

EXECUTIVE BOARD MINUTES
CALIFORNIA STATE FEDERATION OF CHAPTERS (CSFC)
Crowne Plaza Hotel, 2270 Hotel Circle North, San Diego, CA
April 26-27, 2019

President Lea Zajac called the meeting to order at 9:05 a.m. on April 26, 2019.

Moment of Silence

Pledge to the Flag

Roll Call of Current Officers—Sandy Griffin

President	Lea Zajac	Executive Vice President	Jim Mathews
Secretary	Sandy Griffin	Treasurer	Yoggi Riley
Parliamentarian	Ed Shallenberger	District I VP	Bob Davidson
District II VP	Gregg Pericich	District III VP	Mary Venerable
District V VP	Gerald Hall	District VI	Dottie Schmidt
District VII VP	Robert Martin	District VIII VP	Linda Ingram
District IX	Steve Smith	District X VP	Ron Griffin
Immed. Past Pres.	Dee Shallenberger		

Opening Remarks – President Zajac explained that he would not be present for the second day of the post-convention meeting. He then introduced the guests and visitors present. They were:

National President Ken Thomas, Nevada Federation President Robert Ruskamp, Carl Bailey, Jeff_? (Does anyone know the last name? I did not catch it in my notes and the recording had static at this point so I could not understand.), Convention Recording Secretary and NARFE PAC Chairman Juanita Pardun,

Unfinished Business - add to agenda - none

Budget Report – Treasurer Yoggi Riley – She will send it out when finished. She said that the balance is \$151,661.

President Zajac passed out a budget proposed budget summary, followed by discussion and suggestions. He said we did not bring in as much Per Capita dues as expected. We get \$4.00 from each member from National including National Only members but not from Life Members. We don't get as much from Active Federal Employees partly because of incentives and dues withholding

Treasurer Riley reminded the board to turn in vouchers for Convention reimbursement. DVP Pericich asked about the possibility of money for people who went to the LegCon 19. It was decided that it would not be fair as the idea came out after the event and maybe ore would have gone if it was offered ahead.

Treasurer Riley reminded that for reimbursement for over \$25 meals the requester needs to have an itemized receipt.

President Zajac explained that the hotel is saying it would waive the \$3,000 we would owe for not booking enough rooms if we agreed to hold one of our next two conventions there. The board decided not to do this because of the need to explore locations that might draw a larger attendance. A more central location was discussed.

Approval of POLs presented by Document Controller Southworth – A motion was made by Yoggi Riley and seconded by Bob Davidson to table the approval of the POLs until a later date and Board Meeting conducted by the new President. The motion carried.

Outstanding Action Items

Item 18-Sept-4 – President Zajac – Update POL and GL—Item Is continuing and will incorporate this into a new action item to be taken up later. Lea’s part is complete.

Item 18-Sept-07 – RVP Zajac – NES Authorization—ongoing. RVP Zajac discussed some of the needs. We need to have National Only included. The old system is in between. NLES is not changing at this time. The new AMS is not ready until possibly June.

Item -18-Sept-18 – Service Officer Status –DVP Venerable
Establish an 800 number for Service if Chapter does not have a Service Officer—She suggests not having an 800 number, but find a way to connect. Yvonne Williams is the new chair of this committee. Complete

Item 18-Sept-12 – CSFC Convention Guideline Review – DVP Ingram – She had a meeting to put convention expenses guidelines together so is still working on the and Barbara Leetch will participate. Continuing

Item 18-Sept-13 – Federation Property List – Treasurer Riley – She got information from three DVPs and will send out a new request. The discussion included microphones. Continuing

Item 18-Nov-01 – Missing F-7s –
As of March 31,
Per Carl Bailey

DVP Davidson - 2233
DVP Hall - 544
DVP Schmidt – 46, 1658
DVP Martin – 400, 1529
DVP Ingram – 10, 61
DVP Smith – 748, 1306, 2352
DVP Griffin – 608, 1255, 1732, 2101, 2236,
2267

Per Carl, don’t worry about 2233. Ron Griffin – 1255 is closed, and working on getting F7s for other Chapters. DVP Hall said 544 has been submitted.

