

NARFE CHAPTER 1192 EXECUTIVE BOARD MEETING MINUTES

April 3, 2019

President Lorie Bennett called the meeting to order at 2:06 p.m., Red Lion Hotel Kennewick, Washington.

Members present: Lorie Bennett, Liz Bowers; Mary Binder; Johanna Caylor; Nancy Crosby; Bob Stewart; Darleen Wall; Larry Williams; Pat Turner; and John Cavanaugh. Absent: Faye Vlieger.

President: Lorie Bennett

- Meeting Minutes:
 - Discussed developing guidance to Secretary regarding timing of minutes, e.g., 15 days after meeting, minutes provided to the Board for review. Review and reply (do not reply to all) to Secretary within 2 days. Secretary resolves comments within 5 days of receipt and issues final minutes to Board and Webmaster, who posts to website.
 - Motion to implement above timeline of guidance related to minutes: Motion made by Pat Turner; seconded by Nancy Crosby. During discussion after the motion, Mary suggested President Lorie discuss the proposed time frames/other options with Faye as she was not at the meeting. Mary stated she did not think it was professional to mandate a time frame without having the Secretary's input. Vote: one in favor to four opposed to the motion. Motion does not pass.
 - President will coordinate talking with Secretary to discuss potential schedule for timely issuance of meeting minutes.
- Board positions
 - Review of job descriptions – Each Board official had requirements of position from the NARFE F-10, *Chapter & Federation Officers Manual*, prior to the meeting and reviewed their position descriptions.
 - Roundtable discussion as to how Chapter jobs aligned with the NARFE descriptions. Discussed incongruences between formal descriptions and actual duties.
 - Each officer and chairman to prepare a bulleted list of their actual duties and provide it to Mary by April 30. She will compile the lists for discussion at a future board meeting. Once finalized, the President, other officers, and chairmen will have copies with a file also kept by the Secretary.

1st Vice President: Pat Turner – No report.

2nd Vice President: John Cavanaugh – No report.

- Service Office phone (*Nancy*) – Still no progress on getting voice mail service for the office.
- Service Office/Officer cards – Mary Binder provided a small quantity of the updated service office cards for distribution to users of Service Office information. She will mail the remainder to Secretary Faye for her use.

Director at Large: Nancy Crosby – No report.

Director at Large: Bob Stewart – No report.

Secretary/Sunshine: Faye Vlieger – No report.

Mary said there appeared to be confusion between the internal chapter officer/chairman roster, the quarterly federation directory prepared by the federation secretary and the NARFE F-7, which lists chapter officers and chairmen. She highlighted differences. Also, per Secretary Faye, she has not been trained to make updates to the F-7. For the internal roster, updates needed include changing date, adding Janice Lake to Caller Tree, and for Service Office, changing "Information Available by Appointment Only."

Treasurer: Liz Bowers – WSF President Nancy asked Liz how she wanted to have deposits identified for the 2019 Region IX Training Conference. Darleen Wall will make the deposits and

maintain a spreadsheet of attendees and payments. Liz provided deposit slips to enable deposit transactions to be made.

Public Relations/Newsletter: Mary Binder –

- Senior Pages \$300 advertisement bill for 2019 – Mary reported that the publisher had not returned her recent calls. Per a conversation with him in February, he was going to check on how the ad got published without Mary/chapter approval. She will continue to keep the Board apprised. Meanwhile the bill remains unpaid.
- Mary reported that she sent a meeting schedule to the *Senior Times* editor. In the past, the paper has had the Chapter meetings in the calendar section.
- June 13, Senior Life Show – Mary requested Board approval to again participate in this event, per the minutes from the February Board meeting that stated outreach initiatives involving funds had to have prior Board approval. The Board had approved the Chapter's participation by funding the event in the current 2019 Budget. Mary will complete/submit the application. Cost is \$125, but 50 percent should be refunded under federation matching funds as identified in the Chapter's 2019 outreach action plan.
- Mary provided a brief update on NARFE's recent guidance on chapter and federation bylaws. Now that guidance has been issued, she will proceed with making any necessary changes to the Chapter's bylaws. Good news is that NARFE templates and guidance now more closely match the Chapter's current bylaws.

WSF: Nancy Crosby; Mary Binder; Lorie Bennett

- **WSF President Nancy:**
 - NARFE will be rebranding which will make all existing printed materials obsolete.
 - Next Exec Board Meeting – April 10, 2019, La Quinta, Tacoma.
- **WSF Alzheimer's Chairman Lorie:** No report.
- **District V VP Mary:** No report.

Committees

Alzheimer's: *Larry Williams* – No report.

Legislative: *Mary Binder* – Mary requested Board approval to purchase the NARFE 116th Congress congressional directory. Cost: \$20. The Board approved the request.

NARFE-PAC: *Bob Stewart* – No report.

Membership: *Johanna Caylor* – Johanna reported the Chapter has a number of Distinguished Members; that is those with 20/more years of NARFE chapter membership. Currently, about 60 are eligible for recognition. Last recognized 25 such members in 2014.

- Johanna provided a listing of current Distinguished Members for Board's perusal.
- Discussion commenced regarding distribution of certificates/pins.
- Discussion continued regarding form of presentation of certificates and potential cost per each distribution.
- Mary provided Johanna a packet with copies of materials dating back to 2011. Johanna had requested previous lists/materials as she could not locate hers. Included was a sample letter that was previously sent to Distinguished Members, signed by the Chapter President.
- Johanna will continue to explore options based on discussion with a focus on keeping costs to a minimum while still having a quality presentation.

