

Tennessee Federation of Chapters Board Meeting

October 25, 2016

Lebanon, Tenn.

10 a.m. – 4 p.m.

- I. Meeting called to order at 10 a.m.
 - A. Invocation – Ed Evans
 - B. Pledge – Rhonda Mooney
 - C. Roll Call – Marilyn Evans
 1. Present: Pres. Larry Minniear, 1st VP Rhonda Mooney, 2nd VP Ed Evans, 3rd VP George Prewitt, Secretary Marilyn Evans, Treasurer Norris Alderson, Legislative Chair James Glenn, and Immediate Past Pres. Larry Henderson.
 2. Absent: Cong. Dist. 2 Liaison John Wells, Alzheimer’s Chair Joan Gates, NARFE-PAC Chair Charles Thompson, Network Coordinator Ronnie Collins and Service Officer Larry Cunningham.
 - D. **Larry Henderson made the motion to include the Convention minutes as the next item on the agenda, 2nd by Norris Alderson. Motion passed.**
 1. Corrections to the Convention After-Action Federation Board Meeting Minutes:
 - a. Change: Section V., Paragraph I. from “send the capital dues” to “send the per capita dues”.
 - b. Change: Section V., Paragraph J. from “Norris Alderson said he didn’t get any capital dues” to “Norris Alderson said he didn’t get any per capita dues”.
 - c. Change: Section IX. From “picked up the per capita for e-NARFE” to “picked up the 10 percent funds for e-NARFE”.
 2. **James Glenn made the motion to accept the proposed corrections, 2nd by Rhonda Mooney. Motion passed.**
 - E. National Convention Recap – Larry Minniear.
 1. Most had the opportunity to follow along what was being done at the Convention on the website as well as by the information put out in the magazine.
 2. Three major Resolutions:
 - a. Optional Chapter membership passed.
 - (1.) What kind of impact do you think this will have across the state?
 - (2.) Chapters will have to make more of an effort to get and keep members.
 - b. One member, one vote passed.
 - (1.) Because many delegates are not informed on issues, but vote anyway, why would so many more voters be informed enough to vote intelligently?
 - (2.) Members now will probably vote either through the magazine or by electronic vote.

- (3.) Possibly this will cause major shrinkage in attendance therefore no business will be conducted, nor officers elected, nor resolutions and bylaws voted on because of a lack of a quorum at Conventions, therefore the Convention will change to being a Conference.
 - (4.) Convention attendees now are usually Federation Officers or those who are interested in Legislation.
 - (5.) Future draw of a National Convention/Conference will be reunion with friends and/or interesting local sites and tourism.
 - (6.) Seminars and good speakers will be the future draw for attendance.
 - (7.) If no voting to be done, some won't want to attend just to hear speakers.
 - (8.) Business will still have to be done by Resolutions which can be two or three pages long, plus there won't be the usual debate and discussion.
 - (9.) Magazine may not be viable because it's printed two-three months in advance.
 - (10.) A separate mailing may be the only option which hasn't been done in the past due to the high expense, but it may be the only option because of last minute changes and amendments to Resolutions.
- c. NEB the power to raise dues didn't pass.
- (1.) Raising and lowering dues has not had a great impact on membership in the past.
 - (2.) Many of our retirees are living on \$1,000 or less per month. Those are the members (many of whom are surviving spouses) we have to consider the most regarding dues.
 - (3.) Because of electronics, the size of an organization doesn't matter as much anymore, however, with eNARFE, those members are separated from local input and information.
 - (4.) National quibbles about \$5 or \$10 in extra dues income, but on the other hand spend outrageously on search teams and a CEO to manage about 52 people, which doesn't make much sense.
3. The NEB has never defined as to how many Regional Vice Presidents we should have. However, each one gets a salary plus expenses which can be a large drain on the budget.
 4. Following the Convention the NEB got rid of eNARFE and created a National Division making these members National members. As a result, the eNARFE Chapter Director resigned.
 5. How will the Federation and Chapters deal with one member/one vote?
 - a. National has said it will come out with guidelines.
 - b. Delegates can carry proxies for members who can't attend.
 - c. Does the Federation have to change to one member/one vote also?

- d. Our Federation doesn't have time to change this by the state Convention in April 2017.
 - e. Changes to the Bylaw voted on at the Convention need to be typed up and sent to National. (liaison or leader). National District Liaison needs to be added to Bylaws. It was decided to wait on making and sending changes until the meeting is about to close so everything can be done at once if more changes need to be made.
 - f. Proposed that Article V Delegates and Proxies needs to be totally removed from the Bylaws and replaced with "Voting representation is accomplished by one member (that is a member in good standing on the Chapter level) /one vote at the Federation level." Ultimately, we need to keep it as simple as possible and probably won't be considered until the 2018 Convention.
 - g. National has not defined if proxies will be available or used.
- F. Budget – Norris Alderson (See Attachment 1)
- 1. It was pointed out that we started this year with a budget of \$17,325.00. Through the end of the 3rd Quarter we've spent \$11,557.03 leaving \$5,767.97 for 4th Quarter spending. Norris Alderson said he doubted we will spend that much in the last quarter. So, we should have a surplus to be carried over to next year.
 - 2. Vouchers need to be in for stipends prior to Dec. 31st.
 - 3. Recruiting Incentive (See Attachment 2)
 - a. The listing of Don Franks was questioned because of his age and membership status.
 - b. Larry Henderson made a motion, 2nd by Rhonda Mooney, that winners must be a current NARFE member. Motion passed.**
 - 4. Per Capita Report (See Attachment 3)
 - a. Will collect \$6,075. Last year collected \$6,780. Decrease noted and is significant.
 - b. One chapter has only a President; another has only a President and Secretary.
 - c. Per capita dues letters have been mailed out to the Chapters.
 - 5. Financial Report (See Attachment 4)
 - a. Do you want to continue small line items or mass them all into a misc. area?
 - b. For clarification, the Board chooses to see items separated.
 - c. George Prewitt made the motion, 2nd by Larry Henderson, to approve the Financial Report. Motion passed.**
- G. Proposed Budget: Larry Minniear (See Attachment 5)
- 1. The budget is just an estimate. But we have three major expenses aside from the Federation Convention in some years: this year it was the National Convention; next year it will be Region X, Legislative Conference and the President's Meeting to include in the budget. These are all expensive and getting more so every year.
 - 2. The Board is open to any suggestions on how to cut back on expenses and on the budget.

