in sending out a notice to its members. Mary explained that the chapter is small, trying to survive, has no newsletter or call-tree, so limited communication with members. After discussion, the board consensus was this would not be an appropriate use of DVP funds.

National Legislative:

Chairman Steve Roy – submitted a written report. During the meeting, he highlighted his interactions with congressional staff and elected officials when he was in Washington, D.C., February 9 – 12, for the AFGE Legislative Conference.

Steve also reminded the board that many elected officials are holding teleconferences and providing resources for their constituents pertaining to COVID-19.

State Legislative:

Chairman John Thurber – no written report. President Nancy did talk with John. With COVID-19, the senior lobby meetings John normally attends are down for a while. Also, the annual senior lobby meeting has been postponed.

Public Relations and NARFE- PAC:

Chairman Sam Cagle – submitted a written PR report. No PR activities due to COVID-19.

For NARFE-PAC, Chairman Sam submitted a written report and said he "rebuilt" the NARFE A250 report for the period ending December 31, 2019 to include in his report. He also reported that Congressman Denny Heck (D-10) will not be seeking re-election and that currently there are 11 candidates running for his position. Sam said Congressman Heck was planning to run for Washington State lieutenant governor.

Both Steve and Arlene asked about NARFE-PAC checks that had been sent but not cashed. VP Rich recommended sending an email to Ross Apter, NARFE's PAC contact, asking for a status. Ross is essentially working from home.

Webmaster:

Webmaster Linda Wallers – submitted a written report covering the WSF website, a CAB update and a NARFE AMS update:

- WSF website – Linda said there are no issues. The site, www.narfewa.org, is up to date, based on the information she has received. She asked board members to let her know if there is a problem. She also reminded members that there is a “blog” on the website available for chapter presidents to use. [Note: She will be providing details on the website about the May 21 GTM “cyberconference” discussed later in this meeting. See 2020 Cyberconference, below.]
- CAB – Linda reported that this board has been meeting twice monthly since January. The next meeting is scheduled for Monday, April 13.
- AMS – the CAB is continuing to focus on AMS implementation issues and has developed a spreadsheet to track CAB questions. Linda said there are design flaws with the W101 and A220 reports; the M112 is still a work in progress; there still may be reporting issues dating back to spring 2019; and, there is still an issue with chapters getting the labels they want for mailings. The “coding” work needed for the various reports may have been outsourced by the AMS vendor to a subcontractor out of the country, which could also be contributing to some of the issues. VP Mary said that she had been “attending” the AMS portal training sessions for both chapter and federations. She said she has learned something from each one and encouraged other board members to “attend” – the sessions have been taped and are available on the NARFE website; and, at some point, NARFE will be resuming them.

NARFE Alzheimer's Research Fund:

Chairman Lorie Bennett – submitted a written report, which highlights Northwest Cascades Chapter 196 President Brady Green's attendance at Alzheimer's Advocacy Day in Olympia in January. National Legislative Chair Steve added that attending this event is a way we could get our members more engaged with our state legislative officials. **[Note: Next year's Alzheimer's Advocacy Day is January 14, 2021.]** In addition, Lorie asked the DVPs to contact their respective chapters' presidents or Alzheimer's chairmen and advise them to submit donations to her and not hold them.

Service Officer:

Service Officer Charlie Caughlan – no written report. Charlie said that he has been getting some calls. He said he is willing to continue serving as the WSF service officer and recommends maintaining the position at the federation level, especially as several chapters do not have a service officer. He also recommended letting chapters know about the WSF

position, and that he is available to assist them and their members. President Nancy said those serving in these positions should be listed in the quarterly WSF directory. [Note: President Nancy, Charlie and Arlene discussed service officer calls and queries during a 10-minute meeting break, 10:50 to 11:00 a.m.]

Nomination Committee:

Committee Chair Kathy Brooks – no written report. Kathy provided the final tally from the election for WSF officers for 2020 – 2022. Ninety-three members voted: Steve Roy, president, 93 votes; Mary Binder, 88 votes and Kathy Brooks, 5 write-in votes, for VP; Arlene Patton, treasurer, 93 votes; Linda Wallers, secretary, 93 votes. These results meet the WSF bylaws percentage requirements, that is, by “a majority vote of Federation members voting.”

