



**REGION X REPORT**  
**William "Bill" Shackelford**  
**Winter 2018**

The first meeting for the 2018-2020 National Executive Board (NEB) was held at NARFE Headquarters (HQ) from November 28 through 30, 2018. For those of you that did not follow the NARFE election in June and the subsequent run-off in September, there were six new individuals joining the NEB for the first time. The new members include National President Ken Thomas (Florida), National Secretary/Treasurer Kathy Hensley (South Carolina), Regional Vice President (RVP) James Risner (Maine–Region I), RVP Kathy Adams (Delaware–Region II), RVP Robert Helfrich (Indiana–Region IV), and RVP Cindy Blythe (Kansas–Region V). Along with myself, the other incumbents to the NEB include RVP Clarence Robinson (Georgia–Region III), RVP Marshall Richards (Texas–Region VI), RVP Rodney Adelman (Arizona–Region VII), RVP Helen Zajac (California–Region VIII) and RVP Rich Wilson (Washington–Region IX).

The meeting opened with three presentations: 1) Presentation by NARFE Attorney Eileen Johnson on the responsibilities of the National Executive Board and the importance of Confidentiality/Non-Disclosure Agreements; 2) Presentation by NARFE Parliamentarian Collette Trohan on the proper use of Robert's Rules of Order and establishment of Special and Standing Committees; and 3) presentation by Federal Employee Education And Assistance (FEEA) Executive Director Joyce Warner on the status of the FEEA Scholarship and Disaster Fund and the future relationship between NARFE and FEEA.

**RESPONSIBILITIES OF THE NATIONAL EXECUTIVE BOARD (Eileen Johnson)**

**NARFE Governance Structure**

- Procedures
- Policies
- Bylaws
- Articles of Incorporation
- District of Columbia Laws

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

## **Principles of Good Governance**

- Focus is on desired outcomes
  - ✓ What not how
- Discussions are informed
  - ✓ Be prepared
- All possibilities are considered
  - ✓ NOT “we’ve always done it this way”
- Governing documents are updated and follow best practices

## **National Executive Board (Overall)**

- Set Organization Direction
  - ✓ Engage in strategic thinking and planning
  - ✓ Set the organization’s mission and vision
  - ✓ Establish organizational values
  - ✓ Approve operational or annual plans
- Ensure Necessary Resources
  - ✓ Capable executive leadership
  - ✓ Adequate financial resources
  - ✓ Positive public image
  - ✓ Capable and responsible Board
- Provide Oversight
  - ✓ Oversee financial management
  - ✓ Minimize exposure to risk
  - ✓ Measure progress on organizational strategy
  - ✓ Monitor programs and services
  - ✓ Provide legal and moral oversight
  - ✓ Evaluate the Executive Director

## **National President**

- Governance/Oversight
- Conducts meetings of NEB & membership
- Appoints committees
- Serves as the spokesperson for NARFE
- Coordinates with the Executive Director
- Guides the Board on administrative matters

## **National Secretary/Treasurer**

- Serves as President when President is unavailable
- Responsible for Association records & funds
- Duties as directed by President, NEB or National Conference

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

### **Regional Vice Presidents**

- Serve on NEB and communicate with members in Region
- Represent National HQ and Association's objectives
- Select National Audit Committee
- Encourage participation in State Legislative activities
- Authority to request activity and financial reports from Federation Presidents
- Other duties as directed by membership ballot, President or NEB

### **Executive Director**

- Management/Supervision of NARFE HQ staff and volunteers
- Primary contact for the NEB
- Manages program & policy implementation
- Coordinates with the National President

## **IMPORTANCE OF CONFIDENTIALITY/NON-DISCLOSURE AGREEMENTS**

### **Board Confidentiality**

- Why is confidentiality important?
  - ✓ Ability to be candid
  - ✓ Duties of loyalty & care
- Executive Sessions
  - ✓ Personnel matters
  - ✓ Attorney, auditor, strategic consultant
  - ✓ Strategic and/or proprietary
  - ✓ Minutes – to do or not to do?
- How are breaches handled?
  - ✓ Investigation
  - ✓ Remedies
    - Censure
    - Recommendation for removal
    - Further discussion at future meeting
- NARFE Code of Ethics
  - ✓ All Directors, officers, employees and volunteers have a duty to safeguard information that is proprietary to the Corporation.

