

National Active and Retired Federal Employees  
 North Carolina Federation Executive Board Meeting  
 November 8 & 9, 2017  
 Crown Plaza Hickory, Hickory, NC

**November 8, 2017**

Present: Robert Allen – President, Tom Jennings – Executive Vice President (EVP), Sam Crain – Treasurer, David Phillips – Secretary, Ron Buffaloe – Immediate Past President, Theron Rumsey – Area I Vice President (VP), Vivian Vair – Area II VP, Christine Huber – Area III VP, Henry Brattlie – Area IV VP, Ben Benjamin – Area V VP, Sue Hawkins – Membership Chair, John Allis – State Legislative Officer, Charles Talley – National Legislative Officer, Sharrill Jennings – Service Officer, Glen Marshall – IT Specialist, Peter Eckhoff – Assistant Webmaster, Bill Shackelford – Region X Vice President and Donna Shackelford – Region X Alzheimer’s Coordinator.

Absent: John Thompson – Area VI VP, Peggy Malley – Alzheimer’s Coordinator, Dwight Weaver – Public Relations Officer, Charlie Pratt – Web Master, Nate Johnson – NARFE-PAC Coordinator and Donna Weaver – Editor.

Robert Allen – President

David Phillips – Secretary

Agenda	Discussion	Action/Follow-up
1. Call to Order	The meeting was called to order at 1 pm by President Allen. He led the group in an invocation and the Pledge to the American Flag.	A quorum was present.
2. Introduction of New Attendees	President Allen introduced Peter Eckhoff the newly appointed Assistant Webmaster. He also introduced James Sears, the Chair of the Ballot and Teller Committee.	Closed
3. Region X Vice President (VP) Report	<p>Copy of report attached to these minutes.</p> <ul style="list-style-type: none"> <li>✓ National Executive Board (NEB) met October 16-17,2017.               <ul style="list-style-type: none"> <li>➤ Service Office of the Year Award discontinued.</li> <li>➤ Starting to plan for 2020-2021 centennial celebration of NARFE.</li> <li>➤ 2018 NARFE Conference in Jacksonville, Fla., Aug. 26 – 29, 2018.</li> <li>➤ NARFE/FEEA Scholarship Program – It was discussed and approved that NARFE would provide no additional funding, above the balance of funds currently held by FEEA for scholarships in 2018. This would provide three scholarships from each region.</li> <li>➤ Corporate Registration – The corporate registration, not renewed since 2014 for NARFE was restored by the Executive Director.</li> <li>➤ NARFE Policy &amp; Procedure Manual – to be updated by the Executive Director and be presented at the March 2018 NEB meeting for approval.</li> </ul> </li> </ul>	<p>Can Chapters use their general funds to support scholarships given by their chapters? Can dues and non-dues funding be used for scholarships?</p>

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<p>4. Region X Alzheimer's Coordinator Report</p> <p>5. Secretary's Report and Minutes</p>	<ul style="list-style-type: none"> <li>➤ Four bylaw changes will be presented for consideration at the 2018 NARFE meeting dealing with the Executive Director, Federations, Standing Committees and NEB Proxy Vote.</li> <li>➤ Federation Bylaws – Four out of five Federations in Region X have had their bylaws approved.</li> <li>➤ NARFE Membership Forms to be revised to clarify the difference between a national membership and a national + chapter membership on the form.</li> <li>➤ Recruitment – Since Sept. 1, 2017, 135 recruiters have recruited 176 new members to NARFE. North Carolina Federation is the only Federation to show a positive membership growth in this same period.</li> <li>➤ Next NEB meeting – November 2017. Agenda items: <ul style="list-style-type: none"> <li>▪ 2018 budget</li> <li>▪ Roll Call/Recording of votes at NEB meetings</li> <li>▪ NARFE Privacy Policy</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>✓ From July 1, 2016 – June 30, 2017 nationwide contributions to Alzheimer's was \$466,450.</li> <li>✓ Committee met at the end of August and distributed the \$466,450. Three research projects were fully funded, and one project was partially funded.</li> <li>✓ There was a, computer glitch for some of the funds recorded from Region X for September.</li> <li>✓ National fundraising goal - \$13 million. \$12.6 million has been raised so far. Contribution year ends as of June 30, 2018.</li> </ul> <ul style="list-style-type: none"> <li>✓ Secretary's report attached to these minutes.</li> <li>✓ The following sets of minutes were presented for approval: <ul style="list-style-type: none"> <li>➤ Minutes of NC NARFE Executive Board – Aug. 8 &amp; 9, 2017</li> <li>➤ Minutes of Email Vote to Approve Standing Committees – August 24, 2017</li> <li>➤ Minutes of Email Vote on Mailbox Rental – August 31, 2017</li> <li>➤ Minutes of Email Vote to Approve Members of Webmaster Back-up Committee – September 9, 2017</li> <li>➤ Minutes of Email Vote to Approve Assistant</li> </ul> </li> </ul>	<p>Will standing committee membership be rotated to provide consistency from year to year? Term of committee membership – 2 years.</p> <p>Should votes of Regional Vice Presidents be a matter of record?</p> <p>Region X Alzheimer's Coordinator working with the staff in Chicago to straighten it out.</p>



