

NARFE Begins Next Strategic Planning Effort

NARFE is committed to securing the Association’s future. To that end, the National Executive Board (NEB) and NARFE members decided in 2014 to create and biennially update a strategic plan for NARFE. While the mission and vision remains the same, strategic planning helps the organization set priorities, focus energy and resources, identify methods to measure progress and achievement, provide alignment among stakeholders and enable NARFE to adjust to a continually changing environment.

Successful strategic planning for NARFE is predicated on:

- A clear grasp of external opportunities and challenges
- A realistic assessment of NARFE’s strengths and limitations
- An inclusive approach
- An empowered team and committee
- Senior leader involvement
- Clear priorities and steps
- A commitment to change

As the next strategic planning cycle begins, NARFE faces a number of challenges:

Unprecedented legislative threats have the potential for catastrophic outcomes for active and retired federal employees. In 2016, NARFE successfully fought off \$318 billion in cuts to federal pay and benefits introduced in the House budget and \$170 billion in cuts proposed by the Senate. These proposals will serve as blueprints for the new administration and Congress. Our government is emboldened by an electorate that wants drastic action on cost savings and federal debt reduction and a speaker who aspires to reduce the federal deficit and national debt.

Membership growth challenges remain, although recruitment and retention strategies have slowed the pace of declining membership. NARFE’s 2016 year-end membership was 215,760, down 9,798, or 4 percent, from 2015. These numbers reflect continued improvement over the past few years in reducing the net loss of members and attrition rate. Despite progress, significant challenges remain.

The strategic planning team and committee chaired by NARFE National Secretary/Treasurer Jon Dowie met March 8-9 to continue the important work that will lead to a more secure future. The committee defined clear, realistic planning goals as follows: align NARFE resources with the mission of the organization; support membership growth at the local and state level; define minimum roles and responsibilities for leadership, advocacy, member marketing and service in federations; and prioritize national and federation funds to best deliver on its missions. In addition, issues from the 2016 strategic plan deemed worthy of further discussion also will be considered. ●

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Are You Ready to Take Action?

By Ross Apter, Legislative Staff Assistant

Over the course of the next few months, federal workers and retirees will face [unprecedented threats](#) to their earned pay and benefits, increasing the need for NARFE members to speak out. The Legislative Department is hard at work preparing for these threats. Grassroots advocacy will enhance these efforts and could make all the difference when bills come to the floor. When threats turn into legislation, we need all NARFE members to take action.

Legislation will be the primary avenue for threats to your earned pay and benefits. NARFE leaders should keep a close eye on legislation – both introduction and movement – and encourage their members to do so as well. You can easily keep track of bills by periodically checking the NARFE [legislative website](#).

The new and improved NARFE Legislative Action Center is the quickest and easiest tool to combine NARFE members' efforts. A few clicks on your computer will let your legislators know your thoughts on recently introduced legislation. It's as simple as that.

The NARFE Legislative Action Center is filled with prewritten letters that can be sent directly to your legislators. We strongly encourage you to add your personal story to these emails to make a greater impact.

You can use the NARFE Legislative Action Center to be an advocate, learn about key legislation, find your legislators' contact information and even let the NARFE Legislative Department know about meetings and events with your legislators.

Be sure to [familiarize](#) yourself with the Action Center. It's time to take action! Have questions? Contact the Legislative Department at leg@narfe.org. ●

Award-Winning Service Officers

Gene Wiggins was named NARFE's 2017 National Service Officer of the Year

Wiggins was primary service officer last year for Alvin G. Bohley Chapter 1019 in the Illinois Federation. He now serves as the chapter's alternate service officer after stepping down at the end of 2016.

During more than 15 years as a service officer, Wiggins won multiple state and regional awards and earned a reputation as an indispensable leader in the service center, said Bernadine Richter, Chapter 1019 president.

Richter described Wiggins as “our go-to-guy.” Along with his duties as service officer, Wiggins volunteered to develop the chapter's website and serve as webmaster. He also volunteered to step in as Sunshine Chairperson in 2010.

“His unending energy and enthusiasm drives the rest of us to do our best to live up to the NARFE mission of service to others,” Richter said. “His passion for and dedication to our chapter's members and our federal families is truly inspiring.”

The national award is a fitting tribute to a service officer who displayed “steadfast vigilance in caring for our federal family” during a distinguished tenure, she said.

During the annual award cycle, NARFE chapter presidents can submit a written nomination to their federation president on behalf of a service officer. The federation president then selects a federation winner and forwards the name to the regional vice president, who selects regional winners. The national winner is chosen from the regional winners.



The 2017 regional winners are:

Region II: Robert Nakielny, Chapter 1063, Pennsylvania; and Howard Dew, Chapter 1363, Maryland.

Region III: Alva Rawles, Chapter 548, Georgia; and Larry T. Shaff, Chapter 2258, South Carolina.

Region IV: Gene Wiggins, Chapter 1019, Illinois.

Region V: Carol Cowling, Chapter 148, Iowa.

Region VI: Mary Marshall, Chapter 607, Texas.

Region VII: Leon Gordon, Chapter 1400, Arizona; and Suzanne Stewart, Chapter 1085, Colorado.

Region X: Willie Alston, Chapter 105, North Carolina; Shirley Forde, Chapter 685, Virginia; and Lorenzo Tyson, Chapter 519, Tennessee.

New IRS Filing Instructions for All NARFE Chapters and Federations

By Tayo Coker, Budget and Finance Director

The IRS requires all NARFE chapters and federations, without exception, to file a tax return regardless of how much income they earned in 2016. If your organization did not have any taxable income in 2016, you will still need to file Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations*. This form is available only on the internet. Please note that the website address changed on Feb. 29, 2016. If you did not register on the new website after it was launched on that date, you will have to create a new user ID and password to access the new website. The link to the new website appears below.

The IRS will revoke the tax-exempt status of your organization if you fail to file your taxes for three consecutive years. You will have to apply (or reapply) and pay the appropriate user fee to have your tax-exempt status reinstated if it is revoked.

