



**Doubletree by Hilton, 1021 Koger Center, Blvd. Richmond VA, 23235, 804-379-3800**

**VFN Executive Board Meeting - Conference Rm Anna Room  
Monday, January 11<sup>th</sup>, 2021, 10:00 am – 5:00 pm**

January 11, 2021

Resumption of VFN Board Meeting from January 10, 2021

President Bails opened the meeting.

**Chaplain – Marylin Riddle**

Opened with prayer.

**Sergeant of Arms - John Bails**

Guided board in Pledge of Allegiance.

**President Bails** – Presented the agenda to the Board for additions and approval. The agenda for January 11, 2021 it was moved and properly seconded. It was unanimously accepted.

Discussed Administrative Etiquette for Zoom. John will become provost and change telephone numbers that are on zoom to an individual's name. Dress appropriately, no eating, mute yourself.

**President Dr. Constance Bails –**

President identified everyone that was present in the meeting room.

**Parliamentarian –**

Parliamentary is absent today but will be here tomorrow and will be able to give an more insight into the date changing of the annual meeting and election of officers.

**Region X Vice President – Bill Shackelford -**

Bill recognized Frances Boatman, VFN Membership Chair before the board for the outstanding proposal she submitted and accepted by Headquarters. Form M-1, allows a member to be reinstated as a chapter or national member. Note: only for reinstatement purposes only. Bill stated his sincere gratitude and informed her that she will be receiving a certificate of appreciation from Region X for her outstanding work. Frances thanked Bill. Celebration Centennial, One Hundred Years of NARFE is now a virtual event. NEB will meet in person.

The meeting will reflect major issues; for example, Regional Vice Presidents will be restricted to 20 hours and paid an hourly wage. This includes travel, and be reclassified as non-exempt employees.

Bill made a proposal for the following members from Region X to serve on the National committee:

### **NATIONAL COMMITTEE ASSIGNMENTS – Region X**

- 1) **SITE SELECTION COMMITTEE** – William Shackelford would like to continue his current assignment to this National Executive Board Committee for the 2021-2022 term.
- 2) **ADVOCACY COMMITTEE** – Gaston Gianni – Chapter 1270 (Virginia)
- 3) **ALZHEIMER’S COMMITTEE** – Donna Shackelford – Chapter 737 (Virginia)
- 4) **BUILDING COMMITTEE** – Doris McAdams – Chapter 1270 (Virginia)
- 5) **BYLAWS & RESOLUTIONS COMMITTEE** – No Nominee
- 6) **CENTENNIAL COMMITTEE** – Steve Sosson – Chapter 1236 (West Virginia)
- 7) **CONFIGURATION ADVISORY BOARD** –Richard Giangerelli –Chapter 1241 (Virginia)
- 8) **MEMBERSHIP COMMITTEE** – Frances Boatman – Chapter 111 (Virginia) – Her recent work with David Bowman and Beth Bedard to revise the NARFE Reinstatement Form M-1 confirms her approach to NARFE Membership.
- 9) **NON-DUES REVENUE COMMITTEE** – Nancy Hellman – Chapter 1760 (Kentucky) and **Charles Talley – Chapter 105 (North Carolina)**

Reviewed what each Region X State Federation is doing regarding state conferences. Some are conducting strictly virtual business meetings or cancelling totally. Kentucky is coupling their conference with the Region X conference which will be held in Frankfort Kentucky. The Region X Conference is currently scheduled as an in-person conference.

**Secretary - Esther Nash** – Called Attendance See attached. Read minutes from the Executive Board Meeting held Sunday January 10, 2021. Minutes from October 2020 were not available due to change in personnel positions. Minutes were approved with corrections.

Correction to Executive Board Minutes of January 10, 2021. Page 2, 2<sup>nd</sup> Vice President Report NO, 4 – Electronic Communications Committee (ECC) is providing zoom training once a week on Thursday at two o’clock. The training Committee will schedule the training using zoom.

Frances Boatman is also on the training committee. President Bails announced that VFN Secretary Esther will attend as many meetings as possible including the First and Second Vice Presidents meetings. Allowing for a faster communication if something is on the agenda that needs attention.

