

**NARFE Chapter 1192
Board Meeting Minutes, January 11, 2011**

CALL TO ORDER President Don Binder called the meeting to order, 10:05 a.m., Binder residence, 2802 W. 40th Ave., Kennewick. Board members present: Don; Mary Binder; Lorie Bennett; Johanna Caylor; Nancy Crosby; Bill Darke; Carl Gallion. Board members reviewed the upcoming confirmed and tentative programs, and discussed some of the future ideas for later this year and 2012.

PROGRAMS – Upcoming

02/02/11 *Energy Employees Occupational Illness, Gail Splett, DOE/Hanford PM*

(confirmed; Mable Rutt)

03/02/11 *Gangs and the Tri-Cities – what you need to know, Mike Blatman, crime prevention specialist, Kennewick Police Dept.* (confirmed; Don Binder)

04/06/11 *Antique Appraisers, Terry and Kathy Maurer* (confirmed; Johanna Caylor)

05/04/11 *Umatilla Chemical Depot – updates: weapons disposal; depot reuse* (tentative; Mary Binder)

06/01/11 *Recap of Washington State Federation Convention* (confirmed; convention attendees)

09/07/11 *Wine Industry in Washington State* (tentative; Mary Binder)

10/05/11 *Contacting OPM/other agencies: Using a computer and the F-100 to get what you/your family need to know/have* (tentative; Lorie Bennett and Nancy Crosby)

11/02/11 *White Elephant Auction Fundraiser for NARFE Alzheimer's Research Fund*

(confirmed; Bill Darke)

12/07/11 *Tri-City Tappers and Silk Stockings* (tentative; Mary Binder)

PROGRAMS – Future Ideas (New/brought forward)

Social Security/Medicare Interface with Health Care Plan B (Johanna)

Neighborhood Watch (Dolores Rizzo suggestion)

Blue Mountain Wildlife, Pendleton; Alan Cliff, Native American spiritual leader

(Dolores Rizzo suggestion based on Saturday, Feb. 20, 2010, article, Tri-Cities Herald)

Seeing-eye dogs and/or police dogs and their roles (Dolores Rizzo suggestion)

Long-term care policies (Carl Gallion/Carolyn Reeploeg)

Advanced Medical, Spaulding Business Park (Mable Rutt said this is a new concept for the area)

American Cancer Society

Area senior housing options (Nancy Crosby will call Verneice Skinner regarding overall focus)

Recycling opportunities in the Tri-Cities region (Mary Binder)

Antique Appraisers, Terry and Kathy Maurer (Johanna will check their availability for April 2012)

OFFICERS

President – Don updated the Board on several things and presented several issues for discussion:

- Don placed an order with NARFE via the F-18 for several items, including copies of NARFE's 2010 bylaws, manuals, etc. Orders will be shipped to the Binder home.
- Don provided copies of the November NARFE National Executive Board Meeting Minutes; the latest Chapter Activity Report (M-112) for Chapter 1192; NARFE's new legislative agenda.
- Chapter web site – Don said he plans to contact and spend time with Larry Williams to better understand the Chapter's web site, including such things as timeliness and overall content. The Board also discussed the need to have a backup person for Larry.
- Regarding a question from Federation President Sandy Cagle pertaining to chapter and Federation leadership, Don asked the Board – what do Chapter 1192 members want from their Chapter leadership. Board members shared expectations such as: organization; leadership; notifications of important issues and meetings; coordinate monthly meetings/lunches.
- Surveying Chapter members using survey templates District V VP Steve Anderson prepared for his Wenatchee chapter, or something similar. Board discussion centered around: the feasibility of doing this; what the Board hoped to achieve – input from members to better help the Board with the direction for Chapter 1192; realistic percentage of returns; cost of mailing – Johanna will explore bulk mail/other options with Richland USPS representative; Don will check with Steve Anderson regarding the mailing method he used; Mary will review material Johanna has re-drafted for possible use. Lorie offered to help with the mailings. The Board targeted the March time frame for a potential survey.
- Don said he wants to visit local federal agency HR offices, e.g., DOE in the Federal Building.