The 990 Filing thresholds for the 2016 tax year are:

1. File a **Form 990-N**, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations*, which is only available online. [Use this form](#) if your federation or chapter had gross receipts in 2016 of \$50,000 or less. Use the Form 990-N Electronic Filing System (e-Postcard) [user guide](#) while registering and filing.
2. File a **Form 990**, *Return of Organization Exempt from Income Tax* (or the short form, **990-EZ**), if your organization had gross receipts greater than \$50,000 but less than \$200,000 and had total assets of less than \$500,000. Organizations with gross receipts of \$200,000 or more, or total assets of \$500,000 or more, must file Form 990 and not the 990-EZ.
3. File a **Form 990-T**, *Exempt Organization Business Income Tax Return*, if your federation or chapter had income (revenue minus cost of goods sold) of \$1,000 or more derived from an activity that was substantially unrelated to its main purpose. The IRS excludes membership dues, interest on dues, bake sales, white elephant sales, etc., but revenue such as advertising income is included in reportable revenue.

Forms 990, 990-EZ and 990-T along with filing instructions are available at your nearest IRS office or [online](#).

As discussed above, chapters and federations that do not meet the requirements for filing the 990 or 990-EZ form must file Form 990-N, also known as the e-Postcard, electronically with the IRS annually. Form 990-N is not available in paper form. It is only available [here](#).

It is important that you know the correct EIN number for your organization. If you do not, contact the Budget and Finance Department at 703-838-7760, ext. 282, or email budfin@narfe.org. Do not use any EIN that ends in "4700" because it belongs only to the parent company, NARFE Headquarters. In addition, if you fill out the more detailed IRS Forms 990-T and 990, you must show NARFE's group exemption, GEN 1599. You also need this number on all correspondence to the IRS. This number identifies your chapter or federation as a subordinate of NARFE under the group exemption letter.

You should provide the name and mailing address of your chapter or federation. Do not use the Alex-

8 Items Needed to Complete the e-Postcard:

1. [Employer Identification Number](#) (EIN), also known as a Taxpayer Identification Number (TIN)
2. [Tax year](#)
3. Legal name and mailing address
4. Any other names by which the organization is known
5. Name and address of a principal officer
6. Organization's website address (if any)
7. Confirmation that the organization's annual [gross receipts](#) were \$50,000 or less
8. If applicable, a statement that the organization has terminated or is terminating (i.e., going out of business)

andria, VA, address of NARFE Headquarters when filing the e-Postcard or any other IRS form. Please use a mailing address where you would like to receive your mail.

The “Principal Officer” of your chapter or federation is your organization’s president or any other chapter or federation officer designated for this purpose. Your principal officer is *not* Richard Thissen, the National President of NARFE.

If a chapter or federation files a Form 990 or Form 990-EZ instead of the e-Postcard (Form 990-N), it must complete the entire return. Incomplete forms will not satisfy the annual filing requirement.

The filing deadline for all IRS forms is the 15th day of the fifth month following the end of your fiscal year. For example, if your fiscal year ends on Dec. 31, 2016, you must file by May 15, 2017.

You can view filed e-Postcards [online](#). The IRS updates this website weekly.

NOTE: NARFE is a 501(c)(5) organization and is exempt from federal income taxes. However, NARFE and its subordinate units are not exempt from state and local sales taxes. ●

Deadline to Renew or Enroll in Federation/Chapter General Liability Insurance is June 5

From: NARFE Budget and Finance Department

The Federation/Chapter General Liability Insurance policy is due to renew on June 16, 2017.

The renewal policy for participating chapters will be written to cover the term beginning June 16, 2017, to June 16, 2018. The annual aggregate limit under the General Liability policy is \$1 million. All chapters share in this limit. We also have a separate \$1 million umbrella policy for a premium increase of \$25 per chapter.

This year, the premium has increased to \$100. If you choose not to participate in the NARFE-sponsored insurance program, an individual general liability policy will cost you an annual premium of \$500. Participants do not have to pay the \$2.42 processing fee per chapter; NARFE Headquarters will cover this fee for all participants.

General Liability coverage is designed to protect the participating federation or chapter as well as its members and authorized volunteers in the event of alleged bodily injury, property damage or negligence during an insured NARFE activity or function. For example: A guest attending a membership meeting at a hotel is injured and alleges NARFE and the hotel were negligent. This policy will protect NARFE in that allegation. The policy does not cover suits brought by one NARFE member against another member. It also does not insure a NARFE member or volunteer if they are injured during a NARFE-sponsored function. Personal health insurance coverage would need to respond.

Chapter and federation officers were emailed the offer letter and enrollment form on March 31. If your chapter or federation needs a copy of the enrollment form, [click here](#) or contact Yonathan Nebiyat at ynebiyat@narfe.org or 703-838-7760, ext. 289/286. You can also mail your request to NARFE Headquarters, attention Budget and Finance.

The enrollment deadline is June 5. Make the check payable to NARFE. ●

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Legislative Update: Panel Approves Changes to Postal Retiree Health Benefits

By John Hatton, Deputy Legislative Director

On March 16, the House Committee on Oversight and Government Reform approved the Postal Reform Act of 2017 (H.R. 756). The bill would force 76,000 current postal retirees to enroll in Medicare Part B or lose their health insurance through the Federal Employees Health Benefits Program (FEHBP). The bill also contains additional reforms aimed at improving Postal Service financing and operations.

NARFE opposes the bill due to changes it would make to postal retiree health benefits.

“There are many solutions to the financial problems facing the U.S. Postal Service, all of which the Committee unfortunately has rejected in favor of balancing the books of the USPS on the backs of its retirees,” NARFE President Richard G. Thissen said in a statement to the press. “In so doing, the legislation forces 76,000 current postal retirees who are satisfied with their current health insurance coverage to pay an additional \$1,600 per year, or more, through Medicare to keep it.”

NARFE also has serious concerns about the perilous precedent it sets for all federal retirees.

“The committee is sending all retirees a very dangerous message with approval of this bill – we can, and will, change your retirement benefits, after you’ve retired and are living on fixed incomes, without regard to whether or not you can afford it,” Thissen said.

