

NARFE CHAPTER 1192 EXECUTIVE BOARD MEETING MINUTES

December 14, 2020

Call to Order: President Pat Turner called the virtual meeting to order at 1:01 p.m.

Zoom Protocol: Host, VP Nancy Crosby. There was discussion about muting and unmuting. Nancy can mute everyone but unmuting has to be done individually.

Pledge of Allegiance: President Pat led the Pledge of Allegiance.

Attendance: Members present besides President Pat: Lorie Bennett; Mary Binder; Liz Bowers; Johanna Caylor; Nancy Crosby; Faye Vlieger; Darleen Wall; John Wetterling; Larry Williams.

Officer Reports

President: Pat Turner

- Reminder! FEHB Program Open Season ends today, Monday, December 14. Pat said she hoped all members had an opportunity to review material and make their choices.
- Reminder! The next *narfe* magazine will be a combined January/February issue and is due out around the middle of January.
- Pat reported that she had received a positive email from WSF President Steve Roy who had attended the chapter's December meeting. He wrote that he "found the [meeting] well run ...". Pat said everyone presented well. **[Note: Steve also wrote that he "...especially enjoyed Jeff Peterson. My wife liked his whistling.]"**
- NARFE is hosting Chapter Officer Portal training on the new AMS system Tuesday, December 22, 2 p.m. ET. [This is the last training webinar of the year.] The training is geared to chapter officers and/or chairman who need to access NARFE reports, e.g., review and print member lists; print mailing labels, and for those needing to enter information such as death notifications and changes in officers. Members need to register ahead, either using the December 11 Officer News email NARFE sent out or on the NARFE website.
- Hospitality. Pat reported at the December 2 chapter meeting that she had contacted the Red Lion catering office:
 - She said she had nothing new to report. She'll call the catering office again in mid-to-latter January, but that they were not too optimistic about being able to re-open anytime soon.
 - The catering office representative did ask Pat if she had an idea of how many members would actually attend an in-person meeting. The board discussed possibly surveying members at some point and if so, how best to do this. There was also discussion on whether a minimum number of attendees was needed per the contract the chapter has had with the Red Lion. Nancy checked the contract and while there is not a minimum number, a guaranteed number is required 3 days prior.
 - At this point with COVID, current restrictions, when vaccinations would be available locally, etc., the conclusion among board members was that most likely the chapter would not be able to meet in person until at least June 2021.

Vice President/Acting Service Officer: Nancy Crosby

- Zoom meetings – Nancy led a discussion on continuing to use Zoom virtual meetings for chapter and board meetings:
 - She recapped member attendance since virtual chapter meetings started in September.

- As there has not been significant general member participation, she asked if meeting every other month should be an option. The board consensus was that we should continue monthly as communication to members is very important, especially right now as we cannot meet in person.
- The board discussed the email list Nancy has been using to notify members about the Zoom meetings, i.e., the list she uses to send members emails with the bi-monthly chapter newsletters. In the discussion, there was some confusion/questions regarding the number of email addresses Nancy had and those Johanna was finding on her reports. **[Note: In reviewing the draft minutes, Nancy provided the following clarifying information to the discussion at the meeting.]** For the November/December chapter newsletter, Nancy reported she sent 174 newsletters to chapter members via email and mailed 61 hard copies. Johanna said that her NARFE report from February showed 168 members had email addresses. The NARFE reports and Nancy's list will not match as there are members who receive the newsletter via email but, for personal reasons, do not want NARFE to have their email address.
- Nancy said she would work to ensure all Zoom attendees were introduced prior to starting the meetings.
- The board also discussed providing training on using Zoom for members who might need this. Liz said she has done this for a couple of members. Nancy said she could send out information about getting training when she sends the email with the January/February newsletter. It can also be announced in the newsletter. Larry asked if Nancy could give the training before a meeting, e.g., 30-45 minutes ahead. Liz and Nancy will work this issue.
- 3M 1700 Plus Series overhead projector – Nancy reported she has still not found a place to donate the projector. Mary said she has contacted Terry and Kathy Maurer, antique appraisers, regarding possible options as they have experience with preparing for estate sales and may have some ideas. Selling the projector on a site such as E-bay may also be an option.
- Service Office – Nancy said she has nothing to report, that the chapter still has the office and has not been asked to vacate it.