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	<ul style="list-style-type: none"> <li>✓ Met with Dr. Kyle Horton Democratic Candidate for 7<sup>th</sup> Congressional District.</li> <li>✓ Worked on Federation Policy and Procedure Manual.</li> </ul>	
c. Area I VP	<p>Copy of report attached to these minutes.</p> <ul style="list-style-type: none"> <li>✓ All chapters in Area I have leadership in place for 2018.</li> </ul>	Closed
d. Area II VP	<p>Copy of the report is attached to these minutes.</p> <ul style="list-style-type: none"> <li>✓ Serving as a member of the Host Committee for the 2018 Annual Meeting.</li> <li>✓ Attended the Region X Conference.</li> <li>✓ Worked on the Strategic Planning Committee.</li> </ul>	Closed
e. Area III VP	<p>Copy of the report is attached to these minutes.</p> <ul style="list-style-type: none"> <li>✓ Some smaller chapters such as Ashe-Allegheny, Surry-Yadkin and Wilkes still active. Members interested in legislative issues.</li> <li>✓ Serves on Host Committee for 2018 Annual Meeting.</li> <li>✓ Alerted chapters to HR 676 and S-1804 – Medicare for All.</li> <li>✓ Ordered materials for health fair in Kernersville.</li> </ul>	Closed
f. Area IV VP	<p>Copy of report attached to these minutes.</p> <ul style="list-style-type: none"> <li>✓ Closed Roanoke Valley Chapter 2279.</li> <li>✓ Served as a member of the National NARFE Strategic Plan.</li> <li>✓ Worked on the NC NARFE Strategic Plan.</li> <li>✓ Designated chair of the Website Back-up Committee.</li> <li>✓ Attended Region X Bi-Annual Conference.</li> <li>✓ Setting up a Power Point presentation, along with audio, "Setting your Chapter Meeting on Fire".</li> <li>✓ May have access to TSA to attend their health fair at Raleigh-Durham International Airport.</li> </ul>	<p>How should the records and property of Chapter 2279 be disposed of?</p> <p>Set up future meetings when members available.</p> <p>AVP's can use presentation at chapter meetings.</p>
g. Area V VP	<p>Copy of report attached to these minutes.</p> <ul style="list-style-type: none"> <li>✓ Jacksonville 1312 had final chapter meeting in September.</li> <li>✓ Fayetteville Chapter discussing possibility of closing.</li> <li>✓ Conducted a couple of Go-to-Meeting calls for the Voting and Ballot Procedures Committee.</li> <li>✓ Approved bylaws for local chapter.</li> <li>✓ Missed the deadline for the quarterly edition of the Beacon. Received no feedback as to whether anyone missed the article or not. Has a survey ever been done to evaluate the content of the newspaper?</li> </ul>	<p>Refer closing list of duties for chapter closing to Membership Committee for simplification.</p> <p>Submit bylaws to Headquarters for approval – Chapter President.</p> <p>Refer to Communications Committee for follow-up.</p>

