

# **NARFE CHAPTER 1192 EXECUTIVE BOARD MEETING AGENDA**

## **October 11, 2018**

President Lorie Bennett called the meeting to order at 1:05 p.m., Zintel Creek Golf Club, Kennewick, Wash., and led the Pledge of Allegiance. Members present: Lorie; Mary Binder; Johanna Caylor; John Cavanaugh; Nancy Crosby; Bob Stewart; Darleen Wall; Larry Williams. Absent: Liz Bowers; Pat Turner; Faye Vlieger.

### **President: Lorie Bennett**

- 2019 Red Lion contract:
  - Nancy reported that a meeting is scheduled for November 5, 11 a.m., with the RL catering point of contact. Nancy, Pat and Darleen are scheduled to attend, and Liz, if she's available.
  - Mary reported that after the October 3 chapter meeting, she had a conversation with Gary, the event manager, and Christa, our server. Gary was interested in how everything went and shared that the meal portions had been reduced by about a third. Mary shared that she had noticed that. Gary said there was less waste and fewer requests for take-home boxes. The board discussed this change; Nancy will discuss further at the November 5 meeting.
- 2019 chapter budget:
  - Liz was not able to attend the meeting but provided an Excel spreadsheet with 2017 and 2018 budget information, some explanatory notes, and a projected 2019 budget. The board discussed the information, but without Liz at the meeting to answer questions and explain her notes in more detail, and without more details about actual expenses for 2018, the board consensus was it could not move forward with the 2019 proposed budget Liz had provided. [Note: A question arose regarding the balances in the checking and savings accounts as the October chapter meeting minutes only had the combined total. Mary said she did not break out that information but had it in her notes from Liz. As of October 3, \$4,546.93/checking; \$11,881.98/savings.] Mary suggested having Liz use the 2018 budget for a proposed 2019 budget, including the \$3,000 the board approved at its September meeting for conferences and training, as there appears to have been no significant changes. Then, after Liz closes out the books for 2018 and provides a complete accounting, the board can revisit the 2019 budget at its January meeting and make any needed adjustments. The board discussed pros and cons of doing this, including Nancy's concerns regarding moving forward without more specific information on actual 2018 income and expenses. Mary then made a motion for the board to accept the suggestion for the 2019 budget. The board approved with 1 dissention.
  - As no chapter financial information has been available for posting on the chapter's website since January, the board discussed removing the information. Larry will move the January post to the archives.
- Letter of Appreciation/Citation for Distinguished Service for Pam Griffin – Lorie signed the letter and certificate. She'll invite Pam to attend the November chapter meeting. If she cannot attend, Mary will mail the letter and certificate to her.
- Walk to End Alzheimer's, October 14, Columbia Park Bandshell, Kennewick – Larry and Lorie reviewed the walk with the board. Registration begins at noon, an opening ceremony is at 1:15 p.m., and the 3-mile walk begins at 1:30 p.m. Larry, Lorie/Leon, Mary and Nancy Glaesemann and her husband, Chuck Clayton, are scheduled to walk for the chapter. Larry has the banner but will need someone to carry it. Those walking should have their mobile phones so they can coordinate a meeting place. Also, need to have a photo op.

- FEHB Open Season Health Fairs, October 15 and 16 – Johanna said she is ready. She has prepared packets, including for delivering to the FAA at the Pasco airport, VA in the Federal Building and a security group at the Richland airport. She and Sig Preston will be covering the Stevens Center, 2 locations, and the DOE facility on Innovation Blvd. Nancy will cover Social Security Administration. Johanna said WSF PR Chairman Sam Cagle told her that Mary had extra NARFE pens; Mary told Johanna she did not have any pens.
- Bylaws:
  - Mary reported that after the September board meeting, she reviewed the chapter's bylaws, and the minutes pertaining to Steve Howes resignation in December 2016 as a director at large and chapter NARFE-PAC chairman, and Bob Stewart as his replacement in January 2017. Rather than starting his own 2-year term in January 2017, Bob was actually completing Steve's term, per the bylaws. Therefore, Bob should have been installed as a director at large in December 2017 with the other officers. He was not. As Bob is actually on the same 2-year cycle as the other officers, no elections need to be held this fall.
  - Mary reported that she has done a word-by-word review of the NARFE 2016 bylaws and the 2018 revision. She then reviewed the chapter's newly revised bylaws for compliance. She said at least preliminarily, she does not think the chapter will need to do another revision. She provided board members a copy of the current bylaws and said the most significant changes she found in the revised NARFE bylaws pertain to the objectives in Article II. Affiliation and Objectives. NARFE's official guidance to federations and chapters has not been released. The revised bylaws were to be posted online by the end of September. [Note: As of October 12, they had not been posted.] Booklets are scheduled to be printed. Mary said she will also be reviewing the federation's bylaws for compliance.
- November and December board meetings – the board discussed options as several members had conflicts with the Thursday dates on the master calendar for November and December. The board consensus was to have short board meetings after the November 7 and December 5 chapter meetings. [Johanna said she expects to be snowbirding by that time so cannot attend.]

