



**Kansas Federation of NARFE Chapters
Regular Executive Board Meeting
Atrium Convention Center, Hutchinson KS 67501
October 29, 2016**

The Federation Fall Executive Board meeting was called to order at 9:42 am at the Atrium Convention Center, Hutchinson, Kansas 67501.

Judy Etter, Kansas Federation Chaplain, gave the invocation. Rita Dawson 2nd Vice-President led the Pledge of Allegiance.

Roll call was made by the Federation Secretary:

Present: Cindy Renee' Blythe, President
Rita Dawson, 2nd Vice President
Gwendolyn (Gwen) Ketter, Secretary
Peggy Coder, Treasurer
Judy Etter, Area 1A Vice-President
Gary Kilgore, Area 2A Vice-President
John Ourada, Area 3 Vice-President
Gene Algrim, Area 4 Vice-President
Ronald Katt, Area 5 Vice-President
Christianson, Area 6 Vice-President
Carol Ek, Region V Area Vice-President

Not Present: Elizabeth Bornman, 1st Vice-President & Training Chair
Louis Bornman, Area 1 Vice-President & National Legislative Chair
Robert Cranmer, Immediate Past President
Sylvia Riepen, Area 2 Vice President
Charles Waknitz, Area 6 Vice President
James Miller, State Legislative Chair
Joanne Miller, Alzheimer's Chair
Tom Huntzinger, NARFE PAC Chair
Harold Klage, Service Officer
James Dodd, Historian and NARFE Netter

Quorum – In accordance with Kansas Bylaws; Article VI – Section 3, the required number of voting members was present to represent a quorum.

Minutes of June Executive Board Meeting:

Minutes of all meetings have been mailed for availability of all members in advance of this meeting. Gwen Ketter moved the reading of the minutes be waived. (Robert's Rules of Order, page 343). The motion was seconded by Judy Etter. Unanimous approval was given with an "aye" vote.

Region V Vice-President Carol Ek

Carol explained that the e-NARFE members have been returned to their respective Federations as National Only members. Kansas Executive Board (EB) will have to decide how these members are welcomed back. Cindy will need to prepare a “Welcome” letter for each member that explains to them the benefits they now can expect as members of the Kansas Federation.

Our current By-laws provide for no representation for National Only members in the voting process. If the EB wants to extend voting privileges to those members then the By-laws will have to be rewritten and voted on by the membership at the 2017 Federation Convention. National Only members are not allowed to run for office either.

Whatever we decide, each member must be offered the opportunity to join a local chapter if they so desire, keep their membership just as it is – no contact except for the Federation Newsletter and Convention notification, no voting privileges and no participation in the officer election process.

Missouri has created a Missouri State Chapter where the e-NARFE members will be moved to. Kansas could take a chapter that is on the verge of closing and reinvigorate it by assigning all these members there. The e-NARFE members would have to agree to pay chapter dues. How the 10% money and per-capita would work is still to be discussed by the EB. This idea has merit but requires further discussions.

Treasury Report Peggy Coder

Cindy submitted expense vouchers for National Convention for Bruce Smith, Dennis Grossnickel, and Richard Diller as was approved at the April Post-Convention EB meeting.

Treasury report was approved as presented.

Carol provided Peggy some suggestions for better documentation in the report, i.e., breakdown the Honorarium Expense, and list the NARFE members who carried National Convention proxies. This is in case a member would question the report. Without them being at the EB meeting, then wouldn't have the benefit of Peggy's explanation. The \$40.82 not disbursed from the Scott City Chapter 1996 closing will be returned to the Federation General Funds. There is no possible way to accurately disburse the amount.

Membership Challenges Cindy Renee' Blythe

No membership Chair - Cindy isn't having any luck getting someone to take this chair – any suggestions?

Carol provided the name, Sylvia Fritchman from Andover as a prospective Membership Chair.

Disbandment of e-Chapter

Cindy notified the EB that if you have any special events and would like those individuals invited to your chapter let her know and she will send the information to them.

As Cindy understands the situation, we are still under the same ban of contacting those members.

Federation Newsletter Cindy Renee' Blythe

Next issue December. Please provide your input to Cindy by mid-December so that she can get it put together and Gwen can send it before the end of the month or push over to January.

Get input to Cindy by December 16th.

Closing Chapters Cindy Renee' Blythe

Received instructions from Carol

Nothing has changed much from the way we already operated. Federation President is the only person who can close a chapter. Remind your chapters of that during your visits please.