3. Getting the newsletter on a self-paying basis with advertising would be a step in the right direction.
4. Working on membership is our responsibility, not National's. We need to actively promote NARFE to everyone we meet.
5. Renewals need to be actively followed up on by Chapter Secretaries, Treasurers, Presidents, et al.
6. Because we no longer have a Financial Secretary, the stipend for that position of \$300 a year can be taken off the budget.
7. Major trips that need to be taken are hard to estimate their cost because the prices vary from year to year due to location and length of meetings, etc.
8. Larry Henderson proposed that by reducing the reimbursement amount received for mileage across the board for all functions, it would result in reducing the budget by several hundred dollars (Board Meetings, Conventions, Chapter visits, etc. resulting in \$2,395.00 estimated savings).
9. Larry Henderson also proposed reducing the number of issues of the newsletter each year from four to three which would reduce costs by 25 percent or \$1,025.00 a year. Issues would be July, November and February of each year making it mandatory to have Convention information and forms in the November issue.
10. Teleconferences for Board Meetings can save quite a bit from the budget. The first one is planned for possibly in February 2017.
11. The goal is to not deplete what reserve funds we have too quickly so, if we no longer get any money from National, the Federation would be able to survive for several years beyond that if we choose to continue with the Federation in the future.
12. **Larry Henderson made a motion, 2nd by Norris Alderson, that we reduce mileage reimbursement by 20 percent making it go from \$.40 to \$.32 per mile. Motion passed and is effective immediately.**
13. **Larry Henderson made a motion, 2nd by Ed Evans, to change the newsletter from four issues a year to three (February, July and November). Motion passed.**

Adjourned for lunch from 12:20 p.m. to 1 p.m.

- H. Travel needs to be scrutinized more closely due to budget restraints. (See Attachment 6)
 1. Proposed changes to the Policy Manual presented concerning prior approval for travel reimbursement for such things as extra visits to chapters for parties, funerals, picnics, etc. that are not already included in the budget.
 2. Norris Alderson recommended that all the words "should" need to be changed to "shall".
 3. Change "in the best interest of NARFE" to "in the best interest of the Tennessee Federation".

4. Insert "within 10 days" in place of "timely" wherever it occurs.
 5. After "if a decision is not received within 10 days" add "and forward to the First Vice President".
 6. Correct punctuation by adding commas where needed.
 7. Changes to the Policy Manual are to clarify what is expected and eliminate any areas that may be questionable.
 8. The Chapters need to be informed that the Federation can only afford a limited number of visits. If they want more visits for extra things, the Chapters will have to help with the expenses of that visit.
 9. ***Rhonda Mooney made a motion, 2nd by Norris Alderson, that the paragraphs concerning prior approval to Section III. Travel Expenses in the Policy Manual be changed as discussed and amended. Motion passed with one dissension.***
- I. Newsletter (See Attachment 7)
1. Larry Minniear will contact the publishers again to see if he can connect with them and set up a financially self-sustained newsletter.
 2. Larry Henderson said he knew of some other publishers and would contact them as well.
 3. Vice Presidents and Board members need to encourage Chapters and members to send pictures to the editor for inclusion in their Federation newsletter.
 4. Since we changed printers, the cost per issue has increased.
 5. A possibility is to get a large corporation to sponsor our newsletter.
 6. A graphic arts school could print it for us as a teaching tool is a possible option.
 7. Hearing aid companies, health insurance companies, etc. might be an alternative, and the Board is open to any reasonable suggestions.
- J. Membership Ideas
1. \$10 incentive not getting a great response, but it turns out that it's better than not offering any incentives.
 2. Telephone trees work to get people out.
- K. 2017 Federation Convention (See Attachment 8, 9, and 10)
1. Nashville Airport Hotel will be the site, located in SE Nashville just off of Hwy. 40, close to the airport, on Elm Hill Pike. Rooms will be \$119 per night plus taxes and surcharges.
 2. Main Speaker will be from National for which National will pay.
 - a. 1st choice: Richard Thissan, National President
 - b. 2nd choice: Alan Reeves, Federal Benefits Specialist
 - c. 3rd choice: Jessica Klement, Legislation Director
 - d. Banquet speaker is an inspirational speaker.
 - e. Rep. Cooper, mayor, chamber of commerce, etc. are possible speakers on opening day.
 3. Larry Minniear asked Ed Evans to get in touch with Joe Nash from the Knoxville Chapter and find out what their Chapter and Convention Committee charged the vendors, how they got in touch with them, and how they went about getting them to sponsor the lunch, etc.

4. Ed Evans was also advised to get in touch with Jennifer Bialek at National for sponsorships.
 5. Social Media is a good way to get new ideas.
 6. We are doing the Conventions for the Chapters and they are our target audience.
 7. The Agenda is basically set by the Board.
 8. The Program will begin on Monday morning and finish up Tuesday around noon.
- L. Health Insurance
1. Health Insurance comparison chart, as shown on page 35 of the NARFE magazine, was looked at and discussed by the Board.
 2. Most people go directly to the largest companies, such as Blue Cross/Blue Shield, and don't even look at the comparison chart.
 3. If they check, they will find they can get the same benefits at a lower monthly cost.
 4. Setting up a NARFE table at health fairs can be beneficial for attaining new members.
 5. If you have Medicare, choosing the cheapest could be the most beneficial since Medicare pays first and the other companies pay 100 percent of the remainder.
- M. Old Business
1. Legislative Conference – James Glenn usually goes and condenses the information and reports it back to the Board, to Chapters and to members.
 - a. James Glenn said he felt the Conference seems to be in a rut, going over the same information each time.
 - b. Legislation is the most important thing NARFE does and is the wave of the future, so we must keep up with it.
 - c. Larry Minniear wanted to know if we need to continue this way or switch out and send someone else, send no one, or go in an entirely new direction for legislation.
 - (1.)Ed Evans would like to see James Glenn go so he can conduct legislative training at the 2017 Convention.
 - (2.)Ed Evans feels all the Chapters should be asked to appoint a Legislative Officer, if they don't already have one, specifically for this necessary training.
 - d. James Glenn would like to find and train a protégé to be the Board's Legislative Officer so there will be some kind of transitional period and also enabling him to step down as Legislative Officer at some point in the future.
 - e. Estimated cost to send someone to the Legislative Conference will probably be from \$1,100.00 - \$1,500.00.
 - f. ***Norris Alderson made a motion, 2nd by Rhonda Mooney, that whatever James Glenn comes up with for the cost for the Legislative Conference will be approved for the Budget. Motion passed.***

