

NARFE Tennessee Federation Board Meeting August 15-16, 2019
Ramada Inn, Lebanon,

Call to order at 1300 by Federation President Evans

Invocation by B.J. Godwin

Pledge of allegiance led by VP Baker

Legislative Chair installation was deferred due to absence of Larry Minniear

Roll Call by Secretary Powers

• President	President Evans	Present
• First Vice-President	A Wayne Baker	Present
• Second Vice-President	Billy (BJ) Godwin	Present
• Third Vice-President	Donald Dotson	Absent
• Secretary	Timothy Powers	Present
• Treasurer	Norris Alderson	Present
• Legislative Chairman	Larry Minniear	Absent
• Membership Chairman	Rhonda Mooney	Absent
• Immediate Past President	Rhonda Mooney	Absent
• Alzheimer's Chairman	Joan Gates	Absent
• NARFE-PAC Chairman	Larry Minniear	Absent
• Newsletter Editor	Merilyn Evans	Absent
• Network Coordinator	Ronnie Collins	Present
• Service Officer	VACANT	
• State Legislative Officer	Larry Minniear	Absent
• Public Relations Officer	VACANT	
• Special Project Officer	VACANT	

Others present:

- NARFE Region X Vice President Bill Shackelford
- NARFE Region X Alzheimer's Chair Donna Shackelford

Approval of agenda for this meeting was introduced by President Evans. VP Baker suggested we add item for board to discuss moving location of board meetings from Ramada Inn. All agreed to add item. Agenda item No. 4 deleted due to absence of Legislative Chairman Minniear. Motion to approve agenda was made by Treasurer Alderson, with a second by VP Baker. Motion carried.

Reports

President Evans is busy with work. He did not make Federation presidents meeting. VP Baker was his substitute. Some chapters are failing. He wants to support chapters and we must dig in and do things differently.

VP Baker

He attended February Federation Board meeting. In March worked on chapter meeting dates. On April 4 visited Sevierville chapter which he considers a good chapter. On April 12 he sent standing rules to president. He attended Federation President's conference. He did article for newsletter. On June 12 he visited the Kingsport chapter and was encouraged that that one will not close.

He visited Cleveland chapter 860 at their request and spoke at the meeting. Cleveland is most enthusiastic and active of his chapters. They are organized and know what to do day to day. Meeting had 20

attendees. They had 2 new members in their 60's. Their oldest member is 94.

VP Baker next reported on attending NARFE Federation Presidents meeting for President Evans:

National president Ken Thomas spoke. He made a very positive talk. He talked about decline in membership. He said membership is 42% national only (actual is 48%). He said we need non-dues revenue. General conference feeling was must increase non-dues revenue to survive. He made no mention to increase dues. A committee is working on sources of revenue such as advertising, webinars, etc. The calendar and cards revenue is declining. He mentioned marketing and tracking capabilities. When asked about branding and new logo, he does not favor NARFE banner. He prefers new table covers for expos and fairs. The Government shutdown created 189 media appearances. NARFE was the only employee organization on television leading the news. He mentioned advocacy team which is the best in the business. NARFE is a unique organization. How can we help NARFE be better? He talked about NARFE headquarters building. The NEB decided to sell the building. It is not economically repairable to code. Barb Sido spoke on branding. The new brand guidelines on the web explain when not to use the logo. Headquarters got positive feedback on new branding. A new template for federation websites is coming. She mentioned new AMS. Federation presidents are not happy with AMS. Mr. Castro said they were trying to bring system up to speed. It will be ready to go next year. Financial goal is to break even in 3 years. NARFE has been deficit spending for 20 years. NARFE is now on track to break even this year. Advocacy is at forefront. Hot topics at headquarters are postal reform, the 2020 pay raise, and the OPM and GSA merger.

A very good video on rebranding was shown that should go to federations.

A proposal to establish a Federation Presidents Advisory Committee was made at the conference. The committee will be made up of federation presidents to advise the national president. From 5 to 15 members will be appointed by the national president. Some are permanent and some will rotate. This proposal was voted on and approved.

