

Kansas Federation of NARFE Chapters
Regular Executive Board Meeting
Best Western Holiday Manor Convention Center, McPherson, Kansas
June 2 -3, 2010

The Federation Spring Executive Board meeting was called to order at 11:00 a.m. at the Best Western Holiday Manor Convention Center, McPherson, Kansas.

Judy Etter, Chaplain, Area 1A Vice President, gave the invocation. Dixie Thomas, 1st Vice President led the Pledge of Allegiance.

Roll call was made by Louise Lloyd, Federation Secretary and as each person's name was called, they were asked to provide a short introduction about themselves:

Present: Carol Ek, President
Dixie Thomas, 1st Vice President and Public Relations Chair
Cindy Renee Blythe, 2nd Vice President and Membership Chair
Louise Lloyd, Secretary
G.P. (Jerry) Ketter, Treasurer
Robert Cranmer, Immediate Past President
Florence (Flo) Biehl, Area 1 Vice President
Judy Etter, Area 1A Vice President
Gale D. Beck Area 2 Vice President and Training Officer
Gary Kilgore, Area 2A Vice President
Donald L. Cooper, Area 3 Vice President and PAC Chair
Gary E. Townson, Area 4 Vice President and National Legislature Chair
Ronald Katt, Area 5 Vice President
Brenda Myers, Area 6 Vice President and Time and Place Chair
James F. Miller, State Legislative Chair
Janice A. Neuschafer, Alzheimer's Chair
James E. Dodd, Historian/NARFE Netter
Walter Germann, Retirement Benefits
Richard Thissen, Region V. Vice President

Quorum – Louise Lloyd, Secretary confirmed that there was a quorum present.

Minutes of Convention Meetings:

Minutes of all meetings have been mailed for availability of all members in advance of this meeting. Louise Lloyd moved that reading of the minutes be waived. (Robert's Rules of Order, Page 343). The motion was seconded by Robert Cranmer. President Carol Ek stated that a correction was needed to the April 27th convention minutes under Federation President Awards for 2010 to reflect that Eugene Harter served as Area 1A VP for two years, from 2008 -2010. His certificate reflected only 2009 – 2010. Judy Etter moved that minutes be approved as corrected. The motion was seconded. Minutes approved as corrected. Unanimous approval was given with an "aye" vote

Appointed Chairs 2010 – 2011:

President Ek announced that the following appointed positions have been filled:
Dixie Thomas. Public Relations

Cindy Renee Blythe, Membership Chair
Gale D. Beck, Training Officer
Donald L. Cooper, NARFE-PAC Coordinator
James F. Miller, State Legislative Chair
James E. Dodd, NARFE-Netter and Historian
Janice A. Neuschafer, Alzheimer's Chair
Gary E. Townson, National Legislative Chair
Walter R. Germann, Retirement Benefits

Gary Townson moved that the appointments be ratified, motion was seconded. Unanimous approval was given with "aye" vote.

Education:

Training presentations were made by the following individuals:

Richard Thissen – Organization of NARFE - See notes below.

Carol Ek – Federation Executive Board makeup – See notes below.

Gale D. Beck – What is the Area Vice-President's job – *See attachment.*

Gary Townson – Discussion Legislation through the eyes of the member – *See attachments.*

Donald Cooper – NARFE Political Action Committee (PAC) - What is it? – *See attachments.*

Janice Neuschafer – Alzheimer's: How donations are handled once received; forms to use for donations; Memorials; and Promotions used by some chapters to raise donations. – *See attachments.*

Walter Germann – Service Officer, - Why every chapter needs a Service officer – *See attachments.*

Jim Miller – My role as State Legislative Officer, and why members need to talk to hometown representatives. - *See attachments.*

Cindy Renee Blythe – Membership – What help do you need from other board members, and what I am going to do to promote membership? – See attachment

Dixie Thomas – Public Relations Plans for the year, and what should we be doing to promote NARFE?

Jim Dodd – Why is it important to have a NARFE Netter, and how can the NARFE Netter be used to promote NARFE? – *See attachment.*

Jerry Ketter – Treasurer – What charges can be charged to the voucher statement, what documentation is needed; how to document mileage and meals, and how often should vouchers be submitted. (Note information required is documented in Paragraph 409 in the Federation Policies and Procedures. A copy of the voucher is available on the Kansas Federation website.)