### **What Information Is Proprietary?**

- Confidentiality agreement defines "Confidential Proprietary Business Information (CPBI)"
- List is extensive
  - ✓ Products, services, operations
  - ✓ Strategies, business plans
  - ✓ Financial condition, activities, investments
  - ✓ Partners, donors, members, sponsors, prospects
- Information does not need to be marked "CPBI" or "Confidential"

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

## **PROPER USE OF ROBERT'S RULES OF ORDER (Collette Trohan)**

A parliamentary authority such as Robert's Rules of Order provides procedural guidance and basic rules that apply in most situations. This framework helps prevent confusion and maintain fairness in deliberations. The risk of confusion increases with the number of people who share the responsibility to make a decision. Robert's Rules of Order balance the right of the majority to make the ultimate decision, the right of the minority to have an opportunity to convince the majority of their point of view, the rights of absentees, individual rights, and a combination of all of these together.

Many associations' bylaws state that the "**current**" edition of Robert's Rules of Order shall serve as the parliamentary authority for the association. There have been eleven editions produced. The intent of the word "current" is to supersede all previous editions. This wording is not recommended because any organization should not be bound by rules they haven't even had the chance to read. If this is in your bylaws, the rules changed on September 6, 2011, when the newest edition of Robert's Rules of Order Newly Revised was released and you may have no idea what changed. This "current" edition is the 11th edition of the work.

What should you do if your bylaws already contain the "**current**" reference? Consider amending your bylaws to insert the numbered edition, so that all members can be absolutely certain they are referencing the correct manual. If your bylaws include a reference to the earlier title and you want to adopt the new book, your bylaws will have to be amended.

### **ESTABLISHMENT OF SPECIAL AND STANDING COMMITTEES**

A Special Committee is a committee appointed to perform a special function that is beyond the authority or capacity of a Standing Committee. A select committee is usually created by the National President, with NEB approval. A Special Committee generally expires on completion of its designated duties, though they can be renewed.

Standing Committees are permanent panels with oversight responsibility to monitor specific programs or activities and to aid the association in accomplishing its duties. A Standing Committee is granted its scope and powers over a particular area of business by the governing documents of the association and retain any oversight originally designated for the Committee until subsequent official actions of the association (through changes to by-laws) disbands the committee.

Examples of Standing Committees in associations include an Audit Committee and a Finance Committee. Typically, the Standing Committees perform their work throughout the year and present their reports at an annual meeting of the association. These Standing Committees continue to exist after presenting their reports, although the membership in the committees may change.

### **FEDERAL EMPLOYEE EDUCATION AND ASSISTANCE (FEEA)**

Preliminaries concluded with a presentation by FEEA Executive Director Joyce Warner on the status of the FEEA Scholarship and Disaster Fund and the future relationship between NARFE and FEEA. This presentation was a direct result of a meeting between NARFE National President Thomas and FEEA Executive Director Warner on November 14. ED Warner discussed several of the FEEA programs

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

including Scholarship, Disaster Relief, and Emergency Hardship Loans. The NARFE-FEEA relationship has been guided by a 1996 Memorandum Of Understanding (MOU) for scholarships and a 1997 MOU for disaster relief. Provisions within these memoranda have long since expired and there have not been any updates to the original MOUs of 1996 and 1997. The original FEEA contracts contained a provision that would allow FEEA to charge no more than its annual overall administrative costs (historically 5 to 7%) for expenses relating to the administration of the two Funds. FEEA is now proposing an “across the board” 25% administrative fee which NARFE would pay for the FEEA services.