Dr. Gary Roundtree and Dr. Souda Haley presented a document titled "Profiles in Civil Service" which was collected from civil servants in Maryland, Virginia, Pennsylvania and D.C. VP Baker thinks Tennessee federation can do this. Lawmakers requested them to tell about civil service and how it contributes to country. They made a book with interviews of all kinds of people in federal govt. Interviews were personal accounts of careers of employees. Next topic was status reports on issues. Lynn Harper gave federation membership renewal form and procedure for closing chapters. It is a very difficult process to close chapters. Nothing has changed so far. Membership renewal form proposal is to have 2 forms one for chapter and one for national. The forms were revised to encourage chapter membership. Federations want increased access to national database. Restrictions are in place for federation officers. Headquarters is cautious due to security concerns.

On the federation and chapter bylaws topic only 311 chapters have submitted bylaws. Federation bylaws update guidance was disseminated. It provides a template and overview. Now it is much easier to use. Per capita dues are not required in the guidance. Johann De Castro, Staff Vice President, Finance and Administration, said

webinars are a pain and have many challenges. There are a lot of questions not answered. NARFE is making changes in response to NEB and federation Presidents and actually working to improve. Plan to rollout a full functioning system soon.

A Presentation was made on the NARFE 2019 national bylaws referendum. A 2/3 vote of the NEB is now required to have a referendum. Some federations use the online Go-To-Meeting program. Software and service cost \$349 for 151 people for one year. North Carolina and Kentucky use it per Region X Vice President Shackelford. He observed that it is cheaper to do online versus paying travel. West Virginia will do this soon.

After discussion, the Board will investigate more. Issues like how are minutes kept? Go-to-meeting software has capability to record everything and convert to MP4 for secretary to transcribe.

President Evans asked Network Coordinator Collins to investigate further. Henry Brattlie in North Carolina is source for info on setting up Go-To-Meeting. brattlie@brattlie.com. Discussion followed on board members needing PC/laptop with camera or just a microphone.

With Go-To-Meeting, only one session can go on at a time. The 3 vice presidents could use it to meet with their chapter presidents.

Secretary Powers will coordinate with Network Coordinator Collins on investigation of the Go-To-Meeting system.

The NARFE Bylaws and Resolutions committee identified eight items to be done before 2020 election: see NARFE website and August NARFE magazine for the eight items. Web address is

<https://www.narfe.org/communications/index.cfm?fa=viewArticle&ID=4593>. Copy and paste into browser.

Several presidents talked success rates of one man one vote. Cost is in play for mailing out ballots. Cost can be difficult.

Next the group divided into 5 group headed by federation presidents to come up with issues relative to NARFE and why NARFE is unique and federal benefits experts. Reports from workgroups were impressive. Some were access to experts; webinars that increase access to experts; only other groups are unions that do what we do. Unions come to NARFE for help and information. Support by service officers at chapter level is unique and vital; strong advocacy for members and spouses; NARFE is the only org that advocates on behalf of all feds; in top 10 on hill; well known and respected legislative staff; pay and benefits; go-to source ; magazine; track bills; taxes and congress.

Concerning NARFE next, unless we generate lots of revenue, NARFE dies.

Some other things mentioned were: pres advocacy committee is done; national spokesman/person needed to attract younger feds; use trade shows; offer family memberships provide more training for svc officers; use social media targeting; expand telling federal employee's stories; send members a bill for renewal versus a renewal form.; establish a closed group blog for federation presidents only. Dr. Roundtree said he would draft letter with all the above sent to all federation presidents. 47 federation presidents were present with 3 substitutes.

The Alzheimer's Association speaker spoke and thinks NARFE is top notch.

Slogan for centennial in 2021 is “NARFE a century of civil service”.

Treasurer Alderson:

Treasurer’s reports have been sent out. Federation finances are in good shape. We are spending more that we are taking in. He has already put out money for next year’s convention (deposit); He asked for any questions on funding and none noted.

Our certificate of deposit (CD) matures in October as discussed earlier. We can afford another CD with more money. Our lowest checking account balance since 2015 was \$20,800. So, do we put more money in another CD and renew current CD? Today the best CD rate is 2%. Current CD matures in October at 3.5%. If we do nothing will have \$28,000 in checking. Current CD has \$7,000 and matures in October. We could put some additional money in new CD today or wait until October and renew. Treasurer Alderson recommends more in CDs and not as much in checking. President Evans agrees need to invest more of our funds. Treasurer Alderson recommends 15k in checking, with the rest in CDs.

VP Godwin moved that an extra \$10,000 be put in CD. Treasurer Alderson restated motion to keep balance in checking account no lower than \$15,000.

Motion was seconded by VP Baker. The motion carried.