Reports

1. Richard Thissen, Region V Vice President explained the Organization of NARFE. He explained that the National Executive Board (NEB) is comprised of ten (10) elected Regional Vice Presidents (VPs) and four elected National officers and about 60 employees. Will Spears is essentially the Chief of Staff, and if you are unable to get a question answered, Richard said to e-mail Will and he will see that you get an answer. Richard explained that the NEB cannot change bylaws by themselves, that bylaws can only be changed by a 2/3 vote of all the chapters, thus very hard to get a bylaw changed, such as dues increase. Region VPs are allowed to run the Regions the way they choose, only four of the Regions offer training similar to that of the College of NARFE Knowledge (CONK). The Region VPs converse and compare issues. There are four committees at the national level which include Investment Committee, Audit Committee, Scholarship Committee and Site Selection Committee. The President appoints all the committees except for the Audit Committee. Richard is chair of the Audit Committee which is

determined by the Regional Vice Presidents. There is now a site selection committee for the National Convention, and the committee will select the site for the first time for the 2014 National convention. The site for this convention will be announced on June 16th.

Richard addressed the following questions as requested by President Ek:

- a. If the Missouri resolution for increased dues passes, has there been any provision made for a reduced dues if you are on the dues withholding program? **Response:** Members on dues withholding would pay \$34 for national dues, plus local chapter dues. Richard also explained that if you want to add spouse to dues withholding, you can only add at the primary spouse's renewal time. Survivors, can set up on dues withholding once the survivor starts getting their own annuity.
- b. When should a member file for dues withholding for proper allocation? **Response:** Member should file when they receive the first dues notice. It takes about two months for the process to be completed through OPM.
- c. Where chapters have not kept records of member's ages and tenure is there any way that Headquarters can give that information to the chapter? **Response:** That information can be provided by Kathy Thigpen or Phyllis Higgins. Richard recommended that you send your request via an e-mail to one of these individuals. In addition, if you need a copy of the charter for your chapter, they can also provide this.
- d. Who should you contact at National if you have a question on a member's dues and what you need to do to correct a situation? **Response:** Sandra Lawling is designated as the contact for problems on membership records.

Richard explained that you can contact any individual in NARFE HQ via e-mail, by typing their 1st initial, last name @NARFE.org. (ex.PHiggins@narfe.org)

Richard also explained that many members who have Life Memberships may not pay chapter dues, but are still members of NARFE, but are classified as non-voting members. Richard suggested that chapters should talk to these non-voting members to ascertain why they may be only non-voting members. You should ask if that is their choice, or is it because of an oversight that they didn't realize they had received a dues renewal notice, as these frequently are sent out during the Christmas season. Richard also indicated that a Life Member can pay dues directly to the chapter, and a Life Member can prepay dues for several years in advance.

It was also discussed that at one time, becoming a Life member was quite a bargain, but currently not that cost effective. However, if a dues increase is passed to raise dues from \$29 to \$40, it would be cost effective to become a Life Member now if you felt that you will be a member for at least 10 more years.

Richard also explained that it is very costly for Headquarters to make any modifications to the M-114 report. To add one column to the M-114, for example to identify those eligible to be distinguished members costs \$30,000. Eligibility for Distinguished members is 85 years of age, and 20 years as member. In addition, many older members never provided their age.

Richard also indicated that the first dues renewal notice sent to individuals is 2nd class mail, so individuals may be disregarding the mail as unimportant. This could be the reason for non renewals from that first notice.

2. Carol Ek, President, explained that the Federation Executive Board consists of both Elected and Appointed positions. Only elected positions can vote at the board meetings, however the appointed positions, even though non-voting members are very important as well to the Federation board. These individuals have tremendous experience and provide valuable information with the Executive Board for many of the decisions made by the board.