ED Warner also discussed areas where NARFE and FEEA could partner, such as FEEA Public Service Charity Run/Walk and co-content website development. ED Warner addressed potential funding ideas, possible change in disaster relief eligibility criteria, issues arising in applying for disaster relief, NARFE–FEEA Scholarship Program, promotion of donations to the NARFE–FEEA Scholarship Fund, as well as the 25% FEEA surcharge/processing fee.

Research is required on 2014–2018 to find out what fees were charged to administer the NARFE Scholarship and Disaster programs. This 25% fee appears to be a contractual agreement versus an administrative fee. A 25% fee would be more in line with a contractual agreement and a 25% administrative fee seems excessive. If this is a negotiated contract, it needs to be renegotiated and approved by the NEB.

An audit on both the Disaster and Scholarship funds will be conducted to understand the current fees. Respite care is also being considered. The number of scholarships awarded in 2017 were 19. Lack of funds may only allow us to give 10 +/- scholarships in 2019. It should be noted that checks are sent directly to the academic/post-secondary institution, **not to the scholarship recipient**.

It was thought that NARFE could bring the program back in-house but the MOU states that in the event of dissolution of the Fund, remaining balances in the Fund will be transferred to another section 501(c)(3) organization designated by the FEEA Board of Directors. No action taken at this time on what to do about the affiliation with FEEA to continue handling NARFE programs. Currently, the NARFE Scholarship Fund has a balance of \$10,000.00 and the NARFE Disaster Fund has a balance of \$166,000.

NARFE was invited to provide a representative (as in the past) to the FEEA Board and NARFE President Ken Thomas has attended a meeting and been duly recognized as a member of the FEEA Board. Directions of the NARFE-FEEA relationship will now be guided by the Executive Boards of NARFE and FEEA.

#### **Motion #03-11-18**

##### **SUBJECT: FEEA Scholarship**

Motion made by James Risner (RVP I) and seconded by William Shackelford (RVP X) that the NEB direct the Executive Director to meet with FEEA representatives to determine how the 25% FEEA fee is derived.

The Board continued discussion on NARFE-FEEA Scholarship Program. By general consensus the NEB recommended that the NARFE-FEEA Scholarship Program move forward as is.

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

After discussion, motion #03-11-18 was presented for a vote. With a vote of 10 **YEAS** and 1 **NAY**, the **MOTION PASSED**. Region VII VP Adelman absent from meeting at time of vote.

**YEA**

Region I VP Risner  
Region II VP Adams  
Region III VP Robinson  
Region V VP Blythe  
Region VI VP Richards  
Region VIII VP Zajac  
Region IX VP Wilson  
Region X VP Shackelford  
NS/T Hensley

**NAY**

Region IV VP Helfrich

**ABSTAIN**

NP Thomas

**ADVOCACY**

Staff Vice President (SVP) Jessica Klement provided an update on the efforts of the Advocacy Department with emphasis on NARFE's lobbying efforts which are focused on three key areas as Congress winds down: 1) A pay raise for federal employees in 2019 is still languishing in conference committee. The two parties are dealing with areas of disagreements on parts of the legislation unrelated to the pay raise; 2) NARFE expects a push to include postal reform in year-end bills and the Advocacy Department is reiterating our opposition to the committees with jurisdiction over Medicare as they would have to sign off on postal reform in its current form; and 3) Working to introduce legislation to provide FERS retirees with the same COLA as CSRS retirees when the COLA is over 2 percent.

SVP Klement also provide an update on our grassroots efforts specifically on the Congressional District Liaison program. Grassroots efforts have placed greater emphasis on identifying and training CDLs. In 2018, the number of CDLs grew by 21 percent while the number of federations with CDL programs increased from 26 to 33. And finally, SVP Klement provided an update on NARFE-PAC which had a highly successful 2017-2018 election cycle. With these numbers, NARFE-PAC more than doubled its contributions from NARFE members in just two election cycles (2013-2014 cycle resulted in \$920,000 in contributions). Some of NARFE-PAC goals were reached, results as of October 31, 2018 include contributions from NARFE members - - \$1.85 million (the goal was \$1.5 million), disbursements to candidates: \$1.102 million (the goal was \$1 million), local fundraisers: 105 (the goal was 100), and increase in sustainers: 33% (the goal was 50 %).

