

**Executive Board Minutes
California State Federation
Teleconference
March 16-17, 2020**

The meeting was called to by **President Linda Ingram** at 10:22 on March 16th.

Secretary Sandy Griffin called the roll. Those present were:

President Linda Ingram	Executive Vice President Yoggi Riley
Secretary Sandy Griffin	Treasurer Gerald Hall
District I Vice President Robert Davidson	District II Vice President Gregg Pericich
District III Vice President Mary Venerable	District IV Vice President Ron Griffin
District V Vice President Dee Shallenberger	District VII Vice President Robert Martin
District VIII Vice President Stephen Smith	Immediate Past President Lea Zajac
Regional Vice President Helen Zajac	Parliamentarian Ed Shallenberger
Network Coordinator Carl Bailey	Legislative Chair Steve Walter

Guests:

Yvonne Williams	Nancy Kunishige
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Absent: DVP District VI Dottie Schmidt (the power was out in her area)

President Ingram made some **Opening Remarks** welcoming us, saying she was glad that we got in and hoping the Conference Call system would work better this time.

A Moment of Silence was called for by **President Ingram** for all those dealing with this pandemic.

Approval of Agenda: **President Ingram** said that we will cover the top items on the first page first and see how far we could go on the rest tomorrow. **Secretary Griffin** moved and **DVP I Robert Davidson** seconded to approve the Agenda. The motion passed unanimously.

Convention Planning: **DVP IV Ron Griffin** and **Convention Chair** reported that an agreement with the Embassy Suites in San Luis Obispo had been reached. A deposit of \$1000.00 is needed and requested **Treasurer Jerry Hall** to send that amount to the

Embassy Suites Point of Contact. The dates that are scheduled are Sunday, May 2, to Friday, May 7, 2021. Based on the previous convention, **DVP Griffin** explained that the potential room requirements the hotel is working with are: Sunday May 2—15; Monday May 3—50; Tuesday May 4—80; Wednesday May 5—40; Thursday May 6—20; and Friday May 7—15. That equals 220 room nights. Cut off date for the room reservations is April 2, 2021. The standard room rate will be \$135 + taxes. The Grand Suite will be reserved for 5 nights complimentary for the President. There will also be 3 upgrades at the \$135 rate for executive suites.

There were questions about contract guarantees. Requirements include \$8000 for Food and Beverage. In addition, there is a \$2000 room rental fee. **President Ingram** asked **Past President Lea Zajac** if he had any questions or comments on the information. He stated that Audio Visual equipment is always an issue and we need to watch the requirements and expense carefully. He suggested using only one screen to save costs. **President Ingram** suggested a face to face meeting ahead of the convention for the board to see and work on the layout. It was also stated that we need to make sure the Recognition Luncheon is held somewhere other than the atrium as the acoustics were not good there with our last convention.

DVP Griffin asked **Legislative Chair and Co Convention Chair, Steve Walter** who is assisting in the convention planning to discuss the planning document he had sent out. He said he wants to identify milestones and teams. **Region VIII Vice President Helen Zajac** had sent a timeline from a previous convention that can give an idea of what is involved to **Steve Walter and Ron Griffin**. We talked about sending a “Save the Date” flyer out with information to start building up interest.

Needs were discussed including assignments for Program Book, Delegate Bags, Ways and Means, Treasurer, Secretary/Recorder, Registration, Sergeant at Arms, Credentials, Entertainment, Facilities, and Meals.

Past President Zajac asked about National Only members. We do want to include them, but how? We will send invitations to all National Only members with email addresses to invite them to the Convention. We will also communicate directly with

all members to invite them to the Convention, not just through the Chapter Presidents.

Yvonne Williams and **Nancy Kunishige** were included in this meeting as they are from the Central Coast Chapter and are planning to help with the convention. **Yvonne** has a list of local Agencies like Vandenberg AFB, the Bureau of Prisons etc. that could help with distribution. **Treasurer Hall** suggested that we need to work with the **Federal Executive Boards (FEB)** in the North and the South to inform them about the upcoming Convention (as well as other California NARFE Federation issues). We need to work to strengthen our alliances with all the agencies we can reach through FEB connections.

