

1 **November 17-19, 2015 NARFE National Executive Board Meeting Minutes**  
2 **Location: NARFE HQ, Alexandria, VA**

3  
4 **Tuesday, November 17, 2015:**  
5 **Call to Order (9:00am) by National President Thissen**  
6 **Moment of Silence**  
7 **Pledge of Allegiance led by RVP Ross**  
8 **Roll Call NS/T Dowie**  
9 **Presentation of the Agenda**

10  
11 **Present:**

12 **National Officers**

13	President	Richard G. Thissen
14	Secretary/Treasurer	Jon Dowie

15  
16 **Regional Vice Presidents**

17	Region I	Jim Crawford
18	Region II	Evelyn Kirby
19	Region III	Jerry Janci
20	Region IV	Ed Konys
21	Region V	Carol Ek
22	Region VI	Marshall Richards
23	Region VII	Rodney Adelman
24	Region VIII	Helen Zajac
25	Region IX	Lanny Ross
26	Region X	William (Bill) Shackelford

27  
28 **Staff**

29	NEB Executive Assistant	Marian Uffen
30	NARFE Parliamentarian	Paul Lamb
31	Director of Legislation	Jessie Klement
32	Director of Marketing	Bridget Boel

33  
34 **Guests**

35	Sabatier Consulting	Lou Ann Sabatier
36	Sabatier Consulting	Ed Fitzelle
37	E-NARFE Chapter 2363 President	Tom Longo
38	DC Federation President	Randy Clarke
39	SC Past Federation President	Kathryn Hensley
40	Spouse of RVP Adelman	Gina Adelman
41	Spouse of RVP Janci	Margaret Janci
42	Spouse of RVP Crawford	Jan Crawford

43  
44 NP Thissen called the meeting to order at 9:00am and introduced the visiting  
45 guests.

1 NP Thissen thanked Jessie Klement and Bridget Boel for work well done and  
2 announced that we have had very successful webinars.

3  
4 NP Thissen began with opening the discussion of the strategic plan.

5  
6 Lou Ann Sabatier facilitated the discussion of the strategic plan; some items  
7 included the following:

- 8  
9
- Began with Executive Summary
  - 10 • NEB to transition into BOD (Board of Directors)
  - 11 • Hiring an Executive Director
  - 12 • NARFE's Brand; re-branding
  - 13 • Stabilize and grow membership; non-mandatory chapter membership
  - 14 • Mission Statement
  - 15 • Situation Analysis
  - 16 • Tag line should identify what we do; Secure the Future
  - 17 • Organization and Structure
  - 18 • Revenue; Non-dues revenue
  - 19 • Profiling
- 20

21 Boel presented NARFE Membership History document.

22  
23 Continued discussion of strategic plan.

- 24
- Member deaths are outweighing recruitment
  - 26 • Financial stabilization - Cannot continue "business as usual"
- 27

28 There was a discussion of reducing number of regions from 10 to 5 or 7.

29  
30 Following the discussion, the following **motion** was presented:

31 **#01-11-15. SUBJECT: Number of Regions. Motion** made by RVP Zajac and  
32 2<sup>nd</sup> by RVP Ross "that the NEB rescind **Motion #03-02-14** and return to 10  
33 regions." With a vote of 7 yeas and 4 nays, the **motion** passed.

34 The individual votes are as follows:

35

<u>YEA</u>	<u>NAY</u>
37 Region III VP Janci	Region I VP Crawford
38 Region IV VP Konys	Region II VP Kirby
39 Region V VP Ek	Region VII VP Adelman
40 Region VI VP Richards	NS/T Dowie
41 Region VIII VP Zajac	
42 Region IX VP Ross	
43 Region X Shackelford	

44  
45 -----  
46

1  
2 With no further business, the meeting adjourned.  
3

4 -----  
5  
6 **Wednesday, November 18, 2015:**  
7 **Call to Order (9:00am) by National President Thissen**  
8 **Moment of Silence**  
9 **Pledge of Allegiance led by RVP Shackelford**  
10 **Roll Call NS/T Dowie**

11  
12 **Present:**

13 **National Officers**

14	President	Richard G. Thissen
15	Secretary/Treasurer	Jon Dowie

16  
17 **Regional Vice Presidents**

18	Region I	Jim Crawford
19	Region II	Evelyn Kirby
20	Region III	Jerry Janci
21	Region IV	Ed Konys
22	Region V	Carol Ek
23	Region VI	Marshall Richards
24	Region VII	Rodney Adelman
25	Region VIII	Helen Zajac
26	Region IX	Lanny Ross
27	Region X	William (Bill) Shackelford

28  
29 **Staff**

30	NEB Executive Assistant	Marian Uffen
31	NARFE Parliamentarian	Paul Lamb
32	Director of Marketing	Bridget Boel

33  
34 **Guests**

35	E-NARFE Chapter 2363 President	Tom Longo
36	SC Federation Past President	Kathryn Hensley
37	DC Federation President	Randy Clarke
38	CA Federation Past President	Lea Zajac
39	Spouse of RVP Adelman	Gina Adelman
40	Spouse of RVP Janci	Margaret Janci
41	Spouse of RVP Richards	Linda Richards
42	Spouse of RVP Crawford	Jan Crawford

43  
44 NP Thissen began the meeting at 9:00am.

