

# NARFE Tennessee Federation Board Meeting Minutes

## August 19-20, 2015

### Lebanon, Tennessee

#### Wednesday – August 19<sup>th</sup>

- I. Meeting was called to order at 1 p.m. CDT by President Larry Minniear.
- II. Invocation was given by 2<sup>nd</sup> Vice President Ed Evans.
- III. Pledge of Allegiance was led by 1<sup>st</sup> Vice President Rhonda Mooney.
- IV. Roll Call of Officers was taken by Secretary Marilyn Evans.
  - A. Members Present: President Larry Minniear, 1<sup>st</sup> Vice President Rhonda Mooney, 2<sup>nd</sup> Vice President Ed Evans, 3<sup>rd</sup> Vice President Colin Mike Gates, Secretary Marilyn Evans, Treasurer Norris Alderson, Legislative Chairman & State Legislative Officer James Glenn, Immediate Past President James L. (Larry) Henderson, Alzheimer's Chairman Joan Gates, Newsletter Editor Max Coats, Network Coordinator Ronnie Collins, Service Officer Larry Cunningham and District V Officer John Wells.
  - B. Members Absent: Financial Secretary Glenda Huff and NARFE-PAC Chairman Charles Thompson.
  - C. Guests: Region X Vice President William Shackelford and National Alzheimer's Chairman Donna Shackelford.
- V. **A motion was made by Treasurer Norris Alderson, seconded by Immediate Past President Larry Henderson, to approve the Minutes as read and posted on the website. Motion passed by unanimous vote.**
- VII. Welcome Remarks – Larry Minniear:
  - A. Membership & Budget main concern.
  - B. Work outside the box with lots of discussion.
  - C. Keep up – time is limited.
- VIII. Reports by Federation Officers:
  - A. Rhonda Mooney - First Vice President (See Attachment 1).
  - B. Ed Evans - Second Vice President (See Attachment 2).

It was recommended that the two Facebook accounts (one set up by Ronnie Collins and one set up by Ed Evans) be combined.
  - D. Mike Gates - Third Vice President:
    1. April – August 2015 Reporting Period:
      - a. May 19 – Visited Oakridge Chapter 1476,
      - b. June 3 – Athens Chapter 152,
      - c. June 10 – Kingsport Chapter 935,
      - d. June 12 – Chattanooga Chapter 108,
      - e. August 13 – Cleveland Chapter 860, asked to return in December to install their officers.

2. Observations of Chapter 1476:
  - a. More of a social get-together than a meeting.
  - b. 30 members present and president adamant about closing the Chapter.
  - c. Mike Gates will send out a “Save the Chapter Meeting” letter to all Chapter members within a 50 mile radius to set up a meeting in September at the Oakridge Community Center.
  - d. Too big of a Chapter to close.
  - e. Leadership is the main issue, need to mentor a successor.
  - f. Tend to deviate from the mission statement.
- E. Norris Alderson – Treasurer (See Attachment 3 through Attachment 7).
  1. Distribution of funds from Chapter 2018 closure:
    - a. Only change would be if someone chose to join an e-Chapter rather than a regular Chapter. In that case, the funds for that person would go to the Federation.
    - b. According to the F-10, the closing chapter’s funds should go to the new receiving chapter on a pro rata basis with any remaining amount going to the Federation, but Tennessee deviates from that because of the length of time it takes to close a chapter, all of the funds are sent to the Federation to ensure that all of the closing chapter’s bills are paid before forwarding the remaining funds on to the new chapter.
    - c. **Norris Alderson made the motion, seconded by Larry Cunningham, that all the funds received from the closing of Chapter 2018 be transferred to the receiving Chapter. This motion was amended by Mike Gates, adding: in accordance with the F-10 Closing of Chapters instructions. Motion accepted.**
  2. Recommended reducing the number of items that are tracked in the budget to eliminate redundancy.
  3. Current Policy Manual allows up to six months to submit reimbursement expense vouchers. Any additional time needed would have to be approved by the Board. This needs to be changed and limited to 30 days after an event with the caveat that the President can make an allowance for extenuating circumstances.
  4. The Treasurer would like to add a line for the Check # below the Voucher # in the lower right hand of the Expense Report.
- F. Marilyn Evans – Secretary (See Attachment 8).
- G. Jim Glenn – Legislative Chairperson (See Attachment 9).
- H. Larry Henderson – Immediate Past President (See Attachment 10).
- I. Appointed Officers with Reports:
  1. Joan Gates – Alzheimer’s Report (See Attachment 11).
  2. Ronnie Collins – Webmaster (No Report).
    - a. Recommendation made that everyone, especially Vice Presidents, check the Website for accuracy about Chapter meetings, etc. and update the information when necessary.

- b. Encourage Chapters to post events and pictures on the website so people who log onto the site will see that these Chapters are active.
- 3. Larry Cunningham – Service Officer (No Report):
  - a. Read an e-mail concerning Chapter 152, its dwindling membership and lack of anyone willing to serve as officers.
  - b. Larry Minniear responded by telling the President of the Chapter to hold on.
    - (1.) When numerous chapters close in an area and members are frequently reassigned to another chapter, membership suffers.
    - (2.) Delay closings until a convenient meeting place can be located that suits the most number of members.
    - (3.) Check out on the website: “Don’t Look Back” which pinpoints where the organization is going and why.
- 4. Glenda Huff – Financial Secretary (See Attachment 12).
- 5. Max Coats – Newsletter Editor (See Attachment 13).
- I. Larry Minniear – President (See Attachment 14).

### **10 minute Break at 3 p.m.**

IX. William Shackelford – Region X Vice President (Go to National Website, 2015 Federation President’s Meeting, Presentations, Strategic Planning Committee).

- A. Strategic Planning – A systematic process of envisioning a desired future, and translating this vision into broadly defined goals or objective and a sequence of steps to achieve them.
  - 1. The definition of a leader is, according to the late General Norman Schwartskoff, the ability to have ordinary people do extraordinary things willingly.
  - 2. We need leaders, not managers.
- B. To focus on the future:
  - 1. Set priorities.
  - 2. Focus energy and resources.
  - 3. Enable the organization to adjust to a changing environment.
  - 4. Provide alignment among stakeholders.
  - 5. Identify methods to measure achievement.
- C. Focus should be on planning issues:
  - 1. What is the most efficient structure of the Board of Directors.
  - 2. Review the authority of the Board of Directors and move toward agile governance.
  - 3. Board of Directors to set Annual National Membership Dues.
  - 4. Transition from Federation structure to state advocacy structure.
  - 5. Re-direct Federation funds and mitigate funding to state and other representative for congressional advocacy.

