



**Executive Board Meeting  
May 9, 2019**

On Thursday, May 9, 2019, the NARFE Florida, Inc. (NFI) Executive Board met at the Rosen Plaza Hotel in Orlando, Florida. This meeting was held immediately following the close of the NFI 2019 Conference at the same location. President Terry Zitek called the meeting to order at 2:35 pm Eastern Time. 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 - Absent  
District 2 Vice President Richard Carroll - Absent  
District 3 Vice President Evelyn Seabrook  
District 4 Vice President - Vacant  
District 5 Vice President Roland Moore - Absent  
District 6 Vice President - Vacant  
District 7 Vice President Glenda Tyse  
District 8 Vice President David Ross

Also attending:

Jane Lemley, Past President, Chapter 1224, Strawberry Chapter  
Deborah Goettelman, National Member  
Mark Silverstein, Legislative Officer, Chapter 1224, Strawberry Chapter  
Janie Clark, Chapter 1224, Strawberry Chapter  
William Staley, Chapter 1224, Strawberry Chapter  
Robert Lemley, Chapter 1224, Strawberry Chapter

1. **Minutes of Executive Board Meeting on March 6, 2019.** Prior to the meeting, Secretary Busch distributed the minutes of the last meeting to board members via email. **Motion 1:** DVP-8 Ross moved to approve the minutes as distributed. The motion was properly seconded by DVP-3 Seabrook. The motion passed with no opposition. VP Leatham will post approved minutes on the NARFE Florida website.

## **2. Elections/Vacancies on NFI Executive Board.**

a. President Zitek addressed the vacant positions on the NFI Executive Board. Under Article VIII of the NFI Bylaws, the current Board may vote to approve any immediate appointments to the Board, and if approved, those members will take the oath of office and join the Board. **Motion 2**: President Zitek recommended to the Board the immediately appointment of the following members:

District 5 Vice President, Jane Lemley, Chapter 1224

District 6 Vice President, Deborah Goettelman, National Member

DVP-3 Seabrook properly seconded the motion. On verbal vote, the motion passed unopposed. President Zitek administered the oath of office to these two new officers.

b. **Motion 3**: President Zitek recommend the appointment of Janie Clark of Chapter 1224 to the position of Secretary vice Pamela Busch, to take effect on October 1, 2019. The motion was properly seconded by DVP-3 Seabrook. On verbal vote, the motion passed unopposed.

c. **Motion 4**: President Zitek announced he had received a nomination from Chapter 1137 President Shirley Honey to appoint Charles Manka as District 4 Vice President. DVP-8 Ross moved to approve the nomination of Charles Manka. DVP-5 Lemley properly seconded the motion. On verbal vote, the motion passed unopposed. As Mr. Manka was not present at this meeting, President Zitek stated the date of appointment and swearing into the office of District 4 Vice President will take place at a later date.

3. **Announcements.** President Zitek announced he will attend the NARFE Federation Presidents Meeting which will be held on July 8-10, 2019 in Scottsdale, Arizona. At the last Federation Presidents Meeting in August 2018, President Zitek led in documenting the assembly's request to revise the NARFE membership renewal form which was accepted by the NARFE Executive Board (NEB). He also led in documenting the assembly's concern that membership records for "national only" members are only accessible by Federation Presidents and Congressional District Leaders (CDLs). With the launch of the new OAM (renamed AMS) in June 2019, the interface to access membership database records will be revised. At the next Federation Presidents Meeting, he will inquire as to the development of recurring activity reports of gains, transfers, etc. as well as recurring reports of communications with congressional members.

## **4. NFI Budget.**

a. Treasurer Staley presented the draft budget for Fiscal Year beginning June 1, 2019 through May 31, 2020. She noted the currently stated checking account balance will be reduced by the end of May 2019 when expenses of the 2019 NFI Conference are disbursed. President Zitek added the income from membership dues is consistent for the past two years, so

anticipated income is reasonable. For Interest income, Treasurer Staley stated the actual amount will be higher than \$500 this fiscal year, and requested the projected amount be changed to \$600 for next fiscal year.

b. In Expenses, administrative expenses of the Alzheimer's program can be increased from \$50 to \$100. The category General Operating/Public Storage covers a storage unit in the Orlando area. In the past, the unit stored convention supplies and non-historical records (chapters closed in 2012-2014). Treasurer Staley reported the cost of storing NFI items will increase to \$153 per month starting June 1, 2019. She informed the board the financial records in storage are older than five years and, according to NARFE and IRS rules, may be destroyed. **Motion 5:** Treasurer Staley moved to terminate the storage contract and close the storage unit effective June 1, 2019. The motion was properly seconded by DVP-6 Ross. On verbal vote, the motion passed unopposed. **Motion 6:** DVP-6 Ross moved to collect and review the contents in storage, and to shred documents and properly dispose of all other items. The motion was properly seconded by Treasurer Staley. On verbal vote, the motion passed unopposed.

c. Also under Expenses, the amount allocated for National Conference should be zero as no conference is scheduled during the upcoming fiscal period. **Motion 7:** Secretary Busch moved to approve the draft budget as amended. The motion was properly seconded by DVP-8 Ross. On verbal vote, the motion passed unopposed.

5. **NFI Fiscal Policy.** Treasurer Staley addressed the request from Secretary Busch to increase the POV mileage rate to \$.58 per mile as shown in current federal regulations. President Zitek and the board concurred the policy needs revision, which can be addressed at the next meeting.

President Zitek adjourned the meeting at 5:00 pm Eastern Time. The next board meeting will be on Wednesday, August 7, 2019, via GoToMeeting.

Submitted by:  
Pamela Busch  
Secretary  
NARFE Florida, Inc.

Approved as corrected August 7, 2019.