President Bails welcomed new officers Debbie Fisk, State Legislator and Esther Nash Acting Secretary. Arlene Arthur and Theodore (Ted) Pasek Co-Chairs Training Committee.

**Treasurer - Bill Martin–**

Reviewed Funds in Accounts.

Budget - Vouchers will be paid as soon as possible and will have copy of identifying budget attached to the check that has been generated by your voucher. Provide as much documentation as possible with your submission. If unable to submit a typed copy ensure that everything is clearly written.

Bill explained the procedure and types of accounts, and their purpose. He explained he only handles checks and they are received from four individuals only.

Question - about the PAC fund and its distribution, after the Capital January 6, 2021. The 2020 account, when is the PAC money distributed to members of congress. Discussion followed. Bill Shackleford stated Bob and Debbie are responsible for Virginia state legislative. Headquarters has not made a decision on the distribution. We will have to wait for a request from the candidate or incumbent about election; before a decision can be made about distribution. Right now, we are in limbo since the incident of Capitol Hill. Because of the inquires coming in, Connie asked Bob to keep the VFN aware of the status, until things return to normal.

**President Remarks –**

President Bails stated to the entire board, that there is a need to keep the membership informed, stated that her goal was to put VFN on the map. She stated that, we must be vigil with the submission of vouchers, either type, or hand written they need to be clear. This will enable the treasurer to process them properly. Discussion followed

*President spoke briefly on the mask that are in our possession and their possible usage.*

Meeting recessed at 10:28 am - 10 minutes. Resumed at 10:38am.

Bill continued with his treasurer's report explaining to the board how the distribution of funds is related to the chapters. Answering questions presented to him from members.

President thanked Bill for his dedication and hard work for the Virginia Federation and treasurer.

-President thanked everyone for their hard work. She has attended every zoom meeting scheduled also attending some chapter meetings.

-She and John Bails attended Alex's wake and funeral in Virginia Beach, Arlene Arthur and Julia Hobbs also attend the wake. BJ very grateful for VFN support, plant was greatly appreciated.

- Every chapter must be offered with zoom opportunities. Arlene and Ted tasked with developing classes.

## **Lunch Break:**

### **Area Vice Presidents Reports –**

First Vice President – Maureen” Moe” Nolet presented the area vice presidents to the board with their reports.

#### **Area I - Jeanne Garrison**

As Area Vice President (AVP) Jeanne has been attending Zoom meetings of chapters and the AVP meeting with the first vice president last Thursday. At the AVP meeting it was agreed that we should have a Zoom conference at the scheduled time and proceed with elections electronically at the normal time.

Northern Neck 1823 - tried to have an in-person meeting but had to cancel the Christmas luncheon. They had a combination Zoom and in person meeting scheduled but had to cancel due to someone getting the virus. Gloucester 1757 - is having Zoom meetings with chapter officers only. They did participate in a virtual Christmas parade that was shown on you-tube. Williamsburg 685 - having Zoom meetings with only chapter officers. Peninsula 682 - is not holding any meetings and has not responded to questions about their upcoming plans. Jeanne proposed that they go to a virtual meeting instead of in person due to pandemic and the restrictions it represents. Not receiving any mail from the VFN. Discussion followed.

#### **Area II – Julia Hobbs     Absent - No Report**

#### **Area III – Winfred L. Hasty**

Midlothian chapter 2265 using zoom, January 13<sup>th</sup>, speaker will be speaking diet, nutrition, exercise. Rest of the chapters were invited but have not accepted zoom training. Officers remaining the same as in 2020 Not meeting in person. Richmond Chapter 727 planned a chapter meeting this month. The other Richmond chapter members prefer not to meet in person. Tuckahoe Chapter 1727 is not meeting at all until after the pandemic is over and they are not interested in zoom training. His chapter had a meeting; their treasurer, Veronica looking to return North Carolina. They are in the process of transferring their financial books.

Question: Zoom training that John is putting out. Send email to John and you will be placed on list, attendance needs to be controlled. Debbie and John will take the lead. Training Thursday at 2:00 pm. Donna questioned the status of Piedmont Chapter 2080. Response: Not sure. It is possible to have co- presidency. Listed of officers not available at this time. Connie and Wynn will talk off line. Discussion followed. Wynn listed his need for officers.

