



**Executive Board Meeting
March 6, 2015**

On Friday, March 6, 2015, the NARFE Florida, Inc. (NFI) Executive Board met via GoToMeeting. President Jane Lemley called the meeting to order at 1:08 pm and referred to her agenda (copy attached). Invocation was given by District 6 Vice President (DVP-6) Felicia Bradley. Pledge of Allegiance was led by Executive Vice President (EVP) Terry Zitek. Secretary Busch conducted roll call. Board members in attendance were:

President Jane Lemley
Executive Vice President Terry Zitek
Vice President William Leatham
Secretary Pamela Busch
Treasurer Patricia Staley
District 1 Vice President Robert Shaw
District 2 Vice President Richard Carroll
District 3 Vice President Bernice (Virginia) Comella
District 4 Vice President Eleanor Aungst – not present
District 5 Vice President Roland Moore – not present
District 6 Vice President Felicia Bradley
District 7 Vice President – Steve Sax (Chapter 1552) represented Don Stewart
District 8 Vice President Ronald Cibolski

President Lemley announced a quorum was present.

Also present were:

Region III Vice President Jerry Janci
eChapter 2364 David Meisner
Time, Place and Site Committee Members: Hotel Facilitator Robert Lemley
Convention Co-Chairs Kent and Marge Pfremer

Minutes of Executive Board meeting of December 24, 2014. Secretary Busch circulated via email draft minutes prior to the current meeting. She received comments and corrections which were made and later recirculated to members of the Executive Board. **Motion 01:** DVP-6 Bradley moved that minutes of the previous meeting be approved as circulated and later revised. Motion was properly seconded by Treasurer Staley. On voice vote, the minutes were approved.

Strategic Planning Committee. VP Leatham is the NARFE Region III representative on this committee. He reported NARFE National is in the early stages of its strategic planning. RVP III Janci encouraged thoughts, ideas and comments be sent to the National Committee at narfestratplan@narfe.org, not only as the committee is started but all along as it goes through the process. At the next NEB meeting in the next week, information prepared by the Future of NARFE

Committee (FON) will be discussed, as this is the foundation of the Strategic Planning Committee. He also strongly encouraged involvement by every NARFE member at every level of the organization as further information is disseminated by the committee.

2015 Legislative Training Conference. The conference will be held in March 2015, and nine members from Florida are registered to attend. In the last Board meeting, it was discussed that NFI provide some amount of funds to help defray attendees' expenses. Two attendees have opted out of receiving any financial support. **Motion 02:** DVP-2 Carroll moved that NFI reimburse seven members the registration fee of \$175 each. DVP-6 Bradley seconded the motion. On voice vote, the motion passed.

2015 NFI Convention. President Lemley reminded the board the deadline for hotel reservations with the Rosen Centre is April 27. Non-standing committee volunteer lists are due to Secretary Busch now. Treasurer Staley is responsible for convention registration and banquet reservation fees. She asked DVPs to remind their chapters to submit these as early as possible.

Treasurer's Suggestions. Treasurer Staley proposed streamlining processes and forms relating to financial management of NFI. With the Board's permission, she will develop a plan for this purpose to be presented to the Board at its meeting on May 14, 2015 following the convention. When President Lemley asked the Board if there were any objections, none were made. Treasurer Staley said she will proceed and requested the Board provide suggestions to her.

Alzheimer's Cruise. Treasurer Staley reported the cruise fund raiser held in January 2015 was successful. Twenty-seven people attended in the cruise and donations raised totaled \$2,441. **Motion 03:** VP Leatham moved to disburse the funds to the University of South Florida Health Byrd Alzheimer's Institute. Motion was properly seconded by DVP-6 Bradley. On voice vote, the motion passed unanimously.

Budget Development. Treasurer Staley began discussion of a budget plan for the next fiscal year. Such line items as memorial donations and awards given at the conventions need to be captured properly and were not identified in the past budget. She asked Board members give suggestions or changes to her by April 15.

Fiscal Policy 2015 – 2016. President Lemley asked board members to review the current fiscal policy in preparation for any possible revisions and discussions. This will be formally discussed at the board meeting following the next convention in May.

District Meetings. In February, President Lemley attended district meetings for all eight districts in Florida. She gave general feedback to DVPs. She asked the Board if annual district meetings should be held next February 2016 as NFI will not hold a convention in 2016. Consensus was conducting district meetings via GoToMeeting would not work. The idea of holding four district meetings each year was introduced. EVP Zitek encouraged board members to consider a total "reset" of practices that have been followed in past years. President Lemley asked DVPs to consult with members in their districts to gain insight as to their wishes. If she continues as President in 2016, this will be an agenda item for the board meeting following the convention in May.

Communication with Chapters. President Lemley shared that during district meetings she attended, she was asked questions by attendees regarding information that had already been distributed to DVPs. There appear to be breakdowns in NARFE and NFI information passing to the chapter level. Discussions included technical issues with attachments to emails, contact lists being up to date and the

frequency of chapter officers receiving emailed information passing it to their members. President Lemley asked DVPs to provide to EVP Zitek and her an assessment of chapters in their districts.

IRS 990N. In February 2015, Treasurer Staley sent email requests to chapter presidents to inform their DVP when they file their chapter's Form 990N. In the future she believes filing notices should come to the NFI Treasurer with copy to the DVP. She maintains a list of EINs by chapter that was provided by NARFE Headquarters. Two chapters have been revoked and she is working with DVPs to get these issues resolved. After being revoked, to refile costs \$400 and back tax returns must be provided to IRS to reinstate an EIN. Even if a chapter is not meeting, it must file a Form 990N which is due May 15.

District Vice Presidents – Reelections. President Lemley asked each board member their intention to run for reelection in the 2015-2017 term. District caucuses will be held during the NFI convention in May and current DVPs may or may not be reelected by their districts. President Lemley will prepare DVP handbooks for any new DVPs to be distributed at the board meeting immediately following the May convention.

New Business.

RVP III Janci stressed the importance of all NARFE members being involved and voicing their opinions on new ideas and information they receive from the NARFE Strategic Planning Committee. The email address for feedback is narfe Stratplan.org.

RVP III Janci informed board members that the database containing IRS 990N information had been hacked. The company that is responsible for the database made this announcement recently. No personal information was released. In some states when chapters log on to the IRS website, they will be asked to change their password. NARFE will continue to monitor this incident.

RVP III Janci reminded us that ever NARFE member receives the monthly magazine. Not every member gets emails or regular newsletters. VP Leatham added the OAM now shows member status of magazine mail.

At the NFI 2015 Convention, the guest speaker, National Secretary/Treasurer Jon Dowie, is also the Chair of the Strategic Planning Committee. Treasurer Dowie and RVP III Janci will be available to answer questions regarding the strategic plan.

Treasurer Staley reminded board members the close of the NFI fiscal year is May 31. She asked that vouchers be sent to President Lemley and copy her as early as possible following the NFI 2015 Convention since she must close the financial records on May 31.

Next Executive Board Meeting. The next board meeting will be via GoToMeeting on Friday, May 8, 2015 at 1:30 pm to 3 pm Eastern time (12:30 pm Central time). This meeting will focus on the budget for the coming fiscal year.

President Lemley adjourned the meeting at 2:27 pm.

Submitted by,
Pamela Busch
Secretary
NARFE Florida, Inc.