



Hampton Inn and Suites, 718 Bypass Road, Williamsburg, Virginia 23185, 757-229-7330

And via Zoom

**VFN BOARD OF DIRECTORS SPRING MEETING  
Monday, January 10, 2022**

**ATTENDEES**

- |                                                         |                                             |
|---------------------------------------------------------|---------------------------------------------|
| Robert "Bob" Martin, Ph.D., President                   | Jeanne W. Garrison, Area I Area VP          |
| Doris McAdams 1 <sup>st</sup> Vice President            | Julia Hobbs, Area II Area VP (PH)           |
| Frances E. Boatman, 2 <sup>nd</sup> Vice President, (Z) | Wynn Hasty, Area III, Area VP (Z)           |
| Esther L. Nash, Secretary (Z)                           | Vacant - Area IV Area VP                    |
| Thomas A. "Tom" Rachele, Treasurer (A)                  | Luther Santiful, Area VII, Area VII (Z)     |
| Constance Bails, Ph.D., Immediate Past President        | James R. "Jim" Little, Area IX, Area VP (Z) |
| William "Bill" Shackelford, Region X Vice President(Z)  | Theodore D. "Ted" Pasek, Area X, VP(Z)      |
| Gaston L. Gianni, National Legislation (Z)              | Linda Smallwood, Parliamentarian (A)        |
| Deborah "Debbie" Fisk, State Legislation                | Marilyn Riddle, Chaplain                    |
| Arlene Arthur, Service Officer (Z)                      | John Bails, NARFE Net Coordinator           |
| Stan Palen, VFN Web Master (Z)                          | Donna Shackelford, Alzheimer's (Z)          |
| Kathy Apra, Editor                                      |                                             |

Attendance Status - (Z) Zoom PH) Telephone A) Absent

- |                                                                 |                                             |
|-----------------------------------------------------------------|---------------------------------------------|
| <b>Meeting Call to Order 9:03 am by</b>                         | <b>President, Robert "Bob" Martin</b>       |
| <b>Invocation:</b>                                              | <b>Chaplain, Marilyn Riddle</b