

Executive Board Minutes
California State Federation of NARFE
San Luis Obispo Embassy Suites
June 28-29, 2021

Prior to the official start of the meeting, a picture from San Diego was passed around showing some past Federation officers. DVP Gregg Pericich told about the Centennial Gala and a video that can be found on Youtube about NARFE History.

The number of rooms currently reserved for the convention was discussed. President Ingram felt that the Sunday night, Monday night, and Wednesday night numbers may not be high enough. Numbers were discussed and Co chair Ron Griffin will ask Embassy Suites representative Sandy Wirick for these additional numbers and she will see if we can keep those to the same rate.

The meeting was called to order at 11:46.

We talked about that we think the hotel numbers and Food and Beverage minimums will be covered. We also talked about ideas of what featured speaker, Tammy Flanagan will do.

The Registration Letter was the next topic discussed. President Ingram had examples for Co Chairs, Ron Griffin and Steve Walter to look at and incorporate in a revised letter for this convention. The banquet was discussed and how it could be done, and if it could be a buffet like as the Recognition Lunch. We discussed the possibility of supplementing the cost of the luncheon. It was decided that Early Bird registration would be \$70.00 and possibly after August 15th would be \$85.00.

President Ingram reported that Carl Bailey has checked with his vendor in Oxnard who would print and mail out registration materials. The total to send by U.S. Mail to all in the state (Chapter and National Only members) would be \$5100.90. We will send just email to out of state members. We discussed two additional options of color paper or print for Carl to ask about cost.

We discussed different ways to have people pay registration were but the decision was that for this time we need to have registrants send checks. We need to look at other means of collecting registration payments in the future.

Reconvened at 2:20

President Ingram asked for the roll call.

Secretary Sandy Griffin called the roll. Those present were:

President Linda Ingram	Secretary Sandy Griffin
Treasurer Gerald Hall	District I Vice President Robert Davidson
District II Vice President Gregg Pericich	District III Vice President Mary Venerable (After lunch)
District IV Vice President Ronald Griffin	District V Vice President Dee Shallenberger
District VI Dottie Schmidt	Parliamentarian Ed Shallenberger
Legislative Chair Steve Walter	Guest Bob Davidson II
Guest Yvonne Williams	Guest Nancy Kunishige

The two ladies were representing the Central Coast Chapter which will be assisting with the Convention.

Those absent were:

Executive Vice President Yoggi Riley	District Vice President VII Robert Martin
District Vice President VIII Stephen Smith	

President Ingram asked Yvonne Williams if there was anything on the agenda that we should go over while she was still there as she would be leaving today. She brought up the need for Service Officer Training as a part of the Workshop sessions. She would also like to fill the four district committee positions that are not currently filled.

We also discussed other workshop concerns such as the timing, for whom, room size, and other regular workshops in general.

Workshops we are considering now:

- A Medicare information workshop sponsored by Kaiser and other FEHB providers. Some are concerned with that we include other health care providers on an equal basis to cover how Medicare works with or without the FEHB program.
- Leadership Training for Chapters Officers: President, Secretary, Treasurer, and others interested in Chapter Leadership
- AMS
- Social media/ Zoom training – Martha Raup (?)
We all need to become familiar with these.
- Tammy Flanagan – repeat workshops so all have a chance to participate.

- Legislation and advocacy – Steve Walter, should complement Jessica Klement’s General Session speech. Not just a CDL meeting.
- Recruitment – Jerry Hall

Yvonne Williams, Nancy Kunishige, and Sandy Mathias are working on getting local politicians on the Central Coast to support the Congressional resolution honoring the 100th anniversary of NARFE.

Convention financial issues were discussed. There will not be the opportunity drawings as timing will not work this time. There will be fund raising baskets sponsored by the Districts for which Chapters can contribute items. We will have a 50/50 drawing both days as well.

