

1 **March 22-24, 2016**
2 **NARFE National Executive Board Meeting Minutes**
3 **Location: NARFE HQ, Alexandria, VA**

4
5 **Tuesday, March 22, 2016:**
6 **Call to Order (9:00 AM) by National President (NP) Thissen**
7 **Moment of Silence**
8 **Pledge of Allegiance led by Regional Vice President (RVP) Kirby**
9 **Roll Call by National Secretary/Treasurer (NS/T) Dowie**
10 **Presentation of the Agenda**

11
12 **Present:**

13 **National Officers**

14	President	Richard G. Thissen
15	Secretary/Treasurer	Jon Dowie

16
17 **Regional Vice Presidents**

18	Region I	James P. Crawford
19	Region II	Evelyn Kirby
20	Region III	Jerry Janci
21	Region IV	Edward J. Konys
22	Region V	Carol R. Ek
23	Region VI	Marshall L. Richards
24	Region VII	Rodney L. Adelman
25	Region VIII	Helen L. Zajac
26	Region IX	Lanny G. Ross
27	Region X	William Shackelford

28
29 **Staff**

30	Executive Assistant	Towanda Franklin
31	NARFE Parliamentarian	Paul Lamb
32	Director of Marketing	Bridget Boel

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34
35 **Guests**

36	Sabatier Consulting	Lou Ann Sabatier
37	Sabatier Consulting	Ed Fitzelle
38	Spouse of RVP Crawford	Janette Crawford
39	Chapter 969	Bernard Goldsborough
40	Chapter 969 President	Joseph Luskus
41	Spouse of RVP Janci	Margaret Janci
42	Past President FL Federation	Ken Thomas
43	Spouse of RVP Richards	Linda Richards
44	Spouse of RVP Adelman	Gina Adelman
45	Spouse of RVP Zajac	Lea Zajac
46	E-NARFE Chapter 2363 President	Tom Longo

1 NP Thissen called the meeting to order at 9:00 AM

2

3 NP Thissen discussed the importance of the Strategic Plan and the decisions
4 that were made at the November National Executive Board (NEB) meeting.

5

6 NP Thissen asked the RVPs to provide feedback and reaction from within their
7 regions on the November NEB decisions and the Strategic Plan. The RVPs
8 provided an assessment of member reaction from their regions.

9

10 NP Thissen discussed the hiring of an Executive Director.

11

12 The consensus of the NEB was that there is a need to establish an Executive
13 Director position and that authorization for hiring currently exists.

14

15 Following the discussion, the following **motion** was presented:

16 **#01-03-16. SUBJECT: Executive Director. Motion** made by RVP Adelman
17 and seconded by RVP Kirby "that the NEB designate the position Executive
18 Director as a special staff position in accordance with Standing Rule III,
19 Paragraph A. This addition will be reflected in the Policy Book."

20 With a vote of 11 yeas and 0 nays, the **motion** passed.

21 The individual votes are as follows:

22

23

YEA

NAY

24

RVP I Crawford

25

RVP II VP Kirby

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RVP III VP Janci

27

RVP IV VP Konys

28

RVP V VP Ek

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RVP VI VP Richards

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RVP VII Adelman

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RVP VIII VP Zajac

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RVP IX VP Ross

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RVP X Shackelford

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NS/T Dowie

35

36 NP Thissen discussed a resolution to implement the decision reached at the
37 November NEB meeting to recommend authorization be provided to the NEB to
38 adjust NARFE National dues once every two years. An in-depth discussion
39 indicated consensus support for this proposal with the understanding this does
40 not transfer total dues authority to the NEB, only the ability to adjust dues if
41 needed due to fiscal realities. Discussion also confirmed that this ability should
42 be limited to ten percent (10%) of the National dues.

43

44 The following **motion** was presented:

45 **#02-03-16. Subject: NEB Authorized to Adjust National Dues Within**
46 **Specific Limits. Motion** made by RVP Shackelford and seconded by RVP

1 Crawford that Article I Section 4, Paragraph A be changed to add third sentence
2 to read: "The National Executive Board is authorized to adjust National dues by
3 no more than ten percent (10%) in a two-year period."

