

NARFE CHAPTER 1192 BOARD MEETING NOTES (ZOOM)
DECEMBER 9, 2024, 1:30 P.M.

Call to order: President Nancy Crosby called the meeting to order at 1:34 p.m. Board members/Chapter coordinator heads in attendance were Mary Binder, Johanna Caylor, Nancy Crosby, Larry Williams, and Debbie Carlson.

- Welcome remarks and reminders.
 - Attendees were reminded to silence electronic devices.
 - If attendees need to leave during the meeting, please feel free to do so.
 - Pledge of Allegiance – Attendees were asked to stand for the Pledge.
 - Officer and coordinator reports follow.

- **President's Report: Nancy Crosby**
 - General comments/updates.
 - CG Catering contract (Contract is through 2025; however, menus are set only through June); Nancy signed the Contract for the Chapter with Liz as a co-signer.
 - Comments on the venue and meals included members commenting there were no rolls at the December meeting (Nancy reported this will not be an issue at future meetings).

- **VP: Mary Binder**
 - Mary has determined that updating the Chapter's bylaws will be her "special" winter project.
 - As a reminder Mary will be out of town December 18 – 28 and January 4 – (probably) March 29.

- **Treasurer: Liz Bowers**
 - See the end of these notes for the CY 2024 Budget (to be used to help determine what the CY 2025 Budget could be).
 - Review and determine what other items might be needed (and what new costs could be) - e.g. acrylic frames; Jelly Belly®; paper; printing cartridges. Mary asked if registering for the spring/fall Senior Expo would be charged to CY 2024 or 2025 (since event happens in CY 2025 – that is the budget it should be charged to).

- **Newsletter/Public Relations/Outreach: Mary Binder**
 - The January/February 2025 Chapter newsletter input is due today (December 9).
 - Updates to articles on membership and the cost of mailing the newsletter will be amended (important to let members know the cost of mailing the newsletter continues to increase; specify the necessity of emailing the newsletter).

- **WSF – Eastern Washington District Vice President: Mary Binder**

No reporting due to budget discussion.

- **NARFE-PAC Coordinator: Mary Binder**
 - PAC reports did come in the fall; however, the format and information were incorrect.
 - New PAC 2-year cycle will start in 2025.
 - NARFE LEGCON (will be a Zoom in 2025 and will continue as a Zoom meeting as it is too expensive to meet in person).

- **Service Officer (Acting): Nancy Crosby**
Nothing to report.

- **Secretary: Debbie Carlson**
Nothing to report.

- **NARFE Alzheimer's Research Coordinator: Larry Willimas**
Larry has informed the Board he will continue in his Coordinator role until the end of 2025.

- **Webmaster: Larry Williams**
 - Larry will continue to maintain the Chapter's "old" webpage. This is especially helpful in that National is having issues getting the new system up and running.
 - Nancy asked if the 2025 invoice for the cost of the Chapter website had arrived. Information was provided that the 2024 invoice was not received until March so it is possible the 2025 invoice will not appear until March 2025.
 - Nancy repeated her comments about the challenges of the new website system and noted she was considering seeking help from Scott Robinson (he is taking over the microsite for the Spokane Chapter).

- **Membership Coordinator: Johanna Caylor**
 - Stamps are needed for postcards.
 - New members: John Brimhall; Janet Ente; Myrna Partida.
 - Johanna to include membership article for newsletter, mentioning the member couples in our Chapter.

- **Sunshine Coordinator: Faye Vlieger**
Nancy mentioned she had sent a "thinking of you" card to Chuck Clayton and Nancy Glaesemann.

- **Call Coordinator: Darleen Wall**
 - Darleen was unable to attend today's meeting.
 - It was asked if there was a question as to when the list can be updated; looking for others to help with the calling.

- **Old Business**
Nothing to report.

- **New Business**
Nothing to report.
- **Announcements**
Nothing to report.
- **Next Chapter Meeting**
 - January 8, 2025, at Country Gentleman Public House and Catering, Kennewick.
 - Program: Karen Schultz, Kennewick Chapter of the Daughters of the American Revolution (DAR).
- **Next Chapter Virtual Board Meeting**
 - January 27, 2025, 1:30 p.m., via Zoom.
 - Main topic of discussion will be the CY 2025 Budget.
- **Closing remarks: Nancy Crosby**
Reminder to board members to think about possible speakers and social events.
- **Upcoming Meeting Programs**
 - January 8 – DAR
 - February 5 – possible - Legislative presentation (Mary will follow-up)
 - March 5 – perhaps Gracie’s Kitchen (Mary will follow-up)
 - April 2 – Richland School District (see paragraph below)
The Richland School District has an instructor who teaches her students social skills (e.g. manners) and how to respond to bullies. The potential speaker has contacted the school system to see if she could speak about the program at a Chapter meeting), and if so some of her students will also attend. Nancy noted the instructor has developed the instruction she uses in her program herself.
 - May 7
 - June 4
 - Two additional speaker possibilities in CY 2025 are Meals on Wheels (Mary will follow-up) – an overview of the volunteer program and the Dust Devils baseball public relations person who would talk about the logistics of how it works to put a baseball club in a town (Nancy to follow-up).
- Adjourned at: 3:58 p.m.
- **Suggestions for Programs/Social Events**
Nancy asked board attendees to review the projected meeting programs (noted above).
 - Make a Wish Foundation
 - Requests for end of life for adults (nonprofit excellent presentation) -Layna Kinsman (Nancy to follow-up)