Executive Director Sido will discuss with SVP Klement the processing of the Legislative Program to include member input and endorsement and/or adjustments by the NEB. Additionally, she reported shifting the emphasis of the program to post-election activities.

**NARFE-PAC**

As we approach NARFE National Legislative Training Conference, which is now known as LEGcon19, everyone is reminded that NARFE-PAC contributions help us build strong relationships with lawmakers; relationships that are critical to NARFE's success to preserve and protect your earned

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

pay and benefits against unfair congressional attacks. These attacks must be stopped and it can't be done without your help. If we want to stop playing defense and start playing more offense, it's critical we have a strong and viable NARFE-PAC.

If you haven't sent in a contribution yet, I strongly urge you to do so today. The 2017-2018 Seventh Quarter (July-September, 2018) totals for Region X Federations were as follows:

#### **KENTUCKY**

- Contributors = 288
- Average Donation = \$54.13
- Donations = \$15,590.00
- Sustainers = 10

#### **NORTH CAROLINA**

- Contributors = 503
- Average Donation = \$66.88
- Donations = \$33,641.60
- Sustainers = 31

#### **TENNESSEE**

- Contributors = 237
- Average Donation = \$54.43
- Donations = \$12,900.00
- Sustainers = 4

#### **VIRGINIA**

- Contributors = 1,266
- Average Donation = \$74.88
- Donations = \$94,792
- Sustainers = 50

#### **WEST VIRGINIA**

- Contributors = 146
- Average Donation = \$67.71
- Donations = \$9,885.95
- Sustainers = 9

### **NATIONAL LEGISLATIVE TRAINING CONFERENCE (LEGcon19)**

The NARFE LEGcon19 will be held March 10–13, 2019. Register now and make your reservations at the Mark Center Hilton Hotel, Alexandria VA. Conference cost is \$225.00 and Federations should give strong consideration to using a portion of the 10% funding provided by NARFE HQ. Don't forget Wednesday, March 13 is a day on Capitol Hill followed by a closing reception at the U. S. Capitol.

#### **COMMUNICATIONS**

SVP Helen Mosher provided an update on the efforts of the Communications Department, which includes the NARFE Magazine. The update primarily addressed efforts to "expand/enhance" the awareness of NARFE within the Federal employee community. Challenges encountered were addressed, such as the need for effectiveness in editorial processes and revising e-newsletter strategy. Efforts include: 1) Production of publications, other than the monthly magazine to include

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

e-newsletters; 2) Focusing on expansion and maintenance of digital/social presence; 3) Create a robust, integrated, mobile-friendly website that draws in prospective members and meets the needs of current members; 4) Promote a better newsletter experience that combines the best of NewsWatch and Legislative Hotline in one weekly e-newsletter; and 5) Broaden our public relations outreach to new potential audiences and media sites.

Taking steps towards a better NARFE website would involve the following: finishing the Branding Initiative, developing a Content Management System (CMS) for members to use, and CMS to tie into the Association Management System (AMS). Additionally, all of this has to be completed in order to complete the mobile app.

## **MARKETING AND MEMBER RESOURCES**

SVP Bridget Boel provided an update on the efforts of the Marketing and Membership Department, which includes the following highlights:

### Current Activities

- Working on for next year an overall event strategy. Specifically, where we go to exhibit, what events do we attend, and how do we focus on those events that have a high concentration of federal employees.
- Refining new renewal-form templates to address field confusion
- Working closely with the Advocacy department on LEGcon19 marketing, registration, event planning and sponsorship
- Heavy participation in new Association Management System (AMS) build to ensure advanced marketing/tracking capabilities and event management

### Challenges Encountered

- Maximizing new member recruitment in light of loss of OPM mailing list
- Maximizing fundraising contributions alongside membership loss, especially among older, long-term donors
- The need to grow non-dues revenue

### Steps to Address Challenges

- For new member recruitment, we are increasing the number of webinars for 2019, retesting rental lists and print advertising, increasing and further targeting our online lead generation and, with the new AMS, will improve the conversion of prospects to members thorough targeted, trackable messaging.
- For growth of non-dues revenue, we identified the need to bring advertising sales for magazine and digital communications in-house. We are also developing the "Find an Advisor" program and a fee-for-service benefits counseling program.
- For brand perception, we have undergone an intensive branding initiative to underscore NARFE's value proposition.