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h. Area VI VP	<p>Copy of the report is attached to these minutes.</p> <ul style="list-style-type: none"> <li>✓ Area VI is the host area for the 2019 meeting. Area VI does not want to go to Fayetteville for the annual meeting. The committee is evaluating potential sites in Atlantic Beach, Havelock and New Bern.</li> </ul>	<p>A contract for a venue needs to be signed about a year prior to the annual meeting if possible. Proposal as to location to be presented in Feb. Executive Board makes the final decision and approval as to where the meeting will be held. Secretary to check past minutes as to actions/discussion as to rotating between two sites (Hickory/Fayetteville) for the annual meeting.</p>
i. Membership Coordinator	<p>Copy of report attached to these minutes.</p> <ul style="list-style-type: none"> <li>✓ Collected and recorded the gains and losses for each chapter.</li> <li>✓ Health Fairs – ordered recruitment material, staffed the events.</li> <li>✓ Conducted a survey of membership chairs in chapters and collated the replies.</li> <li>✓ Getting new letters regarding membership on Dashboard. Some Chapter Membership Chairs having problems running off and/or updating letters from the dashboard.</li> </ul>	<p>Refer issues to Peter Eckhoff for follow-up and possible resolution.</p>
j. National Legislative officer	<ul style="list-style-type: none"> <li>✓ Wrote article for the Beacon.</li> <li>✓ Worked on the NC NARFE Strategic Plan.</li> </ul>	
k. State Legislative Officer	<p>Copy of report attached to these minutes.</p> <ul style="list-style-type: none"> <li>✓ Met with 2<sup>nd</sup> District Congressmen George Holding and 4<sup>th</sup> District Congressman David Price.</li> <li>✓ Recruited a candidate for Congressional District Liaison for 2<sup>nd</sup> Congressional District from the Raleigh NC NARFE Chapter.</li> <li>✓ 4<sup>th</sup> Branch continues to work on the extension of the Bailey Settlement.</li> <li>✓ NC still working on voting redistricting requirements.</li> </ul>	<p>Closed</p>
l. Alzheimer's Coordinator	<p>No report on file. Coordinator sends record of donations to Federation President. North Carolina is within top 5 of giving for the Federations. A \$.60 postage stamp honoring Alzheimer's Research will be coming out the end of November. Eleven cents of each stamp will go to Alzheimer's Research.</p>	<p>Closed</p>
m. Editor	<p>A copy of report is attached to these minutes.</p>	<p>Closed</p>

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<p>n. NARFE-PAC Coordinator</p> <p>o. Public Relations Officer</p> <p>p. Service Officer</p> <p>q. Webpage Coordinator</p>	<p>A copy of the report is attached to these minutes.</p> <ul style="list-style-type: none"> <li>✓ As of September 30, 2017, 18,875 members have contributed \$818,430.44 to NARFE-PAC. Average contribution \$43.60.</li> <li>✓ The Raleigh Chapter collected and donated \$300 to NARFE-PAC in memory of Tom Hobgood.</li> </ul> <p>Copy of report is attached to these minutes.</p> <p>Copy of the report attached to these minutes.</p> <ul style="list-style-type: none"> <li>✓ National NARFE is no longer going to select a Service Officer of the Year.</li> </ul> <p>No report on file.</p> <ul style="list-style-type: none"> <li>✓ Peter Eckhoff is now the Asst. Webmaster.</li> </ul>	<p>Encourage members to continue contributions to NARFE-PAC.</p> <p>It was consensus of Board to continue Service Officer of the Year Award within NC. Each application would be measured against established criteria to determine if the award will be given in a particular year.</p> <p>Work with Webmaster to simplify and update website.</p>
<p>8. New Business</p> <p>a. Region X Conference</p> <p>b. Strategic Planning Committee Report – Tom Jennings &amp; Henry Brattlie</p>	<ul style="list-style-type: none"> <li>✓ Six members from NC attended the conference.</li> <li>✓ Executive Director, Barbara Sido, held a town hall meeting. She stressed value during the meeting. What is the value of the national NARFE, Federations, Chapters, etc.?</li> <li>✓ Held a Federation Presidents' Panel. Each President discussed what was happening in their Federation.</li> </ul> <p>Copy of Strategic Plan attached to these minutes.</p> <ul style="list-style-type: none"> <li>✓ Henry Brattlie presented a brief overview of the strategic planning process.</li> <li>✓ The strategic plan is a living document. It should not be set in stone.</li> <li>✓ Tom Jennings presented an overview of the proposed NC NARFE Strategic Plan. The change to One Member One Vote and optional Chapter membership were two major changes that impacted the updating of the strategic plan.</li> <li>✓ A Values Statement was developed.</li> <li>✓ Operational Plan – Action Items. The following items were specifically discussed and had action taken:</li> </ul>	<p>Send copy of NC NARFE Strategic Plan to Jon Dowie.</p>