*Stan announced that the Bulletin Number 1 is on the web Page.*

Connie explained the process of how to sign up for workshops and provided some additional information. Reminded the board to share information with membership. Registration for any class can be accomplished by sending John an email. Debbie and John are on the same

committee, Facebook is up, President Bails asked all the program chairs to make a short video and send to Doris McAdams.

#### **Area IV - Raymond J. Orland**

Chapters are not having person to person meetings. Suffolk chapter has had two Zoom meeting and all area 1V chapters participated. Keeping in touch with chapters by newsletters and e-mails. Keeping in touch with members, to ensure they are informed on all pertinent NARFE issues. Chapter 1697 (Brentwood) keeps their members up to date with their excellent newsletter. -While Chapter 1743 (Suffolk) meets at the Lake Prince Woods Retirement Center. They are being vaccinated: however, Suffolk will not meet until the chapter all members are vaccinated. They're heading in the right directions.

#### **Area VII – Luther Santiful**

**Frances** stated that the members of Roanoke Chapter 111 all agreed to go to Area VII and continue to have chapter meetings. Meeting held Friday with eighteen members present. State Legislatives Debbie Fisk and Bob Martin attended their meeting. **Luther:** In touch with his chapters. None of the chapters are having in person meetings. They are staying in touch with members by email and telephone. One of the chapters recruited one or two new members. Discussed held on the closed Area VI.

#### **Area VIII – Mary Heck**

Area VIII has five chapters. Caroline chapter 2112 - only has 20 total members and many of them do not have computers or email, so Zoom for meetings is not possible. Restaurant where they used to go has not been able to allow them to come into the small room they had used.

Colonial Beach chapter 595 - is the only chapter that has been able to meet in person, because even though the restaurant they meet in is closed to the public, the owner has accommodated them by allowing them to come in through a back door and order from a special lunch menu at a fixed price. All of the officers have agreed to carry their duties into the next year.

Falls Run chapter 2343 has not been meeting. Their president has notified Mary that she cannot continue and hopes that someone can step up to replace her. However, she is still responding to her emails and the chapter has been doing well with collections for charities, Alzheimer's and SERVE in Stafford County.

Fauquier chapter 1549 has not been meeting because of the virus.

Fredericksburg chapter 90 had two Zoom meetings, with Blue Cross and Blue Shield, and with Aetna, during the Health fair season. They are not meeting in person, and the library where they had been meeting has restricted the use of their meeting room.

Mary suggested that there be a virtual annual meeting to accommodate elections and the annual requirement. Election of officers would be done in a timely fashion. If such a meeting

the ads that have been submitted could be scrolled across the screen during breaks, etc., if put in a presentation format.

**Immediate Past President -Leslie Ravenell** – Because of the pandemic, Colonial Beach 595 is going forward from 2020 to 2021 with their present officers so there was no need to have an election. This is accordance with Roberts Rule of Order.

#### **Area IX – Patricia Jack**

All four chapters have been holding board meetings via zoom. Annandale, Springfield and Woodbridge have had virtual membership meetings with speakers September thru November. In December, Springfield and Annandale hosted virtual Holiday Parties which raised funds for Alzheimer's. This month (January), Manassas plans to hold first membership meeting since March to vote on new slate of Officers. The current Woodbridge Board had agreed to continue through Spring for six months and hope to have a new slate of officers in-place then. She swore-in the Springfield Board earlier this month and plan to swear in the Annandale contingent during coffee break this morning." All chapters are trying to keep members aware with Newsletters.

Pat is in favor of having the Annual meeting in April, and hold a one-day virtual Annual Meeting in April to elect officers, or to postpone until Fall to provide the three days of presentations and training. She is in favor to cancel the in-person April Conference and indicated she would support either of the alternatives. Extend the board until we meet face to face. Does not anticipate a large turnout.

#### **Area X – Ted Pasek**

Five chapters, Fairfax continues to do zoom. All the other chapters are invited to attend. They get a few more attends. In December collected 294 pounds of food. For "Food for Others", Fairfax County organization to help those in need. Ted stated that he was proud of the good response. Some of the chapters that have senior members and are experiencing problems but have a few members that are still coming out.