At its March 16 markup, the committee approved the bill by a voice vote despite NARFE’s opposition. A few committee members expressed a desire to modify the mandatory Medicare provisions of the bill to provide a limited hardship exemption. Previous proposals to do so have been narrowly crafted, relied on Postal Service approval and have not yet been incorporated into the bill, however.

Given the Medicare provisions, the legislation also must be approved by two other House committees before moving to the floor. Please take a moment to use the [NARFE Legislative Action Center](#) to send a message to your representative to express opposition to the bill in its current form. ●



Speakers Call for Activism at NARFE Legislative Training Conference

By Gary Gately, LTC Conference Summary

Lawmakers and presenters at the 2017 NARFE Legislative Training Conference in Alexandria, Virginia, advocated for grassroots activism to fight against the unprecedented threats facing federal employees and retirees.

The March 12-15 conference drew more than 300 participants, 170 of whom attended for the first time, representing 47 states, the District of Columbia and Puerto Rico.

“While we have faced challenges in the past, the stars have never quite lined up in the way they do this year with a new president and a new Congress,” NARFE President Richard G. Thissen said. “Those stars are now aligned to make drastic cuts to the pay and benefits you have rightfully earned. Our success during this congressional session will depend on how much you get involved.”

The biennial NARFE conference featured advice on battling proposals that would harm federal employees and retirees. Speakers included members of Congress, key congressional aides, grassroots and budget experts, and leaders from NARFE and the Federal Managers Association.

During the conference, participants also learned about the new NARFE Legislative Action Center and gained an overview of NARFE-PAC, which they supported with an infusion of \$4,414 in one-time contributions. A total of 24 people joined the Sustainer program, giving \$322 per month, or \$7,728 over a two-year period.

NARFE has been lobbying recently against increases to current federal employees’ retirement contributions, higher premiums for the Federal Employees Health Benefits Program (FEHBP), devastating changes to the formula for the Thrift Savings Plan G Fund, and possible elimination of the Federal Employees Retirement System (FERS) for new hires. The organization also opposes the Postal Reform Act, H.R. 756, which would force 76,000 postal retirees to enroll in Medicare — at a cost of \$1,600 apiece per year, or more, Thissen said.

One key strategy that congressional leaders may use to advance their fiscal policy agenda this year is budget reconciliation, said David Reich, a senior fellow at the Center on Budget and Policy Priorities.

Created by the Congressional Budget Act of 1974, reconciliation is a fast-track process that can be used to enact considerable budget changes. This year, reconciliation likely will be used as a deficit reduction measure by cutting programs, such as pensions for federal employees and retirees, Reich said.

Trump's budget blueprint calls for an increase in defense spending with cuts to most federal agencies, including a 29 percent cut to the State Department.

At the conference, three House Democrats – Don Beyer of Virginia and Anthony Brown and Jamie Raskin of Maryland – joined House Republicans Barbara Comstock and Rob Wittman of Virginia along with Sen. Heidi Heitkamp, D-ND, in voicing support for federal employees and opposition to cutbacks.

Rep. Derek Kilmer, D-WA, also expressed his support for federal workers and retirees during a post-conference reception. Two strong supporters of NARFE, Sen. Mark Warner, D-VA, and Rep. Gerald E. Connolly, D-VA, stopped by the reception as well. Warner did not shy away from the fights that NARFE will face.

“You’ve always had my back,” Warner said. “I’ll always have your back on pay, retirement and making sure that the bargain that was cut is honored.” ●

Advocacy Doesn't Stop Once You Leave Washington

By Molly Checksfield, Grassroots Program Manager

Now that you've returned home from the Legislative Training Conference, there's no better time to create a game plan that mobilizes your federation around NARFE's advocacy efforts. Here are a few ideas. Didn't attend the conference? These tips, with a few modifications, can be carried out easily by all NARFE members.

- **Share what you learned with your fellow NARFE members.** At the conference, you sharpened your advocacy skills and discussed best practices with other NARFE members. This knowledge is beneficial for all NARFE members. Consider briefing members at your organization's next meeting or writing an article in your newsletter discussing takeaways from the conference.
- **Schedule follow-up meetings with your legislators by June 30!** Refer to your notes and highlight what legislators or their staff said in support or opposition to NARFE's legislative priorities. When you follow up at the district or state level, you'll be prepared to discuss their positions. This will show your dedication to NARFE's mission. Staying on message is crucial to enlightening legislators about NARFE's stance on issues. If you didn't attend the conference, you should still aim to schedule a meeting with your legislator by June 30. Touch base with members in your congressional district to see if a meeting has been scheduled or reach out to the legislative staff to help coordinate.
- **Send a customized letter to your legislators.** Use the new [NARFE Legislative Action Center](#) to ask their support for specific bills. Tell a friend to send letters as well! The more your legislators hear how legislation affects the federal community, the better!
- **Stay up-to-date on events.** Connect face-to-face with your legislators whenever possible. For example, many members of Congress will take part in upcoming Memorial Day parades within their district. That's a great opportunity to meet again and ask for their support or opposition to legislation. Consider signing up on your legislator's website to receive newsletters or calling their office to ask about upcoming events. Attend town halls and events that your legislator is hosting with a group of your fellow federation members to attend with you – just remember to wear your NARFE gear!
- **Look for targeted action alerts.** Subscribe to NARFE's daily clips and read the weekly Legislative Hotline to stay abreast of upcoming call-in days and targeted letter-writing campaigns.



These strategies can help us build stronger alliances in Congress as we band together to protect your earned pay and benefits. Questions? Contact leg@narfe.org. ●

Celebrate Public Service Recognition Week, May 7-13



Public Service Recognition Week (PSRW), beginning on the first Sunday of May, has been celebrated annually since 1985 to honor the millions of men and women who serve our nation as federal, state, county and local government employees. The event is sponsored annually by NARFE and other member organizations of the Public Employees Roundtable.

On Sunday, May 7, the fifth annual Public Service Charity 5K Run/Walk will be held in Washington, D.C., to kick off the week of celebration. Not able to make it to the nation's capital? You can [participate locally](#) in the race by forming teams to run or walk together in your hometown. All proceeds from the event support civilian federal and postal workers through the Federal Employee Education and Assistance Fund (FEEA).