6. Establish Congressional District leaders in each Congressional District.
  7. Local Chapter membership will become optional.
  8. NARFE members are automatically members of Congressional District team.
  9. Electronic Meeting should allow for simultaneous aural communications between all participants.
  10. Set reasonable quorum requirements (5%).
  11. Value of one member one vote.
  12. Unified association dues.
- D. Bottom line: we are losing membership and no one wants to take the helm and turn this ship around.
- E. Membership will elect Congressional District Leaders (CDL) who will then select the Board of Directors.
- F. Need to make a determination where we want to go, because Tennessee, like many other Federations, doesn't have the funds to go on the way we are indefinitely.
- G. We are at a crossroads. Do we want to pare down the Federation or just throw in the towel and close down like some Chapters are doing? How do we get the interest flowing among our members?
1. Could hire people to do some of the leg work that the membership should be doing, but that would be costly.
  2. We are the ones who will make or break our organization, we are the leaders and it is all about membership, both of which are standing on very wobbly legs currently.
  3. Due to delegate back-tracking and wavering, and refusal to have anything shoved down their throats, the change process is moving very slowly.
  4. It's the delegates at the National Conventions who will determine the direction NARFE takes, not the NEB.
  5. Individual members can make a difference if, at other events, that participate as a NARFE member, presenting a good example of what NARFE is all about.
  6. The general membership doesn't see or know what the Federation does for them, therefore, they don't see the need for it.
  7. A very small percentage of delegates represent a vast number of members, who may or may not poll the members they are representing so they can vote what the members want.
  8. It is the responsibility of all the leaders in a Chapter to keep its members informed and aware of what is being done for them, not just the Service Officer's responsibility.
  9. Social aspect and personal contact increases membership retention.
  10. Chapter leadership needs to groom other members to be their successors so the Chapter doesn't become stagnant.
  11. Fear that NARFE will lose that personal touch when and if it goes with CDLs.

X. Region X Conference – Bill Shackelford.

- A. Business Sessions will be September 29, 30 and October 1.
- B. Sarah Weissmann will attend in person with an update on legislative training.
- C. The team of Bridget Boel, Jennifer Bialek and Monica Williams with an update on Marketing efforts.
- D. There will be an Alzheimer's presentation with an emphasis on care-givers.
- E. Attendees will be given an opportunity to go over the Strategic Plan.
- F. Registration is still available to late-comers.
- G. Vendors and sponsors will be on hand at tables with information.
- H. So far, 94 attendees have been identified.

XI. Budget:

- A. Current Status for 2015 – Larry Minniear (See Attachment 4).
  - 1. When revenue goes down, expenditures must go down, too.
  - 2. Need to find non-dues revenues and resources to pay for such things as the newsletter and other big ticket items.
  - 3. The large Convention expenditures included plaques awarded, cash prizes awarded for contests and high tech printing for certificates, etc. which were not included in the budget. These items should have been incorporated into the budget prior to the cash outlay so the budget would balance and there wouldn't be "in the red" items for the next president to deal with.
  - 4. Ultimately, \$6,300 is available for the last quarter leaving the Federation in pretty good shape.
- B. Projections for end of 2015 – Norris Alderson (See Attachment 4).
- C. Proposals for 2016 – Larry Minniear (See Attachment 6).
  - 1. Stipends need to be reported on individual tax returns as miscellaneous income, but the Federation Treasurer does not need to report paying the stipends to the IRS because the individual stipends are all under \$600.
  - 2. There is a possibility that the newsletter could be produced at no cost to the Federation if the Printer sells advertising to be included in the newsletter. This will be discussed in more depth tomorrow. Considering what has already been spent on the newsletter and only having one more to print this year, it seems reasonable to cut the newsletter budget to \$4,500 rather than \$5,000 for 2016 as proposed by Larry Henderson.
  - 3. Membership incentive awards have not been budgeted.
  - 4. Profits or surpluses from the 2016 Convention have not been budgeted.
  - 5. The Federation Budget runs pretty close to what is projected.
  - 6. Membership and sponsorship is the key.

**Adjourned for the Day at 5 p.m.**

## Thursday – August 20<sup>th</sup>

- XII. Meeting was called to order at 8 a.m. CDT by President Larry Minniear.
- XIII. Budget Report needs to be updated (See Attachment 7) – Norris Alderman.
1. Need to decide what we need to report on.
  2. Eliminate duplications and small dollar items amounting to the deletion of about 30 unnecessary items.
  3. The category of “Other” can be used to catch any additions that may be wanted or needed to the budget.
  4. Break out of the Officers budgets will help track how much is spent and where.
  5. Legislative Officer travel should be under Chapter Visits.
  6. Because of Budget restraints, unnecessary and multiple Chapter visits need to be eliminated, especially when it doesn’t yield any benefit to the Chapter or an increase in Chapter attendance or membership.
  7. Need to get value for Chapter visits:
    - a. Is five minutes of speaking time worth a two hour trip?
    - b. Does your visit make a difference in attendance or membership?
  8. Each officer should have two extra hats on besides what they already do which they should be articulate on – one is legislative and the other is membership. If they want you to travel a great distance because they just want to hear the same information from a new face, they need to help with your travel expenses.
  9. Cushion dollars and CD reserves can disappear quickly if membership falls off drastically or if revenue is cut or reduced. If both happen, it could be disastrous for the budget.
  10. Items in the red on the budget for Convention expenses will be addressed by sponsorships and advertising which will be discussed more fully later.
  11. **Motion made by Jim Glenn, seconded by Larry Henderson, to accept Treasurer’s proposal and to allocate budgeted monies in the quarter where it will be needed rather than dividing the amount into four quarters and spreading it out over the year. Motion accepted.**
  12. CD Renewal: By consensus, leave it where it is currently. We will review it again in February and when the second CD renewal comes up.
  13. Expense Form: proposed to add a line for Check # on lower right side.
- XIV. Streamline Financial Procedures – Larry Minniear.
1. Postal system, due to downsizing, has slowed down the process of sending in vouchers by mail, having them reviewed by the Financial Secretary, then by mail sent to the President who then approves the voucher. President then mails it to the Treasurer who cuts a check and then mails it to the initial person who sent in the voucher. The postal system is greatly delaying the process.
  2. Do we need all this paper shuffling when we could do it all electronically?

3. Propose we send the expense report form and scanned in receipts directly to the President via e-mail as attachments. This will eliminate the need for a Financial Secretary, eliminate paperwork and eliminate one of the steps in the chain.
4. John Wells suggested an e-mail address for these transactions be established that can be passed on to the next person who holds the position of Federation President and the same for the Federation Treasurer.
5. Computer illiterate people can enlist the help of a family member, friend, or other Chapter member to help them submit their forms or teach them how to use a computer. Our NARFE leadership needs to move us forward.
6. **Motion made by Mike Gates, seconded by Norris Alderson, to go to submitting expense reports and receipts electronically directly to the President, by-passing the Financial Secretary, beginning January 1, 2016. Motion accepted.**
7. Should the position of a Federation Financial Secretary be eliminated, per capita dues duties can be picked up by the Federation Treasurer.
8. The updated expense report will be sent to Ronnie Collins for posting on the Federation website by January 1, 2016.

