

**REGION X REPORT  
NATIONAL EXECUTIVE BOARD MEETING  
NARFE Headquarters  
Alexandria, Virginia  
November 15 – 18, 2016**

**TUESDAY – NOVEMBER 15**

**ORGANIZATION OF NEB** – The primary business conducted during the first session of the NEB meeting was the handling “housekeeping duties” associated with each two-year tenure of the Regional Vice Presidents (RVP).

Documentation (copies attached) provided to the NEB includes:

- Letter from the Internal Revenue Service dated June 17, 2005 confirming that NARFE is recognized as an organization which is exempt from Federal income tax under Section 501 (c)(5) of the Internal Revenue Code
- Organization chart of NARFE Headquarters operations
- NEB Committee Assignment Chart

Based on the advice of a lawyer, associated with FEEA & who specializes in non-profit governance documentation & Board of Director operations & the guidelines required by the corporation statutes of the District of Columbia, each RVP was required to read & confirm an understanding of the following documents:

- Conflict of Interest
- Code of Ethics
- Whistleblower Protection Policy

Any allegations made by members with regards to these 3 policies will be will be referred to a member of Audit Committee for handling & disposition. A dedicated e-mail & telephone line for reporting illegal practices & violations has been established. RVP Marshall Richards (RVP-6), RVP Rodney Adelman (RVP-7) & myself will serve on the 2016-2018 Audit Committee. RVP Adelman will serve as Chair.

Dedicated E-Mail Address = [NARFEComplianceOfficer@cox.net](mailto:NARFEComplianceOfficer@cox.net)

Dedicated Telephone Line = **480-360-6601**

These non-profit governance documents are posted on the NARFE website at [www.narfe.org](http://www.narfe.org). In addition, the following documents are also posted on the website:

- Annual Form 990
- Audit Financial Statements (3 years)

Following a motion made by NS/T Dowie & seconded by myself the NEB adopted the following procedures & forms:

- Conflict of Interest Policy
- Code of Ethics

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- Whistleblower Policy
- Annual Affirmation & Disclosure Statement
- Board Agreement
- Board Confidentiality Agreement

The new Executive Assistant to the NEB is Lynette Green. Her official job title is NARFE Governance Coordinator & she is assigned to the Office of the National Secretary/Treasurer & her primary duties will be to handle the review of newly submitted Chapter & Federation Bylaws & she will also handle Chapter closures. Accountant Supervisor Veronica Clemons introduced the new A/P Staff Accountant, Yonathan Nebiyat.

Additionally, we were provided with a detailed briefing of the 2017 NARFE National Budget by Finance Director Tayo Coker. Following a motion made by Marshall Richard (RVP-6) & seconded by myself, the 2017 NARFE Budget was approved by a vote of 11-0.

**WEDNESDAY – November 16**

President Thissen provided clarification to Rule 1, Section 2. C. of the 2016 National Convention Bylaws:

“For new members, 10% of the new-member fee will be returned to the federations; there will be no distribution to the Chapters. EXCEPTION: For those new members who join a Chapter at the same time they join NARFE, one-third (1/3) of the membership fee shall be returned to the Chapter in lieu of the first year’s Chapter dues. Subsequent billings for members not joining a Chapter shall be for NARFE national dues only. Subsequent billings for those who join a Chapter as they join NARFE shall be for a combination of the national dues & the dues of the appropriate Chapter.”

President Thissen pointed out that if an individual joins a Chapter after joining NARFE than the Chapter does not receive one-third (1/3) of the membership fee.

Most of the discussion pertained to the effect of One Member One Vote & Optional Chapter (OMOV) Membership, i.e., support to members, chapter activities, & federation activities, etc.

**ONE MEMBER/ONE VOTE** – Discussion opened with an explanation of the timetable to be adhered to for the implementation of One Member/One Vote. Non-electronic ballots will be printed/distributed to members in the July issue of the *narfe* magazine. These magazines will reach households by USPS in approximately the second week of June. Completed ballots will need to be postmarked no later than July 31 in order to be tabulated. The deadline Resolutions & Bylaws change submissions to be considered by NARFE members will be January 1, which will allow for Resolutions & Bylaws Committees to be appointed by National President. Motion was approved by a vote of 11-0.

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Further discussion addressed the voting period by ballot. Following a motion made by Rodney Adelman (RVP-7) & seconded by Richard Wilson (RVP-9) a one month voting period by ballot was approved by a vote of 11-0. This action will require a modification to the National Bylaws.