- N. George Prewitt wanted to get approval to stay another night at the Ramada Inn in Lebanon following the Board Meeting due to the distance he has to drive to get home to Johnson City. The Board approved his lodging for the extra night, breakfast the next morning and mileage for his return trip home.
1. Two or three Chapters that he is responsible for are quite a distance from him and require an overnight stay.
 2. Vice Presidents shouldn't worry if they can't see all their Chapters each year. Sometimes, it's impossible to get to some Chapters because of when they hold meetings, some Chapters don't hold meetings on a regular basis, and still others don't hold meetings at all.
- O. New Business
1. A lot of our organization's positions are being combined due to financial constraints.
 2. Badges are needed for all Federation Officers. If you don't have one, go on line and order a red Federation one, then submit a voucher for reimbursement.
 3. Larry Henderson noted that, on his way to the National Convention, he brought NARFE applications with him and recruited several new NARFE members while he was stopped at five different National Parks – don't miss an opportunity to recruit.
- P. Officer's Reports
1. Federation President Larry Minniear (See Attachment 11).
 2. 1st Vice President Rhonda Mooney (See Attachment 12).
 3. 2nd Vice President Ed Evans (See Attachment 13).
 4. Past President Larry Henderson (See Attachment 14).
 5. Legislative Chair James Glenn (See Attachment 15).
 6. Alzheimer's Chair Joan Gates (See Attachment 16).
- Q. ***Larry Henderson made the motion, 2nd by Rhonda Mooney, that we adjourn. Motion passed.***

X. Adjourned at 3:50 p.m.

Attachment 1

TENNESSEE FEDERATION FINANCIAL REPORT 2016 FEDERATION BUDGET AND EXPENSE REPORT

Budget/Expense Ending: September 30, 2016

ACTIVITY	Budgeted 4 Qtrs Year	QTR Budget 1st Qtr	QTR Exp. Actual 1st Qtr	QTR Budget 2nd Qtr	QTR Exp. Actual 2nd Qtr	QTR Budget 3rd Qtr	YTD Exp. Actual 3rd Qtr	QTR Budget 4th Qtr	QTR Exp. Actual 4th Qtr	Actual Expenses YTD	(-) Over (+) Under Budget
	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016
1. Exec. Bd. Meeting:											
a. Travel	\$1,900.00	\$950.00	\$787.20		\$0.00	\$950.00	\$0.00		\$0.00	\$787.20	\$1,112.80
b. Lodging, meals	\$1,450.00	\$725.00	\$718.43			\$725.00				\$718.43	\$731.57
c. Other	\$125.00	\$63.00				\$62.00				\$0.00	\$125.00
2. Fed. Officers Stipend	\$1,800.00	\$450.00	\$300.00	\$450.00	\$200.00	\$450.00	\$150.00	\$450.00		\$650.00	\$1,150.00
3. Office Expenses:	\$350.00	\$100.00	\$19.60	\$90.00	\$120.25	\$100.00		\$60.00		\$139.85	\$210.15
4. Fed WEB site	\$100.00	\$25.00		\$25.00	\$45.00	\$25.00		\$25.00		\$45.00	\$55.00
5. State Convention Ex.										\$0.00	\$0.00
a. Travel	\$1,500.00			\$1,500.00	\$1,662.00		\$46.40			\$1,708.40	(\$208.40)
b. Lodging, meals	\$1,700.00			\$1,700.00	\$1,810.05		\$10.44			\$1,820.49	(\$120.49)
c. Misc.	\$250.00			\$250.00	\$225.78		\$64.78			\$290.56	(\$40.56)
d. Convention Deficit										\$0.00	\$0.00
6. Nat'l Convent/Pres	\$1,300.00					\$1,300.00	\$1,078.35			\$1,078.35	\$221.65
7. Fed. Newsletter	\$4,500.00	\$1,125.00	\$1,081.95	\$1,125.00	\$798.37	\$1,125.00	\$1,344.71	\$1,125.00		\$3,225.03	\$1,274.97
8. Legislative Expenses	\$50.00	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$20.00	\$0.00	\$0.00	\$50.00
9. Chapter Visits	\$2,100.00	\$525.00	\$350.00	\$525.00	\$189.77	\$525.00	\$387.35	\$525.00		\$927.12	\$1,172.88
10. Civic Activity										\$0.00	\$0.00
11. Senior Act/Alz Act.	\$100.00	\$25.00		\$25.00		\$25.00		\$25.00		\$0.00	\$100.00
12. Public Relations	\$100.00	\$25.00		\$25.00		\$25.00		\$25.00		\$0.00	\$100.00
13. Region X Conference			\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
14. Pres. Conf/Nat'l Board										\$0.00	\$0.00
15. Nat'l Membership Sem										\$0.00	\$0.00
16. Nat'l Legislative Semin			\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
a. Travel										\$0.00	\$0.00
b. Lodging, meals										\$0.00	\$0.00
c. Other										\$0.00	\$0.00
17. Other					\$51.20					\$60.20	(\$60.20)
TOTAL Budgeted/Expense	\$17,325.00	\$4,023.00	\$3,257.18	\$5,725.00	\$5,102.42	\$5,322.00	\$3,082.03	\$2,255.00	\$0.00	\$11,450.63	\$5,874.37

Note: \$115.40 of 2015 costs were paid in 2016 and are not included in the above numbers.

Revenue

- Per Capita Dues
- 10% Rebate Nat'l.
- Interest CD's/Checking

Surplus fr. St.Convvt.

