



**Executive Board Meeting
January 3, 2018**

On Wednesday, January 3, 2018, the NARFE Florida, Inc. (NFI) Executive Board met via GoToMeeting. President Terry Zitek called the meeting to order at 10:04 am. On roll call, all board members were in attendance and formed a quorum:

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 Evelyn Seabrook
District 4 Vice President Eleanor Aungst
District 5 Vice President Roland Moore
District 6 Vice President Ken Thomas
District 7 Vice President Glenda Tyse
District 8 Vice President David Ross

1. **Minutes of Executive Board meeting of October 4, 2017.** Prior to the meeting, Secretary Busch distributed to board member via email the minutes of the last meeting. President Zitek noted technical issues with GoToMeeting prevented DVP-5 Moore from fully participating at the previous meeting (able to listen only). VP Leatham reminded board members to access GoToMeeting using his email showing "you're a panelist for NFI Executive Board" in order to fully participate. **Motion 1:** Secretary Busch moved to approve the minutes with the following correction: Delete "Absent" beside DVP-5 Moore on the attendance list and replace with "*" (asterisk) showing "*Technical issue, limited access." The motion was properly seconded by DVP-3 Seabrook. The motion passed with no opposition. VP Leatham will post approved minutes on the NARFE Florida website.

2. **Status of Technical Updates.** VP Leatham reported our website now shows a calendar of events, and upcoming district meeting dates have been posted there. He is updating the federation membership database on a bi-monthly basis for federation district assignments. With this information he can send email communications to members in any specific district, provided an email address as been reported to NARFE. He reported the expense of our GoToMeeting and GoToWebinar services have not been increased as expected. NFI has been grandfathered into certain charges and services. Also, tests are underway to determine the

accuracy of the membership database for congressional district assignments in Florida. Also, tests are underway to determine the accuracy of the membership database for congressional district assignments in Florida. He asked announcement requests sent to him either be in the text of an email or in a text file attached to an email. Deadline for submitting district meeting announcements is one month in advance. President Zitek added only 50% to 60% of federation members have reported email addresses that can be used for communications.

3. **Federation Newspaper**. A one-year contract has been signed to produce two full size issues of a hard copy newspaper. Schedule for content submissions is May 18 for the June 8 issue and November 16 for the December 7 issue. The newspaper will be mailed to everyone in the Florida Federation. Potential uses will be discussed at district meetings, such as publishing ballots for the membership voting process.

4. **Congressional District Leaders (CDLs) Recruitments**. President Zitek and Mark Silverstein, Legislative Chair, have received six CDL nominations. President Zitek will solicit input from board members during the selection process. He will be speaking on this topic at district meetings.

5. **District Service Officer Recruitments**. Federation Service Officer Sheila Nichols will provide a prerecorded presentation for use at district meetings. At district meetings, President Zitek plans to give details of duties and qualifications for proposed district service officer positions. The goal is one service officer in each of the eight districts.

6. **NARFE-PAC**. President Zitek reported since June 1, he has received two requests from NARFE for comments on congressional members. In the future when such requests come in, he needs prompt input from DVPs, as short lead time is given to him.

7. **Closing Chapters**. Treasurer Staley is holding funds in escrow for four chapters: 139, 598, 1589 and 2151. President Zitek directed the process begin to close these chapters. He reminded DVPs to make every effort to keep chapters healthy.

8. **Storage Unit**. Treasurer Staley addressed the need to update the contract for the storage unit located in Orlando which holds the federation's supplies. She noted insurance on the unit is \$15 per month as of January 1. **Motion 2**: Treasurer Staley moved to cancel the insurance on the storage unit and authorize the President to execute an amended contract as necessary. Motion was properly seconded by DVP-2 Carroll. The motion passed with no opposition.

9. **District Meetings and NARFE Conference 2018**. President Zitek noted procedures for voting on National bylaws proposals, resolutions and NARFE officer candidates will be new for all NARFE members because each member will be voting this summer. When DVPs hold district meetings, he will present information made available to him as of that time. District meetings will be a valuable forum for members to gain understanding of proposals to be voted on that appear on individual ballots.

DVP-6 Thomas gave tentative procedures the NEB plans to follow. All submissions were due to Headquarters by December 15, 2017. For proposed bylaws amendments and resolutions, a committee will be formed, appointed, sworn in and go over all electronic submissions. The committee will receive guidance from a parliamentarian on how best to present items to the membership. The committee's report will be posted on the NARFE.org website and published in the April issue of the NARFE Magazine. Candidate statements will be posted on the NARFE.org website and published in the March issue. Voting will begin online in May. Hardcopy ballots will be included in the June issue of the NARFE Magazine. All voting will end on June 30. Votes will be processed by an outside organization, Military Officers of America, and the results will then be turned over to NARFE Executive Director who will announce them on the last day's business of the NARFE Conference in August 2018.

President Zitek adjourned the meeting at 12:15 pm. The next board meeting will be at 10 am Eastern Time on Wednesday, March 7, 2018 via GoToMeeting.

Submitted by:
Pamela Busch
Secretary
NARFE Florida, Inc.

Approved March 7, 2018.