**OPTIONAL CHAPTER MEMBERSHIP** – NEB discussion centered on the issue of support to be provided by Federations to National Division members, with an emphasis on approving all lines of communications between Federation Officers & National Division members. National Division will be permitted to hold any Federation Officer positions & to vote on Federation issues. Following a motion made by Evelyn Kirby (RVP-2) & seconded by Jim Crawford (RVP-1), to have National President send a letter to all Federations to provide guidance for the level of support to be provided to National Division members with recommendations/templates for suggested Federation Bylaws changes (TEXT FOLLOWS). Further discussion centered on national only members & construction of bylaws templates for federations & chapters. President Thissen agreed to send out a letter to the federations instructing them how to contact & support national only members.

**CONFORMANCE WITH NATIONAL BYLAWS BY FEDERATIONS**

*I move that* that the National President provide written guidance to Federation Presidents regarding information to be shared with & service provided to all members within their Federation area.

This should include guidance or templates in the near future regarding Federation & Chapter bylaws revisions necessary to be in agreement with National bylaws resulting from delegate decisions at the August 2016 National Convention.

The guidance will allow & encourage dissemination to all members of:

- Newsletters & other Federation & Chapter communications regarding Federation-wide events such as conventions, conferences, training events & advocacy events;
- Opportunities to serve in officer & other leadership positions;
- Access to Federation Service Officers;
- Information on matters where member votes & on the voting process for such;
- Opportunities to receive financial & other support extended to attendees of conventions, conferences, training events & advocacy events.

Dissemination can include posting information on the Federation and/or Chapter websites.

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**CHAPTERS WITHOUT PRESIDENTS** – As of November 1, there are 1,151 NARFE Chapters. Of these Chapters, there are 42 without a Chapter President. The primary reason is the lack of leadership. Within Region X, there are 8 Chapters without Presidents.

- Kentucky = 1
- North Carolina = 0
- Tennessee = 3
- Virginia = 1
- West Virginia = 3

**HEALTH OF CHAPTERS AND FEDERATIONS** – The health of the federations & chapters (financial & leadership) was discussed. Due to lack of leadership & lack of solid finances which are attributed to low levels of members, several Federations & Chapters are struggling. Nationally, there are many Chapters that have an extremely low numbers of members. President Thissen stated that it is necessary that NARFE develops procedures for closing/merging federations

Less than 10 members = 5  
Less than 25 members = 77  
Less than 50 members = 240

As a result of low levels of membership, there are 19 Federations which receive financial supplemental funds of NARFE HQ. Federations with less than 1,625 members receive \$1,500 from NARFE HQ in an effort to provide financial stability.

**MARKETING DEPARTMENT** – Director of Marketing Bridget Boel provided an update & overview of the Marketing Department's 2016 major initiatives which included:

- 2016 Convention Planning
- Expansion of the NARFE Federal Benefits Institute
- Expansive Fundraising Tests
- Migration of Welcome & Reinstate Letters
- Implementation of Optional Chapter Members.

**2016 NARFE NATIONAL CONVENTION** – Deputy Director of Membership Marketing & Fundraising Jennifer Bialek presented an overview of the 2016 NARFE National Convention highlights. Due to the lack of historical planning information, the 2016 Convention was in effect a "blank canvas" for the development of the NARFE Sponsorship Program. Primarily, this was due to the fact that many of the NARFE staff members previously responsible for past National Conventions had left NARFE or retired.

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Several new features were put into effect such as sponsored meals, refreshment breaks, speaker introductions, etc., which contributed to financial success of the 2016 NARFE National Convention. Some highlights included:

- New Registration Strategy a Success & Positions Us Well for 2018
- 91% of Attendees Were Satisfied / Very Satisfied
- Launched new registration software
- Reduced the registration area from 10 Regional booths to 4 Alphabetical booths
- Reduced registration workforce from 45 to 6
- Included banquet tickets in packet – eliminating additional booth
- Streamlined pre-convention in-house workload

Convention Neared Break-even Goal with Experiments/Additions

- Revenue budget of: \$355,000
- Projected revenue: \$354,735
- Expense budget of: \$366,600
- Projected expenses: \$378,723
- Anticipate \$24,000 loss or 3% above budget
- Areas of concern: Banquet ticket sales, travel & Food & Beverage