Total Revenue

Expenses(-) exceeds revenue

10% Fund total of total revenue

Attachment 2

2016 FEDERATON RECRUITING INCENTIVE AWARDS (\$10 EACH)									
Period: July 1 - December 31, 2016									
As of: October 13, 2016									
RECRUITER'S									NEW
CHAP	LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE NO.	MEMBER ID	MEMBER JOIN DATE
0204	*Franks	Don	7707 Devonshire Dr. SW	Knoxville	TN	37919	865-894-8000	10072008	20160803
0870	Pickett	Daisy	P. O. Box 2763	Clarksville	TN	37042-2763	931-648-8789	10771274	20160822
0870	Ried	Veronica	231 Shiloh Rd.	Clarksville	TN	37042-5230	931-648-4393	10715156	20160828
0870	Wooten	Mary	246 Porters Bluff Rd.	Clarksville	TN	37040-3579	931-647-8904	10800892	20160908
0870	Whitney	Lora	2603 Delano Dr.	Clarksville	TN	37043-5423	931-358-4855	1015800	20160927
2009	Heston	Millie	2032 Canoe Branch Rd.	Lebanon	TN	37087-7954	615-496-7863	11050144	20160927
0108	Montgomery	Violet	213 S Sweetbriar Av.	Chattanooga	TN	37411-4015	423-629-0651	10514118	20160928

*NOTE: According to the M-260, Mr. Don Franks is a member of Knoxville, Chapter 0204 but he is not currently on any NARFE list or report to which I have access for members in Tennessee. According to HQ, he was born in 1907, joined NARFE in 1990, and paid the membership fee for one year but never renewed. I found his address on the internet. If he is still alive at age 109, he has not been a NARFE member since 1991.

Attachment 3

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	2016 PER CAPITA DUES SUBMISSIONS												
2													
3	CHAPTER	NAME		VOTING MEMBERS		HONORARY MEMBERS			TOTAL MEMBERS DUES		AMOUNT		DATE RECEIVED
4													
5	78	MEMPHIS		77		2			75		\$225.00		
6	108	CHATTANOOGA		132		1			131		\$393.00		
7	152	EUGENE F ROBERTS ATHENS		31		1			30		\$90.00		
8	204	KNOXVILLE		166		0			166		\$498.00		
9	227	NASHVILLE		223		2			221		\$663.00		
10	324	JOHN SEVIER JOHNSON CITY		168		5			163		\$489.00		
11	519	JACKSON		87		1			86		\$258.00		
12	727	DICKSON		39		3			36		\$108.00		
13	806	TRI-COUNTY		30		0			30		\$90.00		
14	834	MURFREESBORO		86		2			84		\$252.00		
15	859	SUMNER COUNTY		65		1			64		\$192.00		
16	860	CLEVELAND		42		0			42		\$126.00		
17	861	SHILOH		22		0			22		\$66.00		
18	870	CLARKSVILLE		127		3			124		\$372.00		
19	883	COFFEE COUNTY		53		0			53		\$159.00		
20	935	KINGSPOINT		40		0			40		\$120.00		
21	1382	MILLINGTON		92		0			92		\$276.00		
22	1576	DONELSON AREA		93		1			92		\$276.00		
23	1603	MORRISTOWN		37		0			37		\$111.00		
24	1678	SEVIER COUNTY		35		0			35		\$105.00		
25	1719	CUMBERLAND COUNTY		56		1			55		\$165.00		
26	1733	MEMPHIS POSTAL EMPLOYEES		14		0			14		\$42.00		
27	1950	HAWKINS COUNTY		18		0			18		\$54.00		
28	1956	PUTNAM COUNTY		89		0			89		\$267.00		
29	1968	GERMANTOWN		94		0			94		\$282.00		
30	2009	WILSON COUNTY		45		0			45		\$135.00		
31	2035	Warren County		17		1			16		\$48.00		
32	2075	GILES COUNTY		33		0			33		\$99.00		
33	2133	FRANKLIN COUNTY		38		0			38		\$114.00		
34													
35		TOTAL		2049	0	24	0		2025		\$6,075.00		

Attachment 4

Tennessee Federation Financial Report

January 1, 2016 - September 30 , 2016

Beginning Balance - Checking account 1/1/2016 \$28,186.38

REVENUES

National Dues Rebate - 10% Fund (2016)	\$5,811.70
National Dues Rebate - 10% Fund (2015)	\$895.79
2016 Convention Profit	\$1,387.14

Total Revenue \$8,094.63

LESS EXPENSES:

Vouchers - Officers Expense	\$7,556.95
Newsletter Expenses	\$3,225.03
Feb. BOD Lodging-Ramada Inn	\$529.65
2015 Expenses Paid in 2016	\$115.40
WebHost	\$45.00
Liability Insurance	\$85.00

