

NARFE CHAPTER 1192 EXECUTIVE BOARD MEETING MINUTES

February 19, 2019

No Executive Board meeting scheduled, or held for January 2019.

President Lorie Bennett called the meeting to order at 12:00 p.m., Zintel Creek Golf Club, 314 N. Underwood Kennewick, Washington. The Pledge of Allegiance was conducted.

Members present: Lorie Bennett, Liz Bowers; John Cavanaugh; Nancy Crosby; Bob Stewart; Darleen Wall; Larry Williams; Faye Vlieger. Absent: Pat Turner; Mary Binder; Johanna Caylor.

President: Lorie Bennett – For this meeting Lorie sent out limited agenda items to be discussed. The meeting room needs to be relinquished by 3 pm for another function. If there is any time at the end of those discussion items requested by the President, other business will be addressed.

- After the completion of the budget discussions President Bennett started the agenda item of addressing the duties of Chapter officers. President Bennett provided copies of the NARFE Chapter & Federation Officers Manual. The edition she provided Board members was dated from 2017. Nancy brought a copy from January 2018.
- It was discussed that the 2018 version is under revision by NARFE and there will be changes in it not included in the copies reviewed.
- As there would be confusion in not having the current copy the manual for discussion, the review of Chapter Officer Duties was tabled until Nancy can provide copies of the January 2018 version.
- Lorie stated that all Board members should be mindful of how we respond to each other.
- At Chapter and Board meetings members should take personal responsibility for notes from the meetings.
- Communication methods are changing to more electronic means, and the Board needs to take a broader view on how to keep our membership informed and alive. Our communication methods at meetings needs to reflect these changes.
- If you have no report at a meeting then be sure to notify Mary of the same for the agenda, so that the meeting can progress quickly and efficiently.

1st Vice President: Pat Turner – Absent, No report was discussed due to time constraints.

2nd Vice President: John Cavanaugh

No report was discussed due to time constraints. These items are still open from the December 2018 meeting.

- Service Office phone – Nancy said she had not yet been able to get to the Federal Building to address the problem of leaving a message on the phone. It was decided to change our business cards to Nancy, Mary, and John's phone numbers and abandon the Federal Building phone altogether.
- Service Office/Officer cards – Mary said she will finish updating the cards now that phone issue is resolved.
- The Service Office currently has a number of files stored inside cabinets. A review of the Chapter records retention policies will be done so that Service Office records can be purged and scanned to electronic media in 2019 as needed.
- John and Nancy will assess which forms need to be purged from the Service Office in December.
- Lorie will contact NARFE about updating the NARFE website to reflect the new Service Office contact numbers.

Director at Large: Nancy Crosby – No report was discussed due to time constraints.

Director at Large: Bob Stewart – No report was discussed due to time constraints.

Secretary/Sunshine: Faye Vlieger

The budget was discussed before this item to ensure it was completed before the meeting had to be adjourned.

- Faye stated that the minutes from the meetings are not verbatim transcripts. As such they will not contain word by word accounts of the discussion, but rather the decisions, and action items from the meetings.
 - Minutes should be approved in an efficient manner, and not through multiple “reply to all” emails. It is normal to do this at the next meeting, not before the meeting.
 - Board and committee members need to only comment on their own areas, and not contradict other Board and committee member's areas of the minutes.
 - Each committee should provide a report for inclusion in the minutes.
 - Minutes can be corrected or amended for actions taken at the actual meeting.
 - Actions taken after the physical meeting need to be documented separately.
- Lorie read an email from Mary with her concerns about changing the order of the Chapter meetings to include the approval of the minutes.
- Lorie commented on the dissemination of paper copies of the newsletters, and minutes at the Chapter meetings, and no one is taking any copies. This wasteful and inefficient.
- Lorie stated that Board members should only provide corrections to their section of the minutes.
- Liz commented, and Faye agreed that action items need to be documented in the minutes.
- Bob recommended the minutes be sent to Larry for posting to the website as final, and can be amended if corrections are received.
- Lorie stated that at the March Chapter meeting an agenda item will be added stating that the minutes are available on the Chapter website. If there are any changes or amendments to the posted minutes they are to be sent to Faye.