Treasurer: Liz Bowers

- Chapter reimbursement form – Liz has worked with Johanna on a form, but it is not fillable. She said she has made some changes to the draft she sent out and will send out the modified version. Mary noted that she had tried to use it and had provided Liz some suggestions. Liz said she is still looking for someone who can make it fillable. Mary asked if the WSF fillable reimbursement form could be used instead. Liz said she'd look into that.
- 2020 chapter budget –
 - Liz had provided an update at the chapter's December 2 meeting. She provided another brief update.
 - Ray White check – Liz said she added Ray's donation to the line item for 50/50 donations, free lunches, etc.
- 2021 chapter budget – Liz highlighted/summarized amounts for various line items. She'll email the proposed budget to board members and asked that they respond with feedback.
 - Cost for Zoom meetings – Nancy said she wants to pay the fee for Zoom [as she uses it for personal reasons, too]. Liz asked that she send a copy of the bill to her for budget tracking purposes.
 - Liz asked the board about the \$2,000 budgeted for conferences/training. There is no national conference or state conference in 2021, but there will be the legislative training conference, LEGcon21, and possibly a regional, federation or district training

- workshop. For LEG con21, whether in D.C. or held virtually, there will be a registration cost. Mary indicated she is planning to attend. Lorie and John indicated they are possible attendees. The board concurred with leaving the \$2,000 in the budget for this line item.
- The board discussed suspending the hidden numbers in the chapter newsletters and \$5 payment until the chapter can again meet in person as it is complicated to make the payment, track a donation, etc. A motion was made and seconded to suspend this offer. Seven board members voted to suspend having the hidden numbers; two opposed. Motion carried.
 - The board also discussed dropping the reimbursement to new members renewing for the second year. To date the offer has not brought many, if any, renewing members who contact Membership Chairman Johanna for the reimbursement. Mary said she had dropped this offer from the proposed 2021 chapter outreach action plan. Johanna requested that the board hold off on a decision until she goes over her reports in detail and provides more feedback to the board. The board agreed to postpone a decision. Johanna said she “appreciated the consideration.”

Secretary: Mary Binder

- Replying to a question from Mary, Liz reported that Jeff Peterson, who provided the chapter’s December program, had been paid \$100 and Liz had sent him a thank you card with the payment.
- Mary shared that she has been having trouble getting board members to reply to draft agendas, draft minutes, etc. She stated that not getting replies makes her job more difficult and asked what she can do to assist board members in getting replies to her. President Pat commented that she would turn the question around to “what can the board do to help Mary?” Faye suggested to members that they reply only to their areas and not the entire agenda or minutes. This could save them time. Nancy added that sometimes Mary asks questions that need answers, e.g., she may need to verify information, a name, etc. Liz seconded Faye’s comments and added that if members do not reply, in her opinion, they have given up their rights to make changes. She added that Mary needs to be tougher on board members. Mary concluded by asking board members to please help her by replying to her emails and, if they send her replies and she does not acknowledge their feedback within a couple of days, to please check with her to ensure she received their input.
- The board discussed the proposed Monday, January 4, 1 PM board meeting. Mary said she’d need to have the meeting end by 2:30 PM. Pat said she now has a work conflict so would not be available. The board agreed to cancel the meeting and wait to set a new date until after the January chapter meeting. John added that he would have updated NARFE-PAC information sometime after the middle of January.

Public Relations/Newsletter: Mary Binder

- January/February chapter newsletter – in progress. Mary said she still needs input from Liz, Larry, Johanna and Darleen. The newsletter needs to be finalized and sent to B&B Express Printing before B&B closes for the holidays. [Closed December 24 thru January 3.]
- Table runner – Mary reported she has received a runner from the federation and at no cost to the chapter. It was ordered by WSF PR Chairman Sam Cagle – no input from chapters regarding the color or logo, just the size. Mary said it is washable and she recently tumble dried it on low heat and most wrinkles came out. It will be easier to use than the tablecloths, and costs about \$45 vs. well over \$100. Although it came with a small storage bag, Mary said she is looking at alternative storage options to keep it more wrinkle free.
- 2021 Chapter 1192 Outreach Action Plan – Mary said she’d sent a copy of the plan and a summary information document to board members when she sent out the draft chapter