**1<sup>st</sup> Vice President: Pat Turner** – For Pat, Nancy said the schedule is in place for staffing the coat check at the November 10 annual Tri-Cities Wine Festival, Three Rivers Convention Center. She has purchased the tags – very inexpensive at Walmart. Lorie has the “money box.” Mary said the 5 volunteers will again be provided wristbands to enter. She will get the bands and provide them to Pat or Nancy. Proceeds from the coat check are targeted for the NARFE Alzheimer's Research Fund.

**2<sup>nd</sup> Vice President/Service Officer: John Cavanaugh**

- Service Office phone/voice message – Nancy updated the board on the problems she has encountered in trying to access the message system remotely, and even calling the number. Note: After the chapter meeting, Nancy, John and Mary continued to discuss this issue. Nancy and John tried calling the Service Office number, 509.373.9536, and could not get to the message. Nancy said she will try to resolve this issue when she is at the Federal Building on Tuesday, October 16.
- Updated Service Center/Service Officer card:
  - Mary said she is working on updating the Service Office contact card to reflect that the office is now open by appointment only and that messages can be left at 509.373.9536. John said he would prefer that his phone number not be on the card as he has had an increase in “robo” calls. With the current problems with the

number, Mary said she would wait to finalize the updates/print cards until issues are resolved.

- The cards have been used primarily by the chapter secretary when sending out condolence cards. It gives spouses or family members a point of contact should they need. Johanna also shared that years ago the cards were also provided to funeral homes.
- [Note: After the meeting, Nancy, John and Mary further discussed John's concerns regarding having his number on the card. Mary and Nancy volunteered to have their names/numbers on the card to help John.]
- The board discussed the need to outreach to surviving spouses/families after a member passes as many times the survivors do not know to contact OPM and/or even what OPM is. Mary asked John to write a brief article reminding members about the importance of sharing this information with their spouses and families.

**Director at Large: Nancy Crosby** – no report.

**Director at Large: Bob Stewart** – no report.

**Secretary: Mary Binder for Faye**

- Mary thanked members for responding to the draft agenda and reminded them to watch for the draft minutes, and then review them and get back to her so they can be finalized quickly.
- Sunshine – no new updates from Faye since last week's chapter meeting.

**Newsletter/Public Relations: Mary Binder**

- November/December newsletter – Mary said that, to date, she only has articles from Nancy, Darleen and Bob. (Pat replied that she will not have input for this issue.) Mary asked members to get her their input as soon as possible so she can move forward with the newsletter. With Nancy's upcoming travel, Mary volunteered to label and stamp the newsletters for mailing. Nancy will get the labels and stamps to Mary.
- Upcoming:
  - 2019 Photo Contest – August 1 to April 8: "Living in America." Members received a handout with details.
  - Combined Federal Campaign – Enhanced Online Donation System. Retirees can now contribute via an online OPM service. Members received a copy of the OPM, September 10, news release.
  - Senior Times Expo, Tuesday, October 16, 9 a.m. – 3 p.m., Southridge Sports Complex
  - Visit TR!-CITIES, Thursday, November 1, noon, Three Rivers Convention Center – annual meeting. This is a new format for the annual meeting and tourism showcase.
- 2019 Outreach Action Plan – Mary said she is beginning to work on the draft, which needs to be approved for budgeting prior to the federation's December board meeting. The plan will again request federation 50-percent matching funds for several chapter outreach initiatives. (Nancy provided Mary a copy of NARFE's new matching funds program guidelines for requests to NARFE.)
- B&B Printing – Mary highlighted some of the expanded services B&B now provides, e.g., posters, signs, photos exhibits and event banners.

**WSF: Nancy Crosby; Mary Binder; Lorie Bennett**

- **WSF President Nancy:**
  - NARFE runoff election results – Ken Thomas has been elected president, effective November 1. Board members received a handout with the election results. Nancy

- said only 7.22% of all NARFE members voted, and an even lower percentage in the Washington State federation, 7.15%. For Chapter 1192, the percentage was 11.44%.
- Region IX Training Conference, May 17-18, Three Rivers Convention Center. Nancy said she will need a volunteer to accept the registrations and payments. Treasurer Liz did this the last time; she'll ask her. Nancy also said that, to date, she has not heard from the other federation points of contact regarding the agenda.
  - Next Exec Board Meeting – Thursday, December 6, La Quinta, Tacoma. Nancy, Mary and Lorie are planning to attend in their respective federation positions.
  - **District V VP Mary:**
    - Walla Walla chapter – closure paperwork is at NARFE for processing.
    - Yakima chapter – Mary attended the chapter's board meeting this morning. The chapter is struggling to remain open, needs its bylaws updated and still needs to find a new meeting location starting in January. The current location, a senior center, will charge the chapter \$40/hour to meet starting in January, a cost the chapter cannot afford.
  - **WSF Alzheimer's Chairman Lorie:** no report.