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

Next Up

- Execute new advertising strategy with the creation and successful on-boarding of a new advertising sales position
- Develop and propose new NARFE event strategy to maximize revenue and manage costs
- Develop new member-dues testing plan for NEB approval
- Upon approval, develop and execute an association-wide implementation program for new NARFE branding

SVP Boel requested that the NEB approve the following recruitment incentives for an additional two year period. These are the same incentives which were approved by the NEB, for a two year period, at the November 2016 meeting.

- \$8.00 for AFE Recruitment
- \$39.95 for webinar and mail acquisition; or as necessary; and
- \$10.00 for any member recruitments for September 1st – December 31<sup>st</sup>

Executive Director Sido provided previous years' information concerning the performance of the \$10 recruitment incentives. The previous two-year recruitment incentive history is as follows:

<u>YEAR</u>	<u>FIELD RECRUITED NEW MEMBERS</u>	<u>INCENTIVE DOLLARS PAID</u>
2016	931	\$9,310.00
2017	1,034	\$10,940.00

**Motion #01-11-18**

**SUBJECT: Incentives**

**Motion** made by Helen Zajac (RVP VIII) and seconded by Marshall Richards (RVP VI) that the National Executive Board (NEB) extends the incentive programs to benefit member recruitment and retention, such as recruiting, rebates, and finder's fees. An incentive program shall not extend beyond two (2) years, unless extended by the NEB after evaluating its effectiveness. In accordance with Rule I, Section 2.B., the incentives should be approved for the next two years (2019-2020) as listed above. After discussion, Motion #01-11-18 was presented for a vote. With a vote of 11 **YEAS** and 0 **NAYS**, the **MOTION PASSED**. NP Thomas abstained from voting.

Additionally, she provided a three-year history of the number of Life memberships which is as follows:

2016	15,618
2017	13,544
As of October, 2018	13,253

The NEB continued to discuss Life memberships and their impact on the Profit and Loss statement. Fewer people are joining in this category.

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

## **FINANCE AND ADMINISTRATION**

SVP Johann Castro provided an update on the efforts of the Member Services/Information Technology/Operations/Budget & Finance Departments as a two part presentation. The first part consisted of an overview of Budget and Finance, Budget Discussion, the Process, the Information, Who is responsible, the Outcome, and Financial Reporting. The second part of the presentation covered 2019 Proposed Operating Budget, Budget Discussion, Overall Budget, Profit and Loss Statement, Review of Revenue, and Expense Review.

### **Current Activities**

- Conducted research with a firm about potential options for the NARFE HQ building. Specifically, valuing the building
- Working on Board presentation: Potential options for the NARFE HQ building; Sell/Relocate/Lease
- 2019 planning for the above departments to ensure implementation of best practices for operating efficiencies
- Interaction with Protech (Vendor) to build and then implement the organization's AMS

### **Challenges**

- Aging infrastructure, particular around the IT systems/hardware/software. Inability to be flexible with our operational decisions/needs
- Slow development and roll out of the new AMS
- Need to grow non-dues revenue

### **Steps to Address Challenges**

- Complete an analysis of organizational needs and how IT can support those needs. After the analysis, the next step will be to develop an IT Strategy
- Ensuring continuous touch-points with the AMS vendor to timely address the requests/requirements for system completion
- Brainstorm/evaluate and test non-dues revenue opportunities with stakeholders. Goal is two-fold, new offerings and revenue diversification

### **Next Up**

- AMS Rollout and evaluation in first quarter of 2019
- Analysis of all financial systems/processes, including relationships with auditors, investment advisors and bankers
- Depending on NEB instructions regarding NARFE HQ building, determining the best possible option for NARFE's HQ

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

## **ASSOCIATION MANAGEMENT SYSTEM (AMS)**

SVP Johann Castro provided an update on the development/implementation of the new Association Management System, specifically the movement from the current system decision process to the new system, the training that would be required and who would do the training, and the timeline.