Tammy Flanagan was suggested as a featured speaker. We will need to work on getting her invited quickly so we can advertise her appearance starting early. If possible we need to mention her on the Save the Date flyer. **DVP I Davidson** suggested we not forget about **DVP III Mary Venerable's** suggestion about an ad in the NARFE Magazine. We need to find out the cost and feasibility of such an ad. A public relations plan should be for 3 target audiences: Current Chapter members, National Only Members, and Active and Retired Federal employees. **Mary** also suggested that the DVPs contact the Presidents in their Districts. **Secretary Sandy Griffin** reminded that expenses for Chapter Delegates would be a legitimate expense for Chapters to at least partially cover.

Yvonne Williams and **Nancy Kunishige** said that they are willing to help and are prepared to supply volunteers. That area covers from North San Luis Obispo County down to Santa Maria and Lompoc Chapter. The Central Coast has 73 active members. **Yvonne** talked about possible local speakers to welcome Convention attendees including the Mayor Heidi Harmon, County Supervisor Adam Hill, Congressman Salude or a member of his staff on Tuesday, May 4th.

We discussed that the next Face to Face Federation Board Meeting might be held at the Embassy Suites in SLO. We also talked about possible slogans. Since Vandenberg AFB is becoming a part of the Space Force maybe we can find a theme to fit with that. Other possibilities included the Mission History, the Wine Region, and the Coastal

Region. We decided to ask the Central Coast Chapter to take the lead in coming up with proposals for a Convention Slogan. **Nancy Kunishige** and **Yvonne Williams** will take the action.

We need to start finding major corporate donors for the convention immediately. An email from Anita Nelson at National HQ was discussed. She is working with companies that want to give through the National Office for the 2020 Federation conferences instead of each Federation contacting them separately. We need to contact Anita Nelson and discuss our need for funds for our 2021 Federation Convention. Action to **Ron Griffin**.

Training Meetings Status EVP Yoggi Riley: **President Ingram** will do an introduction to the convention during her remarks at the CSF Training and Annual Meeting Events.

EVP Riley made a motion that: The CA Federation treasury shall pay \$10.00 of the meal cost for each registered Federation Chapter member attending the 2020 Federation training in Roseville, CA or Duarte, CA and further pay \$8.00 of the meal cost for any CA Federation National Only member attending the 2020 Federation training in Roseville, CA or Duarte, CA.

It was further moved to have the Federation Treasurer maintain a record of any National Only Member that attends the Federation training to record attendance at any future federation activities for 2020-2021.

The motion was seconded by **DVP III Mary Venerable**. The motion sheet will be sent out to be acted on during the continuing meeting tomorrow.

President Ingram said the meeting would continue tomorrow March 17th at 12:00 Noon and possibly last 2 hours. It will include **EVP Riley's** motion, F7 updates, and the AMS work around.

The meeting was recessed at 12:49

March 17, 2020

President Ingram called the meeting back to order.

Secretary Griffin called the roll. Attendees were the same with the addition of **DVP VI Dottie Schmidt** and the absence of **Immediate Past President Lea Zajac, Regional Vice President Helen Zajac, Legislative Chair Steve Walter,** and guests **Yvonne Williams and Nancy Kunishige.** **Executive Vice President Riley** checked in at 12:45.

Continuation of Training Meetings: We discussed **EVP Riley's** motion. **Mary Venerable** read and clarified it as well as **Treasurer Jerry Hall** clarifying that the \$2.00 would take care of per capita dues which make the National Members eligible for any Federation activities.

DVP I Davidson made an amendment to delete "to record attendance at any future Federation activities for 2020-2021" and insert "as having paid their per capita dues for any future Federation activities for 2020-2021. The amendment was passed and the whole Motion 1-2020 was passed. The motion is attached to the minutes.