President Evans brought up the issue of needing a scanner to submit expense receipts. Treasurer Alderson stated that he maintains a standard to get reimbursement check mail next day after he receives approval from President Evans. An issue recently arose with VP Baker waiting on a check for \$1800. President Evans mailed the

reimbursement request to Treasurer Alderson, but it did not arrive. VP Baker has problems with his scanner now and could not rescan and resubmit his receipts. President Evans stated if anyone else has no scanner, the Federation can buy that person a scanner. Upon polling the board it was found that no one needs the Federation to furnish a scanner.

Treasurer Alderson reported budget for this year is \$21,110. \$13,274 has been spent so far. VP Baker's trip to national Federation presidents meeting exceeded budgeted amount. Treasurer Alderson recommended \$2000 be budgeted for that meeting. Other areas in the budget are ok and we are in good shape elsewhere. President Evans proposed the same budget next year with the \$2000 increase. The Budget for next year will be \$ 21,910. This does not include prize money for newsletter competition. Treasurer Alderson reported we are not spending as much as budgeted on board meetings. Treasurer Alderson has two items for national meetings which seem to overlap. Region X Vice President Shackelford corrected this stating those meetings are held on alternate years. Treasurer Alderson needs to budget only one per year for \$2000. Region X Vice President Shackelford explained our meetings and the national meetings as well as the Region X conference. We have Region X in 4th qtr. and President's Conference/NEB in third qtr. This year both are in same quarter. Region X is in third quarter this year. Next year will be no Region X meeting. Motion follows:

Treasurer Alderson recommends we increase budget by \$2,000; 2nd by VP Baker. The motion carried.

Region X Vice President Shackelford reported that the NARFE Headquarters Building Committee under Cindy Brice looked at five options on headquarters building. The building is 26,000 square feet and NARFE uses only 10,000 square feet of that. NARFE could lease space to others, but parking is problem with only 52 spaces. The NEB agreed it would pursue sale of the building and move into suitable facilities by lease. NARFE does not want the maintenance headache. Building is located in the old town Alexandria, VA, historic district. It is not ADA compliant. Cost to upgrade to ADA is \$1.2 million. \$8.5 million will be asking price. If sold, some staff would locate on Capitol Hill while the remainder would relocate to an area of Alexandria off Highway 395.

The NARFE century celebration was discussed by Region X Vice President Shackelford. Question is where to get funds. NARFE could do with FEDCON 21 or with LEGCON in March. Headquarters is looking now at different things. Within 8 weeks NARFE will be looking at proposals for the gala, the centennial and federation presidents meeting in 2021. The membership committee has proposed a new membership application. See it online and in NARFE magazine. Language will be changed. NARFE is offering a free one year chapter membership by chapter number or at a nearby chapter.

Region X Vice President Shackelford commented that non-dues revenue is being sought as a way to survive. Some ideas are job corps or job matching posting of jobs for cash, other organization may be interested in advocacy for cash, non-member subscription was discussed with a cheaper rate with no magazine (but was rejected), and preretirement seminars were held in past years. NARFE is looking to do again working with vendors using GSA schedule and pairing with vendors.

Twenty One federations are struggling. They are losing members. Each has leadership and funding issues. The main thing is leadership. In Region X, Virginia, Kentucky, North Carolina and Tennessee are strong. Kentucky had to beg to find leaders. West Virginia in 2015 had their president die before their annual conference. They have had the same president since that time. West Virginia has 11 chapters and is not ready to fold. Montana and Wyoming are talking merger. They are in different regions.

The NEB is revising the NARFE policy manual. A new video is out there. No speaking on video, just music and video. Go to NARFE.org or ALC.org.

The next NEB meeting is November 6-8 in Alexandria, VA.

Remarks by Region X Alzheimer's Chair Donna Shackelford:

All NARFE contributions will be allocated to research, with the exception of funds raised through the Walk to End Alzheimer's and The Longest Day. These funds will benefit the full mission of the Alzheimer's Association, including advocacy, care and support, and research, and will also count towards the goal of \$14 million by the end of 2020. Funds raised outside of these two efforts will be used strictly for U. S. based research and be available for allocation to specific research projects by NARFE administrators.