### Current Systems – OAM and ORM

- Combination home build (NARFE IT) plus migration setup
- Inefficient process, time consuming, limiting and lack of trust with data integrity
- Best described as “fitting a square peg in a round hole”
- Requires constant workarounds and Band-Aid fixes

### Decision Process

- ED convened a staff group to determine organization needs vs. database functionality
- Determination was made to identify and implement new data management system
- Requirement analysis with staff and Configuration Advisory Board (CAB)

### Moving to AMS

- One depository for all data
- Ease of use
- Interactive site
- Tools to track member interaction with NARFE
- Access to complete data for marketing programs and decisions
- Improve staff efficiency and thereby improve output
- Improved reporting and analysis for field use
- Timeline
  - ✓ Jan '19 System Build
  - ✓ Feb '19 User Acceptance Training / Train The Trainer
  - ✓ Feb '19 Soft launch to Key Stakeholders
  - ✓ Mar '19 Launch to all members

As a result of his presentation and discussion with the NEB, SVP De Castro will contact the contractor to determine whether the address line in the new system will be in Postal Compliance. He was also asked to review policy concerning which officers have rights to pull membership lists on the system.

## **ACCESS TO NATIONAL-ONLY MEMBERS**

In response to requests from several Federation Presidents, to grant access to the contact information in the NARFE database of National-only members to more Federation officers in addition to the current access granted to Federation Presidents and National Legislation Chairs, Clarence Robinson (RVP III) brought up an issue from federations concerning access to national members in federation.

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

A motion was made by Clarence Robinson (RVP III) and seconded by Helen Zajac (RVP VIII) to grant access to all members of the Federation Executive Boards. An amendment was made by William Shackelford (RVP X) that a position-by-position poll be taken in order to obtain a consensus of the NEB as to the specific Federation Board positions that would receive access. The amendment was accepted unanimously. Following discussion, a consensus was reached that in addition to Federation President and National Legislation Chairs. Access would be granted to Congressional District Liaisons/Senatorial Legislative Liaisons, Federation Membership Chairs, and District/Area Vice Presidents. With a vote of 11 **YEAS** and 0 **NAYS**, **AMENDED MOTION PASSED**. NP Thomas abstained from voting.

<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>
Region I VP Risner		NP Thomas
Region II VP Adams		
Region III VP Robinson		
Region IV VP Helfrich		
Region V VP Blythe		
Region VI VP Richards		
Region VII VP Adelman		
Region VIII VP Zajac		
Region IX VP Wilson		
Region X VP Shackelford		
NS/T Hensley		

### FEDcon18 (Final Report)

Executive Director Barb Sido provide the NEB with the final report on the Conference which was held during the period of August 26–28, 2018, in Jacksonville, Florida. As previously reported, the final number of registrants for FEDcon18 registered was 761, but 720 on-site (41 no-shows) including 58 current Federal employees and 38 non-members who attended.

The revised budget was \$380,410 after the forecast showed possible attendance of 700 vs. the originally budgeted 800 attendees. From a financial standpoint, FEDcon18, which was the first event in a Conference format, experienced a monetary loss of approximately \$26,000. By comparison, the two previous National Conventions experienced much greater losses.

- 2014                      Orlando, Florida                      \$152,200 loss
- 2016                      Reno, Nevada                              \$43,400 loss

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

## **NEB COMMITTEES**

The NEB Committee List with nominated committee members was distributed. There were no objections to the nominations. NEB Committee nominations were accepted as listed below.

### **Audit Committee**

- Rodney Adelman (RVP VII)
- Kathleen Adams (RVP II)
- Marshall Richards (RVP VI)

RVP Adelman was also asked to continue as NARFE Compliance Officer without objection.