agenda. She said there was a long, and involved, discussion about the plan at the December 9 WSF EB meeting. A number of board members were new so Mary said she needed to provide background information. There were questions regarding some of the proposed reimbursement items and Mary has since provided the federation board additional information. She also said WSF President Steve will be calling Mary this week regarding the plan. **[He called Saturday, December 19.]** Mary again reiterated that it is just that, a plan for potential chapter and membership outreach activities for 2021. She said she would prefer having the information on paper and documented. Currently, Chapter 1192 is the only chapter submitting such a plan to the federation. Other chapters are doing outreach but covering costs at the chapter level. Mary stated that if the federation is offering up to 50-percent matching funds for specific PR and membership outreach activities, as the chapter PR chairman, she believes she should submit the plan and ask for reimbursement as it helps the chapter's budget. There was chapter board agreement that the plan would continue to be reviewed and re-evaluated, especially after Mary's upcoming conversation with WSF President Steve.

- Chapter 50th Anniversary celebration in 2021:
 - Key chapter dates –
 - May 1970 – Meyer Elkins, first president, attended WSFC convention, representing Chapter #1192.
 - October 1970 – first chapter charter, but with spelling errors.
 - March 3, 1971 – first chapter meeting.
 - September 1971 – final chapter charter.
 - Mary recommended and the board approved having the celebration at the chapter's September meeting.
 - Hopefully by that time, the chapter will again be able to meet in person.
 - It'll also give adequate time for planning and announcements.
 - Larry can post the information on the chapter website.

WSF: Mary Binder; Lorie Bennett

- **WSF VP Mary** – Mary provided highlights from the Wednesday, December 9, EB meeting:
 - The board again approved suspending the chapter per capita tax charge for 2021.
 - Treasurer Arlene Patton received board approval to:
 - Merge the federation's financial accounts, currently in 2 banking institutions, into one – Gesa Federal Credit Union. The primary reason for the change is convenience. Gesa now has branches statewide thus making transactions easier, especially when federation officers change. Chapter Treasurer Liz added that with the chapter having a Gesa account, Arlene could transfer money to the chapter's account vs. having to write/mail a check, e.g., for a reimbursement.
 - Reimburse chapters \$20 vs. \$10 for each new chapter member recruited during a calendar year up to 10 new members.
 - Past WSF President Nancy Crosby and Rich Wilson, outgoing Region IX VP, have volunteered to serve as federation membership co-chairmen. The position has been vacant for several years, and Nancy said no one had stepped forward to volunteer.
 - Effective January 1, Linda Silverio from the Oregon federation will replace Rich as the Region IX VP.
 - Member Quentin Gates, NW Cascades Chapter 196 – long-time NARFE member, including serving on the federation board and in chapter positions – wrote a paper recently for the federation board regarding the federation's future. Based on his thoughts and recommendations, WSF President Steve has created a "Reinventing

- the Federation Committee” with a cross-section of members to review the paper and discuss options for the federation to keep it viable.
 - A reminder for members to contact our elected leaders using the NARFE Legislative Action Center.
- **District I/V VP Mary** – Mary recapped the redistricting committee’s recommendations from its work over the summer and report in September. As of January 1, the federation will only have 3 vs. 5 districts. All Eastern Washington – 6 chapters – will be in one district. The current Districts I and V will be merged to a new District I. As the VP position for the current District I is vacant, Mary said she’ll be picking up the responsibilities for the new combined district until the next WSF conference in 2022.
- **WSF Alzheimer’s Chairman Lorie** – no report.

Committees

Legislative: Mary Binder

- Mary reminded members about using NARFE’s Legislative Action Center to contact Congress Dan Newhouse, including for NARFE’s December Action Alert on the CPI-E vs. the CPI-W. [Details on page 6, December *narfe* magazine.]
- Friday, December 11, NARFE sent another email requesting member input regarding LEGcon21. [Note: see board discussion under 2021 budget regarding board members who are considering attending the training.]
- The Washington State Legislature is scheduled to convene January 11. Mary said the legislature will likely be meeting virtually.