Total Disbursed \$11,557.03

9/30/16 Balance \$24,723.98

CD's US Bank	
Account Ending-5601	\$3,355.92
Account Ending-4540	\$3,534.60

Total Assets \$31,614.50

Attachment 5

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1. TENNESSEE FEDERATION BUDGET AND EXPENSE REPORT																
2	Proposed Annual Budget															
3																
4																
5	ACTIVITY															
6																
7																
8	1. Exec. Bd. Meeting:															
9	a. Travel	\$ 2,407.00	\$ 2,963.00	\$ 3,987.00	\$ 2,925.00	\$ 2,795.00	\$ 2,010.00	\$ 2,395.68	\$ 1,016.75	\$ 1,548.60	\$ 1,414.32		\$ 1,677.27	\$ 1,326.89	\$ 1,900.00	1500
10	b. Lodging, meals	\$ 1,513.00	\$ 1,956.00	\$ 2,693.00	\$ 2,361.00	\$ 1,259.00	\$ 1,577.51	\$ 788.54	\$ 1,198.41	\$ 1,075.98			\$ 1,251.09	\$ 1,020.98	\$ 1,450.00	1300
11	c. Off. Expenses	\$ 155.00	\$ 185.00	\$ 343.00	\$ 435.00	\$ 405.00	\$ 83.00	\$ 197.26	\$ 107.35	\$ 22.36			\$ 81.99	\$ 43.24		
12	d. Other		\$ 1,014.00	\$ 313.00	\$ 313.00	\$ 55.00	\$ 47.00						\$ 9.40	\$ -	\$ 125.00	100
13	2. Fed. Officers Grants	\$ 1,675.00	\$ 1,725.00	\$ 1,375.00	\$ 1,250.00	\$ 2,025.00	\$ 1,425.00	\$ 1,750.00	\$ 1,775.00	\$ 1,950.00	\$ 1,425.00		\$ 1,665.00	\$ 1,716.67	\$ 1,800.00	1800
14	3. Office Expenses												\$ 199.01	\$ 260.52	\$ 350.00	300
15	a. Postage	\$ 268.00	\$ 376.00	\$ 310.00	\$ 350.00	\$ 245.00	\$ 43.00	\$ 170.48	\$ 245.94	\$ 212.03	\$ 323.58		\$ -	\$ -	\$ -	150
16	b. Telephone	\$ 25.00	\$ 27.00										\$ 47.60	\$ 77.86		
17	c. Photo copies	\$ 48.00	\$ 13.00	\$ 86.00	\$ 67.00	\$ 60.00		\$ 4.39	\$ 29.49	\$ 204.10			\$ 121.10	\$ 146.98		
18	d. Misc./other	\$ 185.00	\$ 84.00	\$ 254.00	\$ 73.00	\$ 138.00	\$ 72.00	\$ 92.59	\$ 128.41	\$ 188.91	\$ 123.61		\$ 85.20	\$ 88.00	\$ 100.00	100
19	e. Fed WEB site		\$ 66.00	\$ 72.00	\$ 72.00	\$ 72.00	\$ 78.00	\$ 84.00	\$ 84.00	\$ 90.00	\$ 90.00		\$ -	\$ -	\$ -	
20	4. State Convention												\$ -	\$ -	\$ -	
21	a. Travel	\$ 1,707.00	\$ 1,354.00	\$ 1,632.00	\$ 2,212.00	\$ 2,251.00	\$ 1,231.00	\$ 2,495.96	\$ 1,374.80	\$ 1,555.87	\$ 1,445.43		\$ 1,620.61	\$ 1,458.70	\$ 1,500.00	1500
22	b. Lodging, meals	\$ 1,266.00	\$ 1,455.00	\$ 1,933.00	\$ 2,681.00	\$ 1,623.00	\$ 1,634.00	\$ 3,147.41	\$ 1,872.93	\$ 2,228.08	\$ 1,937.82		\$ 2,164.05	\$ 2,012.94	\$ 1,700.00	1700
23	c. Off. Expenses	\$ 244.00	\$ 45.00	\$ 209.00	\$ 85.00	\$ 13.00	\$ 158.00	\$ 125.00	\$ 7.38	\$ 203.45	\$ 617.36		\$ 222.24	\$ 276.06		
24	d. Other	\$ 341.00	\$ 415.00	\$ 23.00	\$ 136.00	\$ 181.00	\$ 1,064.00	\$ 225.29		\$ 542.61			\$ 366.38	\$ 180.87		
25	e. Misc												\$ 113.82	\$ 189.71	\$ 250.00	200
26	f. Deficit/Surplus/Advance				\$ 367.00								\$ -	\$ -	\$ -	
27	5. Nat'l Convent-Fed.	\$ 1,515.00	\$ 1,122.00	\$ 1,122.00	\$ 1,000.00	\$ 1,000.00			\$ 1,641.58	\$ 658.40			\$ 460.00	\$ 766.66	\$ 1,300.00	
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	\$ 4,048.17		\$ 5,133.00	\$ 4,636.23	\$ 4,500.00	4500
29	7. Legislative Expenses:												\$ 58.46	\$ 57.09	\$ 50.00	
30	a. Visit to Weak Chap.		\$ 201.00	\$ 201.00	\$ 603.00	\$ 100.00	\$ 121.00	\$ 256.00	\$ 100.00	\$ 71.28			\$ 75.28	\$ 40.13		
31	9. Visit to Chapters	\$ 880.00	\$ 2,519.00	\$ 1,252.00	\$ 2,494.00	\$ 1,790.00	\$ 2,214.00	\$ 1,801.49	\$ 1,743.70	\$ 2,857.88	\$ 1,531.61		\$ 2,029.74	\$ 2,044.40	\$ 2,100.00	1400
32	10. Chap. Officers Trnl	\$ 2,950.00			\$ 477.00	\$ 1,440.00							\$ -	\$ -	\$ -	
33	11. Monit. St/Local Leg.				\$ 235.00								\$ -	\$ -	\$ -	
34	12. Prom. Nat'l Legis.				\$ 117.00	\$ 208.00							\$ -	\$ -	\$ -	
35	13. Civic Activity												\$ -	\$ -	\$ -	
36	14. Senior Act.-ALZ, etc				\$ 380.00	\$ 26.00	\$ 29.00	\$ 111.72	\$ 463.28		\$ 66.57		\$ 134.11	\$ 176.62	\$ 100.00	100
37	15. Inc. new memb./Ser Cen				\$ 1,013.00								\$ 30.40	\$ 50.67		120
38	16. Merit Awards					\$ 58.00							\$ -	\$ -	\$ -	
39	17. Public Relations				\$ 470.00	\$ 220.00	\$ 13.00	\$ 172.40	\$ 149.60	\$ 61.60			\$ 79.32	\$ 70.40	\$ 100.00	50
40	18. Region X. Conferel	\$ 638.00	\$ 1,283.00	\$ 1,443.00	\$ 1,443.00	\$ 475.60	\$ 1,545.00	\$ 426.06	\$ 426.06	\$ 527.12			\$ 594.76	\$ 317.73	\$ 500.00	500
41	19. Pres. Conf./Nat'l Bd.	\$ 618.00		\$ 991.00	\$ 991.00	\$ 795.82	\$ 1,182.00	\$ 440.31	\$ 658.40				\$ 527.24	\$ 484.74	\$ 1,000.00	1000
42	20. Nat'l Membership Sem.												\$ 88.06	\$ -	\$ -	
43	21. Nat'l Legislative Semin.	\$ 1,180.00		\$ 3,600.00	\$ 3,600.00								\$ -	\$ -	\$ -	
44	a. Travel						\$ 442.00	\$ 412.00	\$ 412.00	\$ 424.50			\$ 255.70	\$ 278.83	\$ 450.00	450
45	b. Lodging, meals						\$ 605.00	\$ 593.88	\$ 593.88	\$ 642.91			\$ 368.36	\$ 412.26	\$ 650.00	650
46	c. Other						\$ 32.00	\$ 36.00	\$ 36.00	\$ 175.00			\$ 48.60	\$ 70.33	\$ 175.00	175
47	22. Other	\$ 881.00	\$ 3,269.00	\$ 1,084.00	\$ 3,590.00	\$ 747.00	\$ 915.00	\$ 149.00	\$ 257.20	\$ 211.00			\$ 306.44	\$ 205.73	\$ 100.00	100
48	TOTAL Budgeted &	\$ 20,222.00	\$ 26,451.00	\$ 23,358.00	\$ 35,163.00	\$ 23,111.00	\$ 22,691.00	\$ 21,146.40	\$ 19,178.28	\$ 18,458.52	\$ 17,596.92		\$ 19,814.22	\$ 18,411.24	\$ 17,325.00	17695
49													\$ -	\$ -	\$ -	
50	TOTAL Revenue-Per	\$ 16,083	\$ 15,409	\$ 15,896	\$ 14,654	\$ 11,061	\$ 10,983	\$ 9,538.00	\$ 8,913.00	\$ 6,867.02	\$ 6,780.00		\$ 8,616.20	\$ 7,520.01	\$ 6,504	6504
51	10% Rebate from	\$ 11,498	\$ 11,252	\$ 11,244	\$ 10,856	\$ 10,484	\$ 10,983	\$ 11,745.78	\$ 11,453.00	\$ 11,057.31	\$ 9,187.11		\$ 10,885.24	\$ 10,565.81	\$ 8,672	8672
52	Interest of CD's &	\$ 25	\$ 293	\$ 215	\$ 74	\$ 159	\$ 17	\$ 18	\$ 2.04	\$ 0.3	\$ 50.30		\$ 7.53	\$ 0.88	\$ -	
53	Misc	\$ 327	\$ 1,340	\$ 3	\$ 2	\$ -1,403				\$ 760.22			\$ 152.04	\$ 253.41	\$ -	
54	Surplus/Deficit fr. St. Convt.								\$ 1,198.00	\$ 828.38	\$ 5502.18		\$ 505.71	\$ 842.85	\$ -	
55	TOTAL REVENUE	\$ 27,933	\$ 28,293	\$ 27,358	\$ 25,586	\$ 20,301	\$ 21,983	\$ 21,301.78	\$ 21,566.04	\$ 19,513.23	\$ 16,469.59		\$ 20,166.73	\$ 19,182.95	\$ 15,176	15176
56	Expenses(-) exceeds f	\$ 7,513	\$ 1,841	\$ 3,998	\$ -9,577	\$ -2,810	\$ -707	\$ 155.38	\$ 2,387.76	\$ 1,054.71	\$ -1,127.33		\$ 352.70	\$ 771.71	\$ -2519	-2519
57	10% Fund % of total revenue				41.10%	42.43%	49.96%	55.14%	53.11%	56.67%	55.78%		54.13%	55.19%		