XV. Newsletter:

1. Larry Minniear commended Max Coats and his daughter Lisa on their good work.
2. Content:
  - a. People love to see their name and/or picture in the paper.
  - b. Use as a recruitment tool by showing what you are doing.
  - c. Need to share our Newsletter with other Federations and vice versa to obtain new ideas.
  - d. Need to improve content and have all officers contribute including appointed officers.
  - e. Submit everything electronically to Max Coats and/or Lisa Varney and to Ronnie Collins, also, to be put on the website.
  - f. Need involvement by all Chapters.
3. How to pay for it?
  - a. Could have the Chapters help support the newsletter financially.
  - b. The printer proposed to print for nothing if they can sell advertising.
    - (1.)The printer sells advertising and keeps all the profits plus prints the newsletter at no charge to us (a set fee).
    - (2.)The printer sells advertising and the profits are split at a predetermined ratio and we still pay for the printing (a variable fee).
    - (3.)An added benefit can be that the paper is placed in local businesses as well which will be good for recruitment.
  - c. Vice Presidents are tasked to see that their chapters submit their newsletters to the website.

4. Max Coats is directed to set this up by the end of this year.
5. October 1<sup>st</sup> is the next deadline for the November newsletter. Try to submit to Max Coats by mid-September. This is followed by the January Newsletter with the deadline of December with a submission date of mid-November.
6. Send newsletter electronically to other newsletter editors, congressmen, and NARFE members.

### **15 minute Break at 9:55 a.m.**

#### **XVI. Convention Program Brainstorming:**

1. What is done at the convention is up to the host.
2. What do you want to see and need at a convention to draw more people?
  - a. Need dynamic speakers, not just boring reports.
  - b. Used to last for three days, now barely two days with no free time.
3. Open convention first at about 10 a.m., have reports, a possible speaker, ending at noon, then, training in the afternoon, banquet that evening. Next day follow-up with other programs putting the convention in a more logical order.
  - a. By adding more time, also adding more expense which might not be good.
  - b. But can bill it as a family vacation if the location is interesting enough.
4. Pre-convention Board Meeting should be held early in the morning and be for last minute issues only, for convention purposes only, not reports or budget (which should be presented at the February Board Meeting) and this meeting should be very short, 30 minutes or less.
5. Jump right into the convention with reports, which should be short and quick, and a featured speaker, ending that session about noon. Advocacy should definitely be a part of the program.
6. This is not a conference, it is a convention, the difference being that at a convention you carry on an organization's business, not just imparting information.
7. Hospitality Room is for intermingling, meet-and-greet with members of other Chapters, politicking and a place for non-member spouses to go.
  - a. Need to have other food items rather than just sweets and donuts.
  - b. Finding a sponsor for the Hospitality Room would be beneficial to all.
8. Items of interest brought to the podium needed to increase attendance.
9. Sponsorship – have somebody sponsor the hospitality suite and/or the banquet to help defray costs – it will reduce costs for everyone attending and making it possible to have a longer convention.
10. Norris Alderson commented that some felt the convention should be held every other year rather than yearly. Also, something needs to be done to improve the program to make it more enticing for members to attend.

11. Entertainment like a comedian or magician during Convention, or inspirational speaker or financial advisor, etc., would be good, even if it costs extra dollars, which could be covered by a sponsor.
12. By starting Monday morning, chances increase for having a Congressman or government official speak at the Convention.
13. Options unlimited for speakers. Can have a national NARFE officer attend by paying their expenses (which could be covered by a Sponsor) and also having a national officer speak via Skype or go-to-meeting.
14. Need to understand the cultural changes and dynamics of membership prospects.
15. Delegate forms can go out in November newsletter.
  - a. Registration forms can wait until January. But the information needs to get out ASAP so the Chapters can start talking about it and planning to attend.
  - b. State: one delegate for every 25 members, National – one delegate for every 50 members.
  - c. The sooner the number of delegates are known and what committees they want to serve on, the sooner chairmen can be chosen and preparations can be made.
16. Members want to know what will happen at the 2016 National Convention. Would like to have Bill Shackelford speak on this followed by a Q & A session, also would like to have a go-to-meeting with legislative. Outside personality for Banquet speaker was suggested by Larry Cunningham.
17. Norris Alderson noted that it is a State Convention and felt that the Federation should be responsible for the program. It is not a Chapter convention, they are just the host.
18. Jeff Parrish, Vice President for Business Development, at the NARFE Premier Credit Union, which will soon be known as the In First Credit Union, is a good contact for sponsorship of possibly the Convention program booklet.
19. Bill Shackelford will send Larry Cunningham a list of advertisers already secured by National.
20. Convention rate for the hotel will be good for three days prior to and three days after the Convention should families want to stay longer to take advantage of local events.
21. Registration fee will hopefully be kept at about \$50-55.

#### XVII. Federation Convention 2017 – Ed Evans

- A. A search committee has been formed.
- B. Beware of hidden costs.
- C. Wyndom Hotels is a new Affinity Partner and could be a good choice for the venue.
- D. Can get the Visitor's Bureau to do most of the leg work such as send out your proposal to all the local hotels. They will also provide brochures, hand-outs, etc.
- E. Number of rooms guarantee can cause problems. Try to avoid this. It's better to guarantee a certain number of meals if a guarantee of some sort is required.

XVIII. New Business:

- A. Policy Procedure: **Mike Gates made the motion, seconded by Norris Alderson, that the time for submitting expense reports is limited to 30 days after the event or expenditure or December 31<sup>st</sup>, the end of the fiscal year. Any exceptions must be approved by the President of the Federation. Motion accepted.**
- B. Date for the next meeting: February 18, 19, 2016 (Thursday and Friday).
- C. Marilyn Evans agreed to make the change in the Policy Manual to reflect the motion made concerning expense reports and send a copy of the Policy Manual to all the Board Members electronically.

XIX. **Mike Gates made the motion, seconded by Larry Henderson, to adjourn the meeting at 11:20 a.m.**

(Attachment 1)

**Tennessee Federation Executive Board Meeting**

**First Vice President Report**

**August 19, 2015**

**Period Covered: April 20, 2015 - August 18, 2015**

**April 20 - 21: Attended Tennessee Federation Convention in Clarksville**

**April - August: Assisted Shiloh Chapter in planning West Tennessee Joint Chapter Meeting**

**May 11: Submitted newsletter article to Max Coats for Federation Newsletter**

**June 14: Provided comments to Larry Minniear regarding the Strategic Plan - State Advocacy Structure**

**July 15: Provided 1st VP budget projections to Larry Minniear**

**August 12: Attended the Sixth Annual West Tennessee Joint Chapter Meeting in Pickwick**

**Attended all Jackson Chapter 519 chapter meetings**

**Provided assistance and guidance to various chapters and chapter members**

**Respectfully Submitted by  
Rhonda Mooney  
1st Vice President**

(Attachment 2)



**NATIONAL ACTIVE AND RETIRED  
FEDERAL EMPLOYEES ASSOCIATION**

**Tennessee Federation** <http://www.narfetn.org/>  
Contact: Ed Evans, 2<sup>nd</sup> Vice President, 615-429-0342

August 19, 2015

**2nd Vice President Activity Report**  
April 2015 – August 2015

**April 2015 - August 2015** -- Administered Tennessee's NARFE Twitter account (40 members; 909 Tweets); @narfetime.

**April 2015 - August 2015** -- Administered two Tennessee Federation NARFE Facebook accounts (total 113 members) at <https://www.facebook.com/narfetn.fed?fref=ts>, and <https://www.facebook.com/pages/NARFE-Tennessee-Federation/190762477614002?fref=ts>; and NARFE Chapter 1576 Facebook account (84 members) at <https://www.facebook.com/groups/387957281225812/?fref=ts>.