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	<ul style="list-style-type: none"> <li>➤ <b>Action Item 03</b> - Survey, develop and implement a plan to meet the needs of national members consistent with NARFE Headquarters guidelines.</li> <li>➤ <b>Action Item 10</b> - The Board should endorse the concept of lead chapters and designate the National Legislative Officer to work with the AVP's to implement this structure within their areas. Due date: December 31, 2017. Motion by Henry Brattlie and second by Ron Buffaloe to approve Action Item 10.</li> <li>➤ <b>Action Item 12</b> - Reimburse legislative travel. When significant travel expenses are encountered by CDLs and chapter legislative officers in their legislative advocacy efforts, the Federation should consider providing mileage reimbursement as needed. If approved, the National and State Legislative Officers and the Treasurer should develop appropriate policy and procedure for implementation. What data should be provided to support reimbursement? Motion by David Phillips with a second by Sue Hawkins to approve Action Item 12</li> <li>➤ <b>Action Item 22</b> - Establish working group to propose transition plan to move to a mission/project based funding process. Provide initial report at the May 2018 board meeting.</li> <li>➤ <b>Action item 28</b> -Reimbursement for mileage and handouts. Where appropriate the Federation should provide reimbursement for CDLs and other NARFE advocates when travel outside their local area is required to visit congressional offices. This would be for mileage, photocopying, etc. A workgroup should be appointed to work out details.</li> <li>➤ <b>Action Item 34</b> - We will continue to offer chapter members, the opportunity to receive the Beacon electronically or opt out completely except for issues containing Ballots.</li> <li>➤ <b>Action Item 35</b> - NCNARFE should initiate a Campaign to clean up all electronic emails and written addresses of all members.</li> </ul>	<p>Board gave unanimous consent by voice vote.</p> <p>Action Item 10 approved.</p> <p>Action Item 12 approved.</p> <p>Treasurer to coordinate Action Item 22.</p> <p>John Allis, Charlies Talley and Sam Crain to work out details of proposed action and present in February 2018.</p> <p>Editor and Public Relations Coordinator to follow-up.</p> <p>Editor and Public Relations Coordinator to follow-up.</p>

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<p>9. Recess</p>	<p>➤ <b>Action Item 36</b> - NCNARFE should, if determined feasible, commence generating advertising revenue from the Beacon. Motion by Tom Jennings with a second by Sue Hawkins to approve Action Item 36.</p> <p>➤ <b>Action Item 43</b> Social Media -Assign action to the Communications Committee with an initial report due in February 2018.</p> <p>➤ <b>Action Item 50</b> – Annual Meeting Planning - The plan should consider a sponsored evening event, including a speaker.</p> <p>➤ <b>Action Item 51</b> - Federation should invite the local active federal community to participate at no cost. (Planning Committee)</p> <p>➤ <b>Action Item 52</b> - Training on topics including advocacy, membership recruitment and retention, service benefits, and succession planning should all be considered as an integral part of the annual meeting. Motion by Tom Jennings with a second by Charles Talley to refer Action Items 50, 51 and 52 to the Annual Meeting Planning Committee to evaluate if they are feasible.</p> <p>The meeting was recessed at 5:45 pm until Thursday, November 9 at 8 am.</p>	<p>Motion to approve Action Item 36 approved.</p> <p>Communications Committee to follow-up.</p> <p>Motion approved. Annual Meeting Planning Committee to follow-up.</p>

