



**Executive Board Meeting
June 7, 2017**

On Wednesday, June 7, 2017, the NARFE Florida, Inc. (NFI) Executive Board met via GoToMeeting. President Terry Zitek called the meeting to order at 10:04 am. On roll call, board members in attendance formed a quorum:

President Terry Zitek
Vice President William Leatham
Secretary Pamela Busch
Treasurer Patricia Staley
District 1 Vice President Robert Shaw
District 2 Vice President Richard Carroll
District 3 Vice President Evelyn Seabrook
District 4 Vice President Eleanor Aungst
District 5 Vice President Roland Moore
District 6 Vice President Ken Thomas
District 7 Vice President Glenda Tyse
District 8 Vice President David Ross

Guests:

Region III Vice-President Clarence Robinson

1. **Minutes of Executive Board meeting of May 12, 2017.** Prior to the meeting, Secretary Busch distributed to board member via email the minutes of the last meeting. Thereafter, revisions were proposed by President Zitek and Treasurer Staley. Secretary Busch presented the corrected minutes to the board during the meeting. **Motion 1:** Secretary Busch moved to approve the minutes as corrected. The motion was properly seconded by Treasurer Staley. The motion passed with no opposition.
2. **Treasurer's Report.** Treasurer Staley reported income and expenses relating to the 2017 NFI Convention. See "Recap of 2017 Convention" attached. Expenses paid from the convention checking account included Rosen Plaza Hotel, banquet, band, audio visual equipment, honor guard, supplies, and donation to FEEA from its raffle. Additional expenses included those of individuals working during the convention, specifically Executive Board members and NARFE Legislative Director Jessica Klement. From the convention checking account balance of \$11,493.50, Treasurer Staley will pay \$3,000 to Rosen Plaza Hotel, due 30 days after signing the contract for the 2019 NFI Convention.

Recommendations for reducing expenses for the 2019 Convention/Conference were to combine registration and banquet fees and video conference (Skype) speakers. President Zitek said a convention committee will be setup soon and will consider recommendations of the board. He reminded the board there will be no voting and no parliamentarian at the convention based on amendments to NFI Bylaws which approved by the NARFE National Secretary on May 23, 2017.

3. **DVP Handbook**. Prior to this meeting, President Zitek distributed via email his proposed changes to the “District Vice President (DVP) Duties and Responsibilities” section of the handbook (copy attached). Because of NARFE National Bylaws changes, he stressed the need to train new DVPs and retrain all other DVPs. He highlighted paragraph 4 which addresses new duties of DVPs to establish and maintain contact with national-only members who now make up 31% of the Florida federation and are voting members. National-only members must be included in federation activities. In paragraph 8, other new duties are listed which comply with bylaws amendments. The federation must attract the interest of national-only members by holding more special events than in the past. DVPs are responsible for organizing these events in their respective districts. For annual district meetings, President Zitek said the focus must change from officer and chapter issues to broader topics of interest to all Florida members to attract them to come to district meetings.

4. **Identifying "National-Only" Members by District**. VP Leatham reported a “digestible” database of zip codes by district was provided to him by NARFE National. Now all that is needed is national-only member data. Work in progress.

5. **Chapter Assistance Program**. The board considered revised program instructions which were prepared by CAP Chair/DVP-3 Seabrook and revised by President Zitek that incorporate national-only members into the assistance program. President Zitek emphasized any member may submit a request for funds under this program either before or after an appropriate event. **Motion 2**: VP Leatham moved to adopt the proposed changes to the assistance program and revised instructions entitled “Federation Assistance Program.” The motion was properly seconded by DVP-2 Carroll and passed unanimously. See instructions attached.

6. **NARFE Florida Newsletter/Newspaper**. VP Leatham reported the electronic newsletter goes to all chapter members in Florida who have not declined to receive it. He is conducting tests for switching to the NARFE National email system at no cost. Note electronic newsletter distribution is limited to members who have an email address. National-only members have not been receiving the newsletter due to email access being limited to the Federation President and Federation Legislative Chair. President Zitek said more contributors are needed and asked DVPs to write articles and solicit for articles. Deadline for submissions is normally the 18th of each month. VP Leatham said he expects the NARFE Florida newspaper will be printed by Spring 2018.

7. **Congressional District Leaders (CDLs)**. President Zitek said he want to establish these positions in the near future. The first step is to have a database that accurately identifies NARFE Florida members in each of the 27 congressional districts in light of redistricting over the past few years. Legislative Officer Mark Silverstein will chair the CDL positions. CDLs must live in the congressional district each represents. Duties and expectations of CDLs need to be determined.