**April - August 2015** -- Attended Donelson Chapter 1576 meetings. Currently serving as Donelson Chapter 1576 Public Relations Officer.

**June 13-15, 2014** – Spoke to attendees at the Tennessee State Convention of the Rural Letter Carriers in Franklin, TN., and with assistance from Glenda Huff manned a recruiting table.

**June 20-21, 2015** – Spoke to attendees at the U.S. Postmasters Convention in Mt. Juliet, TN. Shared recruiting material.

(Attachment 3)

NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES  
ASSOCIATION

TENNESSEE FEDERATION

AUGUST 2015 TREASURER'S REPORT

A. June/July Activities

1. Establish bank signature cards for President and Treasurer.
2. Review and understand records/record keeping.
3. Bring all records up to date.
4. Design new computer files to facilitate preparation of financial reports.
5. Renewal of tax exempt status.
6. Reconciliation of June and July bank statements.

B. 2015 Budget Review

1. Correction on Line 47, far right, \$3,352.10 should be \$1,283.65.
2. Currently have over \$6,000 left for the year, but still have to pay for this meeting.
3. Estimate another \$12,000 in income this year.

C. Establish 2016 Budget

D. Items for Board Consideration/Direction:

1. Renewal of CD - August 25, 2015
  - 19 months – 0.5%
  - 37 months – 0.75%
  - 59 months – 1.5%
2. Distribution of funds from Chapter 2018 closure
3. Change in expense reporting activities
4. Minor addition to voucher

(Attachment 4)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	<b>2015 TENNESSEE FEDERATION BUDGET AND EXPENDITURE REPORT</b>												
3													
4	Budget/Expense Ending: August 15, 2015												
5			Budgeted	QTR	QTR Exp.	QTR	QTR Exp.	QTR	YTD Exp.	QTR	QTR Exp.	Actual	(-) Over
6			4 Qtrs	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Expenses	(+) Under
7			Year	1st Qtr	1st Qtr	2nd Qtr	2nd Qtr	3rd Qtr	3rd Qtr	4th Qtr	4th Qtr	YTD	Budget
8	ACTIVITY		2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015
9	1. Exec. Bd. Meeting:												
10	a. Travel		\$1,900.00	\$475.00	\$455.92	\$475.00		\$475.00		\$475.00		\$455.92	\$1,444.08
11	b. Lodging, meals		\$1,500.00	\$375.00	\$415.25	\$375.00		\$375.00		\$375.00		\$415.25	\$1,084.75
12	c. Off. Expenses		\$125.00	\$31.25		\$31.25		\$31.25		\$31.25			\$125.00
13	d. Other		\$25.00	\$6.25		\$6.25		\$6.25		\$6.25			\$25.00
14	2. Fed. Officers Grant:		\$1,800.00	\$450.00	\$450.00	\$450.00	\$225.00	\$450.00		\$450.00		\$675.00	\$1,125.00
15	3. Office Expenses:												
16	a. Postage		\$150.00	\$37.50	\$41.28	\$37.50	\$120.96	\$37.50		\$37.50		\$162.24	(\$12.24)
17	b. Telephone												
18	c. Photo copies		\$25.00	\$6.25		\$6.25		\$6.25		\$6.25			\$25.00
19	d. Other		\$100.00	\$25.00		\$25.00	\$112.76	\$25.00	\$0.00	\$25.00	\$0.00	\$112.76	(\$12.76)
20	e. Fed WEB site		\$100.00	\$25.00		\$25.00	\$45.00	\$25.00		\$25.00		\$45.00	\$55.00
21	4. State Convention E												
22	a. Travel		\$1,300.00	\$325.00		\$325.00	\$1,445.43	\$325.00		\$325.00		\$1,445.43	(\$145.43)
23	b. Lodging, meals		\$1,600.00	\$400.00		\$400.00	\$1,937.82	\$400.00		\$400.00		\$1,937.82	(\$337.82)
24	c. Office Expense		\$50.00	\$12.50	\$65.27	\$12.50	\$552.09	\$12.50		\$12.50		\$617.36	(\$567.36)
25	d. Misc.		\$200.00	\$50.00		\$50.00	\$569.12	\$50.00		\$50.00		\$569.12	(\$369.12)
26	e. Deficit/Surplus												
27	5. Nat'l Convent/Pres												
28	6. Fed. Newsletter		\$4,600.00	\$1,150.00	\$910.00	\$1,150.00	\$2,103.53	\$1,150.00		\$1,150.00		\$3,013.53	\$1,586.47
29	7. Legislative Expense		50	\$12.50		\$12.50		\$12.50		\$12.50			\$50.00
30	8. Visit Weak Chapter		\$100.00	\$25.00		\$25.00		\$25.00		\$25.00			\$100.00
31	9. Visit to Chapters		\$1,800.00	\$450.00	\$350.64	\$450.00	\$557.20	\$450.00		\$450.00		\$907.84	\$892.16
32	10. Chap. Officers Trng.												
33	11. Monit. St/Local Leg.												
34	12. Prom. Nat'l Legislation												
35	13. Civic Activity												
36	14. Senior Act/Alz Act		\$100.00	\$25.00		\$25.00	\$37.17	\$25.00	\$29.40	\$25.00		\$66.57	\$33.43
37	15. Inc. New Mem/Ser Cen						\$152.00					\$152.00	(\$152.00)
38	16. Merit Awards												
39	17. Public Relations		\$100.00	\$25.00		\$25.00		\$25.00		\$25.00			\$100.00
40	18. Region X Conferen		\$1,400.00	\$350.00		\$350.00		\$350.00		\$350.00			\$1,400.00
41	19. Pres. Conf/Nat'l B		\$1,200.00	\$300.00		\$300.00		\$300.00	\$795.82	\$300.00		\$795.82	\$404.18
42	20. Nat'l Membership Sem												
43	21. Nat'l Legislative Semin												
44	a. Travel		\$500.00	\$125.00	\$424.50	\$125.00		\$125.00		\$125.00		\$424.50	\$75.50
45	b. Lodging, meals		\$1,400.00	\$350.00	\$642.91	\$350.00		\$350.00		\$350.00		\$642.91	\$757.09
46	c. Other		\$25.00	\$6.25	\$175.00	\$6.25		\$6.25		\$6.25		\$175.00	(\$150.00)
47	22. Other		\$65.00	\$16.25	\$1,283.65	\$16.25		\$16.25		\$16.25		\$3,352.10	(\$1,218.65)
48	TOTAL Budgeted/Exp		\$20,215.00	\$5,053.75	\$5,214.42	\$5,053.75	\$7,858.08	\$5,053.75	\$825.22	\$5,053.75	\$0.00	\$13,897.72	\$6,317.28