RVP Zajac will follow through with District IX and suggests that all DVPs check with Chapters to see what their name really is and their location. Continuing

Item 18-Nov-04 –Not covered

DVP Martin asked about helping with Historian boxes and said he would still be available to help with stuff at Vaudis Pennell's. It turned out that there was not as much as originally believed and **DVP Davidson** said he will work with her. Continuing

Conference Call—First week of June—June 4th at 1:00 p.m.

Agenda items skipped

Critique of Convention

It was suggested emails be sent after the fact to get input. The board shared comments going around the table. Most comments were positive. **President Zajac** said that he got the consensus from attendees that they want to continue with a "Convention" not a "Conference". We discussed what should be continued such as the Recognition Lunch and the Banquet Dinner. **President Zajac** said he would work with **DVP Griffin** for the next location and requirements. It was felt that the location this time was a possible reason for the lack of attendance. Some felt that the Memorial Service being first on the agenda did not set an upbeat tone for the beginning of the convention. Maybe it could be a part of the Recognition Lunch or the Banquet or later in the agenda. Suggestions for ways to do the installation in a more meaningful way were also brought up. President Zajac stressed the need to get going on planning and that he and DVP Griffin would do the RFP Negotiations, which take time. It was agreed to go to a central part of the state for the next Convention.

It was brought up that some volunteers had expectations of being paid. We need to be clear about volunteers not being paid and that if the convention makes a profit, that money could go to the volunteers' chapters based on their hours. This would not include the Convention Host Committee chairmen.

National President Ken Thomas said that this Convention is one of the best he has attended. It was seamless and had a great Convention book etc. He thought the hotel was a bit dated but had a good staff. He said that he had even traveled with some of the exhibitors. He commented that people look for things they can take back. He cautioned about where we advertise. Ours was the 6th in a series of 31 conventions he will attend. The only negative is the number of conventions.

We all agreed that the hotel staff was great.

After a break for lunch, the pros and cons of the guest speaker were shared. The consensus of the board members was to continue with conventions as opposed to conferences.

A reminder was given that the next Conference call meeting will be at 1:00 PM on June 4, 2019.

Line Item in Budget for Document Controller to attend Executive Board Meetings

It was decided that the Document Controller's expenses for travel, meals, lodging, etc. for Executive Board meetings should be paid from Executive Board budget.

DVP Ingram made a motion and DVP Mary Venerable seconded that we add a budget line item for Document Controller for miscellaneous expenses in the amount of \$350.00. This would include such items as office supplies. The motion carried.

Approve continuation of Membership Incentives for Recruiting, Dues Withholding sign-ups and \$250 drawing among dues withholding members.

Discussion was held suggesting that the \$250 drawing be every other year and that the other incentives be on an annual basis. The item was tabled to be voted on by the new board.

Update or Re-establish a Federation Facebook Page – George Ramirez was working on this after Ray Harrington passed away. No status has been obtained to date.

This item will be saved for the new board also.

Federation Newsletter Assignments and Due Date

The Federation Newsletter:

May – Articles, President Zajac's farewell, New Officers and DVPs, Budget, Convention Wrap up and Lea Zajac's survey.

The meeting was recessed until tomorrow (April 27)

Post Convention 2nd day, April 27, 2019

The meeting was reconvened at 9:05 a.m. by **President Elect, Linda Ingram.**

Members excused were: President Lea Zajac and RVP Helen Zajac, Executive Vice President Jim Mathews, Treasurer Yoggi Riley, All DVPs there except **Steve Smith.** The **National President, Ken Thomas,** was also still there. There were two Guests, **Bob Davidson II** and **Carl Bailey.**

President Elect Linda Ingram explained that she wants to move forward and not just deal with chapter closures. She asked **Parliamentarian Ed Shallenberger** to give us a "cheat sheet" to know when we need a motion or when just a consensus is okay. **DVP Jerry Hall** used the letter to National Only members as an example.