Report by Region V Vice President Richard Thissen

Vice President Thissen emphasized that it was important to either have a delegate represent a chapter at the National Convention, or ensure that the Proxy for your chapter is provided to another member so that all chapters in the State of Kansas are represented. At the last National Convention, Region V had 96% of the region votes represented. By having such a large percentage of the votes accounted for, it helps level the playing field of the smaller states against the larger states who may not have as large a percentage of their chapters represented. Richard also emphasized that “Meet the Candidates Month is coming up in August, and that it is critical to attend the town hall meetings and give them your ideas. It is important to meet with all the candidates since we don’t know who may get elected. We need to be represented so that we can counter the statements by people who say to cut the federal retirees and employees benefits because we get too much money. Richard also emphasized the need to keep working on membership recruitment and retention. Also the NARFE Convention will be having elections. Richard recommended that for those chapters who will have proxies carried by an individual from another chapter, to not restrict the person carrying your proxy on voting in a specific way. Allow them the ability to react to things that may arise at the convention that would be better for them.

Cindy Renee Blythe added that when attending Town Hall Meetings that you should ask the candidates about the “SAVE” Program started by President Obama. This program asks Federal employees for ideas on how the Government can save money, so if the candidates want to know how to save some money, advise them that there are already many feasible suggestions to work from.

President Ek explained the process that chapters are to follow to submit Delegate Registration Forms for the National Convention. She emphasized that it is important that the forms be filled out accurately, and that the delegates are in good standing with NARFE as substantiated on the M-114 report. The delegate form must be submitted by June 30th to NARFE Headquarters, with the Federation copy of the form submitted to Louise Lloyd, Federation Secretary. President Ek emphasized that if the chapter will not be sending a delegate, but requesting that a Proxy be carried by another chapter, the Chapter President should only complete the information identifying their chapter number, as well as just completing the bottom block on the form requesting the signature of the chapter president or secretary. If the chapter will be utilizing the proxy for their representation, **the complete form** should be mailed to Louise Lloyd Federation Secretary by June 30th. (Address for Louise is: **11433 Rene, Lenexa, KS 66215**).

Appointed 2011 Convention Chairs

Convention chairs appointed for the 2011 State Federation Convention are:

Bylaws and Resolutions – Cindy Renee Blythe	Parliamentarian – Regina Barger
Time and Place – Brenda Myers	Convention Rules – Regina Barger
Credentials Chair – Lana Pender, Old Trooper Chapter 0383, Junction City (host convention site).	

Gary Townson made motion that the appointments be ratified. The motion was seconded and unanimous approval was given with “aye” vote.

Revisions to Policies and Procedures Manual

Paragraph 104 – Secretary Duties

Based on discussion among the Executive Board members, it was agreed that Paragraph 104 (a) be revised by deleting the words “chapter and”. Paragraph 104 (a) revised to read – The federation secretary shall furnish one copy of the new chapter officer’s roster annually to each executive board member after the December F-7 has been accounted for and the roster updated.

Paragraph 403 – Investment Funds

Jerry Ketter made motion that we eliminate the first sentence in paragraph 403 (a) which reads: Approximately one-half (1/2) of the current working balance in bank checking accounts shall be invested in 6-month certificates of deposit. Motion seconded and approved with a unanimous “aye” vote. Paragraph 403 (a) revised to read – The president, treasurer and secretary shall jointly make the decision as to the amount and place to invest these funds.

Don Cooper made motion that we add new subparagraph 403 (b) to read as follows: The treasurer shall notify the Executive Board members of major changes in investments. Motion seconded and approved with a unanimous “aye” vote.

Paragraph 409 - Executive Board Travel Costs To Attend Board Meetings

Brenda Myers made motion to eliminate last highlighted sentence of Paragraph 409 (a) which reads: Any such voucher should be routed through the President prior to submission to the Treasurer for payment. Motion seconded, and approved with a unanimous “aye” vote.

Paragraph 416 – Chapter Anniversary Galas, Christmas Parties, Picnics, Etc.

Cindy Renee Blythe made a revised motion that Paragraph 416 (a) be revised to read as follows: If an invitation has been issued to the President and/or Area Vice President to an “official function” reimbursement for expenses may be requested. The President may appoint a representative to attend in his/her place. Motion seconded, and approved with a unanimous “aye” vote.

Paragraph 418 – Membership Pins

Robert Cranmer made motion that entire Paragraph 418 (a) be deleted from the manual. Paragraph 418 (a) reads:(Deleted – membership pins are no longer available.) (Revised June 07, 2006). Motion seconded, and approved with a unanimous “aye” vote.