(Attachment 6)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	PROPOSED 2016 TENNESSEE FEDERATION BUDGET												Averages and Projections				
2																	
3																	
4		Total	Total		Five	Three	Budget	Proposed									
5	ACTIVITY	Expenses	Expenses		Year Avg.	Year Avg	4 Qtrs	Budget									
6		Year	Year		2010 -	2012 -	Year	Year									
7		2006	2007	2008	2009	2010	2011	2012	2013	2014			2010 -	2012 -	Year	Year	
8		2006	2007	2008	2009	2010	2011	2012	2013	2014			2010 -	2012 -	Year	Year	
9	1. Exec. Bd. Meeting:																
10	a. Travel	\$ 2,407.00	\$ 2,963.00	\$ 3,987.00	\$ 2,925.00	\$ 2,795.00	\$ 2,010.00	\$ 2,396.68	\$ 1,016.75	\$ 1,549.60			\$ 1,953.41	\$ 1,654.01	\$ 1,900.00	\$ 1,900.00	
11	b. Lodging, meals	\$ 1,513.00	\$ 1,956.00	\$ 2,693.00	\$ 2,361.00	\$ 1,259.00	\$ 1,615.00	\$ 1,577.51	\$ 788.54	\$ 1,198.41			\$ 1,287.69	\$ 1,188.15	\$ 1,500.00	\$ 1,450.00	
12	c. Off. Expenses	\$ 155.00	\$ 185.00	\$ 343.00	\$ 435.00	\$ 405.00	\$ 83.00	\$ 197.26	\$ 107.35	\$ 22.36			\$ 162.99	\$ 108.99	\$ 125.00	\$ 100.00	
13	d. Other			\$ 1,014.00	\$ 313.00	\$ 55.00	\$ 47.00						\$ 20.40	\$ -	\$ 25.00	\$ 25.00	
14	2. Fed. Officers Grant	\$ 1,679.00	\$ 1,729.00	\$ 1,379.00	\$ 1,250.00	\$ 2,025.00	\$ 1,425.00	\$ 1,750.00	\$ 1,775.00	\$ 1,950.00			\$ 1,785.00	\$ 1,825.00	\$ 1,800.00	\$ 1,800.00	
15	3. Office Expenses:												\$ -	\$ -			
16	a. Postage	\$ 268.00	\$ 376.00	\$ 310.00	\$ 350.00	\$ 245.00	\$ 43.00	\$ 170.48	\$ 245.94	\$ 212.03			\$ 183.29	\$ 209.48	\$ 150.00	\$ 200.00	
17	b. Telephone	\$ 25.00	\$ 27.00										\$ -	\$ -			
18	c. Photo copies	\$ 48.00	\$ 13.00	\$ 86.00	\$ 67.00	\$ 60.00		\$ 4.39	\$ 29.49	\$ 204.10			\$ 59.60	\$ 79.33	\$ 25.00	\$ 50.00	
19	d. Misc./other	\$ 185.00	\$ 84.00	\$ 254.00	\$ 73.00	\$ 138.00	\$ 72.00	\$ 80.59	\$ 128.41	\$ 188.91			\$ 123.98	\$ 136.64	\$ 100.00	\$ 100.00	
20	e. Fed WEB site		\$ 66.00	\$ 72.00	\$ 72.00	\$ 72.00	\$ 78.00	\$ 84.00	\$ 84.00	\$ 90.00			\$ 81.60	\$ 86.00	\$ 100.00	\$ 100.00	
21	4. State Convention												\$ -	\$ -			
22	a. Travel	\$ 1,707.00	\$ 1,354.00	\$ 1,632.00	\$ 2,212.00	\$ 2,251.00	\$ 1,231.00	\$ 2,498.96	\$ 1,374.80	\$ 1,555.87			\$ 1,781.73	\$ 1,808.88	\$ 1,900.00	\$ 1,900.00	
23	b. Lodging, meals	\$ 1,266.00	\$ 1,455.00	\$ 1,993.00	\$ 2,681.00	\$ 1,623.00	\$ 1,634.00	\$ 3,147.41	\$ 1,872.93	\$ 2,228.08			\$ 2,101.08	\$ 2,416.14	\$ 1,600.00	\$ 1,700.00	
24	c. Off. Expenses	\$ 244.00	\$ 45.00	\$ 209.00	\$ 85.00	\$ 13.00	\$ 158.00	\$ 125.00	\$ 7.38	\$ 203.45			\$ 101.37	\$ 111.94	\$ 50.00	\$ 100.00	
25	d. Other	\$ 341.00	\$ 415.00	\$ 23.00	\$ 136.00	\$ 181.00	\$ 1,064.00	\$ 228.29		\$ 542.61			\$ 402.58	\$ 255.97	\$ 200.00	\$ 150.00	
26	e. Deficit/Surplus/Advance				\$ 367.00								\$ -	\$ -			
27	5. Nat'l Convent-Fed.	\$ 1,515.00		\$ 1,122.00		\$ 1,000.00			\$ 1,641.58	\$ 658.40			\$ 680.00	\$ 766.66		\$ 1,900.00	
28	6. Fed. Newsletter	\$ 3,524.00	\$ 6,717.00	\$ 5,969.00	\$ 6,423.00	\$ 6,400.00	\$ 5,877.00	\$ 5,879.31	\$ 5,374.19	\$ 4,486.34			\$ 5,628.37	\$ 5,246.61	\$ 4,600.00	\$ 5,000.00	
29	7. Legislative Expenses:							\$ 121.00		\$ 100.00			\$ 58.46	\$ 57.09	\$ 50.00	\$ 50.00	
30	B. Visit to Weak Chap.		\$ 201.00		\$ 603.00	\$ 100.00	\$ 256.00			\$ 120.40			\$ 98.28	\$ 40.13	\$ 100.00	\$ 100.00	
31	B. Visit to Chapters	\$ 880.00	\$ 2,519.00	\$ 1,252.00	\$ 2,494.00	\$ 1,790.00	\$ 2,214.00	\$ 1,802.49	\$ 1,743.70	\$ 2,857.88			\$ 2,081.41	\$ 2,134.36	\$ 1,800.00	\$ 2,000.00	
32	10. Chap. Officers Trn	\$ 2,950.00			\$ 477.00	\$ 1,440.00							\$ 288.00				
33	11. Merit. St/Local Leg.				\$ 235.00												
34	12. Prom. Nat'l Legib.				\$ 117.00	\$ 208.00							\$ 41.60				
35	13. Civic Activity																
36	14. Senior Act.-Alc., etc				\$ 380.00	\$ 26.00	\$ 29.00	\$ 111.72	\$ 463.28				\$ 126.00	\$ 191.67	\$ 100.00	\$ 100.00	
37	15. Inc. new memb./Ser Can				\$ 1,013.00												
38	16. Merit Awards				\$ 58.00								\$ 11.60				
39	17. Public Relations				\$ 470.00	\$ 220.00	\$ 13.00	\$ 172.40	\$ 149.60	\$ 61.60			\$ 123.32	\$ 127.87	\$ 100.00	\$ 100.00	
40	18. Region K. Confere	\$ 638.00	\$ 1,283.00		\$ 1,443.00		\$ 1,545.00	\$ 475.80	\$ 426.06				\$ 489.33	\$ 300.55	\$ 1,400.00		
41	19. Pres. Conf./Nat'l Bd.	\$ 618.00			\$ 991.00		\$ 1,182.00		\$ 658.40				\$ 368.08	\$ 219.47	\$ 1,200.00		
42	20. Nat'l Membership Sem.							\$ 440.31					\$ 88.06	\$ 146.77			
43	21. Nat'l Legislative Semin.	\$ 1,180.00		\$ 3,600.00													
44	a. Travel						\$ 442.00		\$ 412.00				\$ 170.80	\$ 137.33	\$ 500.00		
45	b. Lodging, meals						\$ 605.00		\$ 593.88				\$ 239.78	\$ 197.96	\$ 1,400.00		
46	c. Other						\$ 32.00		\$ 36.00				\$ 13.60	\$ 12.00	\$ 25.00		
47	d. Other	\$ 881.00	\$ 3,269.00	\$ 1,084.00	\$ 3,590.00	\$ 747.00	\$ 915.00		\$ 149.00	\$ 257.20			\$ 413.64	\$ 138.40	\$ 65.00		
48	TOTAL Budgeted &	\$ 20,272.00	\$ 26,451.00	\$ 23,358.00	\$ 35,163.00	\$ 23,111.00	\$ 22,691.00	\$ 21,146.40	\$ 19,178.28	\$ 18,458.52			\$ 20,917.04	\$ 19,594.40	\$ 20,215.00	\$ 17,825.00	
49	TOTAL Revenue--Per	\$16,083.00	\$15,409.00	\$15,896.00	\$14,654.00	\$11,061.00	\$10,983.00	\$9,538.00	\$8,913.00	\$6,867.02			\$ 9,472.40	\$ 8,439.34	\$8,900.00	\$7,662.00	
50	10% Rebate from	\$11,498.00	\$11,252.00	\$11,244.00	\$10,856.00	\$10,484.00	\$10,983.00	\$11,745.78	\$11,453.00	\$11,057.31			\$ 11,144.62	\$ 11,418.70	\$11,300.00	\$10,216.00	
51	Interest of CD's &	\$25.00	\$293.00	\$215.00	\$74.00	\$159.00	\$17.00	\$18.00	\$2.94	\$0.30			\$ 39.27	\$ 6.78	\$15.00		
52	Misc	\$327.00	\$1,340.00	\$3.00	\$2.00	-\$1,403.00				\$760.22			\$ [128.56]	\$ 253.41			
53	Surplus/Deficit fr. St. Convt.								\$1,198.00	\$828.38			\$ 408.28	\$ 675.46			
54	TOTAL REVENUE	\$27,933.00	\$28,293.00	\$27,358.00	\$25,586.00	\$20,301.00	\$21,983.00	\$21,301.78	\$21,566.04	\$19,513.23			\$ 20,933.01	\$ 20,793.68	\$20,215.00	\$17,878.00	
55	Expenses(-) exceeds	\$ 7,513.00	\$ 1,641.00	\$ 3,998.00	-\$9,577.00	-\$2,810.00	-\$707.00	\$155.38	\$ 2,387.76	\$1,054.71							
56	10% Fund % of total revenue			41.50%	42.43%	51.64%	49.96%	45.14%	53.11%	56.67%							

