



**NARFE Tennessee Federation
Board Meeting Minutes
August 16 - 17, 2018
Ramada Inn, Lebanon, TN**

Thursday, August 16

- I. 1:23 p.m. Central Time Call to Order: President Rhonda Mooney
- II. Invocation: 1st Vice President Ed Evans
- III. Pledge of Allegiance: 3rd Vice President B.J. Godwin
- IV. Installation of Legislative Chair Larry Minniear
- V. by Region X Vice President Bill Shackelford
- VI. Roll Call of Officers by Secretary Marilyn Evans
 - A. Officers Present: President Rhonda Mooney, 1st Vice President Ed Evans, 3rd Vice President B.J. Godwin, Secretary Marilyn Evans, Treasurer Norris Alderson, Legislative Chair & Immediate Past President Larry Minniear
 - B. Appointed Officers Present: Network Coordinator Ronnie Collins, Service Officer Larry Cunningham
 - C. Officers Absent: 2nd Vice President A. Wayne Baker, Membership Chair Yvonne Hamilton
 - D. Appointed Officers Absent: Alzheimer's Chair Joan Gates, Congressional District 2 Liaison Herb Arnett
- VII. Reading of Minutes:

Norris Alderson made the motion, seconded by Larry Minniear, that we dispense with the reading of the minutes of the last Board Meeting and the Federation Convention, and accept them as posted on the TN Fed website. Motion passed by unanimous consent.
- VIII. Welcome Remarks - Rhonda Mooney
- IX. Approval of Agenda:

Ed Evans made the motion, seconded by Larry Minniear, that the Agenda for the Board Meeting be accepted as presented. Motion passed by majority consent.
- X. Reports by Federation Officers:
 - A. Rhonda Mooney – President (See Attachment 1)
 - B. Ed Evans - 1st Vice President (See Attachment 2)
 - C. B. J. Godwin - 3rd Vice President (See Attachment 3)
 - D. Norris Alderson – Treasurer (See Attachment 4)
 1. Wanted to point out the number of chapters we've closed this year, a total of six chapters with one more to be closed, chapter 1733.
 2. Because membership is down, we won't be getting as much funds as we did last year.
 3. Requested that any procedural changes that anyone see that are needed, let him know.
 4. In the past and currently, the CDs are for one year or less and he shopped around to get the best interest return possible.

- E. Marilyn Evans – Secretary: Basically, I transcribed and distributed the minutes for the board meetings and the convention as well as composed and sent out the newsletter.
- F. Yvonne Hamilton - Membership Chair: No report.
- G. Larry Minniear - Legislative Chair & Immediate Past President (See Attachment 5)
 - 1. How are PAC funds distributed, how is it determined who gets what?
 - 2. It is supposed to be determined by their voting record and nothing else.
 - 3. When NARFE supports legislators who make contrary and inane statements, members withdraw their support and refuse to donate to PAC because they don't want to financially support someone they don't agree with.
 - 4. The Legislator or his staff must ask NARFE for PAC funds. The Advocacy Department then takes a look at their voting record and should ask the relevant Federation Legislative Officer and/or PAC Chairman for their input, before awarding PAC funds to a particular legislator.
- H. Appointed Officers with Reports:
 - 1. Network Coordinator – Ronnie Collins: No report.
 - 2. Service Officer – Larry Cunningham:
 - a. Have received several requests from individuals throughout the state for F-100s since it was mentioned in the Newsletter.
 - b. Talked with a possible National legislative candidate and informed him of some of NARFE's and Postal Workers' issues (including WEP and Hold Harmless). He seemed very receptive to this information and said he respected federal workers.
 - 3. Alzheimer's Chair – Joan Gates (See Attachment 6)
 - a. Her figures for donations are from January of this year.
 - b. We only have 25 chapters currently (down to 24 chapters soon), of which some do not donate to Alzheimer's.
 - c. Chapters should consider holding White Elephant auctions at some of their special events (picnics, parties, etc.) to solicit more funds for donation to Alzheimer's.
 - d. It would be helpful to board members to have a printout of the figures for each chapter's donations to Alzheimer's and how the winner of the Weida White Memorial Alzheimer's Award is determined.
- XI. Region X Vice President – Bill Shackelford (See Attachment 7)
- XII. Region X Alzheimer's Chair – Donna Shackelford (See Attachment 8)

20-minute Break at 3:05 p.m.

- XIII. Budget:
 - A. Status for 2018 - Norris Alderson (See Attachment 9)
 - 1. Our per capita dues are continuing going down and are down 15% this year from about \$4,900 to \$4,200 which is a reflection of current membership numbers.

2. When I send out letters in October, it will be based on the new numbers that come out in October.
3. On the National side for the 10%, it will also be down respectively. Last year we got \$9,100; this year I expect about \$8,100.
4. Bill Shackelford noted that the growth is slowly progressing upward, so projections might not be as bad as thought. But, chapter membership is going down. In North Carolina it has been projected that within four years, it will be a Federation only with no chapters.
5. The difficulty is in getting people to come to meetings and in having them take leadership positions which seems to be prevalent throughout all of NARFE nationwide.
6. Tennessee numbers seem to be leveling out, but it is unknown how long this will continue.
7. Some of the chapter member losses were due to confusion with the renewal form. Rhonda Mooney would like to see uniformity in the renewal form for both chapter members and national only members so that, like national members, if they want to change their status from chapter member to national they would have to call a phone number instead of checking the appropriate box. To stay a chapter member they shouldn't have to do anything but send in their dues just like the national only members have to do. The parliamentarian said that chapter members have to be given a choice every time. Why is it national only members don't have to be given a choice every time in an identical manner and formatted exactly the same? The articles in the bylaws do not address this at all.
8. The renewal form is better than it was, but it could still be even better and more equitable.
9. Over the past four or five years, the Federation has been carrying \$35 - \$36,000. There are ways we could be using some of this money:
 - a. Why don't we send more than one person to the National Conference each year, particularly the next in line to be the Federation President to get him/her acclimated to the position and get them more leadership training for the benefit of the Federation?
 - b. The same applies to the other national training conferences. Why can't we send more than one person to these? Or, possibly send one person from each district to the annual Legislative Conference in Washington, D.C.
 - c. Bill Shackelford thought the Tennessee Federation should have sent all three of its VPs to FedCon18.
 - d. With the way we elect officers, do we need to have a conference every year?
 - e. Larry Minniear pointed out that as income dwindles, we will be dipping into these reserves soon and, also, when you look at our budget, we are already proposing a budget with a \$6,000 deficit which over time will very quickly chew up the \$36,000 surplus.