Note: This will subsequently require renumbering of paragraphs in the Policies and Procedures.

Paragraph 419 – Mailings Made by Federation Chairpersons

Judy Etter made motion to revise language in the first sentence of Paragraph 419 (a) to read: All appointed federation chairpersons are authorized four annual mailings relating to their assigned

responsibilities to all chapters. Current language reads “two” annual mailings. Motion seconded, and approved with a unanimous “aye” vote.

Paragraph 420 – Free Membership Drawings

Gary Townson made motion to revise language in Paragraph 420 (a) to read: The federation will conduct a free membership registration drawing for promotional purposes (as authorized by the President) and award a free one year membership to winners. Motion seconded, approved with a unanimous “aye” vote.

Paragraph 601 – Federation Newsletter

Ron Katt made motion to revise the first sentence of Paragraph 601 (a) to read: The federation shall publish a quarterly newsletter (March, June, September and December). Motion seconded, approved with a unanimous “aye” vote.

(Note: This is effective immediately.)

Paragraph 706 – Recruitment Recognition

Judy Etter made motion to eliminate Paragraph 706 (d) which reads: Certificates shall be awarded to individuals who convert or sign up at least three members to dues withholding, life membership or a combination of the preceding categories. Motion seconded, and approved with a unanimous “aye” vote to eliminate Paragraph 706 (d).

2010 Federation Financial Summary

Jim Miller, 2010 Federation Convention Chair, provided a Financial Summary of the 56th Annual Convention Hosted by Chapter 0002, Topeka, Kansas. Based on the Financial Summary the Total Actual Receipts were \$11,036, Total Disbursements \$9,451, with a Net Excess of \$1,585. Of this amount \$400 was disbursed to the Federation and \$1,185 was retained by Chapter 0002. With the proceeds returned to the chapter, it will allow their chapter to help subsidize the costs for 3 members to attend the National Convention. Jim mentioned that they chose to print the program in black and white to save money, and were able to get a discount on the costs of printing the Convention Program. (See attachment).

Federation Convention Evaluations

Jim Miller reported briefly on the 2010 State Convention evaluations that had been turned in. Jim had left the evaluation sheets at home, and indicated he would provide them to Carol. (See evaluation summary below). Jim stated that it was almost unanimous per the comments that the food was great. Jim cited one particular instance where an individual had gotten steaks that were not cooked well enough. Jim emphasized that in such instances it is very important to bring the matter immediately to the attention of the Convention Chair via the Sergeant At Arms so that they can work with the hotel to get the problem rectified. If not reported to the chair in a timely manner, there is nothing the convention committee can do to correct the problem.

Convention schedule VG-54, Good-33, Fair-1

Sunday Committee Meetings- VG-21, Good-16, Fair-2

Membership- VG-3, Good-6

Credentials- VG-3, Good-4, Poor-1

Speaker content VG-46, Good-33, Fair -3

By-Laws, Resolutions VG-4, Good-7, Fair-1

Convention rules- VG-7, Good- 7

Time and Place- VG-5, Good- 4

Alzheimer's- VG- 6
Service Officer- VG-6, Good- 5
Committee Chairs Reports- VG-38, Good-38, Fair-4
Memorial Service- VG-55, Good-25- Fair-7
Live Auction- VG-49, Good- 24, Fair-4

Legislative / PAC- VG- 9, Good- 3
Computer Workshop- VG-4
Reports of Officers- VG-41, Good- 37, Fair-1
Silent Auction- VG-52, Good- 22, Fair-7
Handout Information- VG-42, Good- 33, Fair- 6

2011 Kansas State Convention

- a. Sunday agenda - President Ek discussed some changes to the agenda that she wanted considered for the Sunday meetings at the 2011 Federation Convention. The recommendations included holding the following meetings at 10:00 a.m as they have to be held apart from other meetings: Convention Rules; Bylaws and Resolutions; Nominations; Audit and Time and Place. Following the meetings at 11:00 a.m., a tour might be offered, possibly to include lunch with return to the hotel by 2:00 p.m. It was recommended that the Host chapter contact Jim Mitchell to see what tours might be possible. President Ek additionally recommended an Open Forum – “Answers to Your Questions” beginning at 2:30 p.m. which would include the chairs of the Membership, Public Relations, Legislative (Federal and State), PAC, and Alzheimer's to discuss their programs with all members rather than splitting into separate groups. This Open Forum would also include representatives from Headquarters and our Region V Vice-President, Richard Thissen. The Open Forum would conclude no later than 4:30 p.m. To make this Open Forum most effective, Richard suggested you ensure some questions are seeded among the members to get the dialogue started, and then the whole process becomes more dynamic. The rest of the evening's events would remain the same, Sunday dinner, Opening Session of the Convention and the Alzheimer's Auction.