(Attachment 7)

## TENNESSEE FEDERATION EXPENSE ACTIVITIES

### Current Activities:

1. Exec. Board Meeting
  - a. Travel
  - b. Lodging, meals
  - c. Office Expenses
  - d. Other
2. Fed. Officers Grants
3. Office Expenses
  - a. Postage
  - b. Telephone
  - c. Photo Copies
  - d. Other
  - e. Fed. Web Site
4. State Convention Expenses
  - a. Travel
  - b. Lodging, Meals
  - c. Office Expenses
  - d. Misc.
  - e. Deficit/Surplus
5. Nat'l. Convention/Pres.
6. Federation Newsletter
7. Legislative Expenses
8. Visit Weak Chapters
9. Visit to Chapters
10. Chapter Officers Training
11. Monitor State/Local Leg.
12. Promote Nat'l. Legislation
13. Civic Activity
14. Senior Act./Alz. Activity
15. Inc. New Member/Ser. Center
16. Merit Awards
17. Public Relations
18. Region X Conf.
19. Pres. Conf/Nat'l. Board
20. Nat'l. Membership Seminar
21. Nat'l. Legislative Seminar
  - a. Travel
  - b. Lodging, Meals
  - c. Other
22. Other

### Proposed Activities:

1. Exec. Bd. Meeting
  - a. Travel
  - b. Lodging, Meals
  - c. Other
2. Fed. Officers Stipend
3. Office Expenses
4. Fed. WEB Site
5. State Convention Expenses
  - a. Travel
  - b. Lodging, Meals
  - c. Misc.
6. Convention Deficit
7. Nat'l. Convention/Pres.
8. Fed. Newsletter
9. Legislative Expenses
10. Chapter Visits
11. Civic Activity
12. Senior Act./Alz. Activity
13. Public Relations
14. Region X Conf.
15. Pres. Conf./Nat'l. Board
16. Nat'l. Membership Seminar
17. Nat'l. Legislative Seminar
  - a. Travel
  - b. Lodging, Meals
  - c. Other
18. Other

(Attachment 8)



# **NARFE Tennessee Federation Board Meeting**

## **Secretary's Report**

**August 19 & 20, 2015**

Attended April 2015 NARFE Convention in Clarksville, Tenn. Transcribed and distributed the approved Minutes of the Board Meeting and the Convention to Board Members and requested Ronnie Collins post them on the Web site for all members to see.

Compiled and sent to Headquarters F-22 and F-7 Federation Reports.

Attended Donelson Area NARFE Chapter 1576 monthly meetings and picnic.

Received and filed several Tennessee NARFE Chapter F-7 Reports.

Sent e-mail messages to various Tennessee Federal Senators and Representatives on behalf of NARFE and Federal Employees to maintain their benefits.

Respectfully Submitted,

Merilyn M. Evans

NARFE TN State Federation of Chapters

(Attachment 9)

## Legislative Chairman Report

Jim Glenn

02/19/15 to 8/19/15

2/19/15, 2/20/15 Attended Tennessee Federation Board Meeting in Lebanon, TN.

3/14/15 – 3/17/15 Attended NARFE Legislative Conference (with Larry Henderson, Tennessee Federation President) in Crystal City, Virginia, training for two days and visits to Tennessee legislators on Tuesday.

4/16/15 Participated in Webinar “Legislative Training Webinar - FY16 Budget: What is next? A Look at Next Year.”