**2018 CONFERENCE – JACKSONVILLE, FLORIDA**

**2020 CONFERENCE – SCOTTSDALE, ARIZONA**

- Conference Requirements will differ significantly from convention
- Reduced number of days by 1½
- 3 days of conference
- ½ day of business meeting
- Contracts being renegotiated to reflect fewer sleeping rooms/meetings space

**SPONSORSHIP PROGRAM** (Jennifer Bialek) 2017 Sponsorship Program Book has been distributed to all of NARFE key sponsors & is also available on the NARFE website at [www.narfe.org](http://www.narfe.org). In order to insure that all Federation Conventions gain through the Sponsorship Program, each Federation must insure that Jennifer Bialek and/or Dana Esposito at NARFE HQ has been provided a single point of contact for the upcoming 2017 Federation Conventions. A suggestion was made that a brainstorming session be conducted at the 2017 NEB/Federation Presidents' meeting in July in Jacksonville, Florida. The purpose of the session will be to develop uniformity among all Federations.

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New Affinity Partners have joined the NARFE program:

- Purchasing Power
- Sunrise Senior Living
- Wyndham Vacations

Efforts will continue to grow existing Affinity Partner relationship

- Adding Enterprise to Alamo/National Rental Cars
- Beltone Hearing – Better publicity to increase awareness of discount available to NARFE members
- Other categories will be developed such as pre-paid cellular telephones
- Strategy to develop new Affinity Partners
- Growth of Existing Partners

Additionally, sponsorships for regional & federation events were discussed. Director of Marketing Bridget Boel suggested a template be developed for generating sponsorships at each level.

**MARKETING UPDATE** – Deputy Director of Membership Marketing & Fundraising Monica Williams provided an overview of:

- Membership Acquisition & Retention
- Benefits vs. Advocacy Letter
- NARFE Webinars Growing Membership & Loyalty
- NARFE Federal Benefits Institutes
- Fundraising - - Holiday Cards, Note Pads, Note Cards, & Calendar
- 2016 Holiday Card Mailing
- New NARFE Membership Packages
- Field Resources

**MEMBERSHIP RECRUITMENT/RETENTION** –Bridget Boel provided an update on revised membership application forms. Following discussion concerning the membership application process a motion was made by Helen Zajac (RVP-8) & seconded by Marshall Richards (RVP-6) that NEB establish incentive programs to benefit member recruitment & retention, such as recruiting rebates & finder's fees, which shall not extend beyond two years, unless extended by NEB after evaluating effectiveness. The incentives shall be:

- \$8.00 for AFE Recruitment
- \$39.95 for Webinar & mail acquisition
- \$10.00 for all member recruitment for September 1st – December 31st

These incentives will be in place for the next two years (2017-2018). Motion approved by a vote of 11-0.

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**THURSDAY – November 17**

**NATIONAL LEGISLATION** – Director of Legislation Jessica Klement's provided a Legislative Update which included an overview of the following:

- 2017 Medicare Premiums
- U.S. Postal Service Reform
- WEP Reform
- FLTCIP Premiums
- 115th Congress
- Legislative Training Conference
- NARFE in the News
- NARFE-PAC
  - 2015-2016 Goals & Actual
  - Federation Conventions
- Protect America's Heartbeat
  - Grassroots Leader Survey
  - NARFE All Member Grassroots Survey

**EXECUTIVE DIRECTOR HIRING PROCESS** – President/CEO of Development Resources Incorporated. (DRI) Jennifer Dunlap provided an overview of Executive Director Search, which included:

- Search Timeline
- Advertisements
- Criteria Matrix
  - Experience
  - Competencies & Fit
- Additional Qualifications
- Candidate Packets

The NEB briefly discussed the duties & responsibilities of the Executive Director.

**DATABASE MIGRATION IN-HOUSE** – National Secretary Treasurer Jon Dowie stated that the database migration will take place from December 15th through 18th. The OAM, NARFE website, & other systems will be down during this time.

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**WORDING OF NARFE MISSION STATEMENT** – Following a motion made by made by Marshall Richards (RVP-6) and seconded by Helen Zajac (RVP-8) the wording in the first paragraph of NARFE Mission Statement will be changed. “**To sponsor and legislation, rules**” will be deleted from the first sentence in the mission statement, and replaced with “**To support legislation**”. With unanimous vote motion passed. Motion approved by a vote of 11-0. The new mission statement will read as follows:

*To support legislation and regulations beneficial to federal civilian employees and annuitants and potential annuitants under any federal civilian retirement system and to oppose those detrimental to their interests.*

**Friday – November 18**

**FEDERAL BENEFITS DEPARTMENT** update was given by Director of Federal Benefits Service David Snell. The topics that were briefly covered: Healthcare Open Season; Medicare Open Enrollment Period; Contributions from Annuities to CFC; COLA; FLTCIP; and FEHB.