### **Committees**

**Legislative:** *Mary Binder* – NARFE's biennial legislative training conference, **LEGcon19**, is scheduled for March 10-13, Alexandria Mark Center Hotel, Alexandria, Va. Registration opens November 1. Early bird registration is \$199, through December 15. After that date, it is \$225. Hotel rate is \$175/night, plus tax. Mary said the agenda has not been released but with all that has been happening in the political arena and with the upcoming November mid-term elections, it should be a very interesting conference.

**Alzheimer's:** *Larry Williams* – Larry is preparing for the chapter's annual "white elephant" fundraiser at the November chapter meeting. He'll have an article for the November/December chapter newsletter. Nancy has tickets and bags for Larry to use. Larry said his nephew, Laney Kruschke, will assist him. He said he would need 5 additional tables for the donated items. Darleen will let the Red Lion catering office know when she provides the office her lunch count and needed support information.

**NARFE-PAC:** *Bob Stewart* – The 7<sup>th</sup> quarter reports had not yet been posted to the NARFE website. Bob is hoping to include information from those reports in the November/December chapter newsletter. Bob again reported the contribution information he had presented at the October chapter meeting.

### **Membership:** *Johanna Caylor*

- Johanna reported that there were DOE pre-retirement seminars recently that she did not know about so could not provide attendees packets with NARFE information. Spokane chapter member, Annette (Ann) Ozuna has a contract with DOE to conduct the federal retirement/benefits segment. Nancy said if our chapter wanted to host these type seminars, Ann has said she would be willing to do the same segment.
- Johanna reported that a number of the NARFE forms she uses for membership-related activities have been updated as of October, including new dues withholding forms.
- Board discussion reconfirmed its previous decision to reimburse a first-year member's second-year national dues after they renew their membership.
- Johanna reported that she had a conversation with a point of contact for area Brookdale Senior Living facilities. The individual would be willing to provide a presentation at a chapter meeting. The board discussed that this would not be consistent with the standing policy to not have speakers who are promoting their specific business. An option would be a table

with Brookdale information at the May 15-16 Region IX Training Conference at the Three Rivers Convention Center. Johanna said she would offer this to the point of contact.

**Caller Coordinator: Darleen Wall** – no report.

**Webmaster: Larry Williams**

- Larry has posted the September board meeting and October chapter meeting minutes.
- Mary thanked him for updating the bylaws information on the website.

### **2018 MEETING PROGRAMS**

**11/07/18 Annual Chapter White Elephant Fundraiser for the NARFE Alzheimer's Research Fund – Members bring items for the auction** *(Confirmed; remind members to bring items, cash/checkbook; POC: Larry Williams – he will find a member/s to help him)*

**12/05/18 Holiday Music Program by Jeff Peterson** *(Confirmed; POC: Liz Bowers)*

### **2019 PROJECTED MEETING PROGRAMS**

**01/02/19 Eastern Washington Better Business Bureau – Danielle Kane will provide a presentation on consumer awareness** *(Reconfirmed; POC: Nancy Crosby)*

**02/06/19 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 director, Tim Sullivan. (POC: Pat Turner)**  
Per board discussion, a program for the meeting is needed.

**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 Overview of biennial Region IX Training Conference. Per board discussion, a program for the meeting is needed.**

**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**

**10/02/19**

**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)*

**1<sup>st</sup> PNPL and Projects – update** *(last presentation, January 2013; contact Pam Larsen; POC: Mary)*

**2<sup>nd</sup> Hanford: Advisory board; Resource Center; EEOICP; Toxic Substances & Worker Health – update** *(last presentation, February 2011)*

**3<sup>rd</sup> Benton-Franklin Dial-a-Ride Service** *(new presentation)*

**4<sup>th</sup> Manhattan Project National Park – update** *(last presentation, May 2016, WSF convention)*

**5<sup>th</sup> Habitat for Humanity – update** *(last presentation date, unknown; Linda Bauer, point of contact)*

**5<sup>th</sup> TRIDEC** *(new presentation)*

**6<sup>th</sup> Audubon Society** *(new presentation)*

**6<sup>th</sup> CBC Observatory** *(new presentation)*

**6<sup>th</sup> Richland Citizens Police Academy** *(new presentation; Cerise Peck, 509.528.0245, point of contact)*

**6<sup>th</sup> Tri-City Union Gospel Mission** *(new presentation)*

**6<sup>th</sup> Uber Services** *(new presentation)*

**6<sup>th</sup> Veterans Coalition** *(new presentation)*

**6<sup>th</sup> VFW – Veterans' Benefits** *(new presentation)*

**7<sup>th</sup> LIGO** *(new presentation; chapter made a site visit, October 2014)*

**7<sup>th</sup> The Reach** *(update; last presentation, January 2012)*

**7<sup>th</sup> Young Marine Program** *(new presentation)*

**8<sup>th</sup> Animal Rescue – program overview; where to make donations** *(new presentation)*

8<sup>th</sup> 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:** 3:19 p.m.

**Prepared by:**

Mary Alice Binder

Public Relations Chairman