President Ingram said that she is concerned about about Social distancing guidelines still being in place by the planned dates in June because of the pandemic. We discussed possible alternate dates in late summer or early fall that would not conflict with the National Conference. We decided to hold off advertising training dates until we can be comfortable in setting them. We are looking at dates in the last two weeks of either September or October as of now. Depending on pandemic conditions and restrictions we may have to consider cancelling this year's training and incorporating into next year's activities.

Budget Status: **Treasurer Jerry Hall** reported that we have done well with chapters paying their per capita dues but there are still some missing. He has collected \$6200 to date. He talked about financial health and income. We are doing ok at this point despite the reduction in dues and lack of accurate information and deposits from National. He had sent out several spreadsheets with budget status for DVPs and Officers for us to print out and they are attached to the minutes. **DVP Venerable** asked about the Service Officer budget and it was clarified that \$500 is budgeted. **Yvonne Williams,** the new Service Officer Coordinator will be notified. **Treasurer Hall** said that we are not spending carryover money and have saved a lot by having this meeting as a teleconference.

Incentive money was discussed for recruiting new members. We also discussed records and reports that are not up to date on the National AMS system, and that the National Office doesn't understand how difficult that makes it for Federations and Chapters to conduct their normal business functions.

Bylaw submission Update and Appeal status: **President Ingram** said that since the NEB meeting was cancelled due to the virus, she has asked **RVP Helen Zajac** when the teleconference may happen so she could appeal. **President Ingram** reminded the Board of the status of the two Resolutions we submitted. One was rejected by the National Bylaw committee despite stating that the resolution "has merit". The second resolution was ruled out of order. She explained that the Federation Bylaw committee had decided to file an appeal of the first resolution and not the second. She shared the appeal that she filed. Because of the cancellation of the NEB there was no discussion of the NEB item to vote on the appeals. It would take a 2/3 vote of the NEB to pass the appeal. **DVP Davidson** suggests that **President Ingram** ask the Federation Presidents to contact their Regional Vice Presidents and ask them to vote for this amendment when they consider this item at their telecon meeting. **President Ingram** said that she will try to forward a copy of the appeal to the Federation Presidents.

AMS Status: **President Ingram** said she has not heard anything new on the status from Barbara Sido. She asked if anyone participated in the Webinar. **Treasurer Hall** said that he did but did not learn anything.

Membership Status: **President Ingram** said Metrics would be discussed at a later meeting. She asked **Network Coordinator Carl Bailey** for an update on F7 submissions. He said he has received about 38% of Chapter inputs. After discussion he got some additional responses during the meeting. He said that **DVP VI Dottie Schmidt** is the only one with all chapters responding. He listed how many chapters from each district had complied. **DVP I Davidson** said that he may not understand the process that **Carl Bailey** had asked for. The information will be sent out again.

National Member Incorporation: was briefly discussed but right now access to the list is limited to the Federation President and Treasurer. We will need to work on means to get the member information out to the DVPs

NEB Actions: **Helen Zajac** was not present to give her report at today's meeting.

President Ingram asked that **DVP Reports** include the Chapter status. She has provided a list of the information she would like to see included. **DVP I Davidson** has submitted a report that provides the information she is looking for in the reports

President Ingram said that the Federation Presidents will be meeting again just before the FedCon20 meeting in August. She stated that the Presidents got an answer from Ken Thomas on the suggestions made by the group. She will forward a copy of the response to the Executive Board.

Other Agenda Items will be included in a future meeting.

Good of the Order: **DVP Venerable** mentioned a list of vendors to send to **Convention Chair Griffin**. **President Ingram** said that she had created a spread sheet of vendors from several conventions over the years. She will send a copy to Griffin, Walter, and Venerable.