4 With a vote of 11 yeas and 0 nays, this **motion** passed.

5
6 Yea

Nay

7 RVP I Crawford

8 RVP II Kirby

9 RVP III Janci

10 RVP IV Konys

11 RVP V Ek

12 RVP VI Richards

13 RVP VII Adelman

14 RVP VIII Zajac

15 RVP IX Ross

16 RVP X Shackelford

17 NS/T Dowie

18
19 NP Thissen presented a resolution to be submitted to the NARFE National
20 convention by the NEB, proposing that the **NEB be authorized to modify dues
21 up to ten percent (10%) once every two years.**

22 With a vote of 10 yeas and 1 nay, the NEB approved the wording of the resolution
23 and it's submission to the 2016 National Convention as a NEB resolution.

24
25 Yea

Nay

26 RVP I Crawford

RVP Konys

27 RVP II Kirby

28 RVP III Janci

29 RVP V Ek

30 RVP VI Richards

31 RVP VII Adelman

32 RVP VIII Zajac

33 RVP IX Ross

34 RVP X Shackelford

35 NS/T Dowie

36
37 During the lunch period, representatives of the audit firm Councilor, Buchanan &
38 Mitchel presented the results of their audit of the 2015 NARFE financial records
39 to the NEB Audit Committee, NP Thissen, NS/T Dowie and Budget & Finance
40 (B&F) Director Coker and B&F Team leader Clemons. Committee report will
41 follow.

42
43 NP Thissen discussed another of the decisions reached at the November NEB,
44 **optional chapter membership within NARFE.** An extensive detailed
45 discussion followed.

46

1 At the conclusion of the discussion, NP Thissen presented a resolution to be
2 submitted to the 2016 National Convention by the NEB that proposes that
3 **chapter membership become optional within NARFE.**

4 With a vote of 8 yeas and 3 nays, the board approved the wording of the
5 resolution and it's submission to the 2016 National Convention as a NEB
6 resolution.

<u>Yea</u>	<u>Nay</u>
9 RVP I Crawford	RVP IV Konys
10 RVP II Kirby	RVP V Ek
11 RVP III Janci	RVP VIII Zajac
12 RVP VI Richards	
13 RVP VII Adelman	
14 RVP IX Ross	
15 RVP X Shackelford	
16 NS/T Dowie	

17
18 NP Thissen discussed instituting **One Member One Vote (OMOV) in NARFE.**
19 At its November, 2015 meeting, the NEB had decided to pursue the creation of a
20 resolution on this issue for the 2016 NARFE National Convention. There are
21 many changes to the NARFE Bylaws required to make this a reality. An
22 extensive discussion followed with further discussion to be continued on
23 Wednesday.

24
25 With no further business, the meeting adjourned at 5:00 PM.

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29 **Wednesday, March 23, 2016:**
30 **Call to Order (9:00 AM) by NP Thissen**
31 **Moment of Silence**
32 **Pledge of Allegiance led by RVP Janci**
33 **Roll Call by NS/T Dowie**

34
35 **Present:**

36 **National Officers**

37 President	Richard G. Thissen
38 Secretary/Treasurer	Jon Dowie

39
40 **Regional Vice Presidents**

41 Region I	James P. Crawford
42 Region II	Evelyn Kirby
43 Region III	Jerry Janci
44 Region IV	Edward J. Konys
45 Region V	Carol R. Ek
46 Region VI	Marshall L. Richards

1	Region VII	Rodney L. Adelman
2	Region VIII	Helen L. Zajac
3	Region IX	Lanny G. Ross
4	Region X	William Shackelford

5
6 **Staff**

7	Executive Assistant	Towanda Franklin
8	NARFE Parliamentarian	Paul Lamb
9	Director of Marketing	Bridget Boel
10	Deputy Director of New Business	Jennifer Bialek
11	Deputy Director Marketing	Monica Williams

12
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14 **Guests**

15	Past President FL Federation	Ken Thomas
16	E-NARFE Chapter 2363 President	Tom Longo
17	Spouse of RVP Janci	Margaret Janci
18	Spouse of RVP Adelman	Gina Adelman
19	Spouse of RVP Richards	Linda Richards
20	Spouse of RVP Crawford	Janette Crawford
21	Spouse of RVP Helen Zajac	Lea Zajac
22	Meeting Planning Contractor	Melissa Edwards

23
24 NP Thissen called the meeting to order at 9:00 AM.