Want to show public support for civil servants? NARFE members are encouraged to submit a [letter to the editor](#) to their local newspaper recognizing the great work federal employees do for our country. Share your story of service and all the good that comes from public employees' work.

For other great ideas, including information on the Public Service 5K run/walk and to access a variety of resources, visit the Celebration Toolkit page on the [PSRW website](#). ●

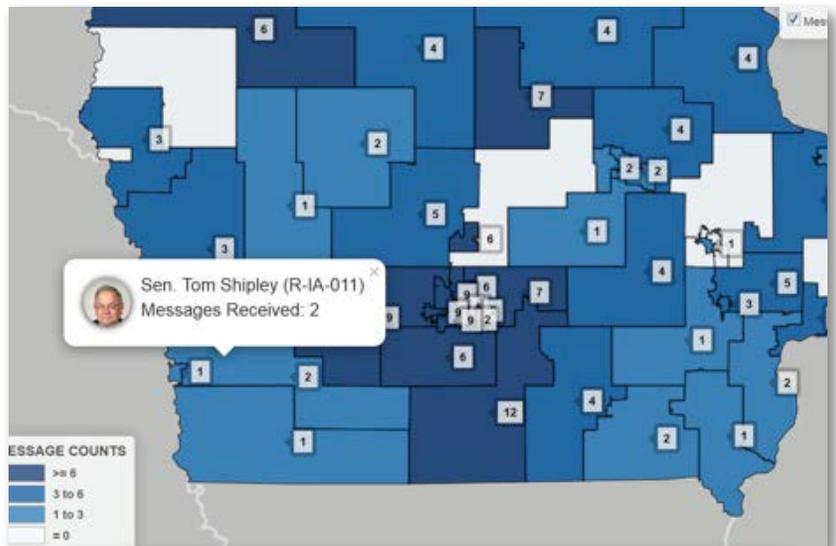


State Legislative Advocacy: Under the Domes

By Chris Farrell, Senior Analyst, 571-483-1265, cfarrell@narfe.org

Iowa Federation Blazes Trail

NARFE's new [Legislative Action Center](#) allows federation leaders to post Action Alerts visible only to members in their state. Our Iowa Federation was the first out of the gate. Iowa's State Legislative Officer, Dorman Otte, wrote a letter in support of legislation, [SF 34](#) and [SF 36](#), to gradually increase the state income tax exemption for eligible seniors. Otte first pursued traditional (offline) requests to chapter officers with no way of knowing how much traffic was being generated. Next, Otte and Iowa Federation President Bruce Coleman opted for an online process using the Action Center. Emails were sent to 1,287 of Iowa's chapter and national members. In less than a week, 146 messages were delivered to Iowa state senators as shown on the map at right. Simultaneously, Otte led a small but determined group of NARFE members to the statehouse in Des Moines, calling it "NARFE on the Hill!" While playing defense in Congress, Iowa motivated mostly new e-advocates to go on the offense with state legislators.



Iowa Senate Districts and the Number of Emails in Support of State Income Tax Legislation

California Leaders Harness Legislative Action Center

On March 21, leaders of our California State Federation of Chapters invited 7,484 members in California to contact their congressional and state officials:

TO: Fellow NARFE Members in California

FROM: Michael Bandiera, State Legislative Chair and George Ramirez, National Legislative Chair

Californians pay our federal and state elected officials handsomely and equip them with tools to keep us informed. Today, we ask you to send the text (which you can easily edit) to your federal AND state elected officials. Our federal AND state legislators need to be accountable, which begins by keeping their constituents informed.

For information about the California State Federation of Chapters, including our upcoming convention, use our website: <http://csfcnarfe.org/conv.html>.

Similar to the experience in Iowa, 74 percent of those who responded were new to using the Action Center. In the first few days, 155 members sent 1,084 messages to their elected officials.

Weekly Resource for State Advocacy

NARFE NewsWatch is emailed every Tuesday to members whose email address is on file at NARFE Headquarters. Each issue contains State News, an article or resource for state advocates. Chapter and Federation State Legislative Officers can use this information in newsletters. Here's a sample.

Each edition of *NewsWatch* is also posted on our [website](#) and allows users to "Search Past Issues." If you'd like a collection of the State News segments, send an email to cfarrell@narfe.org with "State News" in the subject line.

State Advocacy Presentation at LTC 2017

A state advocacy presentation was offered concurrently with three other sessions during the 2017 Legislative Training Conference (LTC). A PowerPoint presentation launched a conversation with 40 experienced and novice state advocates. Like the breakout [presentations](#), the PowerPoint presentation was posted on our [website](#).

Offer You Can't Refuse

If the Iowa and California initiatives sound interesting, imitation is the sincerest form of flattery. Federation leaders will make the final call but assistance is available. Contact me at cfarrell@narfe.org or 571-483-1265. ●

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NARFE in the News

Since January, NARFE appeared in 35 articles by national, state and online news outlets. Much of the news focused on the threats facing federal employees and retirees under a new administration.

The Washington Post, *The Wall Street Journal* and *Yahoo News* each featured the organization this quarter.

NARFE was also mentioned in six stories by *GovExec*, eight by *FedSmith* and 10 by *Federal News Radio*. *Government Matters*, *Federal Times*, *WLUC*, *Military.com* and *Human Resource Executive Online* featured NARFE leadership as well.

