



**Executive Board Meeting
June 1, 2016**

On Wednesday, June 1, 2016, the NARFE Florida, Inc. (NFI) Executive Board met via GoToMeeting. President Jane Lemley called the meeting to order at 1:00 pm. President Lemley led a moment of silence as the invocation. Pledge of Allegiance was led by Executive Vice President (EVP) Terry Zitek. Secretary Busch conducted roll call. Board members present formed a quorum. 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 – Excused Absence
District 5 Vice President Roland Moore – Absent
District 6 Vice President Felicia Bradley– Excused Absence
District 7 Vice President Don Stewart – Absent
District 8 Vice President David Ross

No visitors were in attendance.

Minutes of Executive Board meeting of April 18, 2016. Prior to today’s meeting, Secretary Busch distributed via email to each board member the minutes of the last meeting. President Lemley asked for correction to the paragraph regarding the Region III meeting. Lynn Harper of the Georgia Federation gave a brief history of NARFE, not a staff member from NARFE Headquarters. **Motion 1:** DVP-2 Carroll moved to approve the minutes as corrected. The motion was properly seconded by VP Leatham. The motion passed with no opposition.

Treasurer Comments. Treasurer Staley reminded board members to submit expense vouchers in a timely manner using the correct form as stated in the NFI Fiscal Policy. She will create a guide on preparing financial documents to assist board members in this process in the future. President Lemley stressed that all funds allocated in the budget for each district should be used

for the benefit of its chapters as determined appropriate. Vouchers serve to document how budgeted funds are spent. This is valuable information for future officers of the federation.

NFI Budget for 2016-2017.

The NARFE Florida, Inc. FY 2017 Budget was developed over the past month by a committee of President Lemley, VP Zitek and Treasurer Staley. Prior to this meeting, Treasurer Staley sent a proposed NFI FY 2017 Budget to each board member via email on May 31, 2016. The checking account balance of \$26,217.01 is the anticipated balance as of May 31, 2016 (bank statement will be reconciled when received later in June). She noted during FY 2016 the board approved movement from Checking of \$10,000 to the Convention Account and \$48,000 to Savings. Savings is now \$48,861.77 as shown on the May 2016 statement of NFI Assets and Liabilities. Income from National Dues is estimated at \$37,000. This is a conservative figure given in FY 2016, dues income was \$1,210 less than our budgeted projection. Also NARFE membership has shown decline over past years. In FY 2016, there was \$850 earned interest on NFI accounts. Projected Yearly Income of \$37,850 is the total of National Dues and Interest. And including the FY 2016 ending balance in Checking, Total Available Funds at the beginning of FY 2017 is projected to be \$64,067.01.

In proposed Expenses, no changes were made from last fiscal year's budgeted amounts for Alzheimer's, Automation, Fed FEEA, Coalition, NARFE PAC, General Operating/Public Storage, Non-Voucher Administrative Expenses, Chapter Assistance Program, and Service Officer. The committee proposes increases in amounts for Recruitment, Retention, Public Relations and Training since these involve our organization's mission. For Federation Convention, the \$8,000 is to cover expenses of the board and DVPs to attend the NFI 2017 Convention. In the past, funds in this account were also used to reimburse convention workers such as Convention Chair, committee chairs, etc. This budget proposes a change for convention workers to be reimbursed from the Convention Fund, accounted for separately from the NFI budget. A budget for the NFI 2017 Convention will be developed and proposed to the board at a later meeting. Parliamentarian expenses have been reduced because our next convention will be shorter and these services should not be needed for as many days. Legislation expenses have been increased. There will be no Federation Presidents Meeting until after May 2017. National Convention expenses are those of President Lemley attending the August convention in Reno. There will be no Region III Conference in the coming fiscal period. Total Expenses are projected to be \$26,050.

In Expenses for the Executive Board, the budget for the President are increased because last year's expenses were \$324 over budget. The committee proposed no change to other positions with the exception of District 6 from \$500 to \$600, where last fiscal year its expenses were over \$500. Funds budgeted for District Meetings is increases due to higher actual expenses last year. Total Expenses for Executive Board is projected to be \$11,800.

The total for all expenses in FY 2017 of \$37,850 is the exact amount of projected income. It is anticipated there will be no unallocated funds. **Motion 2:** VP Leatham moved that the NFI

Budget for 2017 as proposed by the committee be approved. The motion was properly seconded by DVP-1 Shaw. The motion passed unopposed.

Financial Audit. President Lemley asked that Linda Harmon perform the audit of NFI accounts as she has done in the past. Treasurer Staley will coordinate with her, delivering all records when all transactions have been finalized for the 2015-2016 fiscal year.

NFI Fiscal Policy for 2016-2017.

President Lemley proposed the document entitled "NARFE Florida, Inc. Fiscal Policy for June 1, 2015 through May 31, 2016" be updated to change dates read "June 1, 2016 through May 31, 2017." **Motion 3:** Treasurer Staley moved to change the dates of the existing fiscal policy and adopt it for the new fiscal period. Motion was properly seconded by DVP- 3 Comella. Motion passed unopposed. Once signed, President Lemley directed the new fiscal policy be distributed to all board members and posted on the NFI website.

National Convention. Deadline for chapters to register their delegates is today, June 1. If chapters will not have a delegate, the deadline is August 1 for assigning proxies. Remember each delegate can carry their own vote plus three proxies (maximum). President Lemley reminded DVPs to contact chapter presidents to ensure each designate their delegates and proxies before the deadlines. Resolutions and Bylaw Changes being proposed at the National Convention are available on the National website, www.narfe.org, at the National Convention tab. Chapters should review all proposals and advise their delegates and proxies on how chapters wish to vote on each proposal.

NFI 2017 Alzheimer's Cruise. There are now 20 who have made reservations for the cruise. From the Region III meeting where the cruise was promoted, we received three more reservations. The goal is 30 cabins so a representative from Cruise World will go with us to help coordinate activities of our group.

Other Business. President Lemley said the NFI 2017 Convention Committee [along with the NFI Treasurer](#) will develop the budget for [the 2017 convention for](#) consideration by the board. The proposed budget may be distributed via email or discussed during a webinar meeting and brought to a vote. More information to follow.

Next Executive Board Meeting. The next board meeting will be on Tuesday, October 18, 2016 via GoToMeeting at 1 pm EST.

President Lemley adjourned the meeting at 1:36 pm.

Submitted by,
Pamela Busch
Secretary
NARFE Florida, Inc.