**Thursday, November 9, 2017**

Attendance: Refer to Wednesday, November 8, 2017

Robert Allen – President

David Phillips – Secretary

Agenda	Discussion	Action/Follow-up
<p>1. Call to order</p> <p>2. Membership Committee Meeting Report – Tom Jennings</p>	<p>The meeting was called back to order by President Robert Allen</p> <p>The Membership Committee met after the Board Meeting recessed on Wednesday evening. The following actions were reported:</p> <ul style="list-style-type: none"> <li>✓ The notes from the previous meeting were reviewed.</li> <li>✓ Membership in the NC Federation is growing regarding national membership, but Chapter membership has declined by about 16% since January 2017. That trend is expected to continue.</li> </ul>	<p>A quorum was present.</p> <p>Develop action plans for priority items noted.</p> <p>Continue Member Incentive Program and dues withholding incentive.</p>

Agenda	Discussion	Action/Follow-up
<p>3. Budget Considerations – Sam Crain</p>	<ul style="list-style-type: none"> <li>✓ Interest expressed by Chapter Membership Chairs for possible training on using the OAM and Dashboard on the websites. Discussed possible way of how the computer capabilities could be better utilized in contacting members regarding membership alerts.</li> <li>✓ Discussed the ramifications as to what would happen if a Chapter declined to pay their Per Capita Dues. What would be the impact on the members of the Chapter?</li> <li>✓ A Membership Committee meeting is planned early in the new year using Go to Meeting prior to the February Board Meeting.</li> </ul> <p>We need to think about revamping the budget process to consider other options than a line item budget.</p> <ul style="list-style-type: none"> <li>✓ Each officer was asked to examine their position. When thinking about budget needs, consider: <ul style="list-style-type: none"> <li>➤ Advocacy – Maintain our earned benefits</li> <li>➤ Recruitment</li> <li>➤ Retention – How can we retain members?</li> <li>➤ Administrative</li> </ul> </li> <li>✓ Estimate the percent of time spent on each of the above and then estimate money spent on each area to estimate the total amount to request.</li> <li>✓ The Reimbursement Form will be revised to reflect the four areas of consideration. When submitting a voucher, note on the form what part of the cost was for Advocacy, Recruitment, etc.</li> <li>✓ The new budget format would show how much is budgeted for Advocacy, Recruitment, Retention and Administrative to better show how funding is being allocated.</li> <li>✓ Need to consider the chances of decreased income due to decreased Per Capital income and possible decrease in the Per Capital rate in the future. Use of sponsorships for the annual meetings, etc. to help offset decline in other income. Could some of Money Market funds be used to help offset a reduced Per Capita income or be earmarked for support Advocacy, etc.?</li> </ul>	<p>Executive VP to set up Membership Committee call shortly after new year using Go to Meeting.</p> <p>Try to estimate dollar value for each item: Advocacy, Recruitment, Membership and Administrative when planning next budget. Will help to justify accountability of how funds are spent to the membership and Headquarters.</p> <p>Each Board member to submit budget estimates to Treasurer by January 2018.</p> <p>Treasurer to revise Reimbursement Form.</p> <p>Monitor Per Capita income and 10% funds and adjust budget planning as required in all future budgets.</p> <p>Discuss use of Money Market funds at February Board meeting.</p>
<p>4. Communications Committee Report – Tom Jennings</p>	<p>Deferred due to incapacity of Public Relations Officer</p>	