DVP VIII Steve Smith said that he would like to terminate his service as a DVP by the end of July and would try to find a replacement. He said that his other commitments have increased.

EVP Riley asked about when we thought training would be changed to. **President Ingram** suggests possibly in the last two weeks of September.

Next telecom: It was decided to be on May 4th at 10:15.

The meeting was adjourned.

Respectfully submitted,

CA Federation Secretary

Sandy Griffin

DVP Reports

District One Vice President Report March 12, 2020 The state of the chapters in District One is as follows: Chapter 4, San Diego Chapter. The San Diego Chapter is stable although they have no elected position of "President". They have elected two Vice Presidents, one that handles the job of general meeting chair and the other of administrative duties. They have a very capable treasurer and secretary and their executive board has split the other duties between several directors. They have Congressional District Leaders covering all congressional districts within the chapter boundaries. The chapter puts out a monthly newsletter and has monthly general meetings with a variety of activities. This chapter is not in danger of closing. Chapter 455, Palomar Chapter. This chapter is stable with a full executive board. The chapter has bimonthly general meetings and puts out a bimonthly newsletter. The chapter is in no danger of closing. Chapter 669, El Cajon Valley Chapter. This chapter is stable and has a full executive board. The chapter has a monthly newsletter and holds monthly general meetings. The chapter is in no danger of closing. Chapter 706, Oceanside Chapter. This chapter is quite stable with a complete executive board and is very active. They have monthly general meetings and put out a monthly newsletter. Because of the large Marine Base, Camp Pendleton, they have access to retiring Defense Dept. employees and actually add to their membership. Their President, Tom Buggie, is very detail oriented and is our resident expert for the AMS, national NARFE's user "unfriendly" data system. I would heartily recommend Tom being asked to be our federation president's AMS assistant to help the rest of us with data system problems. This chapter is not in danger of closing. Chapter 970, Laguna Woods Chapter. This chapter is organized within a closed retirement community which requires that 90% of chapter members live within the community [this requirement allows the chapter to use the community facilities and communications systems]. They have a full and active executive board. They have monthly general meetings and are at no risk of closing. Chapter 1689, Saddleback Valley Chapter. This chapter has voted to close. The second closing letter advising transfer and reassignment actions has been sent to the membership. I anticipate the completion of closing in the next two months. Chapter 2233, Imperial Valley/El Centro Chapter. This chapter has a president and a Secretary/treasurer and seven members. The president has been in office for nearly 30 years and the sec/treas for at least 15 years. They hold no meetings nor put out a newsletter. The president does not return any communications and has not since Jo Murphy's time as a federation officer regardless of changing DVP's. As best I can estimate this chapter is in no danger of closing, although I don't discount the possibility of it just disappearing one of these days. Respectfully submitted: Old Bob Davidson, DVP-1 March 12, 2020

From: **Mary Venerable, District III Vice President**
To: California Federation President and Executive Board

Subj: Report of DVP III Activities for period from October 2019 to March 2020

Activities during the month of October I conducted a President's Council meeting on October 23, 2019. Five Chapter Presidents attended. Discussion included information about Federation activities, the problems with the AMS system and Chapter

membership problems and program planning information for 2020. Final discussion included lack of attendance at the San Diego Convention.

During the month of December, I visited four of my six changes to attend their Christmas Party and to swear in new officers. On March 11, I visited the Mt. Baldy Chapter to swear in their officers. (This action was delayed due to the illness of the President in December).

In January 2020, I sent out reminders to the Presidents regarding submission of the F-7 Report, the mailing of the Federation dues to the Treasurer and the recruitment for CDL positions for the Chapter.