45  
46 Lou Ann Sabatier continued facilitating the strategic plan discussion.

1  
2 Discussion of non-mandatory chapter membership; each RVP gave input on the  
3 feeling from their regions.  
4

5 After a discussion, the following **motion** was presented:

6 **#02-11-15. SUBJECT: Strategic Plan and Support of Optional Chapter**  
7 **Membership. Motion** made by RVP Adelman and 2<sup>nd</sup> by RVP Shackelford “that  
8 the NEB support optional chapter membership strategy and that appropriate  
9 bylaw change be written for presentation to delegates at the 2016 National  
10 Convention.” With a vote of 9 yeas and 2 nays, the **motion** passed.

11 The individual votes are as follows:

<u>YEA</u>	<u>NAY</u>
14 Region I VP Crawford	Region III VP Janci
15 Region II VP Kirby	Region V VP Ek
16 Region IV VP Konys	
17 Region VI VP Richards	
18 Region VII VP Adelman	
19 Region VIII VP Zajac	
20 Region IX VP Ross	
21 Region X VP Shackelford	
22 NS/T Dowie	

23  
24 -----  
25  
26 Discussion of OMOV (One Member One Vote)  
27

28 Following a discussion, the following **motion** was presented:

29 **#03-11-15. SUBJECT: One Member One Vote. Motion** made by RVP  
30 Richards and 2<sup>nd</sup> by RVP Ross “that a resolution be submitted to the 2016  
31 National Convention to change national voting so that all members have one  
32 equal vote. This would mean that any member will be allowed to run for national  
33 office.” With a vote of 9 yeas and 2 nays, the **motion** passed.

34 The individual votes are as follows:

<u>YEA</u>	<u>NAY</u>
37 Region I VP Crawford	Region V VP Ek
38 Region II VP Kirby	Region VIII VP Zajac
39 Region III VP Janci	
40 Region IV VP Konys	
41 Region VI VP Richards	
42 Region VII VP Adelman	
43 Region IX VP Ross	
44 Region X VP Shackelford	
45 NS/T Dowie	

1 -----  
2  
3 Discussion of how RVPs are part of the roles of BOD (Board of Directors)

4  
5 Discussion of dues:

6  
7 Following a discussion, the following **motion** was presented:

8 **#04-11-15. SUBJECT. Dues. Motion** made by RVP Kirby and 2<sup>nd</sup> by RVP  
9 Konys “that the NEB support setting dues by the NEB no more often than  
10 biennially.” With a vote of 7 yeas and 4 nays, the **motion** passed.

11 The individual votes are as follows:

<u>YEA</u>	<u>NAY</u>
14 Region II VP Kirby	Region I VP Crawford
15 Region III VP Janci	Region VII VP Adelman
16 Region IV VP Konys	Region VIII VP Zajac
17 Region V VP Ek	Region X VP Shackelford
18 Region VI VP Richards	
19 Region IX VP Ross	
20 NS/T Dowie	

21  
22 \*At a post-NEB meeting email vote, the following **motion** was substituted for  
23 **#04-11-15:**

24  
25 **#04-11-15. SUBJECT: Dues. Motion** made by RVP Adelman and 2<sup>nd</sup> by NS/T  
26 Dowie “that the NEB support setting dues by the NEB, no more often than  
27 biennially, with any increase not to exceed 10%.” It will be ratified at the next  
28 NEB meeting.

29 -----  
30  
31 Discussion of whether duties of NP, NS/T & Executive Director should be  
32 included in the policy book.

33  
34 Discussion of compensation for RVPs.

35  
36 Discussion of hiring an Executive Director.

37  
38 Following a discussion, the following **motion** was presented:

39 **#05-11-15. SUBJECT: The Need to Hire Executive Director for NARFE.**  
40 **Motion** made by RVP Ross and 2<sup>nd</sup> by RVP Adelman “that we pursue the path to  
41 hire an Executive Director. Actions needed, but not limited, will include a search  
42 group, pay and benefit compensation, etc. We will need to find the way to pay  
43 for the position. With a vote, the **motion** unanimously passed.

44  
45 Continuation of discussion of compensation for RVPs.  
46

1 Continuation of whether duties of NP, NS/T, and Executive Director should be  
2 included in the policy book.

3  
4 Following a discussion, the following **motion** was presented:  
5 **#06-11-15. SUBJECT: Policy Book. Motion** made by RVP Kirby and 2<sup>nd</sup> by  
6 RVP Konys “that the NEB develop and update as needed position descriptions to  
7 be placed in the policy book for the following: National President, National  
8 Secretary/Treasurer, and Executive Director. With a vote, the **motion** passed by  
9 consensus.

10  
11 With no further business, meeting adjourned.

