



**Executive Board Meeting
April 18, 2016**

On Monday, April 18, 2016, the NARFE Florida, Inc. (NFI) Executive Board met via GoToMeeting. President Jane Lemley called the meeting to order at 9:00 am. Invocation was given by District 6 Vice President (DVP-6) Felicia Bradley. Pledge of Allegiance was led by Executive Vice President (EVP) Terry Zitek. Secretary Busch conducted roll call. Board members present formed a quorum. In attendance were:

President Jane Lemley
Executive Vice President Terry Zitek
Vice President William Leatham – Excused Absence
Secretary Pamela Busch
Treasurer Patricia Staley
District 1 Vice President Robert Shaw
District 2 Vice President Richard Carroll
District 3 Vice President Bernice (Virginia) Comella
District 4 Vice President Eleanor Aungst
District 5 Vice President Roland Moore
District 6 Vice President Felicia Bradley
District 7 Vice President Don Stewart
District 8 Vice President David Ross

Guests included:

Jerri Janci, Region III Vice President (RVP III)
Bob Lemley, NFI Hotel Facilitator

Minutes of Executive Board meeting of November 30, 2015. Prior to today's meeting, Secretary Busch distributed via email to each board member the minutes of the last meeting. President Lemley asked for correction to the Treasurer's Report at Item 3. Change \$3,700 to \$1,200 as the amount moved from President's Expenses to District Meetings. **Motion 1:** DVP-2 Carroll moved to approve the minutes as corrected. The motion was properly seconded by DVP-3 Comella. The motion passed with no opposition.

Treasurer's Reports. Prior to this meeting, Treasurer Staley distributed via email to each board member a report of NFI funds and expenditures (assets and liabilities) as of April 1, 2016 (copy attached). There were no changes in this data since that date.

President Lemley and Treasurer Staley addressed development of a 2016-2017 budget. NFI's budget cycle for Fiscal Year 2016-2017 is June 1, 2016 through May 31, 2017. The practice in the past was the board approved the annual budget at its meeting held immediately following the close of annual conventions. In 2016, no convention will be held. President Lemley, EVP Zitek and Treasurer Staley will meet on May 25 to develop a preliminary budget to be presented to the board at its next meeting.

Treasurer Staley asked board members to submit any outstanding expenses vouchers as soon as possible so she may issue reimbursement checks before the end of May. Per the budget policy, expense vouchers are to be submitted monthly. No receipts are required for meals under \$15. For meals at or above \$15, submit the itemized receipt from the server. Tips may be claimed for reimbursement. Best practice is to use the fillable PDF form available on the NFI website.

Recruitment and Retention Projects. EVP Zitek noted no recruitment or retention projects are currently underway. He reminded attendees of the role of the federation, as stated in the vision and recommendations contained in the proposed NARFE Strategic Plan. In 2015, the federation worked on a variety of projects in these areas and learned valuable lessons. He stressed that for NARFE and NFI to remain relevant in the future, we must do more. He reminded DVPs to use resources available to them to help chapters generate recruitment and retention activities.

NARFE National Executive Board (NEB) Meeting. RVP III Janci presented details of the NEB meeting held March 22-24. The NEB is proposing three resolutions for presentation at the upcoming National Convention: (1) One member, one vote starting in 2018 for election of officers and decisions on bylaw amendments and resolutions; (2) chapter membership become optional; and (3) NEB be authorized to modify dues up to ten percent (10%) once every two years. Minutes of the NEB meeting are posted on the NARFE.org website under the Headquarters Resources tab.

Bridget Boel, Director of Marketing reported in 2015, activities included membership recruitment and retention, fundraising, sponsorship and affinity partnerships, Federal Benefits Institute webinars and advertising. Federal Benefits Institute webinars generated 272 new members, and over 1,600 of NARFE's current members attended these webinars in 2015. So far in 2016, three webinars were conducted with 321 new members coming from them, 1,500 NARFE members attending and registrations of over 4,000. There are six webinars planned for the remainder of 2016. These webinars are providing a valuable service for NARFE members as well as generating new members. Also, Ms. Boel demonstrated how Facebook spreads NARFE's message.

The NEB approved the site of the 2020 NARFE National Convention as the Westin Kierland Resort and Spa in Phoenix/Scottsdale, Arizona.