We are grateful to Representative Maxine Waters (D-CA), Chairwoman of the Financial Services Committee, for introducing bipartisan, bicameral legislation that, if passed, would allow for the continuation of sales of the Alzheimer's Disease Research Semi postal Stamp for an additional six years beyond November 2019. She was joined in this

legislation by Representative Chris Smith (R-NJ) and by Senators Edward Markey (D-MASS), Susan Collins (R-ME), Shelly Capitol (R-WV), and Chris Van Hollen (D-MD). In less than a year and a half on the market Alzheimer's Stamp has raised over \$890,000 for NIH funded research for better treatment, prevention, and, one day, a cure for Alzheimer's and related dementia. We urge these men and women to continue to raise the funds for much needed research. (HR 3113 and S1728)

Chapters should write letters make telephone calls and make office visits in the month of August. Congress will be in recess and this will be a great time to get to sign off on the Bill to extend the Semi postal Alzheimer's Stamp. We also need to purchase the Stamps that are online for purchase.

Total collection for FY19 was \$399,006.06. Region X was \$103,263.18, an approximate one quarter of total contribution.

(NC \$13,792.94; TN \$11,762.37)

Treasurer Alderson inquired whom should the check be made out to for money collected at monthly chapter meetings. Alzheimer's Chair Shackelford replied funds must be kept separate and check made out to NARFE Alzheimer's Research and forwarded to Joan Gates. The Chapter number goes on the memo line of the check.

August is grass roots advocacy month.

Everyone should ask for Alzheimer's stamps or postage to be put on packages.

As of 30 June or year end, we got credit for \$300,000 plus. Some states did not get credit for money. TN is down for \$11,762 for last year.

VP Baker asked if this is an oversight. Alzheimer's Chair Shackelford said she hopes so. She is going to a meeting in Chicago soon with other Regional coordinators and will find out. In the past some other states have been skipped. The NARFE magazine does not track semi-postal bills in congress.

Region X Vice President Shackelford mentioned need tomorrow to discuss attendees from TN Federation at Region X conference.

President Evans commented that funding for travel is available. The deadline is August 24 for registration and hotel reservations. \$2,400 is budgeted for this conference.

Network Coordinator Collins stated he has questions on AMS.

Johann De Castro will be at Region X conference. He needs to hear from members on AMS issues. A short discussion followed on problems with AMS with Network Coordinator Collins, Region X Vice President Shackelford, and Treasurer Alderson all relating issues and stories.

Region X Vice President Shackelford stated that the OAM allows date frames for queries and this will all be recaptured in AMS eventually.

Motion to adjourn for the day was made by Treasurer Alderson.

President Evans adjourned at approximately 4 pm.

The meeting resumed on Friday morning August 16, 2019.

President Evans called the meeting to order at 0800.

President Evans commented that Past President Mooney emailed him and said she would like to be part of support for chapters and will email ideas to President Evans and Region X Vice President Shackelford.

President Evans added to the agenda the issue where headquarters had emailed on 16 July how to update bylaws. Federation has done so, but all chapters have not. A sample is available.

VP Godwin's report:

VP Godwin visited Pulaski chapter. Only six to eight members routinely meet and then not monthly. The meeting location is a problem and changes frequently. Now they meet at a Community Center with catering of food. He predicts we will lose the Pulaski chapter.

Chapter 1382 in Millington has a problem with finding meeting location. They are using an occupied restaurant which is very bad. No one can hear due to noise. They decided to close last year, but decided to wait. One problem is the Germantown chapter will only take one person if they close. Most members want to go to the federation. Millington will close. President Evans said he read that the government has a plan to move federal retirees into Millington.

VP Godwin discussed issue of Charles Thompson. VP Godwin has a plaque with citation for distinguished service award to Charles Thompson for 2018/2017. VP Godwin cannot find him. He sent letter out and got letter from Charles. He has found a Facebook page with no info. Not the same Charles Thompson on the page. Past President Mooney got in touch and found he is in assisted living facility. He is not at his home anymore. Charles Thompson was Memphis Chapter 78 treasurer. Treasurer Alderson questioned what have we done with

funds? Charles Thompson is signature on those funds. Region X Vice President Shackelford said in the Maryville chapter he went to Regions bank asked them what to do to get funds out. Treasurer's widow met him at bank. Bank said they needed letter from NARFE headquarters authorizing to close account. President Evans volunteered to follow up with Past President Mooney to get funds from the Memphis chapter.

Jackson Chapter 519 doing well. Clarksville and Jackson chapters are in good shape. VP Godwin is going to Clarksville next month. He is also going to Trenton soon.