Judy Etter moved that we try the above stated recommendations made by President Ek for 2011. Motion seconded and Motion passed by unanimous “aye” votes.

- b. Memorial Service – President Ek recommended that consideration be given to changing the Memorial Service. Having received a number of ideas, President Ek recommended that the host chapter would do a reading or poem, and that the Chaplain would be involved in preparing the service. Judy Etter has consented to be the Convention Chaplain for 2010-11. President Ek also recommended that the Area Vice Presidents would read the names of the individuals from their areas. Motion was made by Judy Etter that we revise the Memorial procedure based on the President's recommendations. Motion seconded and motion was approved with unanimous “aye” vote. President Ek agreed to write up the procedure and send out to the board to approve.
- c. Awards – President Ek recommended that process for Awards presentation be changed so less time spent on Photos and handing out awards one at a time. Possible solutions would be to group awards, and take pictures of the whole group, rather than individual pictures. In addition, President Ek recommended that decisions for awards should be more selective to ensure that the awards are representative of NARFE activities.
- d. Convention Reports – President Ek discussed the current procedure for reports, and stated that the past procedure included a form that she provided that could be followed. However, President Ek felt that there should not be a need to prescribe a “report” format per se. President Ek emphasized that all reports should not be the same format necessarily, but should include what's important, and be interesting; shouldn't just be quoting numbers and figures

unless it's going to make a point. A suggestion was made that reports be included in a book and each attendee would tell what page his/her report would be on and ask member to read the report on their own. President Ek did not want to include reports in program in lieu of making the personal report because from other organizations it has been known that members throw those books away without looking at them. President Ek also indicated she did not want to prescribe what Area Vice Presidents reported to the convention, but encouraged Area Vice Presidents to select something they are proud of that happens in their Area and would like all members to know about.

- e. Door prizes and number of drawings – President Ek discussed quality of door prizes. Every year chapters are asked to bring a wrapped door prize with a limit of \$10 to \$20. Several door prizes given out were of lesser quality and were disappointing to those who receive them. President Ek would prefer to limit number of door prize drawings and hopes host chapter will limit number of gifts. President Ek also remarked that when cash/check is donated that the Secretary has to get a card made out to show from what chapter. It was suggested that postage stamps are something typically appreciated as gifts and are practical, so they are one possibility for those chapters who have difficulty deciding on a doorprize that would be appreciated.
- f. NARFE PAC – President Ek recommended that more emphasis and better advertising needed for PAC Program and its purpose. Richard Thissen stated that a table top display sign can be obtained from HQ that can be used for the PAC convention as well for use by individual chapters. President Ek suggested that the PAC committee ensure they have enough people to help at the table, such as PAC coordinators from various chapters. It was also suggested that PAC be put in a place at the convention where NARFE attendees have to walk right past the table. It was recommended that for the 2011 Convention the host chapter should locate the NARFE PAC table in a good location. Richard Thissen indicated that in Minnesota, if an individual member donates \$20 to NARFE PAC shortly before their convention, they are given a ticket and they are entered into a drawing to be given away at the convention. Federation would have to pay their own money for the prize or obtain prizes, as NARFE PAC money could not be used for prizes. Generally it was felt that NARFE PAC needs to have more visibility in chapter, Area Vice Presidents should make a point to talk about NARFE PAC whenever they visit a chapter.
- g. Alzheimer's – President Ek indicated that she would prefer that less convention time be spent on Alzheimer's. It has been a complaint that too much time dedicated to Alzheimer's, and that there is no need to incorporate Alzheimer's into every presentation.
- h. Federation Drawing – President Ek raised the question whether we should continue with the Federation Drawing, and if interested she expressed a need for better visibility and more advertising. It was agreed that we need better publicity on what federation drawing is for. Judy Etter made motion that we have Federation Drawing. Motion seconded and motion passed with unanimous "aye" vote. The same options apply to having sufficient people and advertising the booth.
- i. Nominating Committee – President Ek suggested that we might consider looking at the Manner of handling the Assignment of how the Nominating Committee holds interviews at the convention. Some people have expressed that they find the current Interview process somewhat intimidating, and also that candidates nominated from the floor aren't subjected to this "interview" process. Though we can't change the process to accept nominations from the floor as this is stipulated under parliamentary procedure, the forum where the nominating committee meets with the candidates on Sundays could possibly be looked at and possibly be characterized a little differently, such as a Meet the candidates, or something to that effect.
- j. Introductions from Head Table during Meetings and Convention – President Ek announced that we would be doing introductions differently, and she expressed the desire that introductions