Each issue of the quarterly *NARFE Insider* includes a selection of major media coverage and occasionally local news coverage generated by chapters and federations. Here are the top stories from around the web:

TRUMP CAMPAIGN AGAINST BUREAUCRACY ALARMS FEDERAL WORKERS

Yahoo News – January 26

Quotes from NARFE Legislative Director Jessica Klement

BLAME CONGRESS, NOT THE CAREER CIVIL SERVICE

The Wall Street Journal – February 2 (Subscription Required)

Letter to the editor from NARFE President Richard Thissen

HOUSE PANEL DISPLAYS BIPARTISAN UNITY OVER BILL TO SAVE POSTAL SERVICE FROM FINANCIAL RUIN

The Washington Post – February 8

Quotes from President Thissen

ANXIETY, FEAR, UNCERTAINTY MARK FEDERAL EMPLOYEES AWAITING TRUMP'S BUDGET

The Washington Post – March 16

Featuring President Thissen

LETTER OF THE WEEK: BIGGER POPULATION, FLAT SSA WORKFORCE

The Kansas City Star – March 27

Letter to the editor from a NARFE member ●

Passages

Edwin S. Nutbrown, *Former Region IX Field Vice President*

Edwin Stuart Nutbrown of Vancouver, Washington, died June 9, 2015. He was 95. A native of Lebanon, Oregon, Nutbrown was a World War II Army veteran and a graduate of Northwestern College of Law. A career federal employee, he worked for the U.S. Civil Service Commission and the Bonneville Power Administration. He joined NARFE in 1975 and served in various positions, including one term as Oregon Federation president and two terms (1989-92) as Region IX Field Vice President. He is survived by his daughter, Lori Nutbrown.



Linda M. Connelly, *Former Arizona Federation President*

Linda Mae Connelly of Mesa, Arizona, died April 2, 2017. She was 78. A native of Joliet, Illinois, Connelly graduated from Joliet Junior College and later served in the Air Force. She joined NARFE as a retired federal employee in 1992 and was active in her chapter and federation. She served two times as Arizona Federation President. Connelly was an enthusiastic volunteer at the Mesa Chamber of Commerce and enjoyed traveling, reading and spending time with family and friends. She is survived by her daughter, Kimberly Hammer; her son, John "JR" Connelly; and other family members.

NARFE National Executive Board Meeting Minutes

March 10-12, 2017 Hilton Mark Center Hotel, Alexandria, Virginia

Friday, March 10, 2017

Call to Order

Pledge of Allegiance

Moment of Silence

Roll Call

Presentation of the Agenda

Present:

National Officers

President Richard G. Thissen
Secretary/Treasurer Jon Dowie

Regional Vice Presidents

Region I James P. Crawford
Region II Evelyn Kirby
Region III Clarence Robinson
Region IV Edward J. Konys
Region V Carol R. Ek
Region VI Marshall L. Richards
Region VII Rodney L. Adelman
Region VIII Helen L. Zajac
Region IX Richard Wilson
Region X William Shackelford

Staff

Director of Marketing Bridget Boel
Deputy Director of New Business Development
Jennifer Bialek
Deputy Director of Membership Marketing
Monica Williams
Director of Information Technology Dan Hidayat
Director of Federal Benefits Service David Snell
NEB Executive Assistant Lynette Green

Guests

California Federation Past President Lea Zajac
Florida Federation Past President Kenneth Thomas
Region III FEEA Coordinator Arlette Thomas
District of Columbia Federation President
Randolph Clarke
Oregon Federation President Linda Silverio
Spouse of RVP Adelman Gina Adelman
Iowa Federation President Bruce Coleman
Colorado Federation President Theodore Van Hintum
South Carolina Federation Past President Kathryn Hensley
Mississippi Federation President Mary Pierson
Mississippi Federation Officer Donald Pierson

National President (NP) Thissen called the meeting to order at 9:06 a.m. Guests were introduced by respective RVP.

Director of Marketing Bridget Boel's PowerPoint presentation consisted of a Marketing Department Update, which included an overview of membership: 2016 Year End, 2016 Webinars, and Challenges; New Business Development: 2016 Year End, Major 2017 Initiatives, and Challenges; and Fundraising: 2016 Year End and Challenges. Q&A session followed the presentation. (PowerPoint on the NARFE website and on file).

RVP Konys brought up the issue of federations contacting their local sponsorship representatives. He suggested discussing this at the 2017 Federation Presidents Meeting.

RVP Crawford suggested webinar training by Jennifer/Bridget on convention sponsorship for those responsible for convention planning on the federation level.

RVP Kirby brought up the issue of lack of information given to new incoming federation presidents by some outgoing ones.

RVP Shackelford suggested that the webinar training presentations take place during regional conferences.

Deputy Director of Membership Marketing Monica Williams' PowerPoint presentation included an overview of Membership Acquisition. Q&A session followed the presentation. (PowerPoint on the NARFE website and on file).

Deputy Director of New Business Development Jennifer Bialek's PowerPoint presentation included an overview of the 2017 Affinity Partners: Three New Partners in the First Two Months of 2017 and

Making Up for Fatiguing Partners; 2017 Sponsorship: Planning for a 25 percent growth in non-dues revenue and Breakdown of Expected Growth. Q&A session followed the presentation. (PowerPoint on the NARFE website and on file).

RVP Kirby asked during the presentation for a pricing scale for Affinity Partners Sponsorship at Federation Conventions from Deputy Director of New Business Development Jennifer Bialek.

Director of Information Technology Dan Hidayat's presentation covered Database Migration Updates. Q&A session followed the presentation. (Database Migration Updates Handout on file).

Director of Marketing Bridget Boel provided a refresher on updated membership recruitment and renewal application forms. Also, she addressed field recruiting challenges. (Updated membership application forms on file). A discussion concerning the challenges with the membership application forms followed. Additionally, optional chapter membership and federation's responsibility to chapter and non-chapter members was briefly discussed.

Federal Benefits update given by Director of Federal Benefits Service David Snell. The topics that were briefly covered included Services to NARFE Members: Issues with contacting OPM and Updates on NARFE website and manuals; Bolstering NARFE's Brand: Coordinating Efforts with SHIP (Senior Health Insurance Program); Working with OPM: Backlog of Retirement Benefit Processing and Survivor Benefit Processing; Federation Service Officers Support; and Service Officer of the Year. Additionally, a discussion concerning the state of the Service Officers followed. The update was followed by a Q&A session. (Federal Benefits Service Department Report on file).

RVP Adelman restated Director Snell's point that the most important function of the federation service officer is to train the chapter service officer. However, he views their most important function now is servicing the national members in the federation. Director Snell stated that the members will not call the local chapter but the federation now. He stated that this year aid will be created for the federation service officers.

NP Thissen opened up the floor for discussions concerning the National Service Officers Award.

