



Executive Board Meeting August 7, 2019

On Wednesday, August 7, 2019, the NARFE Florida, Inc. (NFI) Executive Board met via GoToMeeting. President Terry Zitek called the meeting to order at 10:00 am Eastern Time. On roll call, board members in attendance formed a quorum:

President Terry Zitek
Vice President William Leatham
Secretary Pamela Busch – Absent
Treasurer Patricia Staley
District 1 Vice President Robert Shaw - Absent
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 Glenda Tyse
District 8 Vice President David Ross

Also attending:

NFI Auditor Linda Harmon, Chapter 1322, West Hernando
NFI Legislative Officer Mark Silverstein, Chapter 1224, Strawberry Chapter
Janie Clark, Chapter 1224, Strawberry Chapter

1. **Minutes of Executive Board Meeting on May 9, 2019.** Prior to the meeting, Secretary Busch distributed the minutes of the last meeting to board members via email. Attendees were asked to confirm their attendance at the previous meeting held at the Rosen Plaza Hotel. Auditor Linda Harmon confirmed she did not attend that meeting. **Motion 1:** DVP-5 Lemley moved to approve the minutes as distributed and corrected. The motion was properly seconded by DVP-2 Carroll. The motion passed with no opposition. VP Leatham will post approved minutes on the NARFE Florida website.

2. **District Service Officers.** President Zitek shared that there have been volunteers for the position of Service Officer within NFI districts. In District 5, Steve Abney and in District 8, Christian Stearns have volunteered. **Motion 2:** President Zitek recommended that these two members be appointed to the position of District Service Officer within their respective

districts. VP Leatham moved to approve the recommendation of President Zitek to appoint Steve Abney as District 5 Service Officer and to appoint Christian Stearns as District 8 Service Officer. The motion was properly seconded by Treasurer Staley. The motion passed with no opposition. District Service Officers are now assigned in all districts except Districts 1, 6 and 7.

3. **NARFE Membership Database Transition.** VP Leatham, who is also a member of the NARFE Configuration Advisory Board (CAB), reported there have been numerous errors in member data which have been discovered during the recent transition into the new AMS database which replaced the OAM system. Treasurer Staley also shared that the regular monthly receipt of membership dues (10% funds) have been impacted by this transition in the form of delays and questionable amounts. There is no projection date as to when these issues will be corrected.

4. **Audit of NFI Financial Statements for Fiscal Year 2019.** Auditor Harmon reported on her letter of June 17, 2019 with attachments (see attached), which was distributed to board members prior to this meeting. The board discussed ways to improve membership recruitment and retention as well as legislative outreach while being mindful of budget parameters.

5. **Future NFI Conference/Committee.** President Zitek noted under the NFI Bylaws, an annual in-person conference is not required. He asked DVP-3 Seabrook to chair a committee to gather new ideas for future conferences, using a “clean slate.” DVP-3 Seabrook agreed, and Treasurer Staley volunteered to assist her. President Zitek asked that the committee report to the board at the next meeting in October 2019.

6. **Revised NFI Fiscal Policy.** President Zitek led discussion of the document he distributed to board members prior to this meeting (see attached). Treasurer Staley and he proposed a more simplified version of the existing policy which better covers in general terms. Section 2. Paragraph b. was highlighted as it related to a motion that passed during the May 9, 2019 meeting regarding travel mileage reimbursement of \$.58 per mile. The attached revision restates reimbursement will be based on “the IRS standard business mileage rate in effect at the time of travel” thereby reducing the need to change the fiscal policy document as that rate changes over time. **Motion 3:** VP Leatham moved to adopt the revised NFI Fiscal Policy as proposed by President Zitek and Treasurer Staley. The motion was properly seconded by DVP-5 Lemley. The motion passed with no opposition. The newly revised document will be distributed among the board members and posted on the NFI website.

7. **NARFE National Template for Federation Bylaws.** President Zitek asked DVPs to review the proposed template and provide comments to him. The template was distributed to board members via email prior to this meeting.

8. Status of Chapter Closings. In the absence of Secretary Busch who has handled the closure paperwork, President Zitek reported that he is aware of three chapters identified for closing:

Largo-Seminole Chapter 0845

Port St. Lucie Chapter 1589

Southwest Marion County Chapter 2279

Treasurer Staley announced she has received chapter funds from New Smyrna/Port Orange Chapter 1844. As Secretary Busch will resign effective September 30, 2019, Janie Clark from Chapter 1224 will take over the secretary duties effective October 1, 2019.

President Zitek adjourned the meeting at 12:06 pm Eastern Time. The next board meeting will be at 10 am on Wednesday, October 2, 2019, via GoToMeeting.

*Submitted by:

Pamela Busch

Secretary

NARFE Florida, Inc.

*In the absence of Secretary Busch, the meeting was recorded by VP Leatham using the GoToWebinar software. Following the meeting, VP Leatham providing the audio recording to Secretary Busch for transcription.