10. Shackelford has set forth the idea that the Congressional Districts will become what is now known as chapters and there will still be a Federation consisting of a President, a Treasurer/Secretary and possibly a Service Officer to oversee and support these CDLs.
 - a. The person who is the CDL will, for all intents and purposes, become a chapter president for all the members in his district.
 - b. Larry Minniear stated that the Mission of NARFE is advocacy with your Congressional person which is form fit with CDL districts.
 11. To increase membership and to make NARFE a force to be reckoned with, NARFE's name has to be out there in the media (newspapers, tv, magazines, etc.). When NARFE has a win in Washington, we need a strong PR to get that word out – a win for NARFE and a win in increasing our membership in that people will want to belong to NARFE.
- B. Proposals for 2019 - Rhonda Mooney (See Attachment 10)
1. As cost increase I had to increase the amount set aside for lodgings, meals, etc.
 2. Office expenses may increase due to having to purchase new checks.
 3. State Conventions costs may decrease due to shorter travel distances coming up this year.
 4. I budgeted for two people to go to the Region X Conference instead of the usual one person because it offers so much good information.
 5. I also budgeted for two people to go to the Legislative Seminar.
 - a. Sending a prospective or new CDL would be beneficial to them for training purposes.
 - b. Rhonda Mooney suggested that Larry Minniear write an article about CDLs for the newsletter to inspire some of our members to seek these positions.
 6. Projected income is per capita dues: \$4,104; 10% funds: \$10,940; total income roughly \$15,000 for 2019 if there are no major changes.
 7. We made budget this year due in part to the excess from the Jackson Convention, but next year we will have about a \$6,000 deficit.
 8. **Merilyn Evans made the motion, seconded by Larry Minniear, that the 2019 Budget be accepted as presented. Motion passed by unanimous consent.**
- XIV. Old or Unfinished Business:
- A. Ed Evans distributed to the board members a list of possible speakers for chapter meetings. (See Attachment 11)
 - B. Ratification of Email Vote:
 1. Liability Insurance to cover anyone injured at one of our meetings, such as speakers or special guests.
 2. Online there were three yes votes and two no votes.
 3. **Ed Evans made the motion, seconded by Norris Alderson, that we ratify the online vote to purchase Liability Insurance. Motion passed by unanimous consent.**
 - C. Chapter Closures:

1. We've closed five chapters affiliated with the Federation and one non-affiliated chapter this year.
 2. We have one more that is in the process of being closed and another (the Memphis Chapter 78) that may possibly close.
 3. Fortunately, most of the members of the closed chapters were within commuting distance to another chapter so they could easily transfer their membership.
- D. Chapter Support Plan
1. Because the Federation needs to support the chapters, a good plan is necessary to do this.
 2. Ed Evans and B.J. Godwin have mentioned some good ideas on how to do this. We will brainstorm further on this tomorrow or when Yvonne Hamilton is available.
- E. Chapter Newsletter Contest - Ed Evans (See Attachment 12)
1. Information was distributed to Board members on judging criteria.
 2. We would need to decide who would be on the judging panel. The three VPs so everyone feels they have someone representing them.
 3. Award should be either a plaque or a monetary prize or both, but the consensus seems to be for a monetary prize.
 4. Rhonda Mooney said that when her chapter had a newsletter, their attendance was 50% higher.
 5. Examples of other newsletters could be displayed at the next Annual Meeting to show chapters possible options for their newsletter should they want to enter in the contest.
 6. This will be discussed in more detail during tomorrow's board meeting.
- F. 2018 Federation Convention Final Report – B. J. Godwin (See Attachment 13)

Adjourn for the Day at 5:05 p.m.

Friday, August 17

- XV. Called to Order at 8:30 a.m.
- XVI. Chapter Support Plan: Ed Evans and B.J. Godwin
- A. VPs need to travel more to have more of a presence with the chapters.
 - B. Also have email to keep in touch with chapters.
 - C. List of speakers (distributed to Board members yesterday) can be helpful to chapters.
 - D. We need to give people a reason to belong to a chapter other than just getting together to relive old memories.
 - E. One selling point is that, when you retire, you are probably going to live for another 25 or 30 years. You need someone to advise you on how to invest your money since you are probably not going to be earning any more than your retirement pay and social security. There are innumerable scams that target elderly people and their retirement money. NARFE chapter meetings

can be a platform to inform people about these scams and people who can advise about social security and other plans.

- F. If we had a group of people committed to learning about social security, health plans and other retirement information, including how to fill out the F-100, in each chapter, it would be extremely beneficial. All this information must be updated every year. Your chapter would become a no-cost center of expertise and you would give out a name or names and phone numbers to call for assistance.
- G. Norris Alderson said that at his chapter, the month after the convention they have a review of what took place at the convention. It's amazing what a response was gotten. We also have an open meeting in September where members can talk about anything that they want to talk about.
- H. B.J. Godwin said that NARFE isn't very visible to most people on the street. We need to make more people aware of NARFE, what it is, what it does and what it stands for.
- I. Ed Evans said that if we had more trained people in our chapters, we would have more of an impact on the community and be more effective.
- J. Rhonda Mooney suggested that we have both officer training and legislative training at our Annual Meetings in the future because we will now have the time to do it because we will have less business to conduct. Also, talking enthusiastically about the convention (now Annual Meeting) at chapter meetings may encourage more members to attend.
- K. Ronnie Collins asked if anyone has any success with advertising in local newspaper.
 - 1. Larry Cunningham said the expense wasn't worth the response which was little to none.
 - 2. Rhonda Mooney added that their only success was having their chapter info about an upcoming meeting included in a newspaper listing of the activities and events of all the clubs in their area. Her chapter has also occasionally had their meetings announced on tv. They have gained some new members through this. She also mentioned that chapters need to remember they can apply for matching funds from National to help pay for advertising.
 - 3. Email reminders of meetings may be phasing out, but it does encourage some members to attend meetings.
 - 4. Phone call reminders are very successful for the most part.
 - 5. Website information about your chapter meetings has to be kept current.
- L. Rhonda Mooney had some pertinent ideas for chapters:
 - 1. Encourage chapters to do newsletters because they can contain a lot of good information, don't need to be fancy, and helps those unable to attend a meeting feel like they are still a part of the chapter. This increased our meeting attendance by 50%.
 - 2. Because VPs are the face of NARFE to many members, it is important to visit your chapters at least once a year. VPs are who members look to for assistance.

3. Membership and Legislative chairs need to send out updates to chapters every month or every other month to keep more in touch with them. We need to be more accessible and visible to our members. Keep them informed about what National is doing and what the trends are.
4. Joint meetings are like mini conventions and give us a chance to exchange ideas. Inviting legislators adds to the importance of the meeting and are an added bonus. The Federation is willing to donate the funds for a door prize gift card as an added attendance incentive.
5. In the June issue of the Recruiting & Retention Journal, there is a self-assessment for chapter success. You need to have your chapters' officers and members look at this.
6. VPs could compose a survey for Chapter Presidents to help VPs to be more informed about their chapters.

XVII. New Business:

A. Federation Newsletter Contest: (See Attachment 12)

1. A monetary award is thought to be best, \$50 or \$100 or free lodging at the convention.
2. Run from January to December maybe.
3. Submit best three issues suggested.
4. Rhonda Mooney suggested that Ed Evans tweak the details and resubmit the criteria to the Board.
5. Each chapter has a page on the Federation website – a good place to put their newsletter.
6. It was suggested that the VPs be responsible for making sure their chapters' information on the website is up-to-date, correct and complete.
7. A decision needs to be made in time to announce the contest in the November Federation newsletter.
8. **Ed Evans made the motion, seconded by B.J. Godwin, that we have a chapter newsletter contest with a monetary award. Motion passed by unanimous consent.**
9. Decisions have to be made as to how to judge the frequency of the newsletters and how many issues need to be submitted by the entrants. Ed Evans was tasked with deciding the rules to be approved by the Board.

B. Federation Voting Guidelines - Ronnie Collins (See Attachment 14)

1. Since we changed our bylaws to One Member One Vote (OMOV), we need to change our Policy Manual to coincide with these changes.
2. The three VPs (B.J., Ed and Wayne) and Ronnie Collins worked on this.
3. This committee recommends that the top four paragraphs of Attachment 14 be included in the Policy Manual. The last two sentences of paragraph two (written in blue ink) were recommended to be added by Rhonda Mooney.
4. The comments on the bottom of the attachment are there for clarification of what was composed for the Policy Manual.
5. Ballots will be in the February Federation Newsletter and on the Federation website. No ballots will be mailed out individually because of cost.