**Kathy Apra Chapter 1116** stated that her chapter meet September thru December 2020 and are still meeting in person. Bill Shackelford installed officers in December.

#### **Training Committee – Ted Pasek**

Training Committee – Arlene Arthur and Ted Pasek, co-Chairs: Frances Boatman is also a Committee member. The Committee has developed a plan for formal training and have scheduled January, February and March trainings. They are working on April, May and June training. The first training session is scheduled for January 22 at 2:00pm, entitled "How to Run a Meeting" presented by President Connie Bails. The February 26, 2021 training will be on National and State Legislation and presented by Gaston Gianni for national legislation and Bob Martin and Debbie Fisk for state legislation. Leslie Ravenell will be presenting training for chapter presidents and vice presidents in March. On January 12, 2021, zoom meeting topic will be: Senior Housing. All are invited, contact Ted for link.

First Vice President – Maureen “Moe” Nolet stated that Second Vice President is always invited to the Area Vice President’s meetings. This makes him aware of activities and what is going on with the Area Vice Presidents and vice versa.

**Question** – Ted Pasek, Are the times and dates up on the web. **Response: President Bail,** Will be with the Secretary and ECC to establish an electronic calendar. **Question from Gaston Gianni,** - What do the chapters need to change their officers at Headquarters – **Response:** Complete F-7 and submit to Headquarters. Discussion followed; Deborah Fisk will clean up the issue with Midlothian Chapter 2265 issue with F-7.

#### **President Bails Comments to Area Vice Presidents -**

1. Chatter being received that people are not receiving their newsletters. Every member is entitled to a newsletter. Encouraged meetings to be held, it does not have to be large number of people.
2. All members of the board are requested to send their reports into the VFN secretary prior to the board meeting.
3. Area VP if not available for board meeting have some one available to present the report for your area.
4. Newsletter should be made available to all members if they pay dues.
5. Discussion on Midlothian Chapter 2265, officer list is not up to date on the AMS. Discussion followed.
6. All Area Vice Presidents and Program Chairs, please send a copy of your reports to the secretary by the 15<sup>th</sup> of January. Secretary is trying to setup a system for submitting minutes.

#### **Ten Minute Break -**

Discussion held on the history of sending reports from the AVP’s and Programs Chairs to the secretary which would be included with the minutes. Leslie provided an historical journey of how the reports were turned in and how the board got away from the process due to virtual meetings. The president has now asked to again that this procedure be reinstated. We have a new secretary that is trying to establish a format to ensure that the documentation is correct.

**Bylaws – Jim Little** that this issue is something that should be handled within the guidelines of the handbook. It was never put in writing but was a practice. Committee will be going through the handbook line by line. Recommendations are welcomed. Committee lacks full representation from all areas. (Will send Esther a list)

#### **Program Chairs Reports - Second Vice President Bob Martin presented-**

##### **Alzheimer’s - Donna Shackelford**

This is the Alzheimer’s fourth quarter of CY 2020 - The statistics for the final quarter of 2020 for VFN chapters are on the webpage. They are available for review to see your standing within your Area or Federation. The entire Federation, had gifts of \$37,788.29. This is approximately

\$20,000 below our normal donations, but we do understand that COVID-19 and lack of in-person meetings has been responsible for many abnormalities. Comparison with the national results, we are currently at \$13,663,456.84 as of November 30, per Olivia Williams, Chair of NARFE National Alzheimer's Committee. Our current goal of reaching \$14 million has been extended to December 31, 2022, to allow for the lack of in-person contacts we have experienced this past year. Request suggestion for fund raising would be appreciated. Additional Alzheimer's information is available on Donna's website.

**Question** Ted ask about location of information. Donna stated charts with typical statistics were located on web page. Donna will research Bill's question on chapter and get back to him. Discussion followed.

#### **Membership Committee - Frances Boatman**

Frances stated that the report she gave as Membership Program Chair yesterday, January 10 2021, is the same report as for the Committee. As of December 31, 2020, Chapter members 5,857 and national members 6,522 for a total of 12, 379 members.

#### **National Legislation Program Chair Report – Gaston Gianni**

The virus has caused some chapters to discontinue their monthly meetings. Others have continued to meet via zoom or go to meeting. The VFN National Legislative Team will work to implement the following.