4/16/15 Participated in the PAH regional conference call. Discussion included legislative update, budget, grassroots opportunities and Public Service Recognition Week.

4/19-21/15 Attended NARFE Federation Convention in Clarksville, Tennessee. Gave an update on Legislative Conference and monitored presentation from NARFE Headquarters. Also gave report on legislation committee at the convention.

5/01/15 Submitted newsletter Article for June issue.

5/14/15 Participated in the PAH regional conference call. Discussion included legislative update, congressional recess, webinar series, and FY 16 budget.

5/19/15 Participated in Webinar “Getting to Yes: NARFE Member Grassroots Participation”

6/11/15 Participated in the PAH regional conference call. Discussion included legislative update, planning for summer’s grass roots activities.

6/25/15 Participated in Webinar “Congressional District Liaisons: What Are They and How Can My Federation Implement Them Effectively?” Covered an overview of the CDL position now and in the future in contacting and continuing a relationship with a congressman.

7/21/15 Participated in Webinar “August Grassroots Advocacy Month”. Covered Town Hall meetings during recess, pending legislation and appropriate toolkits to use when approaching members or candidates.

7/30/15 Participated in the PAH regional conference call. Discussion included legislative update, OPM breach, and planning for recess activities.

(Attachment 10)

**Tennessee Federation Executive Board Meeting  
Immediate Past President Report  
August 19, 2015**

Reporting period: April 22 – August 18, 2015

May 3. Submitted an article for the Federation Newsletter.

June 2. Attended Donelson Chapter 1576 annual picnic.

June 9. Attended Tri-County Chapter 806 quarterly meeting.

June 11. Participated in a PAH Regional Call with Sarah Weissmann.

June 16. Attended a NARFE Webinar on implementing Congressional District Liaisons.

July 30. Participated in a PAH Regional Call with Sarah Weissmann.

August 10. Attended a Ted Cruz political rally in Jackson.

August 13. Attended the 6th Annual West Tennessee Joint Chapter Meeting at Pickwick Landing State Park with members from six chapters present.

Respectfully submitted,

Larry Henderson  
Federation President

(Attachment 11)

ALZHEIMER'S REPORT  
AUGUST 19-20, 2015

The total amount of Alzheimer's donations for the our fiscal year, January 1, 2014 – December 3, 2014 was \$9, 454.36. The chapter with the highest per capita was Cleveland, Chapter 860. Their total amount contributed was \$669.00 with a total member of 49 and a per capita of \$13.65. The chapter with the most money contributed was Clarksville Chapter 870. Their total amount contributed was \$1,408.76 with a total membership of 156 and a per capita of \$9.03. The membership is as of October 31, 2014.

The Silent Auction which was held in April 2015 was a huge success thanks to all the chapters and individuals who donated to the event. The total from the tables was \$1,233.50, and the amount from the chapters that donated money was \$435.00 for a total of \$1,668.50.

As of today I have sent out 25 In Memory of Cards, and 3 Thank You for Your Contributions. Donna Shackelford, Region X Coordinator, gave me several of the Alzheimer's White Piggy Banks and I have been presenting them to the chapters.

I sent a newsletter and also information from Donna Shackelford to all the chapter presidents asking them to pass the information on to their coordinators if they had one, or at least to pass it on to their members.

I attend most of the meeting at my local chapter in Knoxville, but I attended the Cleveland Chapter 860 in August, and I presented their Alzheimer's chapter coordinator with the piggy bank. He stated he would be bringing it to all the meeting and hoped they filled it up each time.

We have a lot of chapters that do not donate, and I am hoping to be able to reach them to make them understand that all of the funds we collect goes directly to Alzheimer's Research, there are no administrative costs involved. This is not true of the other Alzheimer's programs.

Respectfully submitted,

*Joan Gates*

TN NARFE Alzheimer's Coordinator

(Attachment 12)  
Financial Secretary's Report  
August 19, 20, 2015  
TN Federation Board Meeting

I have processed all vouchers and sent to President or Vice President for approval.

Ed Evans and I ran a recruiting booth at the Tennessee Rural Letter Carrier State Convention in Franklin Tennessee and I forwarded the 86 names, addresses and phone numbers we received in our door-prize box to Jackie Bryant, Retention and Recruiting Specialist, Membership Department at NARFE headquarters for her to follow up and invite those who filled out information to join the Chapter in their respective Area.

I prepared a proposed budget for expenses of the Federation Financial Secretary for the remainder of 2015 and 2016 and submitted to President Larry Minniear.

My apologies for missing the Board Meeting. I will read Marilyn Evans minutes and Ronnie Collins Web pages and start working on the Federation Per Capital Dues collection process in October.

I will miss seeing everyone but looking forward to attending the National Rural Letter Carriers Convention in Reno, NV, as I have never had the opportunity to visit this area.

Respectfully Submitted  
Glenda Huff  
Federation Financial Secretary

(Attachment 13)

National Active and Retired Federal Employees Association  
August 18-19, 2015 Board Meeting Report

Newsletter Editor Report

Max Coats

Distribution to chapter members: Several members have requested to have their names deleted from distribution to receive their copies from the web page.

Some use the newsletter as a reminder to upgrade their membership status (correct mailing address, etc.).

Some chapters use the newsletter to inform the state members of their chapter activity (membership drives, visitation by Federation officers, visitation by congressional delegation, etc.).

We recently received an apology from the printer for issuing dark colored pictures. Note: we will no longer submit color photos for the newsletter.

As space permits, it is our pleasure to welcome more participation by chapters and chapter members with announcements of interest for the Federation.

(Attachment 14)

### **Report from Federation President's Meeting:**

- A. It is all about membership.
- B. TNLT – TN NARFE Leadership Team. Find its role.
- C. Return to Leadership Teams.
- D. See President Thissen's Speech at the President's Meeting (See Attachment 15).
  - 1. Emphasis on Marketing and new brand name exposure.
  - 2. Getting sponsorship to help defray costs which can be used at the Federation level.
  - 3. Data breach impact may not be felt until two or three years from now.
  - 4. NARFE firewall and updated measures have made its sites secure from breaches.
- E. Marketing Department: (Go to National Website, 2015 Federation President's Meeting, Presentations, Marketing Update to see power point slide presentation). We continue to:
  - 1. Be driven by research.
  - 2. Develop benefits to meet identified needs.
  - 3. Build brand awareness – exposure, exposure, exposure.
  - 4. Recruit and prospect where the potential members are (and where we can get access) -- online.
  - 5. Grow non-dues revenue to support association objectives.
- F. Legislative Update (See on National Website, same as above). NARFE's Legislative Priorities:
  - 1. Fighting attacks to federal pay and benefits, including FEHBP.
  - 2. Crafting a USPS reform bill that provides actual reform.
  - 3. Preventing the Chained CPI.
  - 4. 7 years of sequestration remaining.
  - 5. Presidential Election Year.
  - 6. Contributions from the federal community to date – \$120 Billion!
  - 7. NARFE's Legislative Priorities:
    - a. Fighting attacks to federal pay and benefits, including FEHBP.
    - b. Crafting a USPS reform bill that provides actual reform.
    - c. Preventing the Chained CPI.
- G. NARFE PAC (See on National Website, same as above).
  - 1. Electing members of Congress who support the federal community.
  - 2. Building meaningful relationships with members that can influence votes.
  - 3. Helping our legislative supporters rise to leadership positions, which can influence the congressional agenda.
  - 4. Need clarification of the rules.
  - 5. Need to establish relationship with local congressmen by local chapter members.
  - 6. Voting records determine your local support especially if they are in a leadership position.
  - 7. Don't intermix PAC and Advocacy but you can go out and support what you believe in.
  - 8. NARFE-PAC Disbursements in 2013-2014:

