

**NARFE Chapter 1192**  
**Executive Board Meeting Minutes, April 7, 2008**

**CALL TO ORDER** President Nancy Crosby called the meeting to order, 9:38 a.m., Wynwood, Richland, Wash. Attending: Nancy; Mary Binder; Don Binder; Johanna Caylor; Carl Gallion; Mary Goldie; Phil LaMont; Verneice Skinner; Larry Williams.

**UPCOMING PROGRAMS**

05/07/08 Jan Brienza – National produce rail transport system. Carl will call and confirm.

06/04/08 State Convention report, including photos; no other program needed.

**Future program ideas** – Diabetes (Mable Rutt has volunteered for this); American Cancer Society; hearing loss/aides, balance, dizziness; David Samples, Tri-City Railroad (He had to cancel his February presentation; Carl is the point of contact); area senior housing options; Terry/Kathy Maurer, antique appraisers, again next spring; Rod Coler Center for Senior Health; Social Security representative to discuss Medicare/its interface with health care plans (Johanna/Carl will work on this); long-term care ombudsman program (Carl); Tri-Cities Wine Society or wine industry representatives; travel opportunities, Genie Tours. The Board will revisit and finalize suggestions at a future meeting.

**OFFICERS**

**Secretary** – Mary Binder will e-mail March Exec Board/Chapter meeting minutes, and the handout on OPM's proposed health benefits changes, to Larry for posting on the Chapter's web site. Mary has received comments on the draft April Chapter meeting minutes e-mailed to Board members; she'll send out the final minutes this week. Draft April Board meeting minutes will also be sent this week.

**Treasurer** – Phil, Verneice and Johanna have met; PRS and Chapter accounts are being merged. Carl has given Phil the PRS checkbook. Nancy, Carl and Phil will coordinate updating signature cards at a Sterling Bank branch. Phil said he would like to rework the treasurer's reporting form to make it simpler; Johanna said she developed the form from a NARFE national form. Carl stated that the treasurer's report/duties have become more complicated. Federation treasurer, Rex Tauscher, will present information at the upcoming District workshop that involves a resolution he wants to present to simplify the dues structure. Johanna stated the Board needs to determine its "obligations" and they need to be reflected on the monthly reports. Current reporting does not reflect the Chapter's obligations so is not an accurate "balance-on-hand" representation. Johanna will work this issue with Phil; Nancy wants to be involved to learn the Chapter's budget process. Nancy said she would like this issue resolved prior to the Chapter's May meeting.

**Vice president** – No report.

**District vice president** – Carl stated that as the District's vice president he attends several chapter meetings each month throughout the District. He said he was gratified to see the involvement, discussions, ideas and commitment exhibited at today's Board meeting. Opinions and participation were valued. He said he was glad to see that; it shows the Chapter's strength.

**COMMITTEES** – Following were the committee reports:

**Legislative** Don said he would not be at the May Chapter meeting but was planning to have Mary make available the same health-benefits handout he distributed at the April meeting. And, he is particularly interested in finding out how many members contacted Congressional offices. To get more members to make such contacts, Don said we need to train them/provide them tools to do so. Larry will post the handout on the Chapter's web site under "News Bulletins."

**Membership** Nancy/Johanna have copies of the Chapter's Membership Action Plan, which reflects what the Chapter plans to do as a Chapter for the coming year and what the Federation will rebate. It must be submitted to the Federation for any potential rebates. Rebates are in categories such as public relations activities and membership. Completing the Plan is tied to the Chapter's budget. Nancy, Johanna and Phil will be working this.