During the 117th congress there will be a number of important issues which will affect NARFE Members. It is important that we (National Legislative Team) have an ongoing relationship and communications with the VFN Chapters in our Districts.

Each CDL needs to reach out to the NARFE Chapters in their congressional district and determine when and how they meet. A goal has been set that each chapter be contacted at least once during each quarter and be given an update on NARFE issues and how your congressional representative supports NARFE on these issues.

With chapters using technology to hold their meetings, CDLs should try to attend some of the virtual meetings. At a minimum, for chapter who are not meeting, you should establish email communications with the chapter presidents.

This type of outreach will get our members familiar our CDLs and the NARFE issues. This should enable us to have a better chance of mobilizing NARFE members to actions when NARFE issues are being considered on the Hill.

At the present time we have one vacancy for the 8th Congressional District (Don Beyer). John Tollereis has stepped down after several years as our CDL.

Debbie Fisk will aid Gaston in completing his video for public relations. Gaston will send a copy of his report to Esther, Acting Secretary.



### **Public Relations - Doris McAdams**

The Public Relations Committee has continued to soft promote the VFN conference on Facebook and Instagram. A hard promotion of the conference is being delayed until a decision has been made whether to reschedule or have a virtual conference. Chapter activities are posted/promoted that they receive. Program Chair videos have been posted on social media. We need short videos from each program chair. They would take one month talking about an area of an individual program. She stated that President Bails made a video talking about the benefits and what the VFN does for its members. Over five hundred (500) people have seen this video. This has been our best performing post on Facebook to date. She requested that her committee be sent videos/pictures with write ups of chapter's activities. She offered assistance to chapters and anyone that needed help, please contact her.

### **Service Officer – Arlene Arthur**

VFN has twenty-two (22) Service Officers on record as of January 10, 2021. This is same number as on record in December 2020. Distribution of the January newsletter was delayed, this allows chapters time to update their F-7s if needed. Monthly newsletters are sent to all chapter Service Officers and to chapter Presidents when they have no Service Officer (SO) on record. \* In November she had conducted an online SO Meet and Greet to allow SOs to come together virtually to meet, putting faces with names and to discuss concerns. During that meeting members indicated that they would like to have another session. Tentatively scheduled another session for this month (Jan) but due to so many other trainings and meetings had to be rescheduled for February. Arlene is still receiving referrals to help members with benefits issues and encourage all members to contact her, as needed. Looking at training date in near future. Training plans will be tabled until status of 2021 Conference is determined. She has been invited to be virtual speaker during Chapter 1270's January meeting. Will send report to Esther.

\* President Bails wants newsletter sent to both SOs and all chapter Presidents.

**Second Vice President Bob Martin**, in his role as acting State Legislation Chair, introduced newly appointed State Legislation Chair Debbie Fisk. He then led a discussion on a number of bills filed in the General Assembly. Due to the COVID pandemic and the General Assembly's special session during the summer, the VFN Legislative program is confined to bills already filed by legislators. After discussion by the Board, the following bills will be supported by the VFN State Legislative program:

HB 1766 Disabled Veterans' Passport: expands the Department of Conservation and Recreation's program to all veterans with a service-connected disability rather than only to veterans with a 100% service-connected disability.

HB1788 Income Tax: rolling conformity with the Internal Revenue Service tax code; would automatically adjust Virginia's tax code to conform with the IRS code within a specified percentage and time frame.

HB 1805 Aging Services: social need; would prioritize aging services provision to older persons and adds a definition of "social need" as need caused by non-economic factors.

HB 1822 Health Insurance: cost-sharing payments for prescription asthma inhalers; would limit any copayments to \$50.

HB 1848 Virginia Human Rights Acts: discrimination on the basis of disability; reduces the business size affected from 15 or more employees to more than 5 employees specifically and only for discrimination based on disability and reasonable accommodation except under undue hardship to the employer.

Bob also stated that if any bills were filed relating to last year's Legislation program, they would be incorporated into the 2021 program. The State Legislative program will return to its normal process in the coming year under the leadership of Debbie Fisk. Discussion followed.