Treasurer: Liz Bowers –

- The budget discussions were held at the beginning of the meeting to ensure they were completed before the meeting had to be adjourned.
- Liz provided the board with an updated 2019 draft budget which is projecting a \$3,227.00 deficit for 2019.
 1. Budget discussions were held, each line item on the proposed budget was reviewed. The following decisions were made to reduce the deficit.
 - a. Income:
 - i. WSF Rebates Recruiting – Changed from \$150 to \$100 based on previous year's receipts.
 - ii. WSF Rebates Outreach – Changed from \$615 to \$465.
 - iii. 50/50 Plus Other Donations - \$250 based on previous receipts remains the same.
 - iv. Paid Lunches - \$4,000. This line item does not balance as we still have members who are No Shows.
 - v. National Deposits/Chapter Dues - \$2,000, unchanged.
 - vi. Misc. – Interest - \$10, unchanged.
 - vii. For a total income from \$7,025 to \$6,825.
 - b. Expenses:

- i. Red Lion Lunches (speakers & monthly free lunch winners) - \$4,500. This amount is not offset by income from the paid lunches noted above. Remained unchanged.
- ii. President's Discretionary - \$100, unchanged.
- iii. It was moved by Bob Stewart, and seconded by Liz Bowers to not renew the Senior Pages ad. The vote was unanimous to not renew the ad. This action resulted in the line item under Outreach changing from \$1,230 to \$930.
- iv. It was decided to further review each of the Outreach Plan expenses as they come up during the rest of the year. Expenses will need prior approval of the Board.
- v. Purchases and financial commitments will need to be provided to the Treasurer in the form of a reimbursement voucher. All expenditures will need prior approval from the Board. Liz and Faye will prepare a Chapter Reimbursement Voucher form.
- vi. It was decided by consensus that the Free Lunch Drawing will be continued to foster member involvement at the monthly meetings.
- vii. Members who commit to attending the luncheon, but who are No Shows, are still not paying for their unused lunches. Liz committed to working with Faye to produce a letter for reimbursement to the Chapter for no show lunches.
- viii. It was discussed that the newsletter expenses could be reduced if we went to the NARFE recommended quarterly frequency versus the current bi-monthly issues in a year. The schedule discussed was: March/April/May, June/July/August, September/October/November, and December/January/February.
- ix. It was moved by Faye, and seconded by Liz to change the newsletter frequency to quarterly.
Discussion ensued that preceded a vote. That vote was taken that resulted in: 2 in favor, 2 abstain, and 1 against.
After this vote board members stated that they were confused about the matter voted on.
- x. A motion was made by John and seconded by Liz to retake the vote. This vote resulted in a unanimous vote.
- xi. It was moved by Faye, and seconded by Liz to retake the vote on whether to change the newsletter from bi-monthly to quarterly. The vote was taken again. The results of this vote was: 5 in favor, 1 abstain and 1 against. The Motion to change the newsletter from bi-monthly to quarterly passed.
- xii. Holiday Entertainment - \$100, unchanged.
- xiii. Liability Insurance - \$100, unchanged.
- xiv. Website - \$72, unchanged.
- xv. Nancy stated that the WSF per capita charge will be assessed in 2019. This change would be \$1.20 per chapter member. This added \$304.00 to the budget.
- xvi. Discussion was held on whether to add conference ad line items to the budget. It was decided by consensus to not add these line items to the budget.
- xvii. By consensus it was decided to combine the budget line items of Sunshine, Secretary Supplies, Membership, and Treasurer Supplies into one line item named Chapter Supplies. The total before combining these lines was \$255, and was reduced to a total of \$250.

- xviii. The Legislative line item was reduced to \$1,000 as only 2 people, Mary and Pat will be attending the conference.
- xix. It was decided by consensus to reduce the WSF Conference/Training line item from \$1,500 to \$1,000.
- xx. WSF May 2019 Training Conference expected costs to the Chapter will be the banquet at approximately \$30 per person. It is expected that 30 Chapter members will attend, for a projected Chapter expense of \$900.
- xxi. Nancy stated that the WSF May 2019 Training Conference registration and luncheon costs of \$50 will be paid by the Federation.
- xxii. Discussion was held on how to ensure the Chapter is only billed for those Tri-City chapter members who actually attend the banquet. Nancy stated it could be accounted for as the members sign in for the event.
- xxiii. It was discussed that the WSF Conference/Training and National Conference/Legislative ads are not included in the present budget. It was decided to address these items as they come up during the year.
- xxiv. The Treasurer's note concerning reimbursement of attendees representing the Chapter as identified by the Chapter President was discussed. By consensus the final version of this note will read: *max we should spend with dollars to be divided by number of attendees representing Chapter 1192 as identified by Chapter President and reimbursement not to exceed an amount or fee determined by the Board, such as registration fees. This amount does include any associated costs for a Chapter 1192 ad.¹
- xxv. Total expenses after the above noted changes totaled: \$8,936.80.
- xxvi. It was moved by Liz, and seconded by Bob to approve the budget as rewritten today as the Final Budget for 2019. The vote was unanimous to pass the rewritten budget.
- xxvii. The recorded decisions above still resulted in a deficit budget for 2019. However the amount has been reduced from \$3,227.00 to \$2,131.80.
- xxviii. It was decided by consensus that as unexpected or unavailable expenses and costs arise during the remainder of the year they will be considered by the Board.

Post Meeting Input from Nancy – The WSF Per Capita charge has been waived for 2019. This is reflected in the attached Final 2019 Budget.