**Proposed Changes to
Tennessee Federation of Chapters
National Active and Retired Federal Employees Association
Policy Manual**

Section III. Travel Expenses:

Insert the following before the last sentence in subsection "h": Expense reports should be approved or denied by the Federation President within 21 days of receipt. If the Federation President cannot process the expense report within 21 days he should forward it to the 1st Vice President for action. It is the responsibility of the traveler to follow up on their expense report if payment is not received timely.

Change subsection "i" to read: Prudent measures are to be exercised by all travelers and travel should be to conduct business that is in the best interest of NARFE. Prior approval of all travel will be required with the exception of:

- Authorized Travel listed in Section VI of Policy Manual (Federation Convention, National Legislative Training, Region X Meeting, National Convention, National Membership Conference, and Chapter Officer Training)
- Federation Board Meetings
- Vice President Annual Chapter Visits
- National Federation President's Meeting

For travel requiring prior approval, a request should be submitted to the Federation President as soon as possible in advance of the event and should include the name of the event and/or a brief description of the event, date of travel, and approximate expense to be incurred.* A decision on the prior approval request should be made within 10 days of receipt of the request. If the Federation President cannot process the prior approval request within 10 days he should forward it to the 1st Vice President for action. It is the responsibility of the traveler to follow up on the prior approval request if a decision is not received timely. Unless circumstances beyond the control of the traveler prevent the submission of a prior approval request, travel will not be reimbursed if prior approval is not obtained. Extenuating circumstances may be considered by the Federation President on a case by case basis.

* If the total expense claimed on the expense report for the event is more than 20% over the estimated amount shown on the prior approval request an explanation should be included on the expense report.

Attachment 7

October 25, 2017

Newsletter Report
NARFE TN Federation Newsletter

Randy of That's Printing in the Cool Springs area has agreed to print our November 2016 Newsletter.

I have contacted several local printers. Of those I talked with, their prices far exceed what we have been paying. Also, some I sent information and samples of what we do, but got no response. There were a few companies I inquired about them selling advertising and NARFE supplying the copy, but none were interested stating the cost/profit ratio was too small to consider.

Also, I called the phone numbers of the companies Larry Minniear gave me. No one ever returned any of my calls.

If someone else can broker a deal, I will be happy to serve as editor of the copy and possibly layout and proof reader. Beyond that, I do not have the expertise to negotiate a financial arrangement.

Respectfully submitted,
Merilyn Evans
Newsletter Editor

A Federation Convention 2017 For All Tennessee Members

By Ed Evans, 2nd Vice President

The Middle Tennessee Chapters of NARFE, led by Donelson Chapter 1576, can't wait to introduce you to the excitement of NARFE Federation Convention 2017 at the new Nashville Airport Hilton.