If the Dickson chapter loses its president we will lose chapter. They have no place to meet. President Evans commented we need to give chapters ideas on finding a good meeting place.

Trenton's Larry Henderson was mentioned as a good chapter president.

Secretary Powers report:

He reported on visit to West Tennessee Joint meeting earlier this week where Representative Kustoff spoke. He commented on the Congressman's response to questions from chapter members. He also reported that Marilyn (and President) Evans had visited him in Clarksville to transfer the records and property for the Federation Board Secretary position.

Treasurer Alderson reported the closure of chapter 2035 Warren County and that he has the chapter funds. He has no idea where members went. Comment was made that we need to email members with choice to change chapter or going national. A Form letter is available via the federation or national HQ. President Evans has written new form letter. There were 9 members and \$202.74 in their account.

Jim Glenn is member and should be contacted. Chapter does not meet, but has not closed. Past President Mooney has details. Sending letter to the chapter members is the next step. Treasurer Alderson asked Region X Vice President Shackelford if national has any funds. Did Past President Mooney request funds from national? Treasurer Alderson has funds when chapter closed account.

Past President Mooney – absent submitted written report

VP Minniear – absent no report

Appointed Officers with reports – none

President Evans asked the board to correct Item 15 on agenda changing VP Godwin to 2021 and VP Baker to 2022. The contract with Montgomery Bell State Park is signed. Room rate is \$93.

President Evans mused that we may conduct too much business at annual meetings and not program enough time for fun activities. He commented there are lots of fun things to do at Montgomery Bell State Park next year.

President Evans made a plea to the board for help in planning and conduct of the Annual meeting next year. He stated he has heart problems, dizzy spells and has been falling. He has had a concussion. His meds also make him dizzy. So, he needs help with this meeting. The Donelson chapter has not stepped up to help. He has printed pages from a convention book with all chores needing to be done.

Treasurer Alderson asked when information on next year's annual meeting will go out. President Evans replied the November newsletter will contain it.

President Evans discussed using email only for newsletters. Treasurer Alderson, Alzheimer's Chair Shackelford and Region X Vice President Shackelford cautioned against this. Other schemes were discussed.

Other items:

It was asked how and when to get a NARFE headquarters speaker for next year's convention – Region X Vice President Shackelford replied the information comes out on the first of December. Headquarters support contact is Jenifer Bialek at narfe.org. Contact her with meeting date/location.

VP Godwin and VP Baker agreed to go to Region X conference in North Carolina.

President Evans announced the Middle Tennessee Vice President position is vacant due to resignation of VP Donald Dotson. He asked for any suggestions for a replacement.

Next item was location of the board meetings. VP Baker commented there is a lot of dissatisfaction with Ramada. There are alternatives here in Lebanon. Network Coordinator Collins stated the Hampton Inn has meeting room next exit down. Next meeting is February. Need new location by then. VP Baker will check east exit from Ramada. Cost at Ramada is \$69.54. There is a Holiday Inn express at this exit. We have minimum of 6-8 people could be as many as 12 at the Board meetings.

Treasurer Alderson commented he will be receiving funds for the annual conference before next board meeting. He thinks there is no need to establish separate account for conference funds since no chapter is sponsoring meeting.

President Evans commented on the chapter newsletter contest. Only two responses have been received so far. The Idea was to encourage newsletters. So far, it is not working. Do we continue with this effort? President Evans passed out copies of criteria. The prize goes to the winning chapter. This item was deferred. The Board will ask chapters if interested in contest. Treasurer Alderson (and others) commented it is a major task to start and do a newsletter. Lots of time required.

For the 2021 annual meeting, VP Godwin was given a copy of a document outlining how to do the plan and conduct the annual federation meeting.

Treasurer Alderson commented the national headquarters email data is largely incorrect. He manually edits the email addresses for his chapter.

Network Coordinator Collins commented he has been network coordinator for several years and wants to move along. President Evans said the Board will need a replacement for Network Coordinator Collins. He requested the Vice Presidents to ask chapters for volunteers. Network Coordinator Collins commented the web site needs refreshing.

Motion to adjourn was made by VP Baker.

VP Godwin sending memory flash cards back to President Evans. Photos can be posted on Region X website per Region X Vice President Shackelford.

President Evans declared meeting adjourned at approximately 10:45 a.m.