8. **Selection of Appointed Officers.** President Zitek nominated the following members and asked the board for candidates to fill vacant officer positions:

	<u>APPOINTED OFFICER POSITION</u>	<u>NAME</u>
1	FEDERAL LEGISLATIVE OFFICER	MARK SILVERSTEIN – Approved 6/7/2017
2	STATE LEGISLATIVE OFFICER	VACANT--formerly Dan Moran
3	PUBLIC RELATIONS OFFICER	PATRICIA VEVERA– Approved 6/7/2017
4	SERVICE OFFICER	VACANT--formerly John Ledman
5	MEMBERSHIP OFFICER	SUSAN PARKINS– Approved 6/7/2017
6	RETENTION OFFICER	SUSAN PARKINS– Approved 6/7/2017
7	ALZHEIMER'S COORDINATOR	CHRISTIAN STEARNS--replacing Sharon Bowman– Approved 6/7/2017
8	RECRUITMENT OFFICER	VACANT
9	FEDERATION ASSISTANCE OFFICER	EVELYN SEABROOK– Approved 6/7/2017
10	AUDITOR	LINDA HARMON– Approved 6/7/2017
11	TIME-PLACE-SITE CHAIR	VACANT--formerly Bob Lemley
12	CHAPLAIN	WILLIAM VANDER HEYDEN—TBD?
13	TRAINING OFFICER	ROLAND MOORE--replacing Sue Stein– Approved 6/7/2017
14	CONFERENCE/CONVENTION CHAIR	VACANT--formerly the Pfremmers
15	FEEA COORDINATOR	ARLETTE THOMAS– Approved 6/7/2017
16	NETWORK COORDINATOR	WILLIAM LEATHAM– Approved 6/7/2017
17	BALLOT AND TELLERS CHAIR	NEW--LINDA HARMON– Approved 6/7/2017
18	RESOLUTIONS CHAIR	NEW - VACANT

Motion 3: DVP-2 Carroll moved to appoint these members to the respective position as nominated by President Zitek. The motion was properly seconded by DVP-8 Ross and pass unanimously.

9. **Other Business.** President Zitek reported the revised NARFE Florida Bylaws have been approved. However, changes to chapter bylaws should not be made until he confirms, based on changes to NARFE National Bylaws, what changes if any must be made to chapter bylaws. He will raise this issue at the NARFE Federation Presidents Meeting in July 2017.

President Zitek adjourned the meeting at 11:33 am. The next board meeting will be at 10 am Eastern Time on Wednesday, August 2, 2017 via GoToMeeting.

Submitted by:
Pamela Busch
Secretary
NARFE Florida, Inc.

NARFE FLORIDA INC.
RECAP OF 2017 CONVENTION

This is recap of all receipts and expenses for the 2017 Convention held at the Rosen Plaza Hotel, Orlando Florida May 10 – 11, 2017.

The convention checking account balance after the 2015 convention was \$4,325.40. Since a convention was not being held in 2016, we decided to transfer \$10,000.00 (amount budgeted in FY2016 budget) from the NFI account to the state convention checking account.

CONVENTION ACCOUNT BALANCE	\$14,325.40
TOTAL RECEIPTS	\$19,430.24
TOTAL EXPENSES	\$22,573.92
DEFICIT	\$ 3,143.68
 CURRENT CONVENTION ACCOUNT	 \$11,493.50

In addition to the expenses paid out of the state convention account, we had the following expenses paid from the NFI checking account:

EXPENSES OF EB & GUESTS	\$ 7,317.59
PARLIAMENTARIAN	\$ 5,100.00
TOTAL EXPENSES	\$34,991.51

We also had the following expenses that were not charge to convention:

Public Relations (ad in Orlando Sentinel)	\$750.00
Training (Tammy Flanagan speakers fee)	\$750.00

Actual expenses for convention were paid out of the convention checking account and the deficit was only \$3,143.68..

District Vice-President (DVP) Duties and Responsibilities

The District Vice-Presidents are the link between the NARFE Florida Federation and the chapter members and “national only” members in their districts.