Old Business

FEDcon20:

Replying to a board question, VP Rich said he believes the conference will happen [August 30 – September 1, Westin Kierland Hotel and Resort, Scottsdale, Arizona]. Early bird registration had been extended to April 20. If the conference is cancelled, registration money would be returned. The board discussed and approved again providing “scholarships” to elected officers and federation members who attend – \$500 to elected WSF board members and chapter officers; \$250 to all other members. [They must submit a reimbursement request, WSF Form 1, *Expense Report*, along with supporting paperwork, e.g., hotel receipt.] Regarding proposed bylaws amendments and standing rules changes, VP Rich included a summary from the Bylaws and Resolutions Committee’s 2020 report in his written report. The summary shows what bylaws amendments and standing rules changes the committee recommended for adoption and rejection.

Badges and Business Cards for New WSF Officers:

Badges will be needed for the new WSF officers – president, VP, secretary, treasurer. President Nancy will try ordering them through NARFE’s vendor contractor and submit a voucher to Treasurer Anne for reimbursement (Line 19, Office/Miscellaneous Expenses). For now, she will hold off requesting DVP badges.

For business cards, President-elect Steve said he may be able to get some locally. VP Mary, Secretary-elect Linda and Treasurer-elect Arlene said they would do their own.

President Nancy and Secretary-elect Linda discussed working together to update the NARFE F-7A to reflect the officer changes.

New Business

Resignations:

DVP III Sam Sevier and Secretary Ida Sevier have resigned, as noted above. Ida did, however, offer to do the April update to the *WSF Directory of Chapter Officers and Committee Chairs*. Secretary-elect Linda said she has ideas on format changes, e.g., using a spreadsheet, to make formatting easier and more consistent.

WSF Conference Cancellation:

President Nancy said she still needs to prepare and send an NES message to chapter and national-only federation members regarding the May 19 – 21 conference being cancelled. In the message, she could encourage members to attend FEDcon20, and to keep checking the WSF website for updates. VP Mary offered to edit the draft message.

Future Conferences:

- 2020 Cyberconference – the board discussed having a GTM “cyberconference” in lieu of the actual conference. Agenda items could include: introducing and swearing in the new officers; an AMS update; a WSF budget update; a WSF website update; and, possibly, a message from NARFE President Ken Thomas. VP Rich said President Thomas may already have a DVD that could be used; he will check. Webmaster Linda will check on a link. She said up to 250 could participate and there is a chat feature. The link could be posted on the WSF website, and an announcement about the conference in an NES message and in chapter newsletters. The board approved this GTM cyberconference and set the date at May 21.
- 2021 Region IX Training Conference/WSF Training – President Nancy asked VP Rich if any other federations had stepped up and volunteered to host the training. Rich said, no, but he would canvas the other federations [Alaska, Idaho, Montana and Oregon. Rich said Alaska Federation President Malin Babcock resigned after her accident. Subsequently, Rich reported he sent a message to the other federation presidents during the break, below, with a May 13 deadline.] Webmaster Linda offered for consideration that this training would not have to be in the May/June time frames as it has been in the past, and maybe chapters could be queried to ask about hosting. When discussing possibly realigning the districts later in the meeting, Acting DVP 1 Arlene said the Spokane Chapter board had discussed preferring district to regional training conferences. [See discussion, below, under New Business, DVP Assignments.] VP Mary recommended a decision be made soon so as to allow enough time for planning if there would be a 2021 conference.
- 2022 WSF Biennial Conference – the board discussed having District II continue its work and host the conference. DVP John said, “We can try.” The board suggested contacting the Embassy Suites, Lynnwood, as John already has a relationship with the hotel, and targeting the same time frame as for 2020. John will pursue.

Break: 10:50 – 11:00 a.m.

DVP Assignments:

President Nancy led a board discussion on the DVP positions, current assignments, and possibly rearranging, reassigning and reducing the districts. Also, with no May conference, the districts cannot meet/caucus to elect their DVPS.

Nancy reminded the board that Christy Price has resigned as the District I VP and to remove her name from group distribution lists that some board members are using. Also, now that Sam Sevier has resigned as the District III VP, his name can be removed.