- Nutritionist
- Meals on Wheels (Mary is working on this)
- Gallery at the Park Allied Arts
- Visit the TC Annual Quilt Show
- Planetarium (CBC)
- Bowling
- Book Club just for members
- Baseball or hockey games
- River Cruise Lunch or Dinner
- Ice Harbor Dam Tour
- Wine tasting (local or Walla Walla)
- Field trips to special places, e.g. gardens, museums, etc.
- Horse Ranch on Red Mountain (covered wagon; can accommodate ten people; travels through the vineyards)
- Meet at a winery
- Picnic in the Park
- SHIBA (maybe for the fall after the Chapter resumes its monthly meetings; Mary is working on this)

2024 Budget (Approved Feb 2024)

- **PLEASE NOTE:** item discussions at the December 9 Board meeting are noted, in red, in the comment's column.
- The 2024 Budget is used as a starting point for the 2025 Budget; adjustments to the 2024 Budget might be necessary based on actual expenditures that had yet to be submitted for payment to the treasurer.

| ITEM | ESTIMATE | ACTUAL | COMMENTS |
|---------------------|------------------------|----------|--|
| LIABILITY | \$120 | \$100 | Assume increasing from \$100 |
| WEBSITE | \$80 (assumed) | \$79 | Donated by Chapter 1192 Member may not be donated in 2025 |
| ZOOM | \$200 (assumed) | | Donated by Chapter 1192 Member |
| NEWSLETTER Printing | \$700 (6 issues/yr) | \$637.68 | Assume increasing: more copies mailed will the Jan/Feb newsletter be paid for in Dec? Was the invoice for the 2024 Jan/Feb newsletter paid in Dec 2023 or Jan 2024? Need to work on ways to reduce the mailing of newsletters (printing and postage cost are increasing). Nancy and Johanna to review and screen the list of members receiving the mailed newsletters with the idea of changing them to email and reducing costs. |
| STAMPS | Still have some stamps | \$680 | Stamps at \$0.68 each Stamps are now 73 cents. Post office has indicated prices will increase twice a year – last increase was |

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| | | | in July 2024. NO increase will be made in January 2025; however, the timeframe for another increase is not known. Buying “forever” stamps before any postage increase is a cost savings to the Chapter. The consensus of attendees at today’s meeting is to increase the stamp budget and buy additional stamps before the next increase. |
| SUPPLIES | \$250 | \$38.63 | paper, ink, envelopes; spent \$505 in 2022 Mary needs to submit invoices for paper, printer ink, and other misc items. Suggested increase in the 2025 supply line item to \$400. |
| Clover Island Inn* Country Gentleman Public House and Catering | \$235/ person | Allow for additional speakers (2 per meeting) | Salad, roll w/butter, entree, dessert, coffee, tea Add CG to 2025 Chapter Budget and increase to \$25/person. Assume there will be two lunches for speakers, per month paid by the Chapter |
| SPEAKERS LUNCHESES | 17 speakers/guests | 17 | Based on 2023 Delete this line from the 2025 Budget as it will be included in the above line item |
| HOLIDAY | \$175 | \$175 | Increase from \$150 to 175 in 2023 increase the cost every three years (2025 will not be an increase); remember two lunches are paid by the Chapter |
| MEMBERSHIP | \$200 | \$179.10 | GSA \$0.67 mileage (note: looks like the FY 2025 mileage rate is not posted); does membership and outreach POV miles need to be separated? |
| OUTREACH 1. Sr Times Expo 2. TCReg'lChamber | \$2000 max \$950 \$372 - \$500 | Sr Expo \$950 TC Chamber \$372 Active4Life \$350 Health Fair \$73.52 Senior Times Ad \$125 TOTAL \$1870.52 | WSF Outreach 50/50 reimbursements MAX from WSF \$2000/2=\$1000 |
| WSF CONF /TRAINING | \$500 | 0 | NTE \$100ea WSF PD |
| NAT'L CONF /LEGCON | \$2000 | \$500 Federation paid for Mary and some cost for Vernice Skinner | (NTE \$500ea) WSF pd MB |
| PRES DISCRETION | \$100 | Leave at \$100 | |
| | | | |

| INCOME | ESTIMATE | |
|------------------------|-------------------------------|---|
| NARFE | \$1800 | Goes down every yr |
| DONATIONS | \$100-\$200 | Dues have not been increased for some time and board voted not to increase; cost of mailing to 50 people is about \$700/year (\$674 added cost) |
| WSF OUTREACH | \$636-\$1000 | |
| | | |
| LUNCH Income | \$2.00/paying attendee | \$25 per person |
| Lunches \$23.00 | | 2023 pd \$22.36 no rolls |
| | | |

NOTE: Items to be revisited include both WSF & National Conf attendance; OUTREACH beyond the two listed; Health Fair costs/reimbursements; any items potentially exceeding the listed & approved budget items.

~~*Assumed following March lunch we will sign a contract with Clover Island Inn to cater monthly lunch~~

DRAFT