The board discussed both the necessity of the National Service Officer of the Year Award and service officers.

After discussion, the following motion was presented: **#01-03-17. SUBJECT: National Service Officer of the Year Award. Motion** made by RVP Shackelford and seconded by RVP Konys that the Service Officer of the Year Award for 2017 be continued for this year as described in communication from NARFE Headquarters in December 2016. With a vote of 9-2, this **motion passed**. NP Thissen abstained from voting.

<u>YEA</u>	<u>NAY</u>
Region I VP Crawford	Region VI VP Richards
Region II VP Kirby	NS/T Dowie
Region III VP Robinson	
Region IV VP Konys	
Region V VP Ek	
Region VII VP Adelman	
Region VIII VP Zajac	
Region IX VP Wilson	
Region X VP Shackelford	

Discussion continued concerning the state of service officers and possibly reinforcing NARFE Headquarters Federal Benefits Service Department with additional staff.

RVP Shackelford suggested possible regional service officers that will work in conjunction with the NARFE Headquarters Federal Benefits Service Department as an interim solution to the shortage of

service officers in the chapters and federations.

NS/T Dowie introduced the Strategic Planning Committee members present during the meeting.

NS/T Dowie provided the NEB with a recap on the Unaudited 2016 Financial Statements, update on the chapter which NEB delegated authority to NS/T Dowie to close, and the Strategic Planning process (Unaudited 2016 Financial Statements on file).

Additionally, the NEB discussed budgetary information concerning the funds of closed chapters. NP Thissen reiterated a point from a previous board meeting concerning the benefits of every chapter and federation opening bank accounts at InFirst Federal Credit Union. He further discussed sending a direct transfer (ACH) to InFirst Federal Credit Union once a month in order to allow us to know the location of the initial funds. NP Thissen suggested that this is something that may have to be revisited in the future.

NP Thissen provided an update on the Executive Director hiring process.

With no further business, the meeting adjourned at 4:54 pm.

Saturday, March 11, 2017

Call to Order

Pledge of Allegiance

Moment of Silence

Roll Call

Presentation of the Agenda

Present:

National Officers

President Richard G. Thissen
Secretary/Treasurer Jon Dowie

Regional Vice Presidents

Region I James P. Crawford
Region II Evelyn Kirby
Region III Clarence Robinson
Region IV Edward J. Konys
Region V Carol R. Ek
Region VI Marshall L. Richards
Region VII Rodney L. Adelman

Region VIII Helen L. Zajac
Region IX Richard Wilson
Region X William Shackelford

Staff

NEB Executive Assistant Lynette Green

Guests

California Federation Past President Lea Zajac
Florida Federation Past President Kenneth Thomas
Region III FEEA Coordinator Arlette Thomas
District of Columbia Federation President
Randolph Clarke
Spouse of RVP Adelman Gina Adelman
Colorado Federation President Theodore Van Hintum
Mississippi Federation President Mary Pierson
Mississippi Federation Donald Pierson
Virginia Federation Past President Ann Collins
South Carolina Federation Past President Kathryn Hensley
Chapter 32 Spokane, Washington, Phillip Moyle

NP Thissen called the meeting to order at 9 a.m. Guests were introduced by respective RVP.

NP Thissen provided the NEB with new, reinstatement, national and deceased members data to guide the discussion into Implementation of One Member/One Vote and Optional Chapter Membership (OMOV and OCM); Current status Chapter Members versus National Members; and Discussion of New Federation Bylaws Format. He then opened up the floor for discussion and for each RVP to report on progress in the federations within their regions.

Each RVP reported on the progress within their respective regions.

RVP Crawford raised the question: When do we expect the federations to revise their bylaws to reflect OMOV and OCM? He pointed out that originally it was understood that those that have a convention every two years will not be able to implement for another year and a half.

NS/T Dowie stated federations' bylaws compliance with OMOV and OCM should occur by January 1, 2018, for those with meetings in 2017. For those with meetings in 2018, federations' bylaws should be modified by January 1, 2019.

NP Thissen pointed out the per capita issue that RVP Ek brought up during her report. He stated that now the federations get 10 percent money for members who either live in the area or are a member of a chapter in their area. Chapters within their federations have to pay a certain amount per capita. He pointed out that when the federation charges a chapter per capita, they have to explain the benefit that the chapter will receive for paying the per capita.

NS/T Dowie stated that he included per capita in the Federation Bylaws Template because across the spectrum some federations have the per capita in their bylaws. He further stated that he would sign federation bylaws that did not have per capita and did not address affiliated chapters. Under the new bylaws, chapters will pay their per capita. Now each individual member of the chapter, not the chapter, will vote.

Discussion concerning New Federation Bylaws Format and per capita dues continued.

RVPs reporting on the progress within their respective regions continued.

During discussion concerning 10 percent funds, RVP Kirby asked does the NEB, the NS/T, or NP have the right to stop sending 10 percent money for national members if they are not being supported by their federation. NS/T Dowie answered no, because the National Bylaws in two specific places refer to 10 percent money. NP Thissen added that the National Bylaws state that we will send 10 percent of the funds to the federations. RVP Kirby asked about a possible sanction in the National Bylaws stating that if you do not support national members then you do not get the 10 percent.

NS/T Dowie pointed out that “support” would have to be defined, and the person conducting the audit would have to be qualified and independent. He stated that after January 1, 2019, the NEB could pull the federation charter if they refuse to give support to national members.

Discussion of 10 percent funding and support of national members continued. Additionally, implementation of OMOV, implementation of OCM and various voting options was discussed.

RVPs reporting on the progress within their respective regions concluded.

Topics mentioned during the RVPs’ reports included: concerns with and pushback of OMOV and OCM implementation; revision of federations’ bylaws; financial concerns of federations servicing national members; 10 percent funding concerns; chapter membership not matching the state in which member resides; federation officers’ ability to handle duties; federation conventions; per capita dues; and cost of sending out voting ballots.

NP Thissen addressed the point brought up in RVP Richards’ reporting concerning DC Code’s annual meeting requirements. He stated that the annual meeting for National is either the Federation President Meeting or the Legislative Conference. As long as you have a gathering and notify the members, it satisfies the requirement of annual meeting under the DC Code.