Agenda	Discussion	Action/Follow-up
<p>5. Policy and Procedure Manual Update – Tom Jennings</p>	<p>Work on updating the Policy and Procedure Manual is in process.</p> <ul style="list-style-type: none"> <li>✓ The role of National Members is being incorporated into the update.</li> <li>✓ Updates reflect a change to One Member One Vote and Optional Chapter Membership and bylaw amendments approved at the 2017 Convention.</li> <li>✓ A clarification of the role of the Congressional District Liaisons (CDL) is being included. The National Legislative Officer will recruit CSL's and submit the names to the Board for approval. The terms of the CSL's should be the same as the congressional cycle.</li> <li>✓ Bylaws Committee will provide written justification for support or lack of support for a proposed amendment which can be printed on the ballot sent to the membership.</li> </ul>	<p>Approval of Updated Policy and Procedure Manual by February Board Meeting.</p>
<p>6. Ballot Procedure Committee Update Ben Benjamin</p>	<p>The following update from the Voting and Ballot Planning Committee was presented for Board consideration:</p> <p><b><u>Candidates for Federation Officer positions, including Area Vice President</u></b></p> <ul style="list-style-type: none"> <li>✓ Continue Candidate's Forum and share information from the Forum in the draft annual meeting minutes.</li> <li>✓ Use the Beacon to share all candidate statements and resumes, including candidates for AVP.</li> <li>✓ Do not endorse slates of candidates or individual candidates by the Board.</li> <li>✓ Board should consider allowing Letters to the Editor in the Beacon supporting or opposing individual candidates for office – 300 words for candidate's statement/resume. Establish a 100-word limit for Letters to the Editor.</li> </ul> <p><b><u>Proposed Bylaws Amendments</u></b></p> <ul style="list-style-type: none"> <li>✓ Bylaws Committee should state their opinion in writing on whether proposed bylaws amendments should be approved or rejected and include this statement in the Beacon and on the federation website.</li> <li>✓ Bylaws Committee should write the specific language to go on the ballot, summarizing the bylaws proposal form or giving specific language from the form.</li> <li>✓ Board should determine whether it wishes to use its communication outlets to give reasons for opposing a proposed bylaws amendment the Board initiates or supports.</li> <li>✓ Board should determine whether it will publicize on our website and in our newspaper the right to publish "opposing" articles or statements about proposed bylaws amendments.</li> </ul>	<p>Concur</p> <p>Concur</p> <p>Concur</p> <p>Limitations need to be established to number of words to Letter to the Editor supporting/opposing candidates for office.</p> <p>Concur</p> <p>Revise Form 3C to include space for Bylaws Committee to summarize proposal and recommendation to approve or reject proposed bylaw.</p> <p>Concur</p> <p>Concur – No coarse language would be allowed.</p>

Agenda	Discussion	Action/Follow-up
	<p><del>✓ Board should determine whether use of email lists will be offered to those in opposition to a proposed bylaws amendment.</del></p> <p><b><u>Proposed Resolutions</u></b></p> <ul style="list-style-type: none"> <li>✓ Resolutions Committee should state their opinion in writing on whether proposed resolutions should be approved or rejected and include this statement in the Beacon and on the federation website.</li> <li>✓ Resolutions Committee should write the specific language to go on the ballot, giving specific language from the form or summarizing the proposed resolution language.</li> <li>✓ Board should determine whether it wishes to use its communication outlets to give reasons for opposing a proposed resolution the Board initiates or supports.</li> <li>✓ Board should determine whether it will publicize on our website and in our newspaper the right to publish "opposing" articles or statements about proposed resolutions.</li> </ul> <p><del>✓ Board should determine whether use of email lists will be offered to those in opposition to a proposed resolution.</del></p> <p><b><u>Proposed Budget</u></b></p> <ul style="list-style-type: none"> <li>✓ Budget Committee should state their summary in writing on whether the proposed budget should be approved or rejected and include this statement in the Beacon and on the federation website.</li> <li>✓ Budget Committee should write the specific language about the proposed budget to go on the ballot.</li> <li>✓ Board should determine whether it wishes to use its communication outlets to give reasons for opposing a proposed budget it proposed.</li> <li>✓ Board should determine whether it will publicize on our website and in our newspaper the right to publish "opposing" articles or statements about the proposed budget.</li> </ul> <p><del>✓ Board should determine whether use of email lists will be offered to those in opposition to a proposed budget</del></p> <p><b><u>Other Ideas</u></b></p> <ul style="list-style-type: none"> <li>✓ Update Policy and Procedures Manual to reflect Board decisions on these matters.</li> <li>✓ Consider the use of the federation Facebook page for the sharing of information and opinions.</li> <li>✓ Consider rules on the type of language that can be used for those supporting/ opposing proposed ballot issues.</li> </ul>	<p>Board did not approve providing email lists to those in opposition of proposed bylaws amendment.</p> <p>Concur</p> <p>Concur</p> <p>Concur</p> <p>Concur</p> <p>Board did not approve providing email lists to persons opposed to proposed resolutions.</p> <p>Concur</p> <p>Concur</p> <p>Concur</p> <p>Concur</p> <p>Board did not support use of email lists.</p> <p>Concur</p> <p>Concur</p> <p>Concur</p>