- a. \$323,000 NARFEPAC gave to candidates.
  - b. 124 Candidates received NARFEPAC funds.
  - c. \$120,000 Went to 4 party committees.
9. NARFE-PAC by the Numbers – Contributions 2013-2014:
- a. 32,743 NARFE members contributed.
  - b. \$920,309.66 Total raised.
  - c. \$28.11 Average contribution.
10. TN Federation is one of the leaders in NARFE-PAC contributions.
- H. Membership Marketing and Fundraising (See National Website, etc. as above).
1. Significant drop in membership.
  2. Personal contact with members (phone calls, form letters) asking them to renew has been very effective and needs to be stressed in all Chapters.
  3. NARFE's 2015 Membership Recruitment Incentive Program!
    - a. Starts September 1, 2015.
    - b. Ends December 31, 2015.
    - c. Recruiters receive \$10 for every NEW member.
    - d. Recruiters will be entered once for every eligible recruited member in a Grand Prize Drawing to be held at the end of January 2016.
    - e. Grand Prize???

The period of time since the 2014 National Convention has been exciting and eventful. As a result of resolutions approved by the delegates at the Convention, a reorganization of NARFE Headquarters took place. The delegates approved the elimination of two National Resident Officers positions effective November 1, 2014, which necessitated the reorganization of staff.

As a result, we developed a reorganization plan, which was reviewed and approved by the National Executive Board in November 2014. The current structure is available on the NARFE website, and a complete description was provided in the *NARFE Insider* publication.

This reorganization allowed us to make several significant changes and improvements to add additional and improved capabilities:

- 1) Established a Marketing Department devoted to management and oversight of membership recruitment and retention as well as fundraising, affinity partnerships and sponsorships;
- 2) Hired two exceptionally qualified individuals to fill the Membership Marketing Deputy Director position vacated with the creation of the Marketing Director position (responsible for membership recruitment and retention as well as direct mail fundraising activities) and the New Business Deputy Director position (responsible for all aspects of non-dues revenue activities except direct mail fundraising); and
- 3) Created a Senior Analyst position responsible for support of state legislative activities.

In addition, two positions were eliminated. Further changes will occur as employees retire or otherwise leave NARFE. We are committed to building the most effective and cost-efficient structure.

The delegates also approved the creation of a Standing Strategic Planning Committee Process. As a result, we conducted research and, in February, contracted with Sabatier Consulting to create a strategic planning structure. With their assistance, we constructed the Strategic Planning Process. The process has three components: Sabatier serves as the facilitator overseeing the process; a Strategic Planning Team (SPT) provides research and final compilation of recommendations; and a Strategic Planning Committee (SPC) develops recommendations. I appointed Jon Dowie as the chair of both the SPT and SPC, and he is doing a great service to NARFE through his excellent leadership. A timeline for activities was developed, and the Strategic Planning Committee is in the process of determining its recommendations. The Committee was requested to seek assistance, advice and comments from the Regional Vice Presidents. And, in order to ensure input from all stakeholders and members, we established a special email address to receive comments/concerns.

Moving on to finances, the results of the 2014 audit indicated that for the third year in a row, our total assets increased. National Secretary/Treasurer Dowie's report will provide more details on the finances as well as the areas under his purview.

On the legislative front, this year has been very busy. It began with the release of the President's budget in February and the passage of budgets in the House and Senate. In each of these budgets, federal employee and retiree benefits were targeted. However, the House budget was the most egregious due

to the magnitude (\$318 billion over 10 years) and breadth of the benefits affected (FEHBP premiums, TSP return rates, retirement contributions by employees, and on and on.) With the support of the NARFE members and their diligent work at the grass-roots level, we were able to achieve a major victory when the House and Senate passed a joint budget that did not include reconciliation instructions to our committees of jurisdiction. This means our pay and benefits were spared ... for now. While this is a very big victory, it is only the first step of a long process. We will need to continue to work hard to ensure cuts to our programs are not included as "pay-fors" in the highway bill, in raising the debt ceiling, and in continuing resolution proposals. Keeping our pay and benefits out of unrelated bills will be no small task. It will require the vigilance of all NARFE members. While the budget has taken much of the time of the Legislative Department staff, they are also working to help draft meaningful postal reform. In addition, we have provided written testimony to several hearings and have attended policy conferences of both parties to receive the latest insight on future legislative plans. Our Legislative Department has also served as the NARFE point of contact with the Office of Personnel Management (OPM) on the recent data breaches. I'll stop there, as you're going to receive a legislative update later today.

The Marketing Department has continued to refine our recruitment and retention activities and has made great strides in fundraising and new business development. There will be detailed briefings on these activities throughout the week. I am certain you will be impressed with the practices that have been implemented and the results achieved.

The Communications Department continues to produce our award-winning *narfe* magazine, the *NewsWatch* electronic newsletter and the quarterly *NARFE Insider* report for NARFE officers. The Department is also in charge of our Facebook page, on which our followers are growing exponentially each month. NARFE members are more active on social media than you might think!

The Federal Benefits Service Department staff continues to receive high marks from the members for their rapid response to questions and concerns. They are also integral to our interface with OPM. Looking ahead, the Department is working with the Legislative, Marketing and Communications Departments to ensure members are both aware and take advantage of the new self-plus-one option available under the FEHBP when the 2016 Federal Benefits Open Season starts on November 9, 2015.

This brings me to the situation concerning the OPM data breach, which is probably the most serious data hack ever, due to the type of data exposed. While previous hacks may have compromised credit card and name-and-address data, this breach included Social Security numbers (credit card numbers can be changed, not so with Social Security numbers), information on parents and families, previous addresses, birth dates and locations, etc. And we still don't have all the facts. We have been working to keep the pressure on OPM to release information on the scope of the problem, and we have also recommended lifetime identity theft and credit monitoring for those affected and an increase in the liability limit from \$1 million to as high as unlimited in special cases. In conjunction with the Federal-Postal Coalition, we sent a letter to President Obama requesting he take proactive measures in this very urgent matter. We are continuing to monitor congressional hearings and are working daily to prod OPM for the information so we can provide our members the best available support.

I could talk for hours on our activities. We have been very successful. We all want to continue our successes long into the future. To continue as a great organization, we will need to adjust and evolve.

Richard Thissen