Concerning meals, it was decided to have the Embassy Suites “Taco Truck” buffet option for the Recognition Lunch and the “Santa Maria Barbeque” buffet for Dinner Banquet.

Meeting recessed until tomorrow.

The meeting was reconvened for Day two at 9:05 AM.

President Ingram requested the roll call.

Secretary Sandy Griffin called the roll. Those present were:

President Linda Ingram	Secretary Sandy Griffin
Treasurer Gerald Hall	District I Vice President Robert Davidson
District II Vice President Gregg Pericich	District III Vice President Mary Venerable (After lunch)
District IV Vice President Ronald Griffin	District V Vice President Dee Shallenberger
District VI Dottie Schmidt	Parliamentarian Ed Shallenberger
Legislative Chair Steve Walter	Guest Bob Davidson II
Guest Nancy Kunishige (in the afternoon)	

The same people were absent at the first day.

The Budget had been passed previously. Treasurer Hall discussed that the budget contains \$250 stipends for some participants. Those include the Sergeant at Arms Chair; the Parliamentarian; The Registration Chair; and the Recording Secretary. (See one addition later in the minutes.)

The Program Book was discussed. Co Chair Steve Walter shared his plan. He has contacted a company that will do a smaller sized spiral bound book in color with more pages at a similar cost.

DVPI Bob Davidson shared his past experience as program book chair. We need to contact Chapters right away for the Booster lists (\$1.00 for each name) because of summer and chapters not meeting. In the past some chapters sent in just the name of the chapter with \$35 or more for a contributor list. Many did a chapter ad and a booster list. We need the officer lists also.

Letters need to be sent for commercial vendors for requesting ads. Co chair Steve Walter asked to revisit who is getting the ads. A Ways and Means committee made of Mary Venerable, Ron Griffin, Gregg Percich (Chair), and Nancy Kunishige was named. President Ingram had put together a list of all ad sponsors from books back through 2017 and Steve Walter had one from Lea Zajac's information. We need to coordinate so we are not double contacting vendors.

DVP VI Dottie Schmidt asked Co chair Ron Griffin if he had a list from Kaiser for all they want to contribute. He named the convention bags, the program book ad, and the President's reception and participation in a workshop. Ron asked for Treasurer Jerry Hall to send an invoice to Kaiser.

The attendee bags were discussed. DVP VI Dottie Schmidt will be in charge of them. President Ingram showed Lea Zajac's spreadsheet of income and expenses. In 2017, the cost for bags was \$2158. The cost was split between Blue Cross and Kaiser. We talked about having some kind of notebook or to add pages to the program for attendees to take notes, and other items that could be included in the bags.

It was clarified that Ron Griffin would collect the registrations as they come in and will try to get the program that Tom Buggie used for the last convention from him.

We need to look for a donor for the note pads.

Name tag lanyards were discussed and Secretary Griffin asked if Bob Davidson II had the ones collected at the end of the last convention. He thinks he does.

Treasurer Hall will do an invoice for Kaiser and Blue Cross.

DVP I Bob Davidson made a motion and Treasurer Hall seconded to add the Program Book Preparer to the list of \$250.00 stipends. The motion passed.

Volunteer Chapter Compensation Rules: Volunteers are not to be paid but if money is left over as a profit from the convention, some may have money given to their chapters, but not personally. DVP I Davidson suggested a sign in and out sheet to help keep track of hours.

There was discussion of what the Federation pays toward the convention and what money the Convention Committee collects and pays. We decided to look at Federation Convention financing and other processes in the future to simplify planning.

Because Co Chair Steve Walter needed to leave at lunch time, he asked to go over the registration form and letter. The costs were a concern and President Ingram shared information from Carl Bailey's vendor on the questions we had concerning colored paper, color print, and adding a #9 return envelope. We decided not to use a #9 envelope and to use color print on white paper for the first page letter and black and white for the registration form.

We took a lunch break and returned to order at 2:55.