1st Vice President – Carl Gallion. No report.

2nd Vice President – Lorie Bennett. Lorie will be meeting with Mary Goldie and Nancy Crosby to learn more about the Service Center operations.

Secretary – Mary Binder. Mary highlighted the conversation she had with Regional VP Lanny Ross regarding challenges with NARFE's F-7 and its process, e.g., using the form; the length of time to have changes reflected after they are made at the chapter level; why reports reflect changes but the actual NARFE electronic F-7 does not, etc. Lanny will discuss this further with NARFE leaders.

Treasurer – Nancy Crosby. Nancy provided the following:

- She and Don were scheduled to go to Sterling Bank after the meeting to update the Chapter's signature cards. Don, Nancy and Carl will have signatory authority.
- Bank statements are now on line.
- She has a Chapter debit card, so let her know when purchases need to be made and she can provide the number. This will save Board members from paying and submitting paperwork for reimbursement.
- NARFE has a new budget template that Nancy is using and finding helpful.
- She has received NARFE mugs – ordered 10; received 12 – but no bill yet.

District Vice President – Steve Anderson. Steve has been providing information on the April workshop.

COMMITTEES

Alzheimer's – Chairman Bill Darke. Bill reported that, to date, he'd sent \$1,213 as Chapter contributions for this reporting period. The Chapter account currently has \$159.95. He said he believes the contribution figures compare favorably with the \$1,300 from last year. The Board discussed ways to further incentivize members to contribute. Bill said he'd share the figures in the next Chapter newsletter, and encourage members to contribute prior to the Federation's May convention so the Chapter's contributions can be accurately reflected.

Caller Coordinator – Pam Griffin. Don said he would ensure Pam Griffin was invited to all future Board meetings. Also, if anyone knows someone who can help with calls, contact Pam.

Hospitality – Chairman Carl Gallion. Nancy said several members gave her \$14 vs. \$13 for their lunches at the January meeting. Also, one no-show from December paid for that lunch. Carl reminded Board members the Chapter has a screen, rear projector (for vugraphs) and power-point projection capability for program presenters to use.

Legislative – Co-chairs Mary and Don Binder.

- Don had copies of *NARFE's Legislative Program for the 112th Congress* for Board members, which is in the January 2011 *NARFE* magazine. The Board discussed whether we should be putting more in the Chapter's newsletters on legislative issues; its overall consensus is that our Chapter's focus should be on preserving the benefits we have, and getting that message to members and the local community.
- Don/Mary are planning to attend NARFE's Legislative Workshop in March, Washington, D.C.

Membership – Chairman Johanna Caylor. Johanna reported:

- New membership forms should be in the mail; they'll have the new dues figures.
- She brought copies of letters and other material she uses for new members and in recruiting. Don suggested the Chapter's latest newsletter be included with information going to new members.
- NARFE does offer a \$10 rebate for those signing up for dues withholding.
- The Chapter's annual Membership Action Plan is due before the end of April.
- The Chapter receives extra copies of the *NARFE* magazine and can get more to use when, for example recruiting for members.

NARFE-PAC – Chairman Carl Gallion. Don said he'd written to John Hatton at NARFE regarding getting a supply of new NARFE-PAC pins prior to the NARFE Legislative Workshop in March. Don and Carl will further discuss overall approaches for contributions during this off-election year.

Newsletter – Chairman Johanna. Don asked questions regarding the newsletter mailing and distribution. Johanna said the Chapter can again share a bulk-mailing permit with the Richland VFW. Cost to the Chapter is about \$61.50 for the year as it'll be split one-third/Chapter and two-thirds/VFW. Nancy said printing/postage for the last newsletter was about \$130. She also reminded members that effective this spring, mailings will need to have bar codes; she'll explore how to do this. Don wants to revisit the mailing/distribution issue in about a year. **[Note: Newsletter article deadlines for 2011 are: February 11; April 8; June 10; August 12; October 7; December 9.]**

Parliamentarian – Mable Rutt. Don said he would call/check on Mable as she has not been at meetings and has not answered/responded to e-mails.