NARFE-PAC: John Wetterling – From the recent NARFE *Insider* [and from page 9, December *narfe* magazine], John recapped NARFE-PAC goals and results in 4 categories, as of September 30. Three goals were exceeded: amount raised, \$2,108,250 vs. \$1.75 million; amount disbursed, \$1,366,500 vs. \$1.25 million; and, NARFE members sent to 111 vs. 110 local fundraisers. The fourth category, growing the monthly giving (sustainer) program by 20% had only achieved a 12% growth. John said he’ll have updated goal information along with the 8th quarter contribution and disbursement stats around mid-January.

Alzheimer’s: Larry Williams – WSF Alzheimer’s Chairman Lorie Bennett said the chapter is doing well with donations. She recently sent 2 checks to the Alzheimer’s Association headquarters – one for \$1,000; the other for \$20.

Webmaster: Larry Williams

- Larry stated that he thought the chapter website was now up to date.
- Erica Grissmerson’s November Walk to End Alzheimer’s presentation is posted on the website under “Programs,” November 2020. Erica is the Walk’s area manager.
- Larry reported that he recently reviewed website stats, e.g., the recap of “hits” to the site, as Mary needed this information for a report she was preparing for the federation [executive board for its review of the chapter’s outreach action plan.] He pointed out a spike in September, which was probably due to members wanting information about the chapter’s fall meetings after the summer break.

Membership: Johanna Caylor

- 2021 Distinguished Members – Johanna reported there are 8 current members eligible for this recognition in 2021. She’ll most likely be mailing the recognition material. She has the envelopes but there will be postage needed.
- Johanna said she hasn’t been able to do much in terms of NARFE’s fall membership drive. [The drive ends December 31. Update is on page 76, December *narfe* magazine.]

Sunshine: Faye Vlieger

- No changes to report since her update at the December 2 chapter meeting.
- Johanna reported that she'd talked with member Pat Slape. Besides losing her husband during the summer, she is now dealing with 2 other family members with health issues. Faye will send her a thinking-of-you card.
- The board reviewed the parameters for having Faye send out cards, e.g., for serious illnesses vs. a cold. Johanna will also use her discretion in sending out cards as membership chairman to individuals who may, for example, have dropped their membership, but who she feels could use a sunshine card, which could also possibly be a nudge for them rejoin NARFE. She asked board members to keep her in the loop if they learn of someone in this type scenario.
- Lorie shared [after the meeting concluded] that her next surgery is currently scheduled for January 22.

Caller Coordinator: Darleen Wall – nothing to report.

Open Discussion Items: None.

2021 PROJECTED MEETING PROGRAMS

01/06/21 Sam Miller, local rep, Living Well Senior Home Placement, will provide a virtual presentation on the free assistance his agency provides on home placement options to seniors and/or family members *(Reconfirmed; POC: Mary Binder)*

02/03/21 Jason Mercier, director, Government Reform, Washington Policy Center, will provide a virtual update on the Washington State legislative session
(Reconfirmed; POC: MaryBinder)

03/03/21

04/07/21 Terry & Kathy Maurer, antique appraisers, return to provide an update on the world of antiques; members bring items (no weapons) for appraisal *(Reconfirming, including doing a virtual presentation; POC: Mary Binder)*

05/05/21

06/02/21

09/01/21 Chapter's 50th Anniversary Celebration – watch for details throughout 2021
(Confirmed; POC: Mary Binder)

10/06/21

11/03/21 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)*

12/01/21 Holiday Music Program

Adjourn: 3:18 p.m.

Prepared by:

Mary Alice Binder

Secretary

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

- 1st PNNL and Projects – completed (January 2020, 2013 chapter meetings; POC: Mary Binder)
- 2nd Hanford: Advisory board; Resource Center; EEOICP; Toxic Substances & Worker Health – update (last presentation, February 2011)
- 3rd Benton-Franklin Dal-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)
- 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 – 2020 (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; 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.
- M McNary Wildlife Refuge Tour – POC Lorie Bennett