2017 Federation Convention Cindy Renee' Blythe

Proposed Budget

1. There were a few minor corrections; need to include the expense of the Vendor Tables since the hotel is charging \$41.00/vendor table. This would give the vendor a table for Sunday and Monday.
2. Will include \$410.00 in the Expenses Section of the Preliminary Budget.
3. Advertising Rates - Jennifer Bialek – Business Development. It was decided to offer color ads, so will make the changes to the Convention Program Booklet Rates. Full page - \$100.00; ½ Page - \$60.00, ¼ Page - \$30.00. NARFE Affiliates Full Page - \$75.00, ½ Page - \$50.00, ¼ Page - \$25.00
4. Remove the Program Sponsor \$15.00 offer
5. Change the date for receiving payment and copy to March 24, 2017

Registration Letter

1. Letter approved with minor changes
2. Remove 1-800 phone number
3. Re-word “new or antique value” sentence with “Handmade craft items, homemade food and themed baskets”.
4. www.Biddingowl.com software for non-profit auctions
5. Will ask Kyle to block NARFE rooms all on the 1st floor since there is no elevator. Spoke to Kyle 11/3/16 – he will do as we ask.
6. Inquire if hotel will give us the same rate as we are getting for the meetings - \$65.00 + tax instead of the quoted rate of \$75.00 + tax. Spoke to Kyle 11/3/16 – the hotel is unable to do the reduced rate of \$65.00 since there are other venues there the same time and their rate is the \$75.00.

Gwen will be in charge of Registration/Credentials

John will present the Credentials Report with the data provided by Gwen.

Federation Drawing

Peggy will be in charge of the drawing. She and Gwen will work together to get the page of tickets included in the letter that is sent to all the Chapter Presidents and Secretaries in December.

Vendor Booths

1. Rita will be in charge of Vendors – making sure they have the table that they have paid for.
2. The hotel is charging us \$41.00 for each Vendor Table for Sunday and Monday.
3. The tables we use for Registration, Federation Drawing, PAC and Alzheimer's will not be charged the daily price. They are included in our contract price.

Program Books

1. We will try to print them in-house and save the estimated \$750.00 cost.
2. Don't offer color ads – all black/white.
3. There was much discussion about this topic.
4. Gwen stated that she has successfully used the laser printer that she has and the books produced were very professional looking.
5. Gwen estimated that she could print color and black/white books for 150 people for a cost of no more than \$250.00.
6. That would include the color print cartridge and a box of paper. This would also include a heavier weight of paper for the cover/back page.
7. Gwen and Cindy will work closely to get the professional job that we have enjoyed for past conventions.
8. Cindy will revise the budget to expense \$300.00 rather than the \$750.00 estimated.

Hospitality Room

1. Executive Board members bring the items?
2. The Hutchinson Chapter volunteered to do this for the Federation.
3. The Hospitality Room will be #322. This is a large room.

Alzheimer's Auction

Silent items – too many would like to have craft/food items for the 2017 convention and see how that goes – any thoughts/comments

1. The Executive Board agreed that the number and value of items being brought was getting unmanageable – there were roughly 470 items last year.
2. The items that bring the best donations are homemade craft items, homemade food items and the themed baskets.
3. The Board voted to have only homemade craft items, homemade food items, and themed baskets for both auctions.
4. Chantelle will be directed to mail a letter detailing the Board's decision to each Chapter President, Secretary and Alzheimer's Chair before the January 2017 Board meeting.

Hutchinson Visitors Bureau

1. Valerie - \$200 sponsorship – Cindy spoke to Valerie and will use the \$200.00 to supplement the cost of one of the scheduled breaks. A sign will be used so that the members will know the break was sponsored by the Visitors Bureau.
2. Name tags – 2 weeks ahead of convention – we are going to utilize this

Registration table

Welcome bags for attendees – Gene has already spoken to Valerie and made arrangements for the Welcome Bags

Proposed Bylaw Change

The draft change for the Areas needs to be revisited. Carol suggested that Kansas do away with listing the counties in the By-Laws and state that there are eight (8) geographical areas. The geographical areas will be listed in the Procedures Manual, thus no longer requiring member approval during convention to realign Areas.

Sunday Program

1. Invite Elizabeth Inman to do the program
2. Legislation needs to be heard by the members and we don't get them there on Sunday.
3. Haven't had any luck with Federal Legislative members
4. The Board approved the concept for this. If Elizabeth Inman is chosen as the Sunday presenter she will be cautioned to stay away from the sales pitch; just present the information on the topic we choose.
5. Carol suggested that we seek an attorney specialized in Elder Law rather than Elizabeth Inman. Cindy will research what may be available and if there would be any cost involved for the presentation.
6. There was discussion regarding having the OAM Training as the Sunday Program. If a User Guide could accompany the training this would be exceptional. Cindy will work with Carol and see if she might be able to design the guide to Carol's training.

Training Sessions

Interest in the OAM Training – would like longer session
What other topics could we use to have training sessions?

Carrie, Kansas Star Casino, interest in having our 2018 convention

Spoke with Carrie 11/3/16, Lana Kaey is still at the Kansas Star Casino and Carrie is associated with the Hampton Inn and Suites for the casino. Cindy will send Carrie a Request for Bid for 2018.

Adjournment Cindy Renee' Blythe – January Meeting

Will check with Chantelle to see what date works best for her, January 7th or 14th

Next meeting here at the hotel. Alzheimer's Co-Chair will be present. Will arrange tour with Tammy to establish that room sizes are okay.

Respectively submitted,

Gwendolyn Ketter

Secretary, Kansas Federation of NARFE Chapters