NS/T Dowie stated that *Robert’s Rules of Order Newly Revised* gives guidance for annual meetings.

Discussed the annual meeting requirement.

NS/T Dowie reiterated that the New Federation Bylaws Template is a guide. The wording is not mandatory as long as it addresses OMOV. He stated that he did not specify how the federations are to vote because it does not have to be in the bylaws. He stated that it is the opportunity to vote. Also, he discussed ballot distribution and voting methods.

Discussion concerning the voting process and *narfe* magazine deadlines.

NP Thissen redirected the discussion to the chapter bylaws format.

NS/T Dowie discussed the changes made to the chapter bylaws format. Additionally, he discussed chapter level audits and signatory on bank accounts of chapters.

NP Thissen discussed the issues chapters have in opening bank accounts and the benefit of chapters opening an account with InFirst Federal Credit Union.

Briefly discussed the chapter audited reports.

NP Thissen directed the discussion to the financial and leadership health of the federations.

Briefly discussed the supplemental funds received by federations.

NP Thissen asked the board to give the number of federations in trouble in their region. Each RVP provided information concerning the troubled federations in their respective regions.

Discussion of the supplemental funds received by federations continued. Additionally, the board discussed federations with large bank accounts.

NS/T Dowie stated that the Strategic Planning Committee suggested sending out guidelines for federations' funds. The guidelines would recommend spending 70-90 percent of budget on NARFE's objectives, which are advocacy and service.

Briefly discussed the availability and cost of ballot distribution. Ideas for ballot distribution include mail, email, use of online election software (i.e. Election Buddy), and absentee ballots upon request.

Discussion concerning federations with large bank accounts continued.

NP Thissen directed the discussion to procedures for closing/merging federations. He stated that the point was brought up in the November 2016 NEB meeting and that procedures for closing/merging federations have not been developed. NP Thissen stated that both he and NS/T Dowie believe that a federation is needed in every state. He pointed out that the Strategic Planning Committee is addressing what is the minimum needed in order to keep an entity in each state. It is needed from a legislative standpoint.

NS/T Dowie stated that the Strategic Planning Team and Committee are just starting to address this issue. In order to accomplish our number one mission goal, which is advocacy, we need an organization at the state level.

RVP Shackelford alluded to the FON (Future Of NARFE) Committee's suggestion concerning the expansion of the Congressional District and Senatorial Liaison Program, which could be viewed in the structure examination.

NS/T Dowie briefly discussed the minimum that can be done to provide the best service to NARFE members.

Briefly discussed updating the database with members' email addresses.

RVP Crawford noted that support by the national officers for the concept of merging federations seems to be waning. NP Thissen stated that it is complex because of the requirement of Congressional contacts. He discussed additional complexities with merging federations. RVP Crawford expressed the belief that no significant legislative advocacy would be lost if two federations were merged. NP Thissen suggested that the Strategic Planning Committee also address what happens if a federation has to merge in light of RVP Crawford's concerns.

NS/T Dowie stated that he would have the Committee address not merging federations first and then add merging of federations at the end.

Briefly discussed the merging of federations and marketing techniques to new members.

NP Thissen stated that there is a need for guidance on merging of federations. He then directed the discussion to the financial and leadership health of the chapters.

NS/T Dowie gave the number of closed chapters as 128 during his tenure as NS/T.

The board discussed the effect of the nation's political divide on NARFE's membership and legislative agenda.

NP Thissen discussed the speakers for the Legislative Conference.

Discussion turned back to saving chapters.

Revisited the Executive Director hiring process. NP Thissen gave an overview, explained the organizational structure after the Executive Director is hired, the interviewing schedule, and addressed questions from the board concerning the Executive Director hiring process. NP Thissen stated that the board would determine the Executive Director salary.

With no further business, the meeting adjourned at 4:36 pm.

Sunday, March 12, 2017

Call to Order

Pledge of Allegiance

Moment of Silence

Roll Call

Presentation of the Agenda

Present:

National Officers

President Richard G. Thissen

Secretary/Treasurer Jon Dowie

Regional Vice Presidents

Region I James P. Crawford

Region II Evelyn Kirby

Region III Clarence Robinson

Region IV Edward J. Konys

Region V Carol R. Ek

Region VI Marshall L. Richards

Region VII Rodney L. Adelman

Region VIII Helen L. Zajac

Region IX Richard Wilson

Region X William Shackelford

Staff

Director of Marketing Bridget Boel

Director of Legislation Jessica Klement

NEB Executive Assistant Lynette Green

Guests

California Federation Past President Lea Zajac

Spouse of NS/T Dowie Donzleigh Dowie

Spouse of RVP Adelman Gina Adelman

Florida Federation Past President Kenneth Thomas

Region III FEEA Coordinator Arlette Thomas

District of Columbia Federation President

Randolph Clarke

Colorado Federation President Theodore Van

Hintum

Arizona Federation President Etta Bryant

Arizona District Vice President Coral Van Hooser

New Mexico Federation Vice President Sharon

Reese

Past South Carolina Federation President Kathryn

Hensley

Alaska Federation President Malin Babcock

Oregon Federation President Linda Silverio

Chapter 893 Past President Deanna Shepard

Virginia Federation Past President Ann Collins

NP Thissen called the meeting to order at 9 a.m. Guests were introduced by respective RVP.

NP Thissen started with brief comments concerning the Strategic Planning process. He then turned it over to NS/T Dowie to lead the discussion on the Strategic Planning process.

NS/T Dowie gave an overview of the Strategic Planning Committee meeting on March 8-9, 2017, and the Strategic Planning process. He specifically talked through the documents contained in the Strategic Planning Committee binder: the NARFE Situational Analysis document and audit management letter. NS/T Dowie allowed two members of the Strategic Planning Team to offer comments.

NS/T Dowie continued with the discussion of the topics addressed during the Strategic Planning Committee meeting. He pointed out that the NEB wants the Strategic Planning Committee to look at more alternatives for addressing troubled federations. He then opened up the floor for discussion.