The appointment of a NARFE Executive Director was discussed in detail. Efforts are underway to choose a company to search for candidates to interview, but definition of duties, salary and other position information has not been solidified. Most likely this information will not be decided by President Thissen, NS/T Dowdy and the NEB by the time the National Convention is held in August.

DVP-3 Comella asked if logistics were discussed by the NEB for voting under the “one member, one vote” proposal. RVP III Janci said the NEB considered electronic voting online combined with notice of proposals and candidates for National offices posted in the NARFE Magazine, since the magazine goes to every member.

Region III Meeting. Region III Meeting will be May 2-4, 2016. RVP III Janci reviewed the agenda. NARFE Headquarters staff will give presentations on legislation, history of NARFE, marketing and membership as well as updates on the strategic planning process. Registered are 17 from NFI of the 114 total. The meeting is being held during Public Service Recognition Week, a special speaker is planned to address this topic, and local media have been asked to attend. President Lemley added \$3,000 has been budgeted for this purpose so NFI attendees can be reimbursed for registration fees. Any additional budgeted funds will be evenly distributed to cover other expenses of attending the meeting.

National Convention. RVP III Janci encouraged all who can to attend the NARFE National Convention set for August 28 - September 1 at the Grand Sierra Resort and Casino in Reno. NARFE business, training and other information presented will be very important to everyone. NARFE Magazine will provide updated information on the convention. Convention registration deadline is August 1. The deadline for delegate designations is June 1. The preferred method is for chapter officers to use the OAM. If chapter officers need forms or help, contact NARFE Headquarters at 571-483-1284 or 571-483-1292. If chapters will not have a delegate, the deadline is August 1 for assigning proxies. Each delegate can carry their own vote plus three proxies (maximum). President Lemley reminded DVPs to contact chapter presidents to ensure each designates its delegates and proxies before the deadlines.

President Lemley addressed purchasing ads in the National convention’s program book. She distributed a draft ad from the NFI for board members to consider (copy attached). **Motion 2:** Treasurer Staley moved to approve the draft ad and to disburse \$250 for the cost. The motion was properly seconded by DVP-5 Moore. The motion passed with no opposition. DVPs were encouraged to have their chapters purchase ads, even small ones.

Time, Place and Site Committee. By May 1, Committee Chair Bob Lemley asked DVPs to submit to him contact information on committee selectees and alternates. **Motion 3:** DVP-8 Ross moved for the committee to submit requests for proposal (RFPs) to facilities in the Orlando area for the 2019 NFI Convention to be held during the first two weeks of May 2019 following the format of the 2017 NFI Convention. The motion was properly seconded by DVP-6 Bradley. The motion passed with no opposition.

NFI 2017 Alzheimer's Cruise. DVP-5 Moore gave an update on bookings. The flyer with details of rates, etc. is posted on the Alzheimer's tab on the NARFE Florida, Inc. website (copy attached). He asked DVPs to encourage chapters to participate as well as friends and family. The cruise will be promoted at the Region III meeting.

Other Business.

DVP-5 Moore asked for feedback from DVPs on OAM training he provided during district meetings in February and March. All comments were very positive. All agreed the same OAM training would be valuable to provide during the 2017 NFI Convention.

President Lemley reminded board members that she has the projector and screen which is available for chapter use.

President Lemley asked DVPs to encourage their chapters to apply for Chapter Assistance Program (CAP) and National matching funds to help cover expenses of appropriate activities.

President Lemley reminded board members that notice of chapter activities can be posted to the Florida eNARFE website, for example, if a chapter will have a Congressional member attend at upcoming meeting. Provide information for posting to President Lemley or Florida eNARFE Coordinator David Meisner.

Treasurer Staley reminded DVPs that chapters must file IRS Form 990 by May 15. She asked for confirmation from each chapter.

President Lemley announced the NFI Budget for Fiscal Year 2016-2017 will be the topic of the next board meeting.

Next Executive Board Meeting. The next board meeting will be on Wednesday, June 1, 2016 via GoToMeeting from 1 – 2 pm EDT.

President Lemley adjourned the meeting at 10:48 am.

Submitted by,
Pamela Busch
Secretary
NARFE Florida, Inc.