**STRATEGIC PLANNING PROCESS** – The NEB discussed the Future of NARFE recommendations from the 2015 Strategic Planning Team draft of Committee suggestions. President Thissen proposed that Secretary/Treasurer Dowie become a non-resident National Officer. Further discussion concerned the responsibilities and authorities of National Secretary/Treasurer in becoming non-resident.

Following the discussion concerning of the membership application process a motion was made by Rodney Adelman (RVP-7) and seconded by Ed Konys (RVP-4) that the residency of the National Secretary/Treasurer transition from the Washington, DC area to the home residency of the incumbent. Duties do not change. Salary adjustments will be made based on workload. Effective with the date of the motion. Motion approved by a vote of 11-0. Estimated cost of implementation: zero and projected savings: NOTE: President Thissen participated in this vote; Secretary/Treasurer Dowie abstained.

The NEB continued discussion of recommendations from the 2014-2016 Strategic Planning Team/Committee suggestions. After discussion, it was determined that some items be referred to the Strategic Planning Committee for further review. Items that will be referred to the Strategic Planning Committee for review:

- Unification of dues
- Leadership qualifications
- Leadership training
- Marketing perspective for attracting new leadership
- Merging of federations

The NEB suggested that the discussion concerning the financial structure and issues that are unique to NARFE also be referred to the Strategic Planning Committee for review.

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President Thissen addressed a question concerning the number of members recruited through the incentive program. He stated that a 146 were recruited in September 2016, 190 were recruited in October 2016, and currently 182 in November 2016.

President Thissen asked that the board give nominations for Strategic Planning Committee by December 1, 2016. I have nominated Henry Brattlie from the North Carolina Federation to serve as the Region X representative.

Discussed the expectations of the Strategic Planning Committee.

Director of Marketing Bridget Boel discussed potential workshops, conference topics, and speakers for 2018 NARFE Convention.

The next scheduled NEB meeting will be held March 10-12, 2017 at the Hilton Mark Center in Alexandria, Virginia prior to the National Legislative Conference.

William "Bill" Shackelford  
Regional Vice President  
Region X  
RVP10@narfe.org = E-Mail  
(703) 830-6590 = Home  
(703) 201-6304 = Cell

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**Internal Revenue Service**

**Date:** June 17, 2005

NATIONAL ACTIVE AND RETIRED FEDERAL  
EMPLOYEES ASSOCIATION  
NARFE  
606 N WASHINGTON ST  
ALEXANDRIA VA 22314-1914

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

Mrs. Jones 31-03886  
Customer Service Specialist

**Toll Free Telephone Number:**  
8:30 a.m. to 5:30 p.m. ET  
877-829-5500

**Fax Number:**  
513-263-3756

**Federal Identification Number:**  
53-0114700

**Group Exemption Number:**  
1599

Dear Sir or Madam:

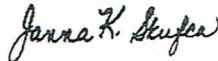
This is in response to your request of June 17, 2005 regarding a copy of your organization's group exemption letter.

In October 1963 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(5) of the Internal Revenue Code.

Based on the information supplied, we also recognized the subordinates named on the list your organization submitted as exempt from Federal income tax under 501(c)(5) of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