President-elect Steve suggested having some criteria might be helpful, e.g., the number of chapters and where they are located, distances a DVP would have to drive – but that could vary as DVPS change. DVP IV Bea said she'd be willing to take Seattle Chapter 43, if Bob Rust, the chapter president, was going to work on "bringing some life back into the chapter," as he indicated to her that he wanted to do. Steve and Bea said there had also been discussion of splitting that chapter into 2 – those who live north of Seattle and those living south. PR Chair Sam said that only about 5 people typically attend the Olympia/Timberland Chapter 236 meetings. VP Mary recapped for the board that the last district changes were made to better align them congressionally. At one time, District V included Columbia Basin Chapter 856. To even out the number of chapters in Districts I and V, an option could be moving Chapter 856 back to District V. Acting DVP I Arlene said that Spokane chapter board members preferred district to regional workshops as they were more focused to the chapters in a district or districts, e.g., those in Eastern Washington, and maybe not having them has contributed to a decline in interest [in the biennial or training conferences]. She also proposed the issue of districts and DVPS as an agenda item for the May 21 GTM cyberconference, and all chapter presidents be encouraged to "attend." Alzheimer's Chair Lorie said she is wondering how many chapters will ever be meeting again with the concerns about COVID-19.

Steve proposed developing a proposal for chapters to consider regarding the districts, DVPS, etc., and provide it to chapter presidents at the May 21 GTM cyberconference. He also proposed having a committee set up to further work this topic. Arlene stated that she liked this idea. Linda offered that a committee could use "Slack" (discussed further below) or GoToMeeting vs. meeting in person.

[Note: At this point in the meeting, skipped agenda items for Webmaster and Alzheimer's under Reports Submitted and Emailed, were discussed. They are incorporated in their respective sections, above.]

Break: 11:30 a.m. – 12:40 p.m.

Standing Rules and Operating Procedures Revisions:

DVP IV Bea and VP Mary have been working this initiative, with Bea taking the lead/doing the work the past few months during Mary's medical absence. Bea reported that she and Mary had

a phone conversation the other day and concluded that they are not ready at this point to discuss the standing rules in totality with the board. For example, currently the WSF has both standing rules and operating procedures. Mary has done some research on the differences between these. Bottom line, they are different names for the same thing; therefore, Bea and Mary are proposing combining the 2 documents. Also, Mary did some updates to WSF officer position descriptions prior to information being sent out on the 2020 – 2022 WSF elections. Those changes will be reviewed along with what is in the current standing rules and operating procedures. As a result, Bea said board members could disregard a previous email she sent asking members to review job description updates she had done.

Mary said the overall goal is to consolidate and/or eliminate documents resulting in more user-friendly documents, especially for new officers and chairmen. Regarding eliminating a document, for example, Mary said the WSF has a strategic plan. She provided members background information on how and when this document was created, i.e., when Sandy Cagle was the WSF president. However, it does not cover all positions and has not been updated. As it is hard to get people to write plans, Mary said a better option may be for each officer and chairman to set between 1 and 3 goals each year – could be in bullet format – that could be combined into a working document and addressed for progress at each board meeting. Mary reiterated what Bea said – they will be working this project section by section. It is laborious and can be mind boggling when trying to tackle too much at one time.

President-elect Steve thanked Bea and Mary for their work and said it was efficient to combine documents. President Nancy said this is a major undertaking that needs to be done and then posted on the federation website. Webmaster Linda said this project would be a good use for “Slack,” which she will describe (see below).

President Nancy also had a question regarding the complete set of documents that have been used for the past several conventions/conferences. What is posted on the federation website is not complete. Bea said she has those both in hardcopy and electronically, and could put them on OneDrive.

Bea asked who had the state incorporation license for the federation as that information should be included in the standing rules. Treasurer Anne said she has the license.