The DVPs are assigned the following regular duties and responsibilities:

1. Generally, the DVPs have the following duties: (a) to represent the NFI President in all matters pertaining to NARFE Florida business in their respective districts, except for policy-making; (a) to consult other federation officers and the Regional Vice-President to help achieve established goals of NARFE Florida and NARFE National; and (c) to function as a liaison between the NFI Executive Board and the members in their respective districts through appropriate and effective means and methods.
2. To provide leadership to the members in their designated districts and to convey to the members the actions of the federation and/or the Executive Board, and to carry out such actions as required.
3. To visit the members in each chapter within their respective districts at least once during the year; to otherwise maintain contact with the chapter members by telephone, letter and/or email, all for the purposes of promoting and enhancing an exchange of ideas among the members of the chapters and the NFI Executive Board.
4. To establish and maintain appropriate and effective contact with the “national only” members in their respective districts, also for the purposes of promoting and enhancing an exchange of ideas among them and the NFI Executive Board.
5. To attend Executive Board meetings as scheduled, and to support the goals of the Federation, the NARFE National Executive Board and NARFE’s legislative priorities.
6. To submit a projected one-year district budget, which is included as a budget line item for approval during the budget planning cycle; to submit claims for reimbursement of district expenses allowed by the NFI Fiscal Policy and in accordance with it to the Treasurer on a monthly basis during the fiscal year.
7. To organize and preside over an annual District meeting to which all NARFE members assigned to their respective district shall be invited to attend.
8. To complete all other duties, such as “special events,” as requested or assigned by the NFI President. “Special events” include mini-seminars, recruiting events, and public relations events, which are conducted to increase NARFE membership and raise awareness of issues facing the federal workforce. The DVPs are expected to plan, organize, staff, and carry out these events.

9. To maintain an awareness of, and becoming familiar with, the problems and needs of the members their respective districts and help resolve problems and satisfy needs. The DVPs should consult other federation officers to help achieve established goals.

10. To order from NARFE National supplies and other items needed to reactivate inactive chapters, organize new ones and recruit new members, and to provide services to “national only” members.

11. For recruiting, the DVP should use ORM reports (see Tab 14) available to federation and chapter presidents and maintained by National Headquarters’ Federation and Chapter Services. New members should be referred to appropriate chapters. Chapter membership committees should be asked to follow up on all prospects.

12. After elections, outgoing officers should provide all pertinent information to their successors with information pertaining to the duties and functions of their respective offices. At the end of a term of office, all official files, materials and supplies pertinent to an outgoing officer’s function should be promptly transferred to his/her successor.

**SUGGESTED AGENDA FOR
ANNUAL DISTRICT MEETINGS
(Agenda not in any particular order)**

1. Preliminaries
2. Designate a temporary District Secretary
3. Introduction of attendees and special guests
4. Presentations by NFI Statewide Federation Officers
5. Presentation by DVP, including a discussion of issues and problems relating to the specific affairs of the District affecting all District members
6. Review NFI goals and objectives and determine appropriate action to be taken to achieve them within the District
7. Presentation and discussion of current issues regarding political advocacy relating to earned employments benefits
8. Presentation and discussion on a subject relating to benefits assistance
9. Discussion of special projects to promote public relations, and to recruit and retain members
10. Conduct training as needed
11. Discuss any pending resolutions, or propose the adoption of resolutions
12. Nominate candidates for elected positions and/or discuss qualifications of candidates
13. Select members to participate in NFI committees
14. Include at least one meal to provide an opportunity for socializing

NARFE FLORIDA, INC.
FEDERATION ASSISTANCE PROGRAM

The NARFE Florida Executive Board has created the Federation Assistance Program (FAP) to provide members of chapter affiliates and individual “national only” members (hereinafter collectively referred to as “members”) with the incentive and funding to create and implement local actions or events involving recruitment, retention, and public relations (hereinafter “RRP events) that may not otherwise be possible due to lack of member funds. Members are encouraged to be creative and innovative in their thinking to better enhance NARFE’s place in Florida’s communities and to grow and retain our members.

Under the FAP guidelines, and assuming the availability of NARFE Florida funds, members are eligible for up to \$200 per request, once every six months, to initiate an RRP event. The RRP event must be designed and implemented to contribute to enlarging and retaining our membership. FAP funds are not intended to be used for normal or routine chapter or individual operating activities (such as the cost of printing and mailing newsletters, routine correspondence, or purchasing liability insurance), nor to replace funds used to pay for such activities.

FAP funds are not intended to be in the form of a “grant.” In order to receive FAP funds, members must provide written documentation to NARFE Florida in support of each separate expenditure. Supporting documentation of said RRP events must also be provided. Unused FAP funds must be returned to the NARFE Florida treasury.

Any member may submit a request for FAP funds, either directly or through a NARFE Florida Officer. To submit a request for FAP funds, please complete the FAP form located on the NARFE Florida website and send it, together with supporting documentation for expenses, to the designated FAP officer for approval. Upon approval, the FAP officer will forward the request to the NARFE Florida Treasurer for payment to the submitting member. In the alternative, a member may submit the FAP form in advance of expending any chapter or personal funds for the purpose of obtaining tentative approval from the FAP officer that the proposal meets the NARFE Florida guidelines.

If you have any questions or would like to discuss your proposal before submission, please feel free to contact the FAP Officer.