Caller Coordinator: *Darleen Wall* – Nothing to report.

Webmaster: *Larry Williams* – No report.

2019 PROJECTED MEETING PROGRAMS

5/01/19 Washington Recovery Alliance/Benton Franklin Recovery Coalition – Michele Gerber will provide information on the coalition and its actions to address addiction in the Tri-Cities (POC: Pat Turner; Pat will reconfirm) [Pat reconfirmed with Michele after the meeting.]

06/05/19 Overview/update on the Washington State brewery industry from Aaron Burks, Atomic Ale Brewpub & Eatery, Richland (Tentative; POC: Liz Bowers; Liz will confirm)

09/04/19 Decluttering/downsizing (POC: Mary Binder)

- 10/02/19 Nancy Crosby will explore getting a speaker to cover the new tax laws.
 11/06/19 Annual Chapter White Elephant Fundraiser for the NARFE Alzheimer's Research Fund – members bring items for the auction (*tentative; remind members to bring items, cash/checkbook; POC: Larry Williams*)
 12/04/19 Holiday Music Program

2017 BRAINSTORMING SUGGESTED PROGRAMS – from January 2017 chapter meeting (*Mary*)

- 1st PNNL and Projects – update (*last presentation, January 2013; contact Pam Larsen; POC: Mary*)
 2nd Hanford: Advisory board; Resource Center; EEOICP; Toxic Substances & Worker Health – update (*last presentation, February 2011*)
 3rd Benton-Franklin Dial-a-Ride Service (*new presentation*)
 4th Manhattan Project National Park – update (*last presentation, May 2016, WSF convention*)
 5th Habitat for Humanity – update (*last presentation date, unknown; Linda Bauer, point of contact*)
 5th TRIDEC (*new presentation*)
 6th Audubon Society (*new presentation*)
 6th CBC Observatory (*new presentation*)
 6th Richland Citizens Police Academy (*new presentation; Cerise Peck, 509.528.0245, point of contact*)
 6th Tri-City Union Gospel Mission (*new presentation*)
 6th Uber Services (*new presentation*)
 6th Veterans Coalition (*new presentation*)
 6th VFW – Veterans' Benefits (*new presentation*)
 7th LIGO (*new presentation; chapter made a site visit, October 2014*)
 7th The Reach (*update; last presentation, January 2012*)
 7th Young Marine Program (*new presentation*)
 8th Animal Rescue – program overview; where to make donations (*new presentation*)
 8th CBC Planetarium

OTHER POSSIBLE FUTURE PROGRAMS – new; brought forward

- Amazon call center, Kennewick – function of the center (*POC: Larry Williams*)
 Aviation History in the Tri-Cities – presentation by Malin Bergstrom, president, Bergstrom Aircraft, Pasco (*Note: Check if this can tie into Pasco Old Airport Tower restoration; POC: Mary Binder*)
 Pasco Old Airport Tower – restoration (*POC: Mary Binder*)
 Franklin County Historical Society – newly remodeled museum (*POC: Mary Binder*)

Local/Regional Wine Industry/Wine Programs – WSU/Walla Walla programs; vineyard – how, what, why, where; winemakers – careers, background, successes, etc.; starting a winery (*Liz Bowers suggestion*)

- Local Distillers (*Liz Bowers suggestion*)
 Decluttering – challenges and tips (*POC: Mary Binder*)
 Central Basin Audubon Society (*POC: Steve Howes*)
 Service dogs – training and types of service (*POC: Mary Binder*)
 WSU Extension Service/Master Gardeners – programs, training (*POC: Larry Williams; still pursuing*)
 City of Kennewick's "Bridge to Bridge" Redevelopment (*POC: Larry Williams*)
 Drones – uses and challenges (*POC: Larry Williams*)
 Port Directors – update on port activities
 CBC's Culinary Arts Program
 Women Helping Women – a women/children-focused program

CHAPTER GROUP ACTIVITIES/SPECIAL PROGRAMS – PLANNED AND FUTURE IDEAS

- Dust Devils – 2019 (*POC: Lorie Bennett*)
 White Bluffs/Ringold – history and current status (*POC: Steve Howes; Lorie will talk with Steve*)
 Hanford Reach National Monument (*POC: Steve Howes; Lorie will talk with Steve*)
 MCBONES Research Center Foundation, Coyote Canyon Mammoth Site (*POC: Lorie Bennett; on hold*)
 Pacific Northwest Regional Observatory/CBC Planetarium (*POCs: Mary Binder, Larry Williams possibly in 2016; Larry said he has talked with POC Mike Brady regarding a tour*)
 Lamb Weston – tour (*re-contacted; awaiting a reply; POC Lorie*)
 WSU Wine Science Center (*tour; possibly before or after the WSF May convention; POC: Mary Binder*)
 Registering Voters (*Johanna suggestion; she updated the board on the feasibility of doing this as a way*)

to provide NARFE/the chapter exposure; volunteers would be needed; she'll continue to get more information, e.g., would this be feasible before the November elections)

Moore Mansion tour – *Based on input from some chapter members after Brad Peck's May presentation, Larry suggested a tour of the Moore Mansion with a chapter donation to the mansion's restoration fund. Mary said she'd contact Brad to see if this would be possible.*

McNary Wildlife Refuge Tour – *POC Lorie Bennett*

Adjourn: 4:00 p.m.

Prepared by:

Darleen Wall/Faye Vlieger