President Elect Linda Ingram asked **Carl Bailey** to share the new list of Chapters/Districts and the Board list. District IX has been mostly combined with District VIII and some to V and to VI. To make the District Numbering more logical, District X will become District IV. Carl asked when to take off Chapters that are in the process of closing. The consensus is to wait until the process is finished. They could be listed at the bottom of the listing. We had a discussion concerning the District Map and Zip Codes. Zip Codes are used to see where Chapters are assigned to Districts. Carl will add Zip Codes as a housekeeping item. Carl will use the new District/ Chapters list starting the 31st. He will ask Deanna Smith to draw a new map and send to Linda Ingram to review.

President Elect Ingram went on to ask **DVP Bob Davidson** to look at the new bylaws to see what Policies need to be done and what was in the bylaws and would be in the Policies and are they already there. We need to revise all but see what is new. **DVP Gregg Pericich** volunteered to work with Bob and **Dave Southworth** (Document Controller) to do this. Also **Ed Shallenberger** will help clean up the old documents and see what needs to be there. Linda Ingram wants these to be updated, searchable and to keep updated.

The new Bylaws need to be submitted to National with the F22, which **Secretary Sandy Griffin** will submit. Linda said that she had asked Helen to request National to send a copy of the last approved bylaws.

More discussion of Chapter Bylaws followed. **DVP Bob Martin** said that he has used the new template put out by National and found it to be very usable.

President Elect Ingram asked **Secretary Griffin** to send a list of the current volunteers for Standing Committees to her. We discussed that there was some confusion concerning the Standing Committee request being mixed with the other requests included in the Call to Convention. There is a need to send out a new request.

Convention Survey - We received two forms of a survey the day before from Helen. We are going to make two forms, one for Convention attendees and one for non attendees. Ideas for the survey included: Weekend VS week day; Location (especially for non attendees as to why they did not attend); Breakouts; Contents; Number of days; What you would be willing to pay; Suggested locations. On the attendees' version, ask about the value of the Program and the need for Handicapped facilities. President Elect Ingram commented on the need to respond to requests from other board meetings. Convention Host Committee Chairman Bob Davidson II said that he has kept a file of all convention correspondence to pass on to the next committee.

Convention Host Committee Chair, Bob Davidson II brought up the need for a Convention Audit Committee. Three people were named: Sarah Baldwin, Jerry Hardison, and Mary Venerable. DVP Davidson will ask Sarah and DVP Pericich called Jerry Hardison and got her consent. Mary was present and volunteered.

President Elect Ingram expressed that she wants the Membership Committee to be more active. **Executive Vice President Elect Yoggi Riley** will be the chair of that committee. We

need to work on ways to have a better handle on membership and reasons people drop membership. Membership committee members are needed. **DVP Dottie Schmidt** brought up the need for an updated list of National Only members and how to get access to it.

DVP **Bob Martin** wants to bring up that the need for CDLs to have a way to get together and how to get National Only members together with CDLs. **Steve Walter** is the new **Chair for National Legislation** and also needs information on how to contact National Only Members. We also need to get a letter to National Only Members welcoming them and letting them know that the DVP for their District is their contact person to see if any changed unintentionally. Different ways of sending out the letter were discussed. Carl Bailey will be consulted about mailing which will need eight different letters to name the eight DVPs.

DVP Dottie Schmidt asked about what would be in the next Federation newsletter and we were told it would include a letter from **outgoing President Lea Zajac**, information about the new DVP, Convention recap, and **President Elect** Ingram will write about Redistricting.

Next Face to Face Board Meeting – It was agreed to have it in Tulare. Jerry Hall will set up a location.

Closing remarks from National President Ken Thomas – He said it was a pleasure to be here and that he thought the Convention was well put together. He felt that the Executive Board meeting was a bit long but still a good meeting. He suggested we should use our membership to do more of the “heavy lifting”. He suggested the need for succession planning.

The meeting was adjourned at 12:50 p.m.

Sandy Griffin

CSFC Secretary