12  
13 -----  
14  
15 **Thursday, November 19, 2015:**  
16 **Call to Order (9:00am) by National President Thissen**  
17 **Moment of Silence**  
18 **Pledge of Allegiance led by RVP Crawford**  
19 **Roll Call NS/T Dowie**

20  
21 **Present:**

22 **National Officers**

23	President	Richard G. Thissen
24	Secretary/Treasurer	Jon Dowie

25  
26 **Regional Vice Presidents**

27	Region I	Jim Crawford
28	Region II	Evelyn Kirby
29	Region III	Jerry Janci
30	Region IV	Ed Konys
31	Region V	Carol Ek
32	Region VI	Marshall Richards
33	Region VII	Rodney Adelman
34	Region VIII	Helen Zajac
35	Region IX	Lanny Ross
36	Region X	William (Bill) Shackelford

37  
38 **Staff**

39	NEB Executive Assistant	Marian Uffen
40	NARFE Parliamentarian	Paul Lamb
41	Director of Legislation	Jessie Klement
42	Director of Marketing	Bridget Boel
43	Deputy Director/Marketing	Monica Williams
44	Deputy Director/New Bus. Devel.	Jennifer Bialek
45	Assistant	Dana Esposito

1 **Guests**

2	E-NARFE Chapter 2363 President	Tom Longo
3	SC Past Federation President	Kathryn Hensley
4	DC Federation President	Randy Clarke
5	CA Past Federation President	Lea Zajac
6	Spouse of RVP Crawford	Jan Crawford

7  
8 NP Thissen called the meeting to order at 9:00am and introduced new  
9 outsourced, parttime HR Director, Carla Mazique. He thanked the board for their  
10 hard work at this meeting.

11  
12 Legislative Director Jessie Klement provided a legislative update, including a look  
13 back at NARFE's accomplishments in 2015, which, to date, was a very  
14 successful year for NARFE. Klement then discussed the department's priorities  
15 in 2016, which will be legislatively brief with the presidential election. She  
16 provided updates on NARFE's media coverage in 2015 (633 hits), the strongest  
17 year for press coverage NARFE has had in recent years. Klement ended her  
18 presentation with an update on reaching NARFE-PAC goals set at the beginning  
19 of the year.

20  
21 The NEB went into Executive Session.

22  
23 The NEB came out of Executive Session, and the following **motion** was  
24 presented:

25 **#07-11-15: SUBJECT: Authorize National Secretary/Treasurer to Pursue**  
26 **Steps to Close a Chapter. Motion** made by RVP Adelman and 2<sup>nd</sup> by RVP  
27 Zajac "that the NEB authorize the National Secretary/Treasurer to correspond  
28 with a troubled chapter to determine compliance with Bylaws and to take  
29 necessary further action. With a vote, the **motion** passed by consensus.

30  
31 Budget & Finance Director Tayo Coker gave presentation of the 2016 budget.

32  
33 After a discussion and Q&A, the following motion was presented:

34 **#08-11-15: SUBJECT: Approval of 2016 Budget. Motion** made by NS/T  
35 Dowie and 2<sup>nd</sup> by RVP Ross to approve the 2016 budget. With a vote, the  
36 **motion** passed by consensus.

37  
38 The board listened in on Legislation webinar.

39  
40 Director Boel discussed membership/marketing to include 2015 membership  
41 drive. 2015 priorities include recruitment, renewals/engagement. Online  
42 advertising continues to perform well, providing both brand exposure and  
43 prospects.

44  
45 Deputy Director Bialek introduced her assistant, Dana Esposito.

1 Deputy Director Williams presented information on federal benefits institute  
2 webinars, which is generating new members. Fundraising, includes holiday  
3 cards and calendars.

4  
5 Bialek spoke about distributing a sponsorship book for 2016, mainly for the  
6 national convention, which includes advertising.

7  
8 2016 National Convention: Duties have been shifted around with the departure  
9 of some employees; changes are being made with preparation for and functions  
10 there. NP Thissen announced the cut-off date for delegate counts will be mid-  
11 January 2016. Looking into new software to assist with registration; onsite  
12 registration will be alphabetical, not by region.

13  
14 NP Thissen addressed convention committees/forms; will be online, except for  
15 approximately 70 chapters that will use paper form, will go to chapter president,  
16 federation president, and RVP, which will go out December 7<sup>th</sup>.

17  
18 NP Thissen invited Lea Zajac as Convention Committee Coordinator to say a few  
19 words about what he's been working on for the upcoming 2016 national  
20 convention.

21  
22 RVP7 Adelman offered a challenge to the other RVPs: to meet or exceed the  
23 participation of Region VII in the monthly Legislative Webinars.

24  
25 With no further business, the meeting adjourned at 5:00pm.

26  
27  
28 **\*\*The next scheduled NEB meeting will be held March 22-24, 2016 at**  
29 **NARFE HQ in Alexandria, VA.**

30  
31  
32  
33  
34  
35 \_\_\_\_\_  
36 Jon Dowie  
37 National Secretary/Treasurer  
38