6. Valid membership to vote must be verified in some way.
7. Committees involved in voting are the Ballot & Teller, Resolutions, Nominating, Bylaws, and Credentials. All will have to be appointed early and apprised of their new duties and responsibilities.
8. The voting roster will be obtained January 2nd.
9. Federation Newsletter deadline has been moved up to January 10th for the February issue, October 10th for the November issue, and June 10th for the July issue. If you don't get your newsletter or ballot by email or postal mail, you will always find it on the Federation website.
10. Results of all ballots will be announced at the Annual Meeting, on the website and when the minutes of the Annual Meeting are posted.
11. Mailed ballots will be mailed to the Ballot and Teller Chair.
12. It needs to be announced to everyone that ballots will be destroyed 30 days after the Annual Meeting.
13. Format for the ballot has to be determined and must include their ID number to verify that they have voted only once and that you are eligible to vote. It is possible to maintain secrecy by obtaining a roster of all members that comes with their ID numbers in front of their name. Merely cut off all the names and match the ID numbers on the ballots to the list.
14. Ronnie Collins noted that these changes in the Policy Manual will affect other sections of the Policy Manual as well, such as the section on the Newsletter Editor and some of the Committee Members' duties.
15. Changes to be made to the Policy Manual: Newsletter: Pre-Voting information will be in the November issue. Paragraph D. Coordinate distribution of the newsletter using the most current mailing list.
16. **Motion was made by B.J Godwin, seconded by Norris Alderson, to adopt the Annual Meeting Voting Guidelines and Newsletter section in the Policy Manual as discussed and presented here. Motion passed by unanimous consent.**

15-minute Break at 10:15 a.m.

C. Federation Newsletter:

1. Biggest expense is in mailing, so the more members who choose to receive their newsletter by email, the lower the cost of the newsletter will be.
2. Number of pages adds a minimal cost. Adding four pages added only about \$150 to the total bill.
3. Selling advertising is a viable option to cut Federation costs, especially insurance and health companies since it is open season.
4. \$50 for business card size ad, \$100 for ½ page, and \$200 for full page with a deadline of October 1st. Norris Alderson has volunteered to sell ads.

D. Federation Recruiting Incentives:

1. National contest is going on from September 1st to December 31st with a prize of \$10 for every member you recruit, active or retired.
2. A year-long contest is too long because people tend to lose interest.

3. Discussion and decision deferred to the February Board Meeting.
 4. If we decide to do this at the February Board Meeting, we can announce it at the 2018 Annual Meeting.
- E. Annual Meetings every other year was discussed:
1. We would first have to have a bylaws change that would require a Resolution to be written up and submitted to the membership.
 2. On the off years could have Joint Meetings or the Board members and Chapter Presidents only.
 3. The main reason for the Annual Meeting is to present the state of the Federation and Treasurer's report to the membership.
 4. Cutting back like that is admitting you are a dying organization and you lose any momentum that you have worked so hard to attain. Members will lose interest in the organization quickly.
 5. In the off year holding a mini state of the Federation meeting in each area: west, middle and east Tennessee is a possible scenario, but defeats the purpose in that you triple your expenses.
 6. You would lose the annual leadership training that is so desperately needed for our officers.
 7. Norris Alderson noted that attendance at the Annual Meeting could be a major factor in this decision. What is the bottom number we would have to hit before choosing to change to an every-other-year format?
 8. There are pros and cons on this issue and we will discuss it again in February to see if we want to bring this issue before the membership.
- F. CDLs:
1. Everyone needs to check with their chapters to find possible candidates.
 2. We need someone for each Congressional District.
 3. Because we have new congressmen coming in, we need to get them educated when they are new, before they are corrupted, so they will remember us in a good light.
- G. FEEA Contribution for 2018 FED Con:
1. The FEEA (Federal Employee Education and Assistance Fund) is a disaster fund and they usually raffle off a large basket filled with goodies at the convention to raise money for this fund.
 2. Bill Shackelford is asking each Federation in his region to donate cash, which he will probably match, to be raffled off to support this fund.
 3. **Merilyn Evans made a motion, seconded by B.J. Godwin, that we donate \$100 to this fund. Motion passed by unanimous consent.**
- H. National President Election:
1. There are candidate statements on the website.
 2. You need to encourage members to vote.
 3. On your ballot, you need to make a first, second and third choice. The tally will begin by taking into account all first-choice votes, and if one candidate receives a majority, he will be declared elected. If there is no majority of first-choice votes, ballots will be run through the computer again assigning points to each candidate: 3 for first, 2 for second and 1 for third. If you did not mark all candidates, your ballot will only be counted for the first tally.

- I. HQ Speaker for 2019 Annual Meeting:
 - 1. First choice is the newly elected National President.
 - 2. Second choice is Barbara Sido again.
 - 3. Third choice is the newly elected National Secretary/Treasurer.
 - J. Any New Business from the Board:
 - 1. 2019 Region X Conference will probably be in October, hosted by North Carolina.
 - 2. Looking at several sites, but Winston-Salem, NC is the most likely choice because of cost and location.
 - 3. Bill Shackelford needs ideas for the agenda that will be attractive to both National and Chapter members.
- XVIII. Federation Annual Meetings:
- A. 2019 Annual Meeting - Larry Minniear
 - 1. See Lynn Henning (2018 Convention Chair) about National advertisers. National contact is Jennifer Bialek and/or Stephanie Saterfield.
 - 2. Getting harder to find a hotel willing to host the convention as our numbers dwindle. They only want to deal with the big numbers of larger organizations.
 - 3. Registration is \$65 per person for 100 people, currently.
 - 4. Ad costs will remain the same as in previous years: \$25 business card, \$25 quarter page, \$50 half page, and \$100 full page.
 - 5. Cleveland Chapter's involvement will be very limited.
 - 6. Food and beverage minimum is \$1,500 per day, banquet and boxed lunch.
 - 7. March 1 deadline is firm and must be held to with a January or February 1 early bird registration incentive.
 - 8. Vendor tables at \$100 each (5 or 6 tables) and about 12 full pages of ads would bring in about \$1,800 revenue.
 - 9. If enough local members attend, food and beverage costs will be covered and we don't have to worry about meeting a minimum number of sleeping rooms.
 - 10. We need something really special to draw in members, like possibly the new National President or the new Miss Tennessee who is also Miss Chattanooga who supports Alzheimer's or a local tv personality like Dave Carrol (cost may be a problem there).
 - 11. An emcee is not needed. A band or piano player during the banquet can be enjoyable, not too expensive and requests can be made for favorite songs, etc. We don't want to cut back too much because we need a splash to get members to attend. They want something other than just NARFE business.
 - 12. Residence Inn will have 15 rooms available, the same hotel where the annual meeting will be held. These rooms would be better for those who are mobility impaired, but they are also more expensive rooms (\$119+parking). The other rooms are in the Towne Place which is across the parking lot from the meeting areas and are lower in cost (\$98).

13. Registration - \$65; Early bird postmarked by February 15 – entered in drawing for \$100. Banquet only \$40, Convention only \$30. Postmarked after March 1 deadline – Late Fee \$10.

B. 2020 Annual Meeting - Ed Evans

1. No site found as yet.
2. Murfreesboro area may have an appropriate venue.
3. State Parks (Henry Horton or Montgomery Bell) may be considered. However, meals may be an issue because they usually can't accommodate (or serve meals to) more than 50 guests at one time.