should say more than just announcing the person's name. And individuals should not be made to do introductions who are not comfortable doing them.

- k. Election Procedure – Nominations from the floor are required under Robert's Rules of Order Newly Revised, 10th Edition.

Treasurer's Report – Jerry Ketter

Jerry Ketter, Treasurer, passed out Income and Expense Comparison Reports for past three years, 2008, 2009, and 2010. Jerry also provided handout on Post Convention Spending and Projected Spending Estimates for June, July, August and September. Based off 4 month projection, Total Income would be \$3,600, and total expenses would be \$6,130.00, with overall expenses exceeding anticipated Income by \$2,530.00. However, the report also included the following totals: Checking account balance as of April 25, 2010, \$12,192.16. Checkbook balance June 2, 2010, \$9,654.57. Expected balance October 1, 2010, \$7,124.57. (See attachments).

President Ek announced that the contract she had with the Best Western Holiday Manor which included the meeting room and room set up, equipment, coffee, two meals for everyone only cost \$399.60, and that the hotel had provided exceptional service. She indicated that it was unfortunate that based on number of break out meeting rooms currently prescribed for our Federation convention committees, the hotel would not qualify to be a convention location.

Certificate of Appreciation and Monetary Gift for Ron Richey

President Ek indicated that a proposal has been made to show the Federation's appreciation to Ron Richey for the continued Legislative effort made to attend State Legislative sessions. Gary Townson made motion that we give Ron Richey \$100 plus a Certificate of Appreciation for his continued Legislative efforts. Motion seconded and passed with a unanimous "aye" vote.

National Convention Authorized Funds – Paragraph 415 NARFE Headquarters Conference or Convention Attendance

President Ek opened discussion regarding three individuals that will be attending the National convention to serve either on a committee, or in her case as Federation President. They will each be required to attend a day early. Motion made by Cindy Renee Blythe that we allocate \$2,500 to the members of the Federation Executive Board attending the National Convention, not to exceed \$500 to any one member. Motion seconded and motion passed by unanimous "aye" vote.

Area Vice Presidents

- a. In advance of the meeting, President Ek had asked Area Vice Presidents to contact their assigned chapter Presidents to find out if any of them would be celebrating Anniversaries, or other programs which could be a combined effort for an Area meeting.

Responses as follows:

Area 5 October 20th

Area 6, October 12th, Scott City, evening meeting

Richard Thissen mentioned that if any certificates were needed in the next six months, to let him know by June 14th and he would get them those requested .

- b. Area Vice Presidents were asked to report how many individuals within their respective areas were planning to attend the National Convention or Legislative Conference?

Responses as follows to the National Convention:

Area 1	8	Area 3	2
Area 1A	1	Area 4	3
Area 2	4	Area 5	0
Area 2A (Not present)		Area 6	Possibly 1

Officer Reports

See attachments for the reports from the Federation Board members.

Next Meeting

The next meeting will be held at the Marriott Courtyard in Junction City beginning at 9:00 a.m. on Tuesday October 19, 2010.

President Ek announced that she needs revised newsletter articles submitted to her following the meeting.

Meeting Adjourned

This meeting adjourned at 3:00 p.m.

Respectively,

Louise A. Lloyd

Secretary, Kansas Federation of NARFE Chapters