

## NARFE CHAPTER 1192 EXECUTIVE BOARD MEETING MINUTES

December 28, 2017

1<sup>st</sup> Vice President Pat Turner called the meeting to order at 12:10 p.m., Zintel Creek Golf Club, formerly known as Tri-City Country Club, Kennewick.

Members present: Mary Binder; Nancy Crosby; Bob Stewart; Pat Turner; Larry Williams.

Absent: Johanna Caylor; Pam Griffin; Lorie Bennett; Liz Bowers

**President/Service Officer/Special Programs:** *Lorie Bennett.*

- Chapter officers were elected at the November chapter meeting and installed at the December meeting except Faye Vlieger who was installed at this meeting. The Officers for 2018 are:  
Lorie Bennett president, Pat Turner 1<sup>st</sup> vice president; John Cavanaugh 2<sup>nd</sup> vice president, Liz Bowers treasurer, Bob Stewart first director at large, and Nancy Crosby the second director at large position. The board reviewed the duties of the officer's positions, and pages from the online officer's manual were distributed with a copy of the local Officer Roster. Mary Binder will update the online F-7.
- Chapter bylaws revision – A Chapter Bylaws template was distributed to the board along with a copy of the current Bylaws. A Bylaws committee meeting was set for January 17<sup>th</sup> at 3 pm at Nancy Crosby's.
- NARFE Federal Benefits Institute webinars, 2 p.m., EDT:  
January 25, Map Your Way to a Smooth Retirement  
February 22, What's YOUR Best Retirement Date?  
March 22, Social Security and Feds: What You Need to Know  
April 26, TSP: Maximizing You Retirement Savings  
May 24, How Much Do YOU Need for a Secure Retirement?  
June 21, Steps to a Speedy Federal Retirement  
July 26, Survivor Benefits: Ensure Your Peace of Mind  
January thru July 2018 webinar schedule – on NARFE website
- Emailing members reminders about attending meetings – Every other month Nancy has been sending out email reminders about the monthly meeting. It is done on the months when we don't have a newsletter.
- Hospitality:
- Service Office: John Cavanaugh will oversee the Service Office in the Federal Building. He will meet with Nancy on January 16<sup>th</sup> to familiarize John with the office. Nancy is still working on getting an extra key for the office.

**1st Vice President:** Pat Turner asked that the board members and other chapter members take on some of the duties and responsibilities so that the workload of the Chapter is less burdensome to any one member or Board member.

**2nd Vice President:** *Bob Stewart* - no report.

**Director at Large:** *Liz Bowers* - Absent no report.

**Director at Large:** *Bob Stewart* – no report.

**Service Officer:** John Cavanaugh – no report.

**Secretary/Sunshine:** Mary Binder – Sunshine updates need to be emailed to Faye.

The Board meeting schedule for 2018 will be set as much as possible to second Thursday of each month at 1 pm at the Zintel Creek Golf Club (formerly the Tri City Country Club). The February 8<sup>th</sup> meeting may need to be relocated due to remodeling at TCCC. The 2018 schedule is: 2/8, 3/8, 4/12, 5/10, 6/14, 8/9, 9/13, 10/11, 11/8, 12/13. The March/April Newsletter input is due by February 9<sup>th</sup>. A copy of the 2017 Outreach

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Action Plan was distributed for review and comment. This year's plan is due and by completing this plan we potentially get up to 50% reimbursement for certain outreach activities of membership and/or public relations.

**Public Relations:** Mary Binder - The calendar photo contest entries are due by April 15<sup>th</sup>. The Scholarship program applications are due by March 21<sup>st</sup>. Table top displays for our meetings are still needed.

**Treasurer:** Nancy Crosby – We will need to open a new bank account so we can receive direct deposit dues payments. Nancy will work with the incoming treasurer Liz Bowers to accomplish this task. John said he will be one of the signatories on the new account as well as Nancy Crosby and Liz Bowers. Nancy will transition her records to Liz Bowers. The annual audit is planned for January 9<sup>th</sup> to be accomplished by Faye and Liz.

**WSFC President:** Nancy Crosby – NARFE Communications Advisory Team, Nancy is the chairperson, meets January 30<sup>th</sup> in Washington DC. We do not have any cost quotes for members or and agenda for the WSFC May 15 – 16 conference at the Mirabeau Hotel in Spokane Valley, WA. The Federation Bylaws are in process. The NARFE conference is August 26 – 29 at the Hyatt Regency Riverfront, Jacksonville, FL. Registration opens February 1, 2018. This information is on the website.

**District V VP:** Mary Binder – Walla Walla Chapter: Jerry Owens a Funeral Mass will be celebrated Jan. 12 at 10:30 a.m. at St. Francis Catholic Church with Fr. Tyler Smedley officiating. Interment will be at Arlington National Cemetery in Virginia on April 18.

**Alzheimer's** – A total of \$2,600 was collected in 2017. The chapter Alzheimer's donations were forwarded to Lorie Bennett, NARFE State Federation coordinator.

**Committees**

**Alzheimer's/ Webmaster:** Larry Williams –The coupon that appeared in the newsletter resulted in one substantial donation. The coupon will be repeated in future newsletters. The website is up to date.

**NARFE-PAC:** Bob Stewart – The year to date donations are \$462.

**Legislative:** Mary Binder – Discussed having a program in the April/May timeframe to present the implications of the tax law changes.

**Membership:** Johanna Caylor – Johanna was absent but provided notes read by Nancy. 13 M2s were given out in September but we did not have any new members sign up. 16 M2s were given out at the November Health fair with 2 signups. National Office has not kept up with entering our M2s. We have 27 M2s not entered yet. Johanna is working on reinstating old members and recapturing members who inadvertently signed up for National membership only.

**Call Coordinator:** Pam Griffin – no report.