Agenda	Discussion	Action/Follow-up
<p>7. Advisor to Ballot and Teller Committee</p> <p>8. Tour of Facility</p> <p>9. 2018 Annual Meeting – Area I VP, Theron Rumsey</p>	<ul style="list-style-type: none"> <li>✓ Board should consider allowing the use of board communication vehicles, such as the website, Beacon, <del>and possibly email lists</del> for others in support of proposed candidates, bylaws amendments, resolutions, and the budget.</li> <li>✓ Are we going to allow national candidates to advertise in the /web site? Could we charge for them to do it? Who would monitor it?</li> </ul> <p><b>Audit Report</b> will also need to be voted on.</p> <p>President Allen appointed Ron Buffaloe as the Advisor to the Ballot and Teller Committee.</p> <p>The Board Members toured the Crown Plaza Hickory with Cindy Beason, hotel representative, to see the facilities available for the 2018 Annual Meeting.</p> <p>Meetings and Actions to date:</p> <ul style="list-style-type: none"> <li>✓ Host Committee meetings – July 11 and October 14, 2017.</li> <li>✓ Met with Cindy Beason (Crowne Plaza) Sept. 27, Met with Mandy Hildabran, Hickory Visitor Center, Sept. 27, 2017.</li> <li>✓ GTM – Federation Planning Committee, Aug. 30 &amp; Oct. 24, 2017.</li> </ul> <p><b>Actions to date</b> – Set Theme: Beginning Anew</p> <ul style="list-style-type: none"> <li>➤ Prepared budget – Hoping to get a sponsor for continental breakfast and break.</li> <li>➤ Sent letters inviting Welcoming Speakers.</li> <li>➤ Working on selection of Banquet entertainment.</li> <li>➤ Set room assignments and Vendor area.</li> <li>➤ Have approval for hospitality room.</li> <li>➤ Tentatively selected food.</li> <li>➤ Prefer Classroom style seating, if not then theater style.</li> <li>➤ Selected Grand Prize – Tentatively it will be a rocking chair.</li> <li>➤ Prepared call letter one.</li> <li>➤ Working on selection of speaker gifts.</li> <li>➤ Will place copies of Our State Magazine in the Welcome Bags.</li> </ul> <ul style="list-style-type: none"> <li>✓ ? – Preparation of Booster, AD, and Registration forms.</li> <li>✓ Who sends letters to Chapters?</li> </ul>	<p>Concur Board did not support use of email lists Consider Go-to-Meeting discussion or webinar discussion to discuss pros and cons.</p> <p>Editor/Public Relations Officer to follow up.</p> <p>The voting members of the Board voted unanimously to approve the nomination of Ron Buffaloe as Advisor to the Ballot and Teller Committee.</p> <p>Closed</p> <p>Consider possibility of sponsorship for the audio system – President Allen to contact Headquarters regarding potential sponsorships for the continental breakfast, breaks, and sound system.</p>