DVP Report for DVP IV Ron Griffin

Thru March, 2020

The following Chapters in District IV all have officers, meet regularly, and as far as I know have no tax issues:

0608 – Redwood_Eureka

1245 – Chico

1255 – Yuba-Sutter

1324 – Redding

2236 – Feather River_Quincy

Chapters 1566 (Clearlake Lakeport) and 1732 (Redbud) are very small chapters in the same area (Clearlake) located at opposite ends of the lake. They both have officers although 1566 lost their Treasurer recently (President's husband). They meet jointly once a year when I arrange it and seem happy with this arrangement. At some point they may need to combine. Chapter 1566 does have a tax filing issue and has gotten nasty letters. I will see what I can do about that.

Chapter 2101 Siskiyou Yreka has no officers and has not met in years. I will call a meeting, go there, and see if anything can be salvaged. Otherwise they should be closed down the road. Headquarters has been holding any chapter payments in escrow.

Chapter 2267 Diamond Mt. Susanville has had only one officer (Treasurer) for some time. I called meetings twice and went there but there was very little response. Recently I have had no luck reaching the Treasurer by phone or mail so I think something must have happened to him. I will go and see if I can find out what happened when travel restrictions are lifted. If I can't find anyone to take over this chapter it will probably have to close down the road.

Chapter 0352 Greater Paradise/Oroville was one of my strongest chapters. Then along came the Camp Fire which destroyed the town and their meeting place. Since then they have been meeting with my chapter (1245) in Chico. In February and again in March 2020 officers voted to close as it is obvious that the town is not coming back anytime soon. I have initiated closing procedures with a letter going out to all members of record given the poor status of AMS records in April. We are recording votes on whether to close or not and where the members want to transfer to. So far almost everyone has voted to close and would transfer to 1245. The voting will be done by mid May and then I will write the RVP (Helen Zajac) of the decision and the chapter will be closed. Chapter payments are already being held in escrow by Headquarters.

All 10 chapters have paid 2020 per capita dues and as soon as I correct a few entries for Chapter 1324 all District IV chapter F-7's (former name) will be current and accurate.

Ronald H. Griffin, District IV Vice President

District V - DVP Report (CSFC Mtg. 3/13/2020)-Dee Shallenberger

The chapters in District V are: Oakland (40); San Jose (50); Santa Cruz (54); San Francisco (65); San Leandro (511); Redwood City (544); San Mateo (1317); Tri-City-Fremont (1494); Salinas (1496); and Daly City (1539).

Oakland Chapter (ch. 40) is still operational with the same people –around 20/25— that come to meetings. A few have attended functions of their --Congresswoman Barbara Lee. The chapter is OK with the IRS and Franchise Tax Board.

San Jose Chapter 50 meets every other month and has cut the number of newsletters to every other month. The San Jose chapter is OK with the Internal Revenue Service (IRS) and the California Secretary of State but has work to do with the California Franchise Tax Board.

The President of the Santa Cruz chapter 54 said they are “hanging in there.” There are only about 8 members that come to the meetings from a total of 33 members. They have a good Vice President who seems to help the President with many of the requirements.

The San Francisco Chapter 65 also publishes a very nice newsletter every month with information from National as well as other interesting information about the chapter.

The San Leandro Chapter 511 is in the process of closing. I talked with the President - Maria Solis - and she said that she is the only one left in the chapter who does anything and she has every intention of closing the chapter. I told Maria that I will work with her in whatever way that I can to help the chapter.

I do not have anything to report from the Redwood City Chapter 544 as I have not been able to talk to any of the officers. I will attempt to get some information from them to and will report to the Federation any information that I have and as soon as I can.

The San Mateo Chapter 1317 reported that they are having very few attend the meetings – only about 5 people come to the meetings. The Chapter has requested and continue to have problems getting information that they need from the AMS system at NARFE National.

The Salinas Chapter 1496 publishes a newsletter every month and said in the last newsletter issue that the chapter has not gotten good membership reports from NARFE which they have been trying to get from June/July 2019. The chapter seems to be operating as well as can be expected and seems to be confident that the officers will keep the chapter going. Forney Lundy continues to carry a NARFE application form with him everywhere he goes so that he can sign up new members whenever possible. I believe that this practice is very worthwhile and should be practiced by more people.