NS/T Dowie responded to RVP Adelman's request concerning the timeline of the Strategic Planning Committee. He stated that by May 31, 2017, the Committee will be finished.

The board discussed the 10 percent fund, budgets of federations and the need for guidance on spending on the core mission.

Director Boel discussed items focused on during the Strategic Planning Committee meeting.

NS/T Dowie mentioned a question brought up during the Strategic Planning Committee meeting.

The question was: should the NS/T or the NEB put out guidance to every federation concerning spending on our core mission which is advocacy? He further offered: Is the federation at least spending 50 percent, 60 percent, or 90 percent of funds on that mission?

NS/T Dowie discussed the Carry Over Items To Address document from the Strategic Planning Committee meeting.

Discussion concerning the 10 percent fund, budgets of federations and the need for guidance on spending on core mission concluded. Points addressed during the discussion: possibly having the NS/T come out and review the budgets of various federations; demanding more information before distributing the matching funds and better feedback after on what was accomplished; ensuring that federations do not have more than \$10,000 and/or one year of budget in reserve; and general guidance for spending on advocacy for small, medium and large federations.

After discussion, the board decided that a subcommittee on finance be established. RVP Kirby drafted the motion.

Conversation was suspended concerning Strategic Planning Committee until after Legislative Conference update.

Director of Legislation Jessica Klement gave an update on the 2017 Legislative Training Conference. She stated that there will be 303 attendees. She gave a breakdown of state and regional attendees to the 2017 Legislative Training Conference. Director Klement gave a brief overview of the Legislative Conference opening presentation and a legislative update.

NP Thissen read the motion presented by the NEB. After discussion, the following motion was presented: **#02-03-17. SUBJECT: National Executive Board Subcommittee on Finances. Motion** made by RVP Kirby and seconded by RVP Shackelford that the NEB authorize the President to appoint NEB members to a subcommittee to study issues and recommend proposals regarding the mission-related budgeting and use of funds, including 10 percent funds spoken to in the Bylaws Article I, Section 3, E., and supplemental funds as described in the NARFE procedural manual. With an 11-0 vote, this **motion passed**. NP Thissen abstained from voting.

YEA

NAY

Region I VP Crawford
Region II VP Kirby
Region III VP Robinson
Region IV VP Konys
Region V VP Ek
Region VI VP Richards
Region VII VP Adelman
Region VIII VP Zajac
Region IX VP Wilson
Region X VP Shackelford
NS/T Dowie

NP Thissen directed the conversation back to the Strategic Planning Committee. He asked the board if there were any additional topics that should be addressed by this year's Strategic Planning Committee. He then turned the discussion over to NS/T Dowie, who opened up the floor for discussion on additional topics.

RVP Adelman brought up the branding study recommendation from the FON (Future of NARFE) Committee, which addressed branding and name change.

Director Boel gave an explanation of the market research studies on branding and stated that further discussion will be deferred until the Executive Director is in place. She pointed out that she is currently compiling an overview of the Association and the lack of branding visually.

The board discussed ensuring uniformity through branding and website templates. Additionally, discussion centered on the best level, locally or nationally, to handle website maintenance. After discussion, the board determined that the Strategic Planning Committee could address the issue of branding.

Brief discussion centered on the utilization of volunteers and interns on the National level. After discussion, NS/T Dowie stated that the suggested use of graduate research students in addressing in-depth topics should be deferred until after the Executive Director comes on board.

Discussed the level of trust within the organization and its importance. Also, discussed the Executive Director hiring process.

RVP Kirby addressed a previously discussed point of chapter-level audit reports. She stated that chapter-level audit reports do not need to be sent to NS/T Dowie. However, federation-level audit reports should be sent to NS/T Dowie.

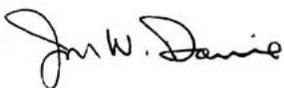
NP Thissen allowed each RVP to introduce each of their respective guests. NP Thissen asked the board for any concerns of possibly increasing the benefits package of the Executive Director. He then opened up the floor for each RVP to address any issues. NP Thissen further addressed any questions and concerns about the Executive Director hiring process.

The open session of the NEB meeting adjourned at 1:56 p.m.

The NEB closed-session business meeting without the presence of NP Thissen was called to order at 2:08 p.m.

With no further business, the NEB closed-session business meeting adjourned at 3:43 p.m.

*** The next NEB meeting will be held in conjunction with the Federation Presidents Meeting at the Hyatt Regency Hotel in Jacksonville, Florida, on July 10-14, 2017.**



Jon Dowie
National Secretary/Treasurer

NARFE Insider is posted on the website, www.NARFE.org

The following members receive *NARFE Insider* for NARFE Leaders: Officer codes 1-Chapter President, 2-Chapter Vice President, 3-Chapter Secretary, 4-Chapter Treasurer, 5-Chapter Secretary/Treasurer, 6-Chapter Legislative Officer/National, 7-Chapter Membership Chair, 8-Chapter Public Relations, 9-Chapter Service Officer, 11-Chapter Editor, 12-Chapter Alzheimer's Chair, 13-Chapter NARFE-PAC Officer, 14-Chapter Financial Secretary, 15-Chapter Other, 16-Chapter Net Coordinator, 17-Chapter Legislative Officer/State, 20-Federation President, 21-Federation Executive Vice President, 22-Federation Vice President, 23-Federation Secretary, 24-Federation Treasurer, 25-Federation Secretary/Treasurer, 26-Federation Legislative Chair/National, 28-Federation Legislative Chair/State, 29-Federation PR, 31-Federation Service Officer, 33-Federation Membership Chair, 34-Federation Editor, 35-Federation Alzheimer's Chair, 36-Federation NARFE-PAC Coordinator, 37-Federation Immediate Past President, 38-Federation Other, 39-Federation Executive Committee, 40-Pre-Retirement Speaker, 41-Federation Net Coordinator, 42-FEEA Coordinator, 43-Federation Area Officer, 44-Regional Alzheimer's Coordinator, 45-Regional FEEA Coordinator, 49-Regional Vice President, 50-Immediate Past Regional Vice President, 51-National Officer, 52-Past National Officer