XVIX. **At 12:15 p.m. Larry Minniear made the motion, seconded by Norris Alderson, that we adjourn. Motion passed by unanimous consent.**

(Attachment 1)

**Federation President Report
Period Covered February 15, 2018 - August 15, 2018**

February 15 - 16, 2018	Attended Federation Board Meeting in Lebanon TN
April 16 - 17	Presided at Federation Convention in Jackson and pre and post Convention Board Meetings
June 5	Attended Donelson Area Chapter picnic
June 21	Attended Millington Chapter Meeting
July 20	Attended West Tennessee Joint Chapter Meeting in Jackson with Eighth District Congressman David Kustoff as the speaker. There were members in attendance from eight chapters and a national division member

Worked with Jackson Chapter Planning Committee on 2018 Federation Convention

Appointed Federation Voting Procedures Committee and worked with them to establish new voting procedures to implement OMOV that will be discussed and voted on at August Board Meeting

Appointed Chapter Support Committee and tasked them with developing a chapter support plan to be discussed at August Board Meeting

Worked with VPs and HQ in closing chapters

Serving on 2018 National Standing Committee - Marketing and Member Resources Advisory Committee

Submitted article for July Federation Newsletter

Kept chapter and national division members informed and updated on issues including 2018 National election and bylaws resolutions and second election for national president

Talked with potential members attempting to recruit and stressed to current members (including chapter officers) the importance of chapter membership

Answered questions and served as a resource for chapters and members

Respectfully Submitted

**Rhonda Mooney
Federation President**

(Attachment 2)



**NATIONAL ACTIVE
AND RETIRED FEDERAL EMPLOYEES ASSOCIATION**

**Middle Tennessee Chapters, Tennessee Federation
1st Vice President**
<http://www.narfetn.org/>

August 15, 2018
808 Sandburg Place
Nashville, TN 37214

**Federation 1st Vice President Report
March – August 2018**

March 5, 2018	Attended Donelson Chapter 1576 Meeting.
April 3, 2018	Attended Donelson Chapter 1576 Meeting.
May 1, 2018	Attended Donelson Chapter 1576 Meeting.
May 31, 2018	Wrapped up closure of Chapter 859 Gallatin and recommended transfer of remaining members.
June 5, 2018	Attended Donelson Chapter 1576 Annual Picnic at Two Rivers Parkway.
June 24, 2018	Wrote speech for and assisted Glenda Huff with arrangements for Postal Rural Carriers Convention in Cool Springs.
August 3, 2018	Submitted Newsletter article for November 2018 Issue.
August 7, 2018	Attended Donelson Chapter 1576 Meeting.
August 16 -17, 2018	Attended Federation Board Meeting in Lebanon, TN.

Respectfully submitted,
Ed Evans
1st Vice President,
Tennessee Federation of Chapters, NARFE
808 Sandburg Place
Nashville, TN 37214
615-429-0342 | narfetime@gmail.com
Twitter: [@Narfetime](https://twitter.com/Narfetime)

(Attachment 3)

**Federation 3rd Vice President Report
Period Covered February 15, 2018 – August 15, 2018**

February 15-16, 2018	Attended Federation Board Meeting in Lebanon, TN.
March 13	Visited with Chapter 0806 Trenton, Chapter meeting at Reelfoot Lake State Park
April 03	Registered for FED CON 18 LEARN+ADVOCATE+LEAD Premier Training Conference for Feds: August 26-28 in Jacksonville, FL. (See Life)
April 16-17	Served as Parliamentarian during the business session Federation Convention in Jackson, TN.
June 21	Visited with Chapter 1382 Millington, Chapter meeting in Millington, TN,
July 20	Attended West Tennessee Joint Chapter Meeting in Jackson with 8 th District U.S. Rep. David Kustoff.

Worked with Jackson Chapter Planning Committee on 2018 Federation Convention

Worked with Chairperson Ronnie Collins, Ed Evans and Wayne Baker in adding a section to the Federation Policy Manual relative to the new voting procedure needed pertaining to OMOV.

Worked with planning committee on West Tennessee Joint Chapter Meeting in Jackson, TN.

Worked with President in closing chapters in 3rd VP area.

Submitted article for July Federation News Letter.

Respectfully Submitted



B J Godwin
Federation 3rd Vice President

(Attachment 5)

Report from Larry (multi-title) Minniear

June 4: Attended HCRW picnic. Spoke with Cong. Fleischmann regarding Postal Reform bill. He is against mandatory Medicare.

June 8: Attended Tennessee Statesman's dinner in Nashville. I talked briefly with Cong. Phil Roe regarding keeping promises on federal retiree benefits. He agrees. I touched bases with Cong. Diane Black at this event as well.

June 22: Met with sales staff at Marriott Residence Inn and signed off on contract for 2019 conference.

June 29: Attended AMAC (Association of Mature American Citizens; website: amac.us) meeting with Cong. Fleischmann in his Chattanooga office. While there I dropped off a packet of all NARFE issues as well as demographic information and a magazine. I will keep in touch with him.

July 31: Joined teleconference with NARFE Advocacy group discussing grassroots efforts. The conference was poorly done. Audio only, and it was barely audible, too much background noise. It was a total waste of time. NARFE would do well to exercise the mute button and mute everyone except the one speaking so they can be heard and then NARFE would have a little more control over the teleconference, rather than a free-for-all. Go-to-Meetings and Webinars are much better.

Now is the best time to contact representatives in Washington because they are running for reelection and are more likely to listen to you. You need to realize it actually takes about 10 years for a bill to be passed and some it has taken over 25 years to pass and become law.

Respectfully submitted, Larry Minniear

(Attachment 6)

ALZHEIMER'S 2017 REPORT

August 16, 2018

So far this year I have sent out 19 Memorial Cards for the chapter's deceased members, and at least 3 Thank You Cards to various people for special donations to Alzheimer's.

We have 31 chapters and of the 31 chapters there are 14 chapters who do not donate to NARFE Alzheimer's. The total amount of money I have collected for the year as of August 1, 2018 is \$2,733.46, and the Silent Auction total was \$1,247.00, for a total of \$3,980.46.

I have continued to do the collection of monies the way it was being done when I took over in 2010. I record all the monies each month in a composition binder with notes about cards etc., and then I put them in an Excel sheet on the computer, and the reports are made from the Excel spread sheet each month. I know it is extra work I don't need to do, but I can always go back to check if I need to.

When I receive the reports from Alzheimer's Association I check off all the amounts, and if donations are sent directly and not through me, I give the chapter credit for the donation. However, the Chattanooga Chapter #108 insists on sending their donations directly and sending me a copy of the check. If the Alzheimer's Association does not give us credit for the checks on their report, that chapter does not get credit on my report.

We ran out of space on the front of the Weida White Tolley trophy with the 2017 winner, Dickson Chapter #727, so with the president's okay, I tasked Brandon's Engraving to make an exact replica of the top brass plate on the front and added 17 small brass plates on the back of the trophy. When the trophy sits on a table both sides are available to view for the next 17 years.

What can I say! I really enjoy the job, and look forward to the Convention, the Silent Auction, and spending time with all the people and my helpers, Pat and Mack Stanley.

Signed: *M. Joan Gates*
NAFE Alzheimer's Coordinator

(Attachment 7)

Regions X Vice President Bill Shackelford

There was an NEB (National Executive Board) meeting, using the go-to-meeting software, on July 23rd. The primary purpose for that meeting was to set the rules for the second ballot for the Presidential election. We will go over all those rules tomorrow.

James Marshall, whom you all may have seen on the website, who was the head of the Federal Benefits Institute, has chosen to return to the private sector. However, he remains under contract to do webinars through the end of 2018. There is a search on-going for a new Federal Benefits Institute Director.

As most of you may be aware, the OPM mailing list, that we have been benefiting from for several years, that was used by OPM to advise recent retirees of the benefits of belonging to NARFE, which was great and added to our prospective list, will no longer be available to us. This decision to discontinue it was made by Director Jim Pon because of complaints from other entities such as AFGE and the National Treasury Employees Union. They thought it was unfair that one organization was benefiting from the retiree list and they weren't.