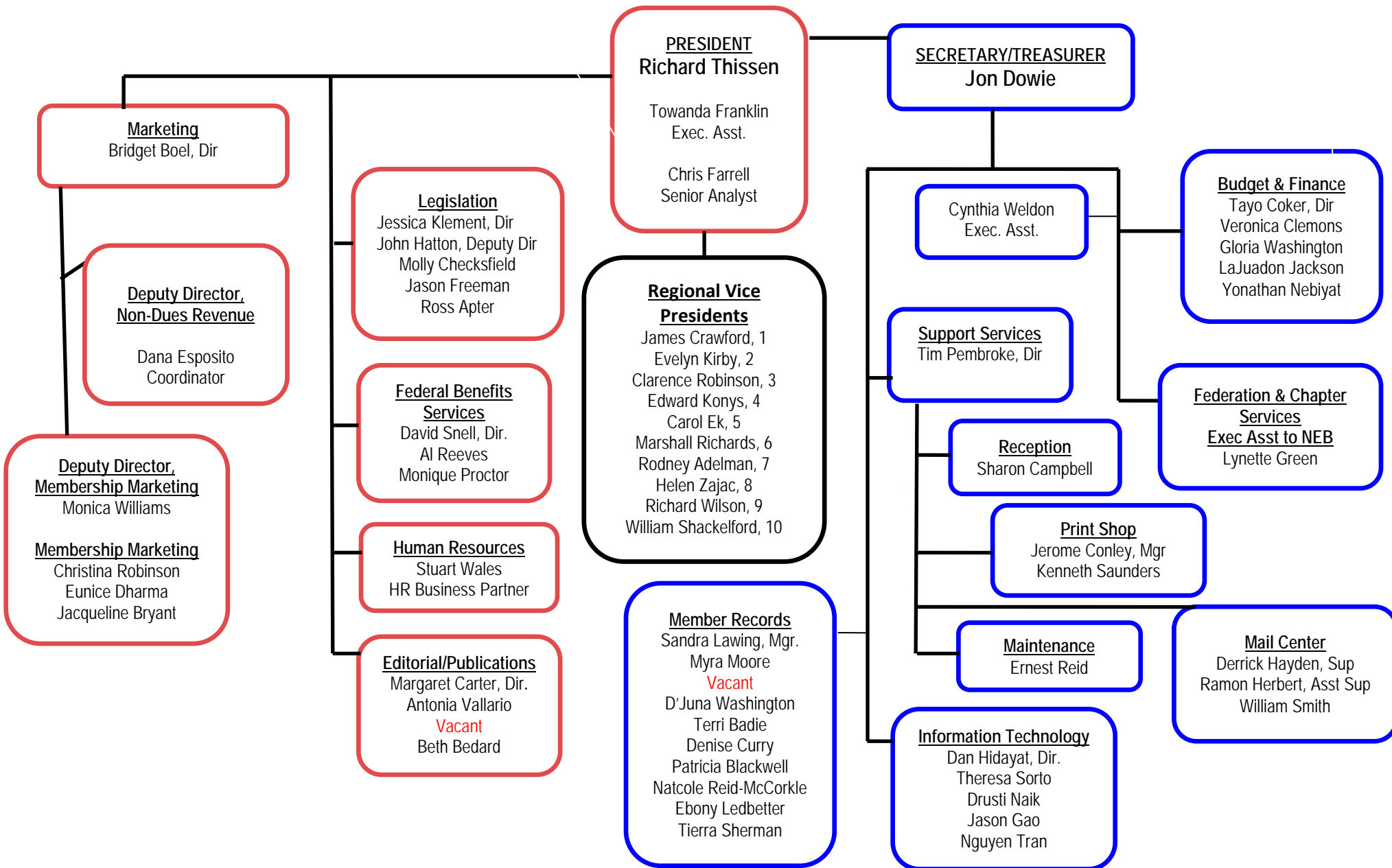
Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

**NARFE Organization Chart**

**National Executive Board**



## **NATIONAL EXECUTIVE BOARD**

President Richard Thissen – Chair  
Secretary/Treasurer Jon Dowie  
RVP I – James Crawford  
RVP II – Evelyn Kirby  
RVP III – Clarence Robinson  
RVP IV – Edward Konys  
RVP V – Carol Ek  
RVP VI – Marshall Richards  
RVP VII – Rodney Adelman  
RVP VIII – Helen Zajac  
RVP IX – Richard Wilson  
RVP X – William Shackelford

### **Alzheimer's Committee**

National Oversight Officer  
President Thissen  
National Committee Chair  
Mervyn "Merv" Stuckey

### **Audit Committee**

RVP Adelman, Chair  
RVP Richards  
RVP Shackelford

**Selected by Regional Vice Presidents**

### **Federal Employees Education & Assistance Fund (FEEA)**

President Thissen  
Secretary/Treasurer Dowie  
**(Alternate)**

### **Scholarship Committee**

Secretary/Treasurer Dowie, Chair  
RVP Richards  
RVP Crawford  
RVP Zajac  
RVP Ek

### **Thrift Advisory Board**

Secretary/Treasurer Dowie  
Jessica Klement  
**(Alternate)**

### **Financial Planning & Investment Committee**

Secretary/Treasurer Dowie, Chair  
RVP Konys  
RVP Robinson

### **NARFE 401K Committee**

Secretary/Treasurer Dowie

### **Site Selection Committee**

RVP Kirby

- NP Thissen is an ex officio member of all committees except Audit Committee