Events were discussed and a cash bar was approved.

Opening Session:

- Presentation of the Colors – ROTC is being contacted by Central Coast Chapter
- Flag Salute – maybe Forney Lundy
- Moment of Silence

General Sessions:

- Tammy Flanagan
- Ken Thomas?
- Jessica Klement?
- Local Politicians – Central Coast is contacting

Workshops – previously covered

Evening:

- Treasurer Jerry Hall will check on wine tasting and possibly beer
- The Madonna Inn will be checked as a possible place to go on Tuesday night
- Other

Recognition Luncheon:

- Executive Vice President Yoggi Riley is talking to Helen Zajac about a video with her as she is unable to attend this convention due to a family commitment.
- Memorial ceremony? – Treasurer Hall will help Secretary Griffin with finding the deceased lists for chapters. We will include 2 ½ years due to the timing of the convention. Possibly do the ceremony on the 2nd day of the convention if not at the luncheon.

- Recruitment recognition – naming of those earning an award for the number of new members recruited.

Music:

- We will check with Bob Boucher of the Napa County chapter 281 to see if he would be willing to provide some music again.
- Ron Griffin will check with Cal Poly Music department to see if they have any small groups that would like to provide any entertainment.

Decorations: We discussed that this would be harder with buffet meals that will be using the same tables as the general sessions. Possibly do only for the banquet.

Treasurer Hall suggested the idea of having a drawing for \$100 at the dinner to increase interest in attending.

A list needs to be made of all issues or items related to registration and check in. Roles and responsibilities need to be clarified. Executive Vice President Yoggi Riley believed her name was listed as responsible for registration but we need to evaluate this.

We again discussed having DVP Bob Davidson go through materials that Historian Vaudis Pennel has in her son's barn. Treasurer Hall says we need to be pay to sort and toss or create electronic copies of these records. This is becoming a critical item. All Chapter Opening and Closing documents need to be kept. Also keep important pictures.

Officer Elections:

- Name badges will also need voting cards with the person's name and District #.
- Candidates – Federation officers and District DVPs
- How nominations will be done

Reports:

- Barbara Leech – Alzheimer's report
- FEEA

Jump to Notions:

- Treasurer Hall moved that we now begin with this trip on June 27th, 2021 that the Federation will no longer require receipts for meals and in its place will reimburse, not to exceed \$45.00 for travel days and \$60.00 for non travel days for meals. DVP IV Griffin seconded. The motion passed unanimously.
- Treasurer Hall moved that we now follow the IRS standard mileage rate for reimbursement of travel via personal vehicle. DVP III Mary Venerable seconded. The motion passed unanimously.

- This motion started with discussion about the stipend received by the Treasurer and Secretary. Treasurer Hall suggests that all four elected officers receive the same amount. DVP III Venerable moved that the current \$3000.00 stipend in the budget (account # 913) be divided equally between the Federation President, Federation Executive Vice President, Federation Secretary, and the Federation Treasurer, effective with the next term. DVP VI Schmidt seconded. Discussion was that this does not involve any additional new money. The motion passed with one nay.

Back to Elections – Convention rules from 2011 rules will be used as a basis for rules that DVP I Bob Davidson will review to propose for the board to consider. President Ingram asked how nominations were done last time. DVP VI Schmidt said that she was asked by President Lea Zajac to seek nominations. DVP IV Griffin will talk to Will Patton about continuing as Nominations Chair. Discussion was held about the elections. We need to increase enthusiasm to get new officers both in Chapters and the Federation.

DVP III Mary Venerable moved and Treasurer Jerry Hall seconded that the minutes from the May 24th, 2021 be approved. The motion passed unanimously.

The next Zoom meeting will be the week of July 19th, on Thursday, July 22nd specifically, at 10 AM.

The meeting was adjourned at approximately 6:00 PM.

Respectfully submitted,
Sandy Griffin
CA Federation Secretary