



Executive Board Meeting April 7, 2021

On Wednesday, April 7, 2021 the NARFE Florida, Inc. (NFI) Executive Board met via “ZOOM.” President Terry Zitek called the meeting to order at 10:07 a.m. Eastern Standard Time.

A Moment of Silence was held and then the Pledge to the Flag.

On roll call, board members in attendance formed a quorum:

President - Terry Zitek
Vice President - William Leatham
Secretary - Janie Clark
Treasurer - Patricia Staley

District 1 Vice President –Don Wills
District 2 Vice President- Richard Carroll
District 3 Vice President -Evelyn Seabrook
District 4 Vice President - Vacant
District 5 Vice President- Jane Lemley
District 6 Vice President - Vacant
District 7 Vice President –Sardebra Wright Absent
District 8 Vice President -David Ross

Also attending:

NFI Auditor- Linda Harmon, Chapter 1322
NFI Legislative Officer- Mark Silverstein, Chapter 1224
NFI Senatorial Officer- Greg D’Alessio, Chapter 2273
NFI Membership Officer- Susan Parkins, Chapter 1414
NFI Public Relations Officer- Patricia Vevera, Chapter 2247
NFI Chairman 2021 Convention – Nancy Abney, Chapter 553

1. **Minutes of Executive Board Meeting on:** February 3, 2021. Prior to the meeting, Secretary Janie Clark distributed the minutes of the last meeting to board members via email. **Motion 1:** DVP-5 Jane Lemley moved to approve the minutes as received. The motion was properly seconded by Vice President Bill Leatham. The motion was passed with no opposition. VP Bill Leatham will post the approved minutes on the NARFE Florida website.

2. DVP Installation: Terry introduced Don Wills of Chapter 86 Pensacola who has agreed to accept the position of DVP-1. All officers agreed to the nomination and Terry administered the oath of office. Don will be fulfilling the vacancy left by Bob Shaw.

3. Report from NFI President-Terry Zitek: Terry said that Dave Bowman of NARFE National is working on revising the Membership Renewal form again. Terry questioned, how does National contact National Only Members for renewal? NARFE has lost 800 or so National Only Members over the last few years.

Terry noted that in consultation with NARFE National (to determine speaker availability), we will be holding our District Meeting on April 29, 2021 from approximately 10:00 a.m. until 12:00 noon EDT. He has lined up President Ken Thomas, RVP-3 Clarence Robinson, and Grassroots Program Manager Marsha Goad as speakers. He has told them to speak no longer than 15 minutes each, and he has put them up near the front of the agenda.

Terry will speak following them, and will try to limit his remarks to less than 30 minutes. He has a slide show presentation which includes information about congressional committee assignments, and a section on NARFE-PAC contributions and disbursements (which many NARFE members find extremely interesting.)

4. Report from NFI VP- Bill Leatham: Bill noted that death is one cause of lost members. Bill stressed that we will be needing an editor for the NFI website. We are going to transition to Word Press for the website. We need more glitz to attract members to the website.

5. Report from NFI Secretary- Janie Clark. Janie stated that she will continue to work on chapter closings and getting more familiar with scheduling ZOOM meetings.

6. Report from NFI Treasurer- Pat Staley: (Holding of chapter funds pending chapter closing) Pat said that there is some confusion on what National does with dues when a chapter is closing. Katherine Hensely of NARFE National oversees this issue.

Pat had compiled a "Recap of History of the Handling of Escrowed Chapter Funds during Chapter Closings." She had emailed a copy of this report to all board members and DVP's.

It was noted that this information is a great tool for DVP's and chapter Presidents to use.

Pat let everyone know that the end of the fiscal year is May 31, 2021 and she would like all outstanding bills submitted to her by May 15, 2021.

Pat mentioned that we will have a new treasurer coming in, in October (La-Nita Boston) and she suggested that since our expenses have been very light since the pandemic that it would be a good time to invest in getting the new treasurer a computer, printer, the Quicken Program and Office 365. All these items would be the property of NFI.

Motion 2: DVP-8 David Ross moved to have Treasurer Pat Staley look into the cost and availability of these items and report back at the next board meeting. The motion was properly seconded by DVP-5 Jane Lemley. The motion passed.

Terry noted that we need to set the budget for the upcoming year at our June meeting.

7. Status of 4-29-2021 District Meeting and how to Notify & Invite Members: After some discussion the following plans were made for the District Meeting.

1. ZOOM meeting format will be used also via Smart Phone.
2. Bill Leatham will send out meeting invitations.
3. A brief overview of the meeting will be sent to the DVP's.
4. Terry Zitek will notify NARFE President Ken Thomas of the meeting and agenda.
5. Terry will present a slide-show presentation.
6. Ken Thomas, Clarence Robinson and Marsha Goad will also present at the meeting.
7. Linda Harmon will work on getting meeting notice out to National Only Members.

8. Membership-Recruitment, Reinstatement: Membership Chair Susan Parkins opened up a discussion for ideas to help with these issues of membership recruitment and reinstatement. DVP-3 Evelyn Seabrook noted that membership continues to fall and we need an aggressive campaign to bolster our membership.

Susan stated that we have more National Only Members in Florida than non-national. She said that we need a team effort to create a new website to support recruiting and retention. Our first action now is to create a survey of our current members to analyze the technique we need for successful development.

Newly installed DVP-1 Don Wills said he has a plan to utilize that opportunity for recruitment.

Evelyn suggest a recruiting contest to run from August 1st to January 31st and give a prize to whomever brings in the most members. A \$5.00 reimbursement was suggested. Other suggestions for the contest plan were:

1. Contact new retirees.
2. Contact current employees.
3. Beef up our technology.
4. Make the \$5.00 prize \$10.00.
5. Give a gift membership.
6. Make this a year-round program.
7. Evelyn will work up a proposal and send to everyone.
8. There will be another discussion at our June meeting.

10.Statewide Conference-2021: Convention Chair Nancy Abney stated we needed a discussion on having a State-Wide convention, date, program etc. Due to the issues of the Pandemic it was decided to have this discussion at the June meeting to make a decision.

Adjournment/Next Meeting

President Zitek adjourned the meeting at 12:02 p.m. Eastern Standard Time. The next board meeting will be at 10:00 a.m. on Wednesday, June 2, 2021 via "ZOOM".

Submitted by:

Janie L. Clark, Secretary NARFE FL. Inc.