This new Hilton is located at 2200 Elm Hill Pike, Nashville, TN 37214; for reservations telephone (615) 883-9770.

The Hilton organization has acquired the new Nashville Airport Holiday Inn in the Donelson area, brought in their top manager from the Hilton Double Tree downtown, is in the process of making "Hilton" improvements and is planning a Grand Opening during the months just prior to our Convention 2017.

The excitement of this newly renovated hotel includes rooms for \$119 for the April 16-18, 2017 timeframe (the average price of the seven nearby hotels is \$162.50), 383 well-appointed guest rooms, 8,000-square-feet of meeting space, indoor pool with amenities for the disabled, 10 meeting rooms, a four-star chef and a terrific restaurant, elegant lounge with live entertainment, room service, complimentary high speed Internet, complimentary business center, and complimentary parking. And for those on a fitness kick, it has an on-site fitness center that opens at 6 a.m.

There is also a complimentary shuttle every 20 minutes to and from the Nashville International Airport, available four times a day for runs to the Opry Mills Shopping Center and Opryland Resort (only minutes away), and to shopping and dining points of interest all around Nashville.

Now, what do we mean when we say this convention is all for its members? This gathering of NARFE Chapter members and officers will be focused on setting your Chapter meetings on fire! Speakers are being selected for the business sessions and the banquet – evening of April 17th – to inform and entertain you focused upon enlivening chapter meetings and gaining members.

Ideas for activities, offers to volunteer, and questions should go to Ed Evans, 2nd Vice President, 615-429-0342 or narfetime@gmail.com.

This newsletter contains a Convention 2017 registration form, so please fill it out and mail it the Federation Secretary, Marilyn Evans, at 808 Sandburg Place, Nashville, TN 37214.

Tennessee Federation of Chapters
National Active and Retired Federal Employees

2017 Convention Registration Form



61st Federation Convention
Nashville Airport Hotel
2200 Elm Hill Pike
Nashville, Tennessee 37214
April 17-18, 2017



Chapter No. _____ Chapter Name _____

Chapter Location _____

Name: _____ ID #: _____

Address: _____

City: _____ State: _____ Zip: _____

Select Registration:
(Check all that apply) Delegate Alternate Federation Officer National Officer Past Federation President Member Guest

Agency where you work
Or retired from: _____

Spouse or Guest's name: _____
(If not listed on separate registration form)

Convention Options:	Self	Guest/ Spouse	Cost (per/person)	Total
Full Registration (Convention & Banquet): <i>(Note: If <u>special banquet meal</u> required, circle one. Otherwise, chicken will be served): Gluten Free or Vegetarian</i>	_____	_____	\$55.00	_____
Convention Only	_____	_____	\$20.00	_____
Banquet Only <i>(note if special meal required)</i>	_____	_____	\$43.00	_____
Late Fee (after March 1 st , 2017, add \$5.00)	_____	_____	\$ 5.00	_____
Total Enclosed:				_____

Submit registration form by March 1, 2017.
(Late or on-site registration will require the \$5.00 extra fee per/person.)

Make Checks Payable to: NARFE Chapter 1576
Mail to: Marilyn Evans, 808 Sandburg Place, Nashville, TN 37214-4051

For More Information Contact: Ed Evans, 615-920-5867 or 615-872-8978

Hotel Reservations Call: Nashville Airport Hotel, 844-886-4136, reference NARFE.
Cost: \$119 per/night plus about 22% for taxes, etc.
(Airport shuttle available at no extra charge.)

DELEGATE FORM

2017 NARFE State Convention - April 17-18, 2017

Top Portion – mail to:

Merilyn Evans, Federation Secretary, 808 Sandburg Place, Nashville, TN 37214-4051

Please print or type:

Chapter No: _____ Chapter Name: _____ Location: _____

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

(Check One) Delegate _____ Alternate _____ Proxy _____ for Chapter # _____

I wish to serve on the following committees:

Membership _____	Legislation _____	Credentials _____	Service Officer _____
Public Relations _____	Rules _____	Nomination _____	Resolutions _____
Constitution & Bylaws _____	Financial Ways & Means and Audit _____	NARFE-PAC _____	
Alzheimer _____	Time & Place _____		

I would you like to attend legislative training at the Convention. _____

Signature of Chapter President or Secretary _____

-----Cut delegate form in two separate pieces-----

DELEGATE FORM

2017 NARFE State Convention - April 17-18, 2017

Bottom Portion – Delegate to bring to the Convention and deliver to Credential Committee.

Please print or type:

Chapter No: _____ Chapter Name: _____ Location: _____

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

(Check One) Delegate _____ Alternate _____ Proxy _____ for Chapter # _____

Signature of Chapter President or Secretary _____

Committees I signed up for: _____ Legislative Training: _____

INSTRUCTIONS:

If you plan to attend the Convention as a delegate or alternate, fill out both the top and bottom portions; Chapter President or Secretary must sign. Leave blank the "Proxy for Chapter". Please return top half by USPS to the Federation Secretary, Merilyn Evans, 808 Sandburg Place, Nashville TN 37214-4051 or by email: Merilyn9716@aol.com (You may type in the Signature of e-mailed copy only. The hand-carried Delegate's bottom portion must have a hand-written signature). The Delegate will carry the bottom portion to the Convention and present to Credentials Committee.

If no one from your Chapter will attend, please find someone from another chapter who will serve as your proxy. The name and address of the person serving as proxy should appear above and the "Proxy for Chapter" should have your Chapter number. The Chapter President or Secretary should still sign. The top half should be mailed as outlined above to the Federation Secretary and the bottom half sent to your proxy for them to carry to the Convention and present to the Credentials Committee. If there are any questions, please call Larry Minniear at 423-875-5612 or Merilyn Evans at 615-872-8978.

