

VFN PRESIDENT'S ZOOM MEETING

August 4, 2020, 3:00 p.m.

Attendees: VFN President Bails (Discussion Leader)

Leslie Ravenell

Jim Little

Maureen Nolet

Stan Palen

Robert Martin

Deborah Fisk

Frances Boatman

John Bails

Deanna Shepherd

President Bailes will send the Executive Board Members the Federation's review and recommendations to the proposed Bylaws changes included in the ballot. A separate email will be sent to all Virginia Federation members on the following day.

President Bailes called Headquarters to request NARFE recruitment applications for the use of AVPs, Public Relations' outreach, etc. She was advised that only a limited number will be available. While it is assumed that the amount she was initially given is reflected in the Headquarters' printed supply listing (available to all chapters), President Bailes will follow up to see if additional copies can be obtained for the Federation's use.

Interesting delineation of National Only members as put in "Number 1" category, while chapter members are "Number 2."

Federation staff operating responsibilities include AVPs capturing every issue of interest in their designated areas; the 2nd VP coordinating program areas; and the Secretary identifying and monitoring milestones.

Kathy Arpa has been selected as the new VFN Editor. By August 31, all reports should be provided to her—this is a firm date. It is essential that everyone is aware of the process to be used. ~~Frances and Connie have already prepared their reports and provided them to Kathy.~~ Frances has already prepared her report and submitted it to the 2nd VP for review. The 1st and 2nd VPs must ensure that the process is followed for all submissions and that they are timely received by Kathy. Jim Little will pull up and send out, again, the updated guidelines. Milestones should cover the position responsibilities and activities beginning with the April conference 2019 to July 1, 2020—not just since the virus became a factor. However, impacts of the virus may be referred to which affected later date activities.

A determination must be made re how the Newsletter will be handled in the Fall, as well as bringing together the Bylaws, Audit, Nominations Committees, and the Electronics Committee.

Training, marketing and membership should be the focus of the Electronic Committee.

Each VP should establish regular, recurring Go-to-Meeting or Zoom meetings with their direct reports to establish timelines and monitor them. We need to establish what the Federation's positions will be by next August and who will be assigned to each function. These projections must be archived for next year. The First and Second VPs will write our proposal documents starting with the "big picture" and staffed down through Program Chairs.

Debbie brought up her plans to bring the Electronic Committee's members together and to consider incorporating more Board members to cover the Board's interests effectively. Electronics' involvement in organizational management is the move of the future. It is cost effective and allows for resources to be shared by all stakeholders. The VFN needs to get the "best bang for the book" by effectively using our Facebook account.

President Bails said she is asking committees, program chairs and AVPs to meet with their direct reports every month, or more frequently if appropriate or needed. She strongly suggested that they meet to discuss specific issues and that an agenda with as much initial background as possible be provided (in advance) to facilitate attendees' discussion.

Following on this process, Robert announced his ZOOM Meeting on the next day to which he had emailed invitations to share information. He plans to do this each month with an agenda similar to the one contained in his current email invitation.

The Nominating Committee Meeting to select members and the Chair should be scheduled prior to September 1, so that the Committee can begin its outreach duties well in advance of the deadlines for nominations. Jim will assist where necessary in support of the Committee and will work with Deanna to schedule the meeting.

Stan Palen advised that he needs some pictures of Board members for the website. Those whose pictures were not yet on file will submit them to him.

President Bails reminded attendees that last August she had identified a need for an Advisor to the President position, but as of this date that position had not been described or filled. In the interim, the 1st and 2nd Vice Presidents are critical and sensitive positions whose incumbents she must be able to rely upon.

Frances advised that she is working to get accurate figures on the gained or lost ratio for chapters, working with Headquarters. For example, the June 30 numbers reflect 93 loses (including 2 deaths) while the M-112 shows 63 loses. (Two people died, but the chapter report included only 1.) She will continue to work with Headquarters on the system so that she can verify the numbers. In Alexandria, loss is at 327 members from 443 to 116. However, the M-112 reflects 80 changes to other chapters. She has requested contact information via the AVPs for the Membership Chair of each chapter.

Respectfully submitted,

Deanna Shepherd

VFN Secretary