Public Relations – Chairman Mary Binder. Mary:

- Provided an update on her plans for expanding the Chapter's public relations initiatives this year.

- Reported that Public Relations Action Plans are due to the Federation by March 1. They are then reviewed with requests considered for budget purposes and presented at the Federation's May convention. Mary said she'd have a draft plan for the Board's review at its February meeting.
- Now will be sending announcements for monthly meetings to the *Tri-City Herald*/other sources.

Service Office – Chairman Lorie Bennett.

- Board members discussed the general Tuesday volunteer schedule, including through January.
- Don said he'd received the annual Service Officer Award Program information from Sandy Cagle. The nomination deadline is January 15. Nancy shared that in the past neither Mary Goldie nor Nancy Schreckhise wanted to be nominated.

Sunshine Committee – Marcia Lingle. The Board discussed Marci having business cards with Service Center information to include in condolence cards.

Web site – Larry Williams. Nancy said she paid the \$12 annual domain name renewal charge. Cline Communications hosts the site, but there appears to be no charge to do so. Don will discuss this further with Larry, and Clark Crouch to get more background information from him on how he set up the site. Don noted the Chapter site does not have links to NARFE National links.

OTHER CHAPTER BUSINESS

Chapter g-mail account – Nancy reminded the Board that the Chapter does have a g-mail address, narfe1192@gmail.com. She checked the address recently and there was an e-mail from a NARFE member, David Trukositz, who is new to this area and considering changing his membership to Chapter 1192. Both Nancy and Don have responded to him.

Chapter bylaws revision – Don said the Chapter's current bylaws are out of date. He asked the Chapter's 1st and 2nd vice presidents and one other Board member to volunteer to review the Chapter's current bylaws and the update he drafted prior to the March Board meeting. Johanna volunteered to be the additional Board member. The committee will arrange times to meet.

Chapter timeline of activities/events – Don will talk with Larry Williams about where he is with this action item that is due to Steve Anderson.

Combined Districts I/V workshops – Don reminded Board members the workshop is Thursday, April 28, in Moses Lake. Board members discussed carpooling. The Chapter does have money in the budget to cover members' expenses. Reminders will be in the Chapter newsletter and on its web site. Don will also mention the workshop at upcoming Chapter meetings.

Federation Convention –

- Based on the show of hands at the last Chapter meeting, Don said there may be more members attending than the Chapter has delegates. If so, a decision will have to be made on who can vote.
- Initial paperwork is scheduled to be mailed in January from Paul Shell, Federation secretary.
- As the *Federation Reporter* editor, Mary asked the Board what value they saw in the annual newsletter competition. Board members provided feedback. She said she wanted to get the Board's and other chapters' feedback, and will also be discussing this at the next Federation Executive Board meeting in February.

Position descriptions – Don asked Carl and Bill to develop job descriptions for the PAC and Alzheimer's chairmen positions using the basic templates NARFE uses for other positions. NARFE has not developed job descriptions for either PAC or Alzheimer's.

Board meetings – The Board discussed the pros/cons of holding the monthly Board meetings immediately after the Chapter meetings or on a separate day. As a trial, Board members agreed to alternate when meetings are held. Proposed schedule is: **February, short meeting after the Chapter meeting; March and April, separate day; May and June, after the Chapter meeting; July, no meeting; August, separate meeting.** Then, reassess at the August meeting and determine the path forward for other meetings. Carl will contact the Red Lion to ensure having Board meetings after Chapter meetings is OK. Don said for those meetings on a separate day, he/Mary can host them at the Tri-City Country Club, as long as they are not on Mondays, as the Club is closed. .

MEETING ADJOURNED – 2:00 p.m.

Prepared by:

Mary Alice Binder
Secretary