Summary
May 13, 2013 Meeting
NARFE Configuration Advisory Board (CAB)

The CAB met May 13, 2013 starting at 1PM ET via GoToMeeting. All CAB representatives were present except Region I Shel Cooper, Region III Bill Leatham and VII Nancy Carlson- Gotts. NARFE staff included Fred Hamidzada, IT and Dan Hidayat, IT.

The meeting began with a review of the issues list from the prior meeting.

- We went through all pending issues and attempted to finalize as many as possible.

The pending requests for change were then reviewed.

- 2012-001 OAM Report for Change of Address Information – Resolved
- 2013-010 e-Division option on GEMS - Rejected
- 2013-012 Copy to Originator on OAM email – Resolved, already there.
- 2013-013 Pop-ups on OAM - Rejected

Other agenda items

- **SSN is displayed on OAM reports (Dorothy):** This item has already been resolved
- **M2 Form is not fillable (Bonna):** The discussion covered multiple points. The initial problem appeared to be something unique to the individual and probably centered around their computer reading PDF files. It was pointed out that the M-2 is designed to be printed rather than filled on online.
- **RVP Restricted Access (Bonna):** This involves the fact that an RVP has only one position code, which is the basis for accessing NARFE data. The long term solution, as suggested by Fred, is for HQ to develop an administrative tool that would allow RVPs and CAB members to access data as if they were in a chapter or federation.
- Suggestions from the MD 2012 Training Session
  1. Changed addresses for chapters
  2. Send alerts to membership chair rather than forcing them to look at reports

Compiled By:
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Configuration Advisory Board

- The above two items have been discussed on other occasions. Fred mentioned that his goal would be for officers to access the OAM as part of their daily activity. No action will be taken at this time. We can address as part of the strategic recommendations.

3. Develop a series of "How To" items in MD or national
   - HQ is working on this.
4. Keep information on why new members joined
   - This was done at one time and no one used the data. HQ is talking to the database contractors about this.
5. YouTube session on the OAM
   - This is something almost everyone wants to see done but it will take some work. Fred tested some software and will send Pat D his recommendation. Dorothy mentioned that whatever is done should be modular so when the OAM changes it is easy to maintain.

- Discussion of June meeting on long term strategy
  - Fred suggested looking at our accomplishments and identifying strong/medium/weak as a starting point
  - Dorothy would like some structure to the discussion and suggested we limit ourselves to a two year window.
  - Pat D suggested we identify the problems we hope to address.
  - Fred suggested focus groups to look at our needs.
  - Training: Dorothy mentioned her church provides a DVD with a series of short training videos. Fred mentioned that new chapter presidents get a package in the mail.
  - Separate database: What is stopping us from relying totally on the OAM? Need to ask members who maintain separate database. Ask Charlie Pratt and Bill Leatham.

- Dorothy brought up a new item. Is there a way to enter new members quickly? Fred mentioned that this was requested at the Texas Federation Convention. Anyone can enter the data if a credit card is used. If a check is received then it must be mailed to HQ. Using software that can input a check electronically is costly and NARFE does not have that capability at this time.
  - Note: Richard Thissen was not at the meeting but provided comments on the draft summary. Richard stated that he "cannot support anyone outside the HQs entering new members into the database if funds are not within the HQs". This reinforces the remark about entering member data when a check is involved. The online application that can be used by a new member to enter their information, which requires a credit card, can also be used by someone to enter the data on their behalf. The application cannot tell who is entering the information.