Federation President Report

Period: April – October, 2016

April 25-26: Federation Convention

August 26-Sept. 1: NARFE National Convention

October 13: Spoke at Cleveland Chapter 860

October 14: Spoke at Chattanooga Chapter 108

**Tennessee Federation Executive Board Meeting
First Vice President Report
April 25 - October 24, 2016**

- April 24 - 25** **Attended Federation Convention and Board Meeting in Pigeon Forge. Also facilitated Officer Training at Convention**
- March - present** **Worked with West Ken Ten chapter secretary and sent necessary letters regarding closing of chapter**
- April - October** **Worked with Ed Evans and George Prewitt on proposed updates to travel expense section of Policy Manual**
- May 7** **Submitted newsletter article for Federation newsletter**
- May - August** **Assisted with planning of West Tenn Joint Chapter Meeting**
- August 11** **Attended 7th Annual West Tennessee Joint Chapter Meeting**
- October 24** **Submitted newsletter article for Federation newsletter**
- Worked with West Tenn chapter presidents to assure they or someone in the chapter has an OAM password**
- Worked with West Tenn chapter presidents to get delegates or proxies for National Convention**
- Attended all meetings of local Jackson chapter**
- Provided assistance and guidance to West Tenn chapters**

**Respectfully Submitted by
Rhonda Mooney
rmooney@narfetn.org**



NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION

**Tennessee Federation
Vice President, Middle Tennessee**
<http://www.narfetn.org/>

October 25, 2016
808 Sandburg Place
Nashville, TN 37214

2nd Vice President Activity Report April 2016 – October 2016

April 2016 - August 2015 -- Administered Tennessee's NARFE Twitter account (109 members; 914 Tweets); @narfetime.

April 2015 - August 2015 -- Administered two Tennessee Federation NARFE Facebook accounts (total 65 members) at <https://www.facebook.com/pages/NARFE-Tennessee-Federation/190762477614002?fref=ts>.

April 2015 – April 2016 – Administered NARFE Chapter 1576 Facebook account (87 members) at <https://www.facebook.com/groups/387957281225812/?fref=ts>.

April 2016 - October 2016 -- Attended Donelson Chapter 1576 meetings. Currently serving as Donelson Chapter 1576 Public Relations Officer.

April, May, July, August, September 2016 -- Attended Chapter 1576 Convention 2017 Committee meetings.

June 7, 2017 – Attended Chapter 1576 Picnic

June 8, 2017 – Attended Chapter 2009 Meeting, Lebanon, Tenn.

*Ed Evans, 2nd VP, Tennessee Federation of Chapters, NARFE
808 Sandburg Place
Donelson, TN 37214
Home: 615-872-8978; Cell: 615-429-0342
E-Mail: narfetime@gmail.com; Twitter: @narfetime*

Attachment 14

**Tennessee Federation Executive Board Meeting
Immediate Past President Report
October 25, 2016**

Reporting period: February 19 - October 24, 2016

February 19 - 20. Attended Federation Executive Board meeting.

March 8. Attended Tri-County Chapter 806 quarterly meeting.

April 25 -26. Attended 60th Annual Tennessee Federation Convention in Pigeon Forge.

June 7. Attended Donelson Chapter 1576 annual picnic.

June 14. Attended Tri-County Chapter 806 quarterly meeting.

August 11. Attended 7th Annual West Tennessee Joint Chapter Meeting in Jackson.

August 28 - September 1. Attended 34th Biennial NARFE National Convention in Reno, Nevada.

October 4. Attended Tri-County Chapter 806 quarterly meeting.

October 13. Participated in NARFE PAH Region Call and attended Jackson Chapter 519 monthly meeting.

Respectfully submitted,

Larry Henderson
Immediate Past President

Legislative Chairman Report Jim Glenn 04/24/16 to 10/25/16

4/19-21/16 Attended NARFE Federation Convention in Pigeon Forge, Tennessee. Gave an update on Legislative Conference and monitored presentation from NARFE Headquarters. Also gave report on legislation committee at the convention.

4/21/16 Participated in Webinar "GPO and WEP".

5/01/16 Submitted newsletter article for June issue.

5/12/16 Participated in the PAH regional conference call. Discussion included legislative update, congressional recess, webinar WEP & GPO, and HR-711.

6/16/16 Participated in the PAH regional conference call. Discussion included legislative update, planning for summer grass roots activities, and Medicare "Hold Harmless".

6/28/16 Participated in Webinar "Postal Reform", Senate Bill S-2051 and mandatory enrollment for Postal workers.

7/13/16 Participated in the PAH regional conference call. Discussion included legislative update, WEP reform (HR 711), Medicare and the COLA, and Webinar on August Grassroots.

7/19/16 Participated in Webinar "August Grassroots preparations".

8/11/16 Participated in the PAH regional conference call. Discussion included legislative update, possible continuing resolution, WEP mark-up, postal reform, and FLTCIP.

8/29/16 Joined the Nashville chapter (277) in visiting Jim Cooper, (D-TN) in his Nashville office. Subjects covered were WEP, Medicare part B, and FLTCIP. He took notes and said he would consider our issues.

9/14/16 Participated in the PAH regional conference call. Discussion included legislative update, possible continuing resolution.

Attachment 16

ALZHEIMER'S REPORT OCTOBER 25 2016

My report will be short as the collection for Alzheimer's has dropped concededly. I feel like a lot of the members are donating, but not to NARFE. I have tried to stress time and again that our donations are the only ones that has no administration expense, but it doesn't seem to get across.

We were able to provide three grants this year in the research of Alzheimer's. Of course, the new goal for NARFE is \$12 million. Here's hoping we can do it.

I have sent out 22 cards "In Memory of" to family members of the deceased, and 10 "Thank You" cards to several people who donated extra money.

Cleveland Chapter #860 took part in the Alzheimer's Race for the Cure in Chattanooga, and they were able to keep their own sponsors raising \$810.00. They have a great chapter, and they do a lot for Alzheimer's.

I send out newsletters I get from Alzheimer's to the chapter presidents to pass on to their members. These newsletters have information members can use to help them be aware of what they can do to prevent Alzheimer's for themselves and others.

I put a notice in our newsletter telling members that I received a packet of Christmas cards, and it said they were from the Alzheimer's Research Clinic in Maine. This is not the Alzheimer's Research Clinic of NARFE. I could not find anything on it so I don't know if it is even legit. I asked them not to donate to them.

Signed:

Joan Gates

TN NARFE ALZHEIMER'S COORDINATOR