25
26 The discussion of OMOV was resumed.

27
28 At the conclusion of the discussion, NP Thissen presented a resolution to be
29 submitted by the NEB to the 2016 National Convention proposing initiation of
30 **OMOV in NARFE** for election of officers and decisions on bylaw amendments
31 and resolutions.

32 With a vote of 11 yeas and 0 nays, the board approved the wording of the
33 resolution and it's submission to the 2016 National Convention as a NEB
34 resolution.

35 **Yea**

Nay

36 RVP I Crawford
37 RVP II Kirby
38 RVP III Janci
39 RVP IV Konys
40 RVP V Ek
41 RVP VI Richards
42 RVP VII Adelman
43 RVP VIII Zajac
44 RVP IX Ross
45 RVP X Shackelford
46 NS/T Dowie

1 RVP Zajac then presented a proposal for a resolution to create NARFE Dues
2 (otherwise known as Association Dues, Unified Dues, etc.). Her
3 recommendation included a NARFE Dues of \$40, with five percent (5%) remitted
4 to chapters and (5%) to federations. An assessment also would be collected by
5 HQs for chapters requiring more than the five percent (5%). This assessment
6 would be optional for members. Anyone paying the \$40 NARFE Dues would be
7 eligible to hold office and participate in voting. An extensive discussion followed.

8
9 NP Thissen asked the Board to vote on the NARFE Dues proposal.
10 With a vote of 0 yeas, 10 nays and one abstention, the Board indicated that it did
11 not want to submit this proposal to the 2016 National Convention.

12
13 Yea

Nay

Abstain

14 RVP I Crawford

RVP VII Zajac

15 RVP II Kirby

16 RVP III Janci

17 RVP IV Konys

18 RVP V Ek

19 RVP VI Richards

20 RVP VII Adelman

21 RVP IX Ross

22 RVP X Shackelford

23 NS/T Dowie

24
25 The following **motion** was presented:

26 **#03-03-16. Subject: NARFE Dues. Motion** made by RVP Ross and seconded
27 by RVP Janci “that the NEB thank Region VIII VP Zajac for drafting and
28 presenting a NARFE Dues draft for the NEB to consider.”

29
30 With a vote of 12 yeas and 0 nays, the **motion** passed.

31 Yea

Nay

32 RVP I Crawford

33 RVP II Kirby

34 RVP III Janci

35 RVP IV Konys

36 RVP V Ek

37 RVP VI Richards

38 RVP VII Adelman

39 RVP VIII Zajac

40 RVP IX Ross

41 RVP X Shackelford

42 NS/T Dowie

43 NP Thissen

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The following motion was presented:
#04-03-16. Subject: Ballot Voting. Motion made by RVP Adelman and seconded by RVP Ross “that all NEB proposed resolutions will be voted by ballot at the 2016 National Convention.”

With a vote of 10 yeas and 1 nay the **motion** passed.

Yea

Nay

- RVP I Crawford
- RVP II Kirby
- RVP III Janci
- RVP IV Konys
- RVP VI Richards
- RVP VII Adelman
- RVP VIII Zajac
- RVP IX Ross
- RVP X Shackelford

RVP V Ek

The NARFE NEB Investment Committee held a working lunch meeting.

The NARFE NEB Site Selection Committee led by RVP Ross made a presentation on the site selection process and provided information on the four finalists for hosting the 2020 NARFE National Convention. The finalists were the Marriott and Sheraton in New Orleans LA; the Rosen in Orlando, FL; and the Westin in Phoenix/Scottsdale, AZ. The Board was provided a package on each and asked to review the information overnight with a decision to be made on Thursday morning.