Pon is going to be at FEDCON, however, and there will not be a Q & A session with him. Jessica Clement has been coordinating requests for questions to be answered by Pon. Hopefully, his staff will put together his remarks accordingly. Other questions have been raised concerning Pon which will be addressed at a later date by National.

Also, at the NEB meeting, we reviewed the mid-year budget. Our review has indicated that there will be no major adjustments necessary through the end of 2018 on the NARFE finances.

For the benefit of the next Tennessee Federation President, the Federation President's Meeting for 2019 will be July 8-12 (that covers travel dates) at the Westin Hotel in Scottsdale, Arizona.

There has been some concern about the President's meeting which has historically been held on the odd year at the location of the up-coming National Convention, which is why the 2019 meeting is going to be at the Westin where FedCon20 is going to be due to a handshake agreement by a person who is no longer with NARFE. The agreement was that the 800+ attendees of FedCon20 would have the same room rate as the 70 attendees of the 2019 Federation President's meeting. It was brought to the NEB to consider three other locations for the President's meeting next year (Charleston, SC; Richmond, VA; Norfolk, VA). It came down to a vote between Norfolk or remaining at Scottsdale which tied at six votes for each. As a result of the tie, it's going to stay at Scottsdale. They have agreed to a room rate of \$155 provided we meet a \$35 - \$40,000 food and beverage minimum. Typically, with a convention in the past, the room rate has been right at or just over \$100 and a food and beverage minimum at \$15 - \$20,000. They have jacked up both those items on basically 70 people. Unfortunately, we couldn't get it moved east. For the record, Region X voted for Norfolk, VA.

On Saturday afternoon at FedCon18 there is going to be a one-hour round table discussion conducted by the North Carolina Federation because of successes they have had over the past year to 18 months with membership. In 2017 they had the highest number of new members for a Federation; they've had a terrific retention rate; and, as far as communicating with the National chapter members, one of their area vice

presidents is a National non-chapter member, and, a member of their website committee is also a National non-chapter member showing they have had success at bringing National non-chapter members onto their board. They have also developed a very comprehensive strategic plan which they will discuss. They have had great success with using go-to-meeting technology for their board meetings using basically the same format as the Tennessee Federation's board meeting (starting at 1 p.m. on the first day and resuming the next day at 9 a.m. and going to about noon). They have also used go-to-meeting twice for their board meetings, doing it all in one day within a six-hour period.

They have recently completed a ballot of OMOV for their officers, bylaws and some resolutions with a 15 percent return rate, which is considerably higher than what headquarters did with the first round of their bylaws and presidential election back in June. They sent out 5,418 ballots at a cost of \$1,785. There was some additional cost because they had a group meet at a centrally located hotel to count the ballots by hand.

On Sunday, there are going to be several round-table topical discussions which will be beneficial. If you can attend, take good notes so you can bring that back to your members.

(Attachment 8)

Region X Alzheimer's Chair Donna Shackelford

July 1, 2017 – June 30, 2018 - Total National collection: \$414,805.46
(Fiscal year according to the Alzheimer's Association) (\$51,644.89 less than 2017-2018)

Total Region X collection: \$121,679.74
(Approx. ¼ of national)
Total Virginia collection: \$66,227.50
Total West Virginia collection: \$18,251.87
Total North Carolina collection: \$17,747.27
Total Tennessee collection: \$11,217.40
Total Kentucky collection: \$8,235.70

Collection as of June 30 toward our \$13 million goal: \$12,775,591.99

At the Alzheimer's Association International Conference 2018 in Chicago, Eisai Co., Ltd. and Biogen Inc. announced additional results of a **Phase II clinical trial (Study 201) of BAN2401**. The trial sponsors announced topline results on the 18-month analysis on July 5. Though the trial was negative on the primary Bayesian analysis, as reported in December of 2017, at AAIC 2018, the researchers reported additional results on several of the trial's secondary outcomes, including reduction of amyloid plaques and improvement of cognition and function, though the trial was not powered to demonstrate efficacy in cognitive outcomes. On behalf of the millions living with Alzheimer's disease and other dementias now and the millions more at risk, the Alzheimer's Association finds these results important to report and share with the scientific community. The data is intriguing and we look forward to hearing the sponsors' plans for moving forward.

This is the second Alzheimer's clinical trial that has demonstrated both clearance of amyloid from the brain and cognitive benefits - again, the studies were not large enough to definitely demonstrate cognitive efficacy and the BAN2401 study did not meet its primary endpoint. That said, these two studies indicate that amyloid remains an important therapeutic target to pursue in Alzheimer's disease.

I am on my way to FedCon 2018 in Florida. Along with the Conference, the national Alzheimer's Committee will meet, as we do annually. The Committee is made up of one member from each of the ten NARFE Regions, plus the President of NARFE and a member of the Alzheimer's Association. While we are there, we will learn the results of

the most recent research work, and we will also select the next 3-4 grants for the NARFE contributions to support. I will keep you posted about that outcome through your federation coordinator.

University of California, San Francisco

Dementia should join the expanding list of possible complications following concussion, even if the patient did not lose consciousness, say researchers from UCSF Weill Institute for Neurosciences and the San Francisco Veterans Affairs Health Care System.

In their study, which tracked more than one-third of a million veterans, the likelihood of dementia was found to more than double following concussion, the researchers reported in *JAMA Neurology*.

After adjusting for age sex, race, education and other health conditions, they found that concussion **without loss of consciousness led to 2.36 times the risk for dementia.** These risks were slightly elevated for those in the loss-of-consciousness bracket (2.51) and were nearly **four times higher (3.77) for those with the more serious moderate-to-severe traumatic brain injury.**

Blood tests can now predict ahead of time the indicators of the possibility for Alzheimer's. That can offer new avenues to drug discovery.

Volunteers are always needed for trial-match. People with and without the disease and those who have it in their family who are more likely to get the disease are needed for trials. For information on volunteering: twilliams@recognitionhelp.com.

On the monetary side, if you are interested in doing something for Alzheimer's, buy the Alzheimer's stamp when you go to the post office. In the first four months that it was on the market, three-million stamps have been sold. This has raised \$471,000 to go to MIH for their research. Consider giving these stamps as gifts.

I have the dates for numerous walks that will be held in different towns across Tennessee. Contact me for this information if you are interested in walking to help raise money for Alzheimer's.