**By Laws Committee Report -Jim Little** –Jim advised that the By Laws Committee will be reviewing the current By Laws line by line for recommended changes. There are still a number of vacancies on the committee that need to be filled, which requires a member from each Area. The current membership of the Committee is: Jim Little was to email a list of Committee members to Acting Secretary Esther Nash.

Question: Should we have the committee chairs be present at board meetings. Also, general consensus if committee chairs should be included correspondence. OPEN. They wouldn't have been included into Board of Directors or come to meetings that is not relevant to them. Bylaws indicate who must be included in board meeting. **Leslie** stated - Nominee chair was required to come and present nominations every January, to report on nominations. No for bylaws, audit, electronic (any issues from the electronic committee can be presented by the 2<sup>nd</sup> Vice President before the board), training committee was just developed. Discussion followed. Bylaws have not been updated to reflect the electronic or training committees. Discussion followed.

Discussion **OPEN**

Discussion on electronic signatures and the notarization was held.

*Secretary Note: At this time, I would like to thank Bob Martin, Leslie Ravenell and John Bails for their assistance. Without their help and President Bails I would not have made it. Again, I truly appreciate all their help.*

Meeting Closed - reconvenes Tuesday January 12, 2021 at 9:00 am.

Submitted,

Esther L. Nash  
Acting Secretary

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**Doubletree by Hilton, 1021 Ko**

**ger Center, Blvd. Richmond VA, 23235, 804-379-3800**

**VFN Board of Directors Winter Meeting - Parlor's A & B 2nd Floor**

**Monday 11, 2021 10:00 AM - 5:00 PM**

**ATTENDANCE**

**VFN EXECUTIVE BOARD**

**NAME**

**POSITION**

<b>ATTENDANCE</b>
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Constance Bails, Ph.D.	President	v	X
Maureen "Moe" Nolet	1st vice President	v	ZOOM
Robert Martin	2nd Vice President	v	X
Esther L. Nash	Secretary	v	X
William "Bill" Martin	Treasurer	v	X
Leslie Ravenell	Immediate Past President	v	X
William "Bill" Shackelford	Region X Vice President	N	ZOOM
<b>VFN AREA VICE PRESIDENT</b>			
Jeanne W. Garrison	Area I	V	X
Julia Hobbs	Area II	V	ABSENT
Wynn Hasty	Area III	V	ZOOM
Raymond Orland	Area IV	V	ZOOM
Luther Santiful	Area VII	V	ZOOM
Mary Heck	Area VIII	V	ZOOM
Patricia R. Jack	Area IX	V	ZOOM
Theodore D. Pasek (Ted)	Area X	V	ZOOM

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**VFN Board of Directors Winter Meeting - Parlor's A & B 2nd Floor**  
**Monday 11, 2021 10:00 AM - 5:00 PM**

**ATTENDANCE**

**VFN BOARD OF DIRECTORS**

### VFN PROGRAMS CHAIRS

NAME	POSITION		ATTENDANCE
Gaston L. Gianni	National Legislation	V	ZOOM
Deborah Fisk	State Legislation	V	X
Doris McAdams	Public Relations	V	ZOOM
Patricia M. Wolfe (Pat)	Public Relations	V	ABSENT
Frances Boatman	Membership	V	ZOOM
Arlene Arthur	Service Officer	V	ZOOM
Donna Shackelford	Alzheimer's	V	ZOOM

### APPOINTEES (Non - Voting)

NAME	POSITION		ATTENDANCE
Linda Smallwood, Ph.D.	Parliamentarian	N	ABSENT
Marilyn Riddle	Chaplain	N	X
John Bails	VANARFE Net Coordinator	N	X
Kathy Arpa	Newsletter Editor	N	X
Stan Palen	VFN Web Master	N	X
Sidney Sachs	VFN Web Master	N	ABSENT
John Bails	Sergeant at Arms	N	X
Frances E. Boatman	Audit Committee Chair	N	X
James R. Little	Bylaws Committee Chair	N	X
Joseph Mcilwee	Nominating Committee Chair	N	ABSENT
Deborah Fisk	Electronics Committee Chair	N	X
Theodore D. Pasek (Ted)	Training Committee Chair	N	X
Arlene Arthur	Training Committee Chair	N	X