Jennifer Bialek, Deputy Director for New Business and Melisa Edwards, contract meeting planner, and Lea Zajac, 2016 NARFE National Convention Chair, provided information and updates on the upcoming event.

A drawing was held for the regional seating assignments for the 2016 NARFE National Convention business sessions.

The Board then drew Banquet Table seating assignments.

Bridget Boel, Director of Marketing, presented an in depth update on the activities within the Marketing Department as well as a review of the positive 2015 results. Activities within the Marketing Department include membership recruitment and retention, fundraising, sponsorship and affinity partnerships, and the Federal Benefits Institute webinars and advertising.

With no further business, meeting adjourned at 5:00 PM.

1 **Thursday, March 24, 2016:**
2 **Call to Order (9:00 AM) by NP Thissen**
3 **Moment of Silence**
4 **Pledge of Allegiance led by RVP Konys**
5 **Roll Call by NS/T Dowie**

6
7 **Present:**

8 **National Officers**

9 President Richard G. Thissen
10 Secretary/Treasurer Jon Dowie

11
12 **Regional Vice Presidents**

13 Region I James P. Crawford
14 Region II Evelyn Kirby
15 Region III Jerry Janci
16 Region IV Edward J. Konys
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19 Region VII Rodney L. Adelman
20 Region VIII Helen L. Zajac
21 Region IX Lanny G. Ross
22 Region X William Shackelford

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24
25 **Staff**

26 Executive Assistant Towanda Franklin
27 NARFE Parliamentarian Paul Lamb
28 Director of Marketing Bridget Boel
29 Deputy Director of New Business Jennifer Bialek

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31
32 **Guests**

33 Spouse of RVP Zajac Lea Zajac
34 Spouse of RVP Janci Margaret Janci
35 Past President FL Federation Ken Thomas
36 E-NARFE Chapter 2363 President Tom Longo
37 Non Profit HR Carla Mazique
38 Non Profit HR Patty Hampton

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41 NP Thissen called the meeting to order at 9:00 AM

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43 The first order of business was the vote by the Board on the site for the 2020
44 NARFE National Convention. The board voted for The Westin Kierland Resort &
45 Spa located in Phoenix/Scottsdale, AZ. The Board voted unanimously to destroy
46 the ballots.

1 Jessica Klement, Director of Legislation, provided a wrap-up of the 2015
2 legislative successes and provided the Board with an overview of what the
3 federal community will face during the current legislative session. She also
4 provided information on the current status of the postal reform effort. She
5 pointed out that while NARFE will remain vigilant to protect our benefits, we will
6 have the opportunity to go on the offensive to pursue issues such as paid
7 parental leave, since not much will be accomplished by Congress this election
8 year.

9
10 RVP Ross, NEB Audit Committee Chair, reported that the audit of the 2015
11 financial data resulted in no material finding. The Board voted unanimously to
12 accept the report.

13
14 NS/T Dowie, NEB Investment Committee chair, reported that the committee had
15 decided to stay the course on the current investment guidance to our financial
16 advisers.

17
18 Patty Hampton, Non Profit HR, provided a briefing on the necessary actions to
19 recruit and hire an Executive Director for NARFE. This includes definition of the
20 duties, delineation of control between the ED and the officers, and creation of a
21 job description and performance indicators. She also described the search
22 process, which includes a pre-search interview with the NEB, development of a
23 search committee within the NEB, the identification of candidates, the referral
24 process, the selection process, development of a contract and ongoing support
25 after the hire.

26
27 NP Thissen concluded the NEB meeting by thanking everyone for their
28 willingness to discuss the hard issues and take risks to lead NARFE into the
29 future.

30
31 With no further business, the meeting adjourned at 4:30 PM.

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34 ****The next scheduled NEB meeting will be held prior to the National
35 Convention on August 25 & 26 at the Grand Sierra Hotel in Reno, NV.**

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37
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39
40 _____
41 Jon Dowie
42 National Secretary/Treasurer
43