TENNESSEE FEDERATION NARFE FINANCIAL REPORT													
2018 BUDGET AND EXPENSE REPORT													
ACTIVITY	Budgeted 4 Qtrs Year 2018	QTR		Actual 1st Qtr 2018	QTR		Actual 2nd Qtr 2018	QTR		Actual 3rd Qtr 2018	QTR		Actual 4th Qtr 2018
		Budget	1st Qtr		Budget	2nd Qtr		Budget	3rd Qtr		Budget	4th Qtr	
1. Exec. Bd. Meeting:													
a. Travel	\$ 1,500.00	\$ 750.00	\$ 750.00	\$ 538.64			\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 538.64
b. Lodging, meals	\$ 1,500.00	\$ 750.00	\$ 750.00	\$ 500.26			\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 500.26
c. Other	\$ 100.00	\$ 50.00	\$ 50.00				\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -
2. Fed. Officers Stipend	\$ 1,500.00	\$ 375.00	\$ 375.00	\$ 375.00			\$ 150.00	\$ 375.00	\$ -	\$ -	\$ 375.00	\$ -	\$ 525.00
3. Office Expenses:	\$ 450.00	\$ 113.00	\$ 113.00				\$ -	\$ 112.00	\$ -	\$ -	\$ 112.00	\$ -	\$ -
4. Fed WEB site	\$ 100.00	\$ 25.00	\$ 25.00				\$ 45.00	\$ 25.00	\$ -	\$ -	\$ 25.00	\$ -	\$ 45.00
5. State Convention Ex.							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
a. Travel	\$ 1,500.00				\$ 1,500.00		\$ 1,048.00						\$ 1,048.00
b. Lodging, meals	\$ 1,700.00				\$ 1,700.00		\$ 2,840.35						\$ 2,840.35
c. Misc.	\$ 200.00				\$ 200.00		\$ 843.37						\$ 843.37
d. Convention Deficit													\$ -
6. Nat'l Convent/Pres	\$ 1,250.00						\$ -	\$ 1,250.00	\$ -	\$ -	\$ -	\$ -	\$ -
7. Fed. Newsletter	\$ 4,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,563.70			\$ -	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,563.70
8. Legislative Expenses							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Chapter Visits	\$ 1,400.00	\$ 350.00	\$ 350.00	\$ 84.80			\$ 148.68	\$ 350.00	\$ -	\$ -	\$ 350.00	\$ -	\$ 231.36
10. Civic Activity							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Senior Act/Alz Act.	\$ 100.00	\$ 25.00	\$ 25.00	\$ 8.57			\$ 91.50	\$ 25.00	\$ -	\$ -	\$ 25.00	\$ -	\$ 100.07
12. Public Relations	\$ 50.00	\$ 13.00	\$ 13.00				\$ -	\$ 12.00	\$ -	\$ -	\$ 12.00	\$ -	\$ -
13. Membership							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14. Region X Conferenc							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15. Nat'l Legislative Semin							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
a. Travel							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
b. Lodging, meals							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
c. Other							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17. Other	\$ 100.00	\$ 25.00	\$ 25.00				\$ 180.01	\$ 25.00	\$ -	\$ -	\$ 25.00	\$ -	\$ 180.01
TOTAL Budgeted/Expel	\$ 15,850.00	\$ 3,976.00	\$ 3,976.00	\$ 3,068.97	\$ 4,326.00	\$ 4,326.00	\$ 5,154.79	\$ 5,224.00	\$ -	\$ 2,424.00	\$ -	\$ -	\$ 8,223.76
Chapter Closings							\$ 3,910.57						

**TENNESSEE FEDERATION NARFE FINANCIAL REPORT
2019 BUDGET AND EXPENSE REPORT**

ACTIVITY	Budgeted 4 Qtrs Year 2019	QTR		Actual 1st Qtr 2019	QTR		QTR Exp. Actual 2nd Qtr 2019	QTR		YTD Exp. Actual 3rd Qtr 2019	QTR		QTR Exp. Actual 4th Qtr 2019
		Budget 1st Qtr 2019	Budget 2nd Qtr 2019		Budget 3rd Qtr 2019	Budget 4th Qtr 2019		Budget 3rd Qtr 2019	Budget 4th Qtr 2019				
1. Exec. Bd. Meeting:													
a. Travel	\$ 1,500.00	\$ 750.00							\$ 750.00				
b. Lodging, meals	\$ 1,500.00	\$ 750.00							\$ 750.00				
c. Other	\$ 100.00	\$ 50.00							\$ 50.00				
2. Fed. Officers Stipend	\$ 1,500.00	\$ 375.00	\$ 375.00						\$ 375.00			\$ 375.00	
3. Office Expenses:	\$ 560.00	\$ 140.00	\$ 140.00						\$ 140.00			\$ 140.00	
4. Fed WEB site	\$ 100.00	\$ 25.00	\$ 25.00						\$ 25.00			\$ 25.00	
5. State Convention Ex.													
a. Travel	\$ 1,000.00		\$ 1,000.00						\$ 1,000.00				
b. Lodging, meals	\$ 2,000.00		\$ 2,000.00						\$ 2,000.00				
c. Misc.	\$ 200.00		\$ 200.00						\$ 200.00				
d. Convention Deficit													
6. Nat'l Convent/Pres													
7. Fed. Newsletter	\$ 4,500.00	\$ 1,500.00								\$ 1,500.00		\$ 1,500.00	
8. Legislative Expenses													
9. Chapter Visits	\$ 1,200.00	\$ 300.00							\$ 300.00			\$ 300.00	
10. Civic Activity													
11. Senior Act/AIz Act.	\$ 100.00	\$ 25.00							\$ 25.00			\$ 25.00	
12. Public Relations	\$ 50.00	\$ 13.00							\$ 13.00			\$ 12.00	
13. Membership	\$ 550.00	\$ 50.00							\$ 400.00			\$ 50.00	
14. Region X Conference	\$ 2,400.00											\$ 2,400.00	
15. Pres Conf/Natl Board	\$ 1,200.00								\$ 1,200.00				
16. Nat'l Legislative Semin													
a. Travel	\$ 900.00	\$ 900.00											
b. Lodging, meals	\$ 1,300.00	\$ 1,300.00											
c. Other	\$ 350.00	\$ 350.00											
17. Other	\$ 100.00	\$ 25.00							\$ 25.00			\$ 25.00	
TOTAL Budgeted/Expense	\$ 21,110.00	\$ 6,553.00							\$ 4,502.00			\$ 5,203.00	\$ 4,852.00

(Attachment 11)

Speakers for Your Chapter Meetings

January

Tax Services

Local Published Author: How to Write Your Own Book

One or more Hobbyists from among the Chapter members

February

Emergency Communication Center Operation

Senior Nutrition from a Hospital Nutritionist

March

Gardening Tips from a local Master Gardener

Enjoying State Parks from a local State Park Superintendent

April

Home Owners' Insurance and Disasters

Camping Tips from a Park Ranger at the nearest State Park

May

Strategies for Financial Planning/Management

Representative of local Congressperson

June

Chapter Picnic

[Suggest combine picnic with an Alzheimer Silent Auction of donated items; invited Federation President, local Federation VP, and closest other Chapter Presidents.]

July

Local Veteran speaker

Spokesperson for local historic battleground/grave site

August

Local Municipal/General Assembly Speaker

Brad Palmertree, Director, State of Tennessee Healthcare Campaign

September

Speaker on Medicare Parts A, B, and D

[Shannon Jones, State Health Insurance Assistance Program, a division of the Tennessee Commission on Aging and Disability]

Presentation by Local Photographer on how/where to photograph Fall colors.

October

Rev. Rosemary Brown, Inspirational Speaker on “Grandma’s Days; [The Reverend is Pastor of Monroe Street and Jordonia United Methodist Churches in Nashville, Tennessee.]

November

Health Issues (Speakers from hospitals, clinics)

Winter Police Advisory for Seniors Speaker (From local Police Dept.)

December

Holiday Luncheon

In addition to these speakers, you might also poll the Chapter membership to see from whom they would like to hear in their nearby communities.

Two activities that seem to work for many chapters, besides offering a speaker that will draw members to meetings, some chapters offer one or more paid meal cards, such as from Cracker Barrel, and once everyone has signed in on a numbered list, the invited speaker chooses two numbers as winners. The second draw is to have your meetings where the members can have lunch or dinner together before the meeting begins.

(Attachment 12)

NARFE Newsletter Judging Criteria

A. Frequency of Publication - 20 points maximum. (From 1/2019 through 2/2020)

1. Two times 5 points
2. Three times 10 points
3. Four times 15 points
4. Five+ times 20 points

B. Content - 30 points maximum. Based on the following criteria:

1. Relevance and timeliness
2. Member and variable author participation
3. Balance of NARFE news & features

C. Layout and Design Considerations – 30 points maximum.

1. Up-front placement of priority news
2. Tempting headlines throughout the issue
3. Appealing front page
4. Balance of copy with photos/art & headlines
5. Readability (size of type & use of white space)
6. Consistent format
7. Unity (focus of issue, photos to support article)

D. Accuracy - 20 points maximum.

1. Effective proofreading
2. Proper referencing
3. Observance of copyright laws
4. Volume and Issue number listed

All of the above requirements add up to a maximum 100 points.

