

NARFE Tennessee Federation of Chapters

2017 Post-Convention Board Meeting Minutes

Tuesday, April 17, 2017

11:40 a.m.

- I. Call to Order: President Rhonda Mooney
 - A. Rhonda Mooney gave the newly elected Vice Presidents a list of their duties and job descriptions.
 - B. She said she could order their new badges for them if they gave her their information. If they chose, they could order their badges themselves from National if they preferred.
- II. Secretary Marilyn Evans said she would take care of submitting the F-7 and F-22 reports to National.
- III. Policy Manual and Constitution changes are to be sent to Webmaster Ronnie Collins.
- IV. **John Wells made a motion, seconded by Norris Alderson, that we merge all elected and appointed officers into one list of Board Member Officers.** Motion accepted.
- V. One Member/One Vote needs to be addressed immediately to meet the January 1, 2019 deadline set by National.
 - A. This will do away with proxies.
 - B. Optional Chapter membership is an issue.
 - C. Quorums may be hard to get:
 1. Quorum could be set on the amount of votes received from initial mailout (majority of those who vote).
 2. Voting could be done through the newsletter, by e-mail, facebook, web page, or by postal.
 3. Names and membership numbers will be needed to verify voters and to eliminate duplicate voting.
 - D. Rhonda Mooney will look at North Carolina's new Constitution to see how they changed theirs to meet National requirements and will make recommendations at the next Board Meeting.
- VI. Proceeds:
 - A. 10 percent of dues (\$4) plus per capital (\$3) equals (\$7) what the Federation gets per member.
 - B. Will only get \$4 per member from National Division members.
 - C. We serve them by going to visit Senators and/or Representatives in their name and working to maintain and for their benefits.
 - D. We are getting more National Division members now and less members joining Chapters causing a loss in revenue for the Federation.
 - E. When you sign up new members, put in the nearest local Chapter to them on their application if you don't know the actual Chapter number they want to join.

- F. Currently, there are 669 National Members from Tennessee who need to be included on the Newsletter mailing list.
 - G. If it is not already specified on your dues renewal form, you have to specify your Chapter every time you renew.
- VII. Treasurer Norris Alderson:
- A. Paid the Convention Hotel bill.
 - B. Changed the Federation Bank Account to the SunTrust Bank and got a \$200 incentive which he used to pay for the new checks.
 - C. Noted a need for a no-fee bank card so the Federation can guarantee Convention fees, etc., in the future rather than having this burden rest on hosting chapters or individual chapter members. Norris Alderson said he would pursue this.
 - D. **On the 2016 Federation Budget and Expense Report ending December 31, 2016, John Wells made the motion, seconded by Wayne Baker, that we accept the membership amount as indicated on line 13.** (See Attachment 1.) Motion accepted.
- VIII. Chapter Bylaws may not need to be changed.
- A. Federation needs to advise Chapters on what to do concerning their vote for officers, internal issues, etc.
 - B. It would bankrupt Chapters if they needed to contact every member on every issue, not to mention contacting their local National Division members in their area to have them vote.
- IX. Newsletters:
- A. Norris Alderson stated that he has contacted his Chapter members to get them to get his Chapter's newsletter via e-mail.
 - B. A survey will be placed in the next Federation Newsletter to see how many would be willing to receive the Federation Newsletter via e-mail. Those not opting for e-mail newsletters would continue to get hard copies in the mail. This is an effort to save on mailing and printing costs.
 - C. Also send copies of presentations, photos, etc. to John Wells at narfetnfed@gmail.com.
 - D. Article and picture deadline for the July 2017 issue of the Federation Newsletter is June 15, 2017.
 - E. Newsletters are scheduled to print for the months of February, July and November of each year. Deadlines are two weeks prior to publication dates.
- X. **Motion made at 12:45 p.m. by Norris Alderson, seconded by John Wells, that we adjourn to meet again for the next Board Meeting tentatively August 17-18, 2017 in Lebanon, Tenn.** Motion accepted.

TENNESSEE FEDERATION FINANCIAL REPORT
2016 FEDERATION BUDGET AND EXPENSE REPORT
 Budget/Expense Ending: December 31, 2016

ACTIVITY	Budgeted 4 Qtrs Year 2016	QTR Budget		QTR Actual		YTD Exp.		QTR Budget		QTR Actual		Actual Expenses YTD 2016	(-) Over (+) Under Budget 2016
		1st Qtr 2016	2nd Qtr 2016	1st Qtr 2016	2nd Qtr 2016	3rd Qtr 2016	4th Qtr 2016	3rd Qtr 2016	4th Qtr 2016				
1. Exec. Bd. Meeting:													
a. Travel	\$ 1,800.00	\$ 950.00	\$ 850.00	\$ 787.20	\$ -	\$ -	\$ -	\$ 950.00	\$ 548.80	\$ 1,336.00	\$ 564.00	\$ -	
b. Lodging, meals	\$ 1,450.00	\$ 725.00	\$ 725.00	\$ 718.43	\$ -	\$ -	\$ -	\$ 725.00	\$ 380.67	\$ 1,109.10	\$ 340.80	\$ -	
c. Other	\$ 125.00	\$ 63.00	\$ 62.00	\$ -	\$ -	\$ -	\$ -	\$ 62.00	\$ -	\$ -	\$ 125.00	\$ -	
2. Fed. Officers Stipend	\$ 1,800.00	\$ 450.00	\$ 450.00	\$ 300.00	\$ 200.00	\$ 150.00	\$ 150.00	\$ 450.00	\$ 750.00	\$ 1,400.00	\$ 400.00	\$ -	
3. Office Expenses:	\$ 350.00	\$ 100.00	\$ 120.25	\$ 19.60	\$ 120.25	\$ 100.00	\$ 100.00	\$ 100.00	\$ 47.00	\$ 188.85	\$ 163.15	\$ -	
4. Fed WEB site	\$ 100.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 45.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 45.00	\$ 90.00	\$ 10.00	\$ -	
5. State Convention Ex.													
a. Travel	\$ 1,500.00	\$ 1,500.00	\$ 1,662.00	\$ -	\$ 1,662.00	\$ 46.40	\$ 46.40	\$ 1,500.00	\$ -	\$ 1,708.40	\$ (208.40)	\$ -	
b. Lodging, meals	\$ 1,700.00	\$ 1,700.00	\$ 1,810.05	\$ -	\$ 1,810.05	\$ 10.44	\$ 10.44	\$ 1,700.00	\$ -	\$ 1,820.49	\$ (120.49)	\$ -	
c. Misc.	\$ 250.00	\$ 250.00	\$ 225.78	\$ -	\$ 225.78	\$ 64.78	\$ 64.78	\$ 250.00	\$ -	\$ 290.56	\$ (40.56)	\$ -	
d. Convention Deficit													
6. Nat'l Convent/Pres	\$ 1,300.00	\$ 1,300.00	\$ 1,078.35	\$ -	\$ 1,078.35	\$ -	\$ -	\$ 1,300.00	\$ 1,078.35	\$ 1,078.35	\$ 221.65	\$ -	
7. Fed. Newsletter	\$ 4,500.00	\$ 1,125.00	\$ 1,125.00	\$ 1,081.95	\$ 798.37	\$ 1,344.71	\$ 1,344.71	\$ 1,125.00	\$ 1,304.67	\$ 4,529.70	\$ (28.70)	\$ -	
8. Legislative Expenses	\$ 50.00	\$ 10.00	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ 80.60	\$ 80.60	\$ (30.60)	\$ -	
9. Chapter Visits	\$ 2,100.00	\$ 525.00	\$ 525.00	\$ 458.40	\$ 189.77	\$ 387.35	\$ 387.35	\$ 525.00	\$ 235.21	\$ 1,268.73	\$ 831.27	\$ -	
10. Civic Activity													
11. Senior Act/Aiz Act.	\$ 100.00	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ 100.00	\$ -	
12. Public Relations	\$ 100.00	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ 100.00	\$ -	
13. Membership	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 110.00	\$ 110.00	\$ 890.00	\$ -	
14. Region X Conference													
15. Pres. Cont/Nat'l Board													
16. Nat'l Membership Sem													
17. Nat'l Legislative Semin													
a. Travel													
b. Lodging, meals													
c. Other													
18. Other													
TOTAL Budgeted/Expe	\$ 18,325.00	\$ 4,023.00	\$ 5,725.00	\$ 3,372.58	\$ 5,102.42	\$ 5,322.00	\$ 3,082.03	\$ 5,322.00	\$ 3,511.85	\$ 15,088.98	\$ (60.20)	\$ 3,266.02	

Revenue		
Per Capita Dues	\$ 5,979.00	\$
10% Rebate Nat'l	\$ 9,043.44	\$
Interest CD's/Checking		
Surplus fr. St.Convnt.	\$ 1,387.14	\$
Total Revenue	\$ 16,409.58	\$
Expenses(-) exceeds revenue		
10% Fund total of total revenue	55.11%	