Agenda	Discussion	Action/Follow-up
<p>10. 2019 Annual Meeting</p> <p>11. Budget Committee – Tom Jennings</p> <p>12. Electronic Meetings – Ron Buffaloe</p>	<p>✓ Assumes the Meeting planning committee sets agenda and selects speakers.</p> <p>Did Board vote to rotate meetings between two sites – Hickory and Fayetteville? Area VI looking at possible venues in Atlantic Beach, Havelock and New Bern.</p> <p>Need to have Budget Committee in place by end of December. The Budget Committee for 2017 was:</p> <ul style="list-style-type: none"> <li>✓ David Wright, Area I – Chair</li> <li>✓ John Thompson – Advisor</li> <li>✓ Gwen Austin – Area II</li> <li>✓ Vacant – Area III</li> <li>✓ Dwight Weaver – Area IV</li> <li>✓ Glenn Marshall – Area V</li> <li>✓ Gerald Wingate – Area VI <b>VINC Federation Bylaws</b></li> </ul> <p>A sample list of instructions for conducting an electronic meeting was presented.</p> <p><b><u>Article V Meetings, Section 6</u></b></p> <p>Electronic Meetings, as defined by Robert's Rules of Order, are permitted to replace traditional meetings at all levels of the Federation, when approved by the meeting chair.</p> <p><b><u>Rules of the conduct of electronic meetings shall be adopted by the Executive Board as necessary.</u></b></p> <p><b><u>Robert's Rules of Order</u></b></p> <p><b><u>Additional Rules for the Conduct of Electronic Meetings</u></b></p> <p>If an organization authorizes its assembly, boards, or committees to hold electronic meetings, such a provision should indicate whether members who are not present in person have the right to participate by electronic means, or whether the body may choose to allow or disallow such participation; and, conversely, whether there is required to be a central location for members who wish to attend meetings in person.</p> <p>The notice of an electronic meeting must include an adequate description of how to participate in it (or example</p>	<p>Secretary to check back minutes for action taken on this item.</p> <p>Area VP's should let Exec. VP know their nominees as soon as possible.</p>

Agenda	Discussion	Action/Follow-up
<p>13. Banners – Henry Brattlie</p> <p>14. Reimbursement</p>	<p>. the telephone number to call for a teleconference must be provided). Various additional rules (in the bylaws, special rules of order, standing rules, or instructions to a committee, as appropriate, may also be necessary, such as rules relating to:</p> <ul style="list-style-type: none"> <li>• The type of equipment or computer software required for participation in meetings, whether the organization must provide such equipment or software, and contingencies for technical difficulties or malfunctions,</li> <li>• Methods for determining the presence of a quorum,</li> <li>• The conditions under which a member may raise a point of order doubting the presence of a quorum and the conditions under which the continued presence of a quorum is presumed if no such point of order is raised,</li> <li>• Methods for seeking recognition and obtaining the floor,</li> <li>• Means by which motions may be submitted in writing during a meeting and</li> <li>• Methods for taking and verifying votes.</li> </ul> <p>In addition, depending upon the character of the organization, it may be advisable to adopt provision for ensuring that non-members cannot participate in meetings (unless properly invited to do so), especially during any meeting or portion of a meeting held in executive session.</p> <p>The final rules would be included in the Policy and Procedure Manual and made available to any committee chair who may want to conduct an electronic meeting.</p> <p>Motion by Tom Jennings with a second by Henry Brattlie to allow President Allen to appoint a committee of three members, with Ron Buffaloe as chair, to develop Rules for Electronic Meetings.</p> <p>All the banners that we have are out of date due to the change in our logo.</p> <p>Motion by Tom Jennings to budget \$300 to replace the banners with the new logo. Second by Ron Buffaloe.</p> <p>Reimbursement checks should be cashed as promptly as possible. Submit a Map Quest or other sort of document to support your mileage reimbursement request.</p>	<p>Motion approved. President Allen to appoint two other members to the committee.</p> <p>The motion was approved. Henry Brattlie to order the new banners Funds to come from Annual Meeting budget.</p> <p>Submit reimbursement vouchers to Treasurer by the 20<sup>th</sup> of each month.</p>

Agenda	Discussion	Action/Follow-up
<p data-bbox="247 224 529 279">15. February 2018 Board Meeting</p> <p data-bbox="247 334 441 363">16. Adjournment</p> <p data-bbox="201 581 432 636">David L. Phillips Federation Secretary</p>	<p data-bbox="583 224 1096 253">To be held on February 13 using Go to Meeting.</p> <p data-bbox="583 334 1016 363">The meeting was adjourned at 11:45 am</p>	<p data-bbox="1348 224 1894 305">A practice session will be held in January to ensure that everyone can dial in and have access to the meeting.</p>