- Faye requested from Nancy a report from WSF or NARFE on the money transferred to the Chapter from the closing Walla Walla Chapter. In order to do the annual audit there needs to be a paper trail for how and why this money was distributed to our Chapter separately from the pro rata dues distributions. Liz reported she had not received any correspondence supporting the transfer of the non-dues funds. Liz also stated she has not received any more dues funds from the Walla Walla chapter membership transfers since the initial check. Nancy said she and Mary have some reports, probably in spreadsheet form, and will provide them to Liz. Nancy said she will look into the dues money transfer as well.

¹This budget approved by Chapter 1192 Board February 19, 2019 and is to be reviewed/revisited by the Board in approximately two months at the Board meeting.

Public Relations/Newsletter: Mary Binder – Absent No report was discussed due to time constraints.

WSF: Nancy Crosby; Mary Binder; Lorie Bennett

- **WSF President Nancy:** No report was discussed due to time constraints. These items are still open.
 - **LEGcon19**, March 10-13, Alexandria Mark Center Hotel, Alexandria, Va. Nancy's costs will be covered by the federation. The Board decided at the November meeting to provide other chapter members attending the conference a \$500 "scholarship" to help offset their costs.
 - Region IX Training Conference, May 17-18, Three Rivers Convention Center. Nancy said the federation is providing a \$50 "scholarships" for federation members attending to help offset their costs for registration and the luncheon. The expected cost for the banquet, per member is \$30. Nancy also said she needs to get a signed contract from Heather Breymeyer, the Three Rivers Convention Center point of contact.
 - Next Exec Board Meeting – April 10, 2019, La Quinta, Tacoma.
- **District V VP Mary: Absent** - No report was discussed due to time constraints.
- **WSF Alzheimer's Chairman Lorie:** No report was discussed due to time constraints.

Committees

Alzheimer's: Larry Williams – No report was discussed due to time constraints.

At the Chapter meeting in January \$42 collected for the 50/50 Drawing, \$21 was won by John Cavanaugh, NARFE Alzheimer's Research Fund collected \$12 in the donation bowl, for a total of \$33.

Legislative: Mary Binder – LEGcon19

Mary, Nancy, and Pat plan on attending. No report was discussed due to time constraints.

NARFE-PAC: Bob Stewart – No report was discussed due to time constraints.

Membership: Johanna Caylor - Absent – No report was discussed due to time constraints.

Caller Coordinator: Darleen Wall – No report was discussed due to time constraints.

Webmaster: Larry Williams – No report was discussed due to time constraints.

2019 PROJECTED MEETING PROGRAMS

03/06/19 Jason Mercier, director, Center for Government Reform, Washington Policy Center, Tri-Cities office, will provide an update on the 2019 Washington State legislative session
(Reconfirmed; POC: Mary Binder)

03/06/19 Annual chapter food drive – reminder to members to bring nonperishable food and/or cash/check. Notes: cash/check preferred; new Tri-Cities Food Bank director is Tim Sullivan. The board discussed that the food bank does not include Pasco.
(POC: Pat Turner)

Per board discussion, a program for the meeting is needed. The board discussed having a speaker on decluttering, repurposing items, document retention, etc. in preparation for "spring cleaning." Mary said she would work on finding a program speaker.

04/03/19 Kathy & Terry Maurer, antique appraisers, return to update members on the world of antiques and appraise items members bring (Reconfirmed; POC: Mary Binder)

05/01/19 Washington Recovery Alliance/Benton Franklin Recovery Coalition – Michele Gerber will provide information on the coalition and its actions to address addiction in the Tri-Cities
(Discussed as a program option for May at the board meeting and confirmed after the meeting; POC: Pat Turner [Also, Overview of biennial Region IX Training Conference, May 17-18])

06/05/19 Overview/update on the Washington State brewery industry from Aaron Burks, Atomic

Ale Brewpub & Eatery, Richland (*Tentative; POC: Liz Bowers*)
 09/04/19 Mary will work on finding a speaker
 10/02/19 Nancy Crosby will explore getting a speaker to cover the new tax laws.
 11/06/19 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*)
 12/04/19 Holiday Music Program

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

1st PNNL and Projects – update (*last presentation, January 2013; contact Pam Larsen; POC: Mary*)
 2nd Hanford: Advisory board; Resource Center; EEOICP; Toxic Substances & Worker Health – update (*last presentation, February 2011*)
 3rd Benton-Franklin Dial-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*)

Local Distillers (*Liz Bowers suggestion*)
 Decluttering – challenges and tips (*POC: Mary Binder*)
 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 – 2019 (*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; possibly before or after the WSF May convention; 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.*

McNary Wildlife Refuge Tour – *POC Lorie Bennett*

Adjourn: 3:00 p.m.

Prepared by:
Faye Vlieger
Secretary