### **Budget & Finance Committee**

- Kathryn Hensley (NS/T)
- James Risner (RVP I)
- Robert Helfrich (RVP IV)
- Richard Wilson (RVP IX)

NP Thomas proposed that the Budget and Finance Committee handle review of the contracts and the 2019 budget. The committee will prepare comments, make suggestions, and make recommendations to the NEB. NP Thomas requested that a committee report be sent to the NEB by January 15, 2019. NS/T Hensley will call a meeting for the Budget and Finance Committee the first week in December 2018.

### **Investment Committee**

- Kathryn Hensley (NS/T)
- Clarence Robinson (RVP III)
- Cindy Renee Blythe (RVP V)
- Helen Zajac (RVP VIII)

### **Site Selection Committee**

- Jennifer Bialek (Deputy Director)
- William Shackelford (RVP X)

For Bylaws and Resolutions Committee, NP Thomas has asked former Chair, Robert Allen (North Carolina), to continue and will ask the other members who served in 2018 except for NS/T Hensley, who cannot serve on the committee as a NEB member. It was suggested Lynn Harper (Georgia), be asked to serve as her replacement and the suggestion was accepted by the NEB.

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

## **STANDING / SPECIAL COMMITTEES**

During the meeting, there was discussion about the creation of a number of Standing/Special Committees as authorized under Article III, Section 2 (B)(5) of the NARFE Bylaws as amended on June 30, 2018. NP Thomas commented on some of his interests for Special Committees and suggested the formation of four Special Committees. The NEB accepted his recommendations by consensus.

### **NARFE Centennial Committee**

- NARFE will be a 100 year old Association in 2021

The special committee on the NARFE centennial shall investigate options for celebrating the NARFE centennial, including the feasibility of a FEDcon21 as the national meeting that will be the focus of the centennial year. Such investigation shall be done in collaboration with the executive director and any designated staff. Interim reports shall be given as directed by the president. Activities and commemorations shall be divided into areas such as history, commemoratives, celebration, etc. so that a budget can be applied. All commemorative activities must include a budget. The final report to the NEB shall include a motion with prioritized recommendations written in consultation with the parliamentarian, and a budget for each recommendation to give the NEB the opportunity to approve a final commemoration strategy and program.

### **Headquarters Building Committee**

- Potential options for the NARFE HQ building
  - ✓ Sell/Relocate/Lease

This special committee on the NARFE building shall investigate all reasonable options available to NARFE with regard to use or sale of the NARFE building. Such investigation shall be done in collaboration with the Executive Director and any designated staff. Interim reports shall be given as directed by the president. The final report to the NEB shall include the options considered along with a short synopsis of relevant pros and cons for each, a final recommendation agreed to by at least a majority of the committee, and a motion to enact that recommendation for deliberation by the NEB, written in consultation with the Parliamentarian.

### **Membership Committee**

- NARFE is facing a membership crisis moving into 2019
  - ✓ Consistent loss of 8,000 members per year cannot be tolerated
  - ✓ Break-even point on membership requires a 31% increase in new/reinstated members
  - ✓ Reduction in the number of non-renewing members.

The special committee on NARFE membership shall investigate methods by which NARFE can attract and retain members. Such investigation shall be done in collaboration with the Executive Director and any designated staff. Interim reports shall be given as directed by the president. The final report

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

to the NEB shall include options explored with costs allocated, presented in priority order as designated by at least a majority on the committee. Recommendations for action must be clearly stated, including discussion of the feasibility of each option, and the report shall include a motion to enact such recommendations written in consultation with the Parliamentarian.

#### Non-Dues Revenue Committee

- Evaluate and test non-dues revenue opportunities
- Goal is two-fold, new offerings and revenue diversification

The special committee on non-dues revenue shall explore options and opportunities for NARFE to increase revenue from sources other than dues. Sources shall include both alternative funders and programs that might attract them. Such investigation shall be done in collaboration with the Executive Director and any designated staff. Interim reports shall be given as directed by the president. The final report to the NEB shall include options explored with net revenue potential for each, presented in priority order as designated by at least a majority on the committee. Specific non-dues revenue programs must be clearly stated, including discussion of the feasibility of each option, and the report shall include a motion to enact such recommendations written in consultation with the Parliamentarian.