**Newsletter** – Johanna stated she would like another Chapter newsletter prior to the Convention for inclusion in the Convention's newsletter competition. The Board discussed the feasibility of doing this; key points included: content; size; printing/mailing costs; current bulk mail contract; printing in black/white and posting to the web site in color; postal/e-mail distribution lists, and reviewing those lists. Nancy said she mailed about 400 copies of the last newsletter and that only about 50 were local. The others went to elected officials, other chapters, etc. Postage was about \$65 plus another \$10 to cover postage for returned copies. Don recommended continuing to work toward more electronic distribution as a cost-saving measure. Johanna said the NARFE guidelines include mailing newsletters to a Federation's chapter presidents/newsletter editors. She also said there is a \$25 credit at the Richland PO for newsletter

returns and \$457 in the Chapter's newsletter account for such things as bulk mailings. Mary Binder volunteered to work with Johanna to produce another newsletter prior to the Convention. The Board agreed to: keep the current 1-page, front/back, 8 ½ x 11 format; use Word vs. Publisher/other software; have print copies in black/white and color for web site copy; have both Word and PDF versions available on the web site; and review current mailing lists for accuracy, duplications, etc. The Board also expressed interest in getting more information on the new USPS printing/folding/mailing service, which will be presented at the Federation Convention.

**Service Center/Callers** – The Board discussed moving forward with a thank you/recognition for the Chapter's callers and the work they do. Options discussed include: a free lunch at the June Chapter meeting; a gift Verneice would donate to Marilyn McNeill who may not be able to attend for health reasons; inviting Marilyn McNeill to a Board meeting to present the gift/say thank you, if it is held at Wynwood which is where she lives; and providing callers free membership for a year. Nancy will work with Mary Goldie and Nancy Schreckhise to finalize this initiative

**Web site** – In answer to Nancy's question, Larry confirmed that the Chapter's current web server does keep statistics and he can access them. Larry showed the Board several examples, which included everything from the number of hits the web site has been receiving to the source for the hits to what web site sections are receiving the most hits. Larry noted that hits were averaging about 30-40/day but are now at about 10/day. The Board discussed whether this might be due to not have a more frequent newsletter. The Board expressed satisfaction with the current reports Larry can access.

### **CONVENTIONS**

**State** – Nancy reported that registration has been extended from March 31 to April 12. Carl reported that as of last week, there were only 45 officially registered/credentialed delegates and 18 alternates.

**Delegates** – Nancy reported that Chapter member Gary Hagendorn is interested in attending. The Board reviewed who had registered and who would be delegates vs. alternates. The Chapter is allowed 11 delegates and 3 delegates at large. Delegates at large are: Carl, Nancy and Clark Crouch. Delegates are: Estelle Bellefeuille; Don and Mary Binder; Johanna Caylor; Barbara Crouch; Mary Goldie; Sig Preston; Al and Dolores Rizzo; Anne Ross; Nancy Schreckhise. Alternate delegate is Gary Hagendorn; Nancy will contact him. Verneice Skinner will also be an alternate, if she attends. Mary will finalize the Chapter's master list and credentialing forms this week; they are due not later than 30 days prior to the Convention.

**Newsletter competition** – Johanna said she is on the judging panel for the newsletter competition and has a copy of the judging criteria.

**National** – Johanna and Sig are registered to attend and have their committee assignments – Johanna, ballots and teller; Sig, timekeeper.

### **OLD BUSINESS**

**District workshop** – Nancy and Carl will work details. The workshop is April 17, 9 a.m. to 3 p.m., Red Lion Hotel, Kennewick. Carl again recapped the agenda, as previously reported. He also said a representative from Congressman Doc Hasting's office is scheduled to present a statement from Doc Hasting, and a Hasting opponent in the next election, George Fearing, has also been invited.

**Board meeting change** – The Board discussed and approved trying to have its monthly meetings immediately following the Chapter's monthly meetings so as to: avoid tying up members for an additional morning; conserve fuel; and, potentially have more Board and general members attend Board meetings. Carl will check with the Red Lion to see if this is feasible.

### **NEW BUSINESS**

**Board/Committee badges** – Johanna said she needs to order badges. Those Board/Committee members needing badges provided Johanna the information she needed, including "clip" choice.

**Insurance** – Nancy asked for confirmation on a liability insurance letter she received for the Board's general liability policy covering June 16, 2008 to June 16, 2009. Premium is \$75. Phil will pay the bill.

**May meeting** – The May Board meeting will be Wednesday, May 7, immediately following the Chapter's monthly meeting, Red Lion Hotel, if space is available.

**MEETING ADJOURNED** – Noon.

**Prepared by:**

*Mary Alice Binder*  
Secretary