I need to get some more information from the last chapter on my list -- Daly City, Chapter 1539. Ed and I attended one of their meetings in January, 2020, and met with some of their members. There were quite a few other attendees from other NARFE chapters in our area and everyone seemed to enjoy just having lunch, meeting and talking with the other NARFE members that were there. The chapter seems to be doing just fine and will probably continue meeting in the future.

NARFE CALIFORNIA FEDERATION

DISTRICT-VII CHAPTER STATUS

MARCH 2020

Vallejo #16 remains politically active with Congressman Thompson. Continues to meet at the senior center which increases visibility. Also participates in health fairs for recruitment. Processing Xfers from Mt. Diablo and Napa Chapter closures. Membership-National 89, Chapter 336.

Santa Rosa #53 required to move meeting location due to limited participation. Variety of guest speakers from local community. Stays connected with Congressman Garamendi and field staff. Membership-National 92, Chapter 194.

Napa County #281 despite numerous attempts, unsuccessful in filling chapter offices. Membership at closing-Chapter 169, National 74.

Marin County #400 has a health treasury due to past member donations. Congressman Jared Huffman's San Rafael field office is regularly visited by CDL Bjorn Stumer. The membership participates in several community events throughout the year. Membership-National 134, Chapter 182

Mt. Diablo #531 conducted several meetings seeking volunteers for officers to no avail. Membership at closing-Chapter 252, National 203.

Vacaville #903 is very strong with great membership meetings. Held in the senior center allows others to find out about NARFE. Community involvement keeps them relevant with members. Congressman Garamendi is well aware of NARFE issues with visits from legislative team. E-board worked closely to assist Chapter 1529 to avoid chapter closure. Membership-National 138, Chapter 132.

Fairfield/Suisun #1529 Resurrected from imminent closure. Thanks to long time member Kathy Marianno for stepping up to President. Membership-National 68, Chapter 62.

Delta #1718 remains our top district performer. CDL Gaylin Ziegler has an open door policy with Congressman McNerny. A very effective membership team and newsletter. Membership-National 45, Chapter 96.

DISTRICT VIII STATUS REPORT Jan 1 – Mar 9, 2020 Chapter Visits Attended the Visalia Chapter 1306 for officer installation on Jan 8. Visalia is being bolstered a lot by influx of members from closed chapters. They comprised maybe half of attendees at the meeting. Attended the Lompoc chapter 1087 for officer installation on Jan 9. The president complained the only reason she remains president is that she cannot find a replacement. She asked for Don Stephens to be the Mar mtg speaker. I plan to give my presentation on chapter officer recruitment to the membership in Apr. Attended the Bakersfield Chapter 68 meeting Feb 25, ostensibly to install officers. However, since I was unable to attend their January meeting, they had already "self installed". Chapter Closure I emailed the required closure documentation for Kings County Chapter 1982 to Lynette Green. That finished the task. The closure of Fresno Chapter 61 has two glitches. In disbursing the chapter's funds the president sent the wrong amounts to the receiving chapter and to the Federation. This will be corrected. The president has had difficulty with dissolving the corporation with the Secretary of State. Closure of Santa Clarita Chapter is moving along - no glitches. What a relief. Note: I use my version of the closure policy as my guide. Other Business Participated in an Ex Board telecon on Jan 13 Presided as president of the Tehachapi Chapter

2352. I write a short (500+ word) article for one of the community's newspaper, "The Tehachapi Loop", about 4 times a year. I use it not only to write about issues affecting Feds (with my opinions) but also to make awareness of NARFE in our community. I published 2 articles this period. Term of Service as District VP. When I took on this position I never planned on going beyond 2 years. But for personal reasons I now desire my term of service to be shorter. I would like to resign by July 1. Hopefully this will allow me time to find my replacement. I will complete the closures I'm tasked with, and I plan on a District meeting as well.

Stephen Smith, DVP VIII