Charters for these committees will be refined and RVPs were asked to recommend members from their regions to serve on them. If any member would like to serve on any of these four Committees, please let me know. I do not know if the make-up of these Committees will include a representative from each Region, but I will submit any names that I receive.

The responsibilities of other Committees were discussed. Some of these Committees currently exist and will continue with their current initiatives while other may have some changes made to the Committee responsibilities. Establishment of other Committees was discussed but no action was taken.

#### Advocacy Committee

- Continue with current initiatives
- Keep working on CDL/SL initiative

#### Strategic Planning Committee

- The NEB briefly discussed the future of the Strategic Planning Committee.
- NP Thomas stated that with NARFE moving in a positive direction, NARFE does not need another Strategic Plan Committee at this time
- NARFE has have reached the stage where a two-year recovery plan is needed
- Several items in the Operational Planning document from the Strategic Planning Committee of 2018 had yet to be addressed
- Decision made to resolve those issues kicked to the 2019/2020 NEB prior to engaging another Strategic Planning Committee.

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

- NARFE has have reached the stage where a two-year recovery plan is needed
- Solely an NEB responsibility
- Need for another Strategic Plan Committee could be revisited at a later date

Federation Assistance Committee

- Establishment was discussed
- No action was taken
- Responsibilities would be for the committee to seek out best practices being used by Federations to spread the word
- Provide help to Federations on how to conduct Federation voting, perhaps look at what organization changes need to be made given the shift from Chapter to National membership in Federations

Voting and Election Committee

- Establishment was discussed
- No action was taken
- Review process for election of National Officers

**Motion #02-11-18**

**SUBJECT: Dues for Supporting Members**

Motion made Clarence Robinson (RVP III) and seconded by Kathy Adams (RVP II) that supporting members' dues be set at \$40.00. Supporting Members (any person who supports and is willing to uphold the NARFE mission statement may be enrolled as a supporting member. Upon submitting an application and paying \$40 dues). Supporting members may also join a chapter. They may not serve as an elected official or appointed official of NARFE.

The Board continued discussion on the setting of membership dues for the Supporting Members membership category. Some questions had been raised about a conflict with our governance documents. No proposal was made but dues for supporting members were proposed.

After discussion, motion #02-11-18 was presented for a vote. With a vote of 9 **YEAS** and 0 **NAYS**, the **MOTION PASSED**. Region VII VP Adelman absent from meeting at time of vote.

**YEA**

**NAY**

**ABSTAIN**

Region I VP Risner

Region II VP Adams

Region III VP Robinson

Region IV VP Helfrich

Region V VP Blythe

Region VI VP Richards

Region VII VP Adelman

Region VIII VP Zajac

Region IX VP Wilson

Region X VP Shackelford

NP Thomas

NS/T Hensley

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.

## **MEMBERSHIP FORMS**

Executive Director Barb Sido announced that the Federation Presidents had accepted the revised application form. She also provided the following information about recent revision to the Chapter and National membership renewal forms.

### **Renewal Forms**

Executive Director Sido addressed discrepancy with the renewal forms and the 2018 NARFE Bylaws/Standing Rules for the renewal of members only paying national dues. The Chapter members' revised form will be issued but an Interim form will be used for those renewing national dues only.

### **Recruitment Application Form**

Helen Zajac (RVP VIII) presented a suggestion from the former chairman of the Marketing and Member Resources Committee about adding possible wording for chapter recruitment to the NARFE Membership Application. RVP Zajac suggested a stronger emphasis on Dues Withholding incentive program.

The next NEB meeting will be held Friday, March 8th – Sunday, March 10th, 2019 at the Hilton Alexandria Mark Center in Alexandria, VA. These dates are preceding the opening of LEGcon19.

**NOTE:** In all matters discussed and voted by the NEB, National President Kenneth Thomas participates in the open discussions but abstains from cast a vote.