LogMeIn Subscription and Slack:

LogMeIn Subscription – Webmaster Linda has paid for the current subscription, which is used for GTM, and is not asking for reimbursement as she is also using it for other purposes. The renewal is due in September and Linda proposed the EB purchase the subscription starting then. She also recommended adding transcription service to it, which would help her as the incoming federation secretary. President-elect Steve commented that having a recording is good. The service can host up to 250 people at one time. Cost: about \$195. There was a question about using Zoom, or other similar services, rather than GTM. Linda said Zoom is free for 40 minutes, which is not a lot of time for an event such as an EB meeting. Nancy

commented that Zoom has had some security issues. There was also a question about having a backup administrator and would there be an additional cost. Linda will check into this and get back to the board. There was an additional question about tying into/using the NARFE HQ system. Linda said that with the 3-hour time difference and possibly conflicts with others wanting to use the system at the same time, this would not be practical. It would be easier to have our own subscription. To cover the expense, the EB discussed moving money from Line 20, State Conference/Regional Training Event to Line 34, Web Site Expenses, to raise that line from \$100 to \$250. President Nancy proposed subscribing to LogMeIn for the next year starting in September. The board concurred.

Webmaster Linda provided a presentation on "Slack." [NOTE: Slack is a "business communication platform" developed by Slack Technologies.] Linda said it is basically an online "chat room" with different "channels." It is something the CAB is using and finding helpful. Linda demonstrated and provided the basic information on how it works and gave some examples of how it might be helpful for the EB, e.g., for committees and reviewing documents, including the current revisions DVP IV Bea and VP Mary are making to the standing rules and operating procedures. While "live chats" are an option, individuals could also sign in at a convenient time for them, review a document, for example, make comments and then log out. The system can be set up to provide authorized users "notifications" when there is something posted they need to review. It is free for small groups. The board approved signing up for a free subscription. Linda will follow through.

Installation of New Federation Officers at May Board Meeting: This will be done at the GTM cyberconference, Thursday, May 21. See above notes, 2020 Cyberconference.

Outreach, PR and Membership Plans for 2021 Budgeting:

President Nancy started a discussion on these plans, that is what is in the current standing rules and policies and procedures vs. what is happening. Also, with no membership chairman, PR Chair Sam has been providing approval covering both PR and membership. There was discussion about filling the membership chair position. President-elect Steve said he had some ideas and was putting out feelers. Sam said he would like to see the position filled and be able to work with the chair on some PR ideas. VP Mary provided the EB background information regarding why the EB several years ago approved combining the PR and membership plans into just an "outreach" plan. What is in the current WSF standing rules, and policies and procedures documents needs to be updated, e.g., there is still a requirement for chapters to submit both PR and membership plans for 50-percent matching funds. Typically, only 1 or 2 chapters submit a plan. Mary and DVP IV Bea will be addressing this when revising the documents. Steve said if the EB decides to continue with an outreach plan, it needs to be promoted in the chapters. The new EB will continue working this issue, and it will be addressed during the May 21 GTM cyberconference, including asking for a volunteer to serve as membership chair. President Nancy said she would be willing to fill the position if no one steps forward.

Next Federation Reporter Publish Date and Distribution:

Editor Mary Binder said the annual *Federation Reporter* had been scheduled for publication prior to the May biennial conference so attendees would have a copy with their conference material. During the March 20 test GTM, those on the meeting agreed to postpone the publication date until June with the cancellation of the conference. However, after further discussion at the April 9 meeting, the board concurred with moving the publication date to latter summer, having it ready for September chapter meetings, for several reasons: there are unfilled chairmen positions; the treasurer and finance chairman positions may be combined (Treasurer-elect Arlene suggestion); districts may be realigned and this, then, may bring a change to the DVPs. By postponing the publication date, hopefully some of these issues will be resolved. The newsletter can be posted on the WSF website and a link to the site could be in an NES message to members with email addresses in the system. The publication could also be an agenda item at chapter meetings.

Next Board Meeting:

Thursday, May 21. Another GTM, as discussed above. [Note: Subsequent to the meeting, President Nancy, VP Mary and Webmaster Linda discussed the time. The meeting will be set for 3 hours, 9 a.m. to noon.

Open Discussion:

See DVP V Mary's question under DVP reports, above.

Nancy asked a question regarding a reduction in the 10-percent funds from NARFE dues. RVP Rich said this proposal was rejected by the NEB. See page 3 of his report. Also, if dues are increased to \$48, then this will not be an issue, that is, NARFE's budget would increase.

President Nancy thanked everyone for their participation, and said, "Stay safe, stay virus free." She will be back in touch with more details on the Mary 21 GTM cyberconference meeting.

The meeting was adjourned at 1:37 p.m.

Mary Binder and Linda Wallers
for
Ida Sevier, Secretary