(Attachment 13)

**Report
of the
2018 NARFE FEDERATION CONVENTION**

The 62nd Annual Convention was held in Jackson, TN at the Doubletree Hotel on April 16 – 17, 2018.

The Convention Committee met and set a tentative budget. We also set the registration at \$60.00 for full registration; \$30.00 for the Convention only and \$35.00 for the Banquet only. We had 60 full registrations; 2 for the convention only and 11 for the banquet only.

Looking at the report from the previous convention, we noted that one of the additional expenses was attributed to overbooking the number of rooms. Our committee decided to offer an early bird registration incentive, so that we could get a good estimate of the rooms that would be needed early. We agreed to offer a \$100.00 cash incentive to the lucky winner of a drawing of those who registered by February 16, 2018 (one month before the deadline for guaranteed room rates for the convention).

We selected the Doubletree Hotel as it offered a complete package – ample rooms, full banquet service and good meeting space. Additionally, we had worked with Ms. Mary Ross, the Sales & Banquet Manager on several occasions previously, including having our Chapter Christmas luncheons there.

The sleeping rooms were \$137.00, which included taxes, and the meeting room space rented for \$600.00 per day. There were no complimentary sleeping rooms offered in our contract.

Mary worked really well with us in helping to host the Convention. She suggested that if we had three meals that she could lower the meeting room rental to only \$500.00 for the two days.

Looking at the report from the 61st Convention, she worked with us in not overbooking the number of sleeping rooms that we would probably use, thereby avoiding an additional expense. She said that she would hold 55 rooms – 25 for Sunday; 25 for Monday and 5 for Tuesday, or that she would work with us on any combination of a total of 55 rooms rented by NARFE members. After the registration information was disseminated and reservations were being made, Mary provided a weekly roster of NARFE registrants. We found that we had some members who used other avenues other than NARFE to register, and she allowed those to count against our numbers as well.

We had to sign a contract in September 2017 with an \$800.00 non-refundable deposit. In order to avoid paying approximately \$600.00 in sales taxes, we had to have a Tax Exempt Certificate. We had to have our own certificate because per the Hilton rules, the check for the deposit and the Tax Exempt Certificate had to read exactly the same.

We applied for the Certificate using the form from the Tennessee Department of Revenue, a copy of our Charter and a copy of the letter where NARFE Headquarters had already obtained exempt status from the Internal Revenue Service.

The application and the receipt of this Certificate took approximately two and a half weeks. We had to go to the hotel and delay the contract signing for an additional week.

We had to now turn our focus to decide how we could have three meals in order for the meeting room rate of \$500.00 vs. \$1200.00.

Mary worked with us and suggested that we have a breakfast and an all-day break to solve this dilemma. It sounded good – but what about the money????? We came up with the idea that perhaps we could get sponsors who would help defray the costs.

Jennifer Bailek from Headquarters had contacted us and provided the names of vendors that we should not contact as these would be contacted from her office.

When Mayor Jerry Gist first knew that the Convention would be held in Jackson, he offered his support and said that the City of Jackson would assist in any way possible. He suggested that instead of getting small sponsors that we should contact major convention sponsors; namely – the City of Jackson, West Tennessee Healthcare, Jackson Energy Authority and First Bank. We revised our tentative budget in anticipation of the four sponsorships.

We received \$2500.00 from the City of Jackson and from Jackson Energy Authority. West Tennessee Healthcare said no, and we received no communication from FirstBank. VOYA Financial Services Representative Steve Little heard me telling someone about our convention, and he asked me to send him a sponsorship letter. He sent \$350.00 to cover the cost of the program booklets.

We had to revise our budget as we did not receive the anticipated funds from sponsors. However, we were grateful for what we did receive.

With the time of the Convention fast approaching, our Chapter members readily sought out ads for the program booklet from places of business that they frequented and had personal contact people.

One of the major challenges was that instead of a ‘hospitality room’, we decided on the all-day break. This was a hard-sell to our committee members, and they thought that this would be a ‘downer’ for the attendees, since this room was something to which they had become accustomed.

When we negotiated this idea, we looked at the pros and the cons –

Pros - We would save money by renting a room and supplying the food and beverages ourselves. However, the coffee would have to be provided by the hotel at a cost \$25.00 per gallon.

The room would be open on both Monday and Tuesday; attendees could take snacks for the return journey.

Cons - The room would not be void of abed, so the space would be limited to perhaps no more than 6 – 10 people at a time.

Someone would need to monitor the room and would miss meetings, etc.

Overworking the electrical outlets was of some concern as four rooms share the same circuit breaker, and could cause interruption of service to guests.

Liability issues for the attendees could be attached to the Convention, such as bad food, spilled coffee, electrical cord hazards.

Food and/or beverages from the hospitality room could not be brought to the meeting room. It would have to be consumed there or in the individual rooms.

Many of the attendees would not have an opportunity to enjoy the hospitality room, either because of working on committees, or the inaccessibility of it.

We were asked by several attendees at the 2017 Convention to try to make the hospitality room more accessible to the attendees.

We decided to ask the attendees to complete a survey, which would give us an idea of what worked and what didn't, from their viewpoints.

The survey compilation is attached with this report as well as the revised budget and the final financial accounting for 2018. Additionally, a copy of the survey was provided to Ms. Mary Ross at the Doubletree Hotel.

We were blessed to have the dignitaries that we invited to attend – Marianne Dunavant from Congressman Kustoff's office; Rep. Johnny Shaw; Rep. Jimmy Eldridge; Mayor Jerry Gist; Ted Austin, VP of Consumer Affairs from JEA; the Color Guard from the City of Jackson's Fire Department; Local TV and radio personality, Steve Bowers and Carlos' Starbucks coffee buddies – Tom Hay and Scott Myatt, local musicians.

Also attending were William "Bill" Shackelford, Region X Vice President, along with his wife, Donna, who is Region X Alzheimer's Coordinator, and special guest Barbara Sido, NARFE'S Executive Director.

Thank you letters have been sent to all, and VOYA (Steve Little) received a copy of the program booklet.

With the success of the Convention, we realized almost \$2500.00 profit for our Chapter, which will hopefully help in recruiting efforts to expand our outreach.

With the generous sponsors, we were able to provide two additional meals – breakfast and all-day break at no extra costs to the attendees.

We were also able to provide a room for two nights for our Chapter Secretary, who served as the Publicity Chair, the Publication Chair and the Credentials and Registration Chairs.

The best laid plans of mice and men (women) sometimes go awry – I am grateful to my husband Carlos for stepping in and carrying the torch as I was unable to attend due to a medical condition.

Thank you all for your care, concern, cards, prayers and calls. Thanks be to GOD, I am much better now.

Thanks to all the Chapters for providing door prizes, silent auction items and for your participation.

Thanks to Joan Gates, the Alzheimer Pro for another successful silent auction.

Many, many thanks to our companies and individuals for ads in the program booklet.

Special thanks to all of the members of Chapter 519 who helped in any way and contributed to the success of the Convention: Ruth Atnipp; Bob Bell; Katie Brantley; Bobbie Eason; Floyd Ferrell; B. J. Godwin; Carlos Henning; Joyce Knott; Jerry McDuffie; Rhonda Mooney; Peggy Stanfill; Diane Tyson and Lorenzo Tyson. Also, special thanks to Larry Henderson, Tri-County Chapter 806 who also served on the Convention Committee and provided valuable information during our planning meetings.

