Summary
June 10, 2013 Meeting
NARFE Configuration Advisory Board (CAB)

The CAB met June 10, 2013 starting at 1PM ET via GoToMeeting. All CAB representatives were present except Bill Leatham. NARFE staff included Paul Carew, Fred Hamidzada, IT and Dan Hidayat, IT. Lanny Ross, the Region IX RVP, was visiting headquarters and sat in for the meeting

The issues list and pending requests were not covered to allow maximum time for a discussion of long term strategy.

- Discussion of the emails on F-9 being sent to federation secretary as part of the online F- 9 implementation: This issue was raised because of an email to CAB members about the need to send a copy of the F-9 Report of Death to the federation secretary. After checking with the federations the recommendation by CAB was not to send a copy. National did conduct two large sweeps to remove members who had died, one removed about ten thousand and one about four thousand. No further efforts are planned in the near term. The ability to submit data using the online F-9 will be limited to those officers who can update the F-7. At this time they are the president, secretary, secretary/treasurer and membership chair. The vice-president will be allowed to update the F-7 at some point in the future, after software changes have been completed.

- July meeting will conflict with Federation Presidents meeting, do we reschedule or have it on July 8th? The decision was to hold the meeting the following week, Monday July 15th. Because of scheduling conflicts the meeting will begin earlier, at noon Eastern Time.

- Strategic discussion:
  - The IT staff brought up some of the things that they will be working on during the summer and fall. While they can do some small items during this period they are heavily committed at this time.
  - Note: When writing up the meeting notes I added a new category to the CAB blog – Strategic Recommendations. This will allow CAB members to add and comment on recommendations. At the July meeting we can better document those suggestions already made and then post them.
  - Fred – eliminate online reporting (M-114 etc.)
    - Develop a recommendation on moving completely to the OAM
    - Dick Thissen has report of who does not have access, which can be shared with CAB members

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- The timeframe for moving completely to the OAM was discussed but we are not ready to even begin developing a timeframe. Additional reports need to be identified and developed.
- Dynamic replacements for financial reports – when? HQ is asking chapters to look at their bank statements at this time. The decisions regarding financial reporting will drive the timeline for changes to the OAM.
  - Add to OAM?
  - Other Financial option?
- It was suggested that the NARFE Web Page be made available as a mobile version for smart phones. HQ is working on software so that an automatic conversion to a mobile format will be done.
- In developing future recommendations we need to think about who our systems are serving:
  - There are different age segments of retirees & active (gen-x etc.).
  - Strategy on different stakeholder populations, we have to balance on existing members as well as new members.
  - Ability to go on multiple platforms. Social media changes quickly. We need to focus on direction rather than specific media.
  - CAB should make recommendations on social media for chapters, federations and national.
- Shel suggested that there should be ads in local media with info to link to headquarters. Fred mentioned that HQ is working on this.
- Dorothy – no one solution, we need to reach out to different people in different ways.
- There was a discussion of using FACEBOOK rather than a chapter web page that was not maintained. Web site is an anchor, social media pulls people to the web site.
- Fred looking to upgrading web hosting capability
  - Dorothy – difficulty in posting pictures, live link
  - New hosting will improve compatibility issues with some browsers
- Fred will send the quarterly membership report to CAB.
- In September there will be a webinar on membership and CAB members can be invited.
- Lanny Ross brought up two items.
  - He was at a Region IX conference and he attended the social media breakout session. Feedback from attendees was very good on FACEBOOK.
  - He also asked about the use of QR codes for NARFE. Membership at HQ is looking into QR codes. Dorothy mentioned that they were used in the Going Paperless handbook developed by the Texas federation.
  - For those not familiar with QR codes (Quick Response Code) I have an example below done by the Texas federation, which points to **WWW.NARFE.ORG**. A QR code can be scanned, often with a mobile phone, and then used to locate a web site.

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- o Recommendation regarding local databases, including EXCEL & test downloads
  - Dorothy mentioned that the OAM does not have the ability to send information to members of a specific congressional district.
  - As part of the long term goal to improve the OAM, if someone needs a separate database then we need to improve OAM.
  - Communication with selected members
  - Some local databases provide unique services such as:
    - Birthday
    - Individual info for personal correspondence
    - Send email with attachments
    - People who maintain separate databases need to realize they are responsible for security. They should consider deleting the data as soon as possible. This also includes those who download data as EXCEL spreadsheets and text.
    - It was mentioned that the current F-10 manual (3/13) page 28 & 29 suggests that the M-112 & M-114 reports should be kept for three years. HQ said that a new F-10 s/b out shortly.
- Other items of interest
  - o Range dates for OAM reports: The ending date is a "less than" and should be an "equal to or less than". If someone does a report during the evening they will miss the transactions completed that day if they use the default of today's date. HQ will change this.
  - o Another item for the range dates is the ability of the OAM to remember the selected range for all other reports for that session. This would mean that the dates selected for one report would become the default dates for other reports. HQ will look into this. (Note: This was identified as a formal request and posted to the blog.)
  - o The issue of someone using the online F-7 to change their own status was brought up. The problem is that when someone removes themselves as an officer allowed to make changes then they can no longer make changes. This was discussed at an earlier CAB meeting. The OAM is working exactly as it should. It is an online system. It was suggested that there be some text on the F-7 update to warn individuals that this will happen.
  - o There were some emails about who we partner with in terms of additional advertising and Fred Hamidzada sent the following links. I am including them in the notes.
    - Membership plan page
    - **http://www.narfe.org/member/articles.cfm?ID=3002**
    - Coalition partners page
    - **http://www.narfe.org/member/articles.cfm?ID=734**

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