Special, special thanks to Ed and Marilyn Evans for the Convention Notebook, without which we would not have been on target with many aspects of the convention and may have missed some important pointers in our planning process. These two people are invaluable resources and were extremely helpful, courteous and cooperative. They always do an excellent job with the Memorial Service.

Notes:

The hotel would have charged \$95.00 per day for use of the microphones. We rented ours from and outside source for \$25.00 per day. The screen was included in the rental of the room. Also, the vendor tables were included at no extra cost.

We were able to put up signage at no extra cost.

Since we did not have individual break-out rooms, we rented cardettes at a cost of \$1.00 each and made committee signs to designate meeting areas.

Mary suggested the round tables with only 6 people at each for the meetings rather than using the rectangle ones, as there would be more room for food, beverages and papers or reports. This configuration would also allow for more ease in movement for the attendees, especially those with mobility challenges.

We should have notified the media as this would have been a great tool to showcase NARFE and what it is all about (hindsight is always 20/20).

Suggestion:

If you can have a separate area for the silent auction it would perhaps be better

Lynn B. Henning
2018 Convention Chair

NARFE CONVENTION BUDGET (Revised 2/1/18)

2018

	EXPENSES	ESTIMATED INCOME
MEETING ROOM	\$ 500.00	
MICROPHONE	\$ 95.00 X 2	
PROJECTOR		
SCREEN		
BANQUET FOR 110 PEOPLE	\$2900.00 (\$22.00 + 19%) X 110	
COFFEE	INCLUDED	
BREAKS	\$2025.00	
BREAKFAST (Tues.)	\$1666.00 (\$14.00 + 19%) x 100	
PRINTING EXPENSE	\$ 475.00	
POSTAGE, ETC.	\$ 100.00	
EARLY BIRD GIVE-A-WAY	\$ 100.00	
DECORATIONS	\$ 150.00	
ENTERTAINMENT	\$ 300.00	
MISCELLANEOUS	\$ 300.00	
REGISTRATIONS		\$4800.00 ((\$60.00 x 80))
SPONSORSHIPS		
CITY OF JACKSON		\$2500.00
JEA		\$2500.00
BC/BS		\$ 500.00
GEHA		\$ 500.00
ADS		\$2000.00
TOTAL	\$8706.00	\$12,800.00

2018 NARFE TN FEDERATION CONVENTION

SURVEY RECAP

There were 53 respondents out of 72 attendees)

1. HOTEL

Accessible: 52 yes; I think so

Accommodating Staff: 49 yes.

- Front desk not accommodating.
- Monday – had to twice request to empty a trash can that was not emptied from the previous event.
- Front desk person at check-in was in the wrong job – not very welcoming at all.
- No mail service Monday.
- It took 2 calls to front desk to get clean linen. Hotel did give me extra Hilton Honor Points.
- The Manager on duty Sunday afternoon, April 15 at 4:00 p.m. was not “customer service oriented” – not nice to incoming residents in front of guests.
- Service in restaurant was very slow.
- Pillows on bed were terrible - lumpy!

Sufficient Parking: Yes

Value for price: Yes

- Little high on room
- (Room) tight for 2 people

Meeting Room:

- 51 = Comfortable
- Cold – first night and day
- Hallway on Sunday afternoon was very cold – meeting room was comfortable

2. FOOD

Banquet

- 45 = Good (Yes)
- 3 = No
- Excellent fare
- Well done
- I enjoyed being served rather than going thru buffet line
- Food – very good
- Not the most enjoyable banquet food
- No cream for coffee
- Acceptable
- Had to ask for iced tea refill and coffee

- Failed to serve ladies first
- One small scoop of butter for entire table
- The servers should be requested to serve all those seated at a table at the same time. Our server left two of us without food until others were almost finished eating.
- Very good
- Good menu approach; good music approach
- Food could have been better
- Food was good – could have been better
- Chicken meat was very good; vegetable combination wasn't
- Service was excellent
- Not worth the money spent
- Tasty and good amount; service very attentive
- Great entertainment – liked not having a speaker

Breakfast

- 53 = good (yes)
- Eggs were not cooked enough for my liking
- Well done
- Excellent food served hot and good selection
- Excellent
- Breakfast was very good
- Fair
- Everything was very good
- Very good
- Good – Free
- Hot – generous amount; convenient seating
- This was a great feature
- Thank you for complimentary breakfast!!

Hospitality Room:

- 51 = good (yes)
- I think this was better than a hospitality room; hospitality room is a lot of work and expense to host chapters.
- Enjoyed very much
- Accessibility of room – very good
- Could have had a little better variety besides fruits and sweets
- Well done!
- Not enough variety – not manned
- Excellent job of planning and adjusting for the unexpected
- Food, Facility and Accommodations were great
- Need more snacks that are not sweets
- Thanks for fruit – very good

Other Comments:

- Wish more had attended
- Excellent turn-out of local politicians and support from City of Jackson. I did not see any local press - were they invited? Jackson Sun should have been here for photo op – it's a small local paper and that kind of publication is always looking for "news".
- Jackson Chapter did a great job.
- Town Hall Meeting – Excellent!
- It was great having the NARFE CEO in attendance to address the members in attendance.
- Carlos and Jackson members did a great job as host.
- Make I-75 wider – 3 lanes before 2019

My suggestion: Apply for tax-exempt certificate **early**. We had to make a deposit on the hotel and needed the certificate to avoid having to pay 9.75% sales tax. This certificate saved us approximately \$600.00.

You will need an application from Tennessee Department of Revenue, Application for Exemption for Organizations and Institutions and a copy of your Chapter's Charter.

(Attachment 14)

Annual Meeting Voting Guidelines:

The Resolutions Committee and the Bylaws Committee will need to be appointed by November 1st to act on resolutions received. These 2 committees will need to complete their work by January 2nd. The Nominations Committee will need to be appointed in a timely manner and have the list of officer nominations completed by January 2nd. This does not preclude the use of Standing Committees to serve in these functions.

The ballot and voting details shall be completed by early January. The voting period shall be March 1st through March 31st for the ballot voting which is to take place prior to the Annual Meeting. *A separate ballot shall be prepared for voting issues which affects chapter members only. All ballots cast shall be retained for a period 30 days after the Annual Meeting.*

The following shall be included in the February edition of the newsletter and posted on the website; proposed resolutions along with their respective committee recommendations, the list of candidates nominated for Federation Officers and the ballot(s) with voting details. A section of the website should be made available for the board and members to comment on any proposed resolutions, and for candidates to make any statements.

The roster of eligible members shall be obtained on January 2nd and provided to the Ballot and Teller Committee for the determination of those members eligible to cast a ballot, and to the Credentials Committee for the determination of participation in the Annual Meeting.

Comments:

The membership will need to be reminded that any proposed resolutions need to be received by the new date of December 1st.

Three committees affected by the new voting procedures (Resolutions, Bylaws, and Nominations Committees) will need to be appointed much earlier this year. They will perform the same work as before, but only finish in time to get the required details in the February newsletter. And they need to be instructed as when that is.

The Ballot and Teller Committee will also need to be appointed sooner. Their work will be changed with the new voting procedures. Either they or the federation board must create the voting ballot(s) and instructions, and have it ready to publish in the February newsletter. The ballot format will need to be coordinated with the Newsletter Editor and printer. They will need to count the ballots and have the results prior to the business session of the Annual Meeting and be furnished a list of active members who are eligible to vote. New guidelines will need to be furnished.

The Credentials Committee (for lack of a better term) will function somewhat differently. They will need to be provided a list of eligible members and provide each one a voting badge and/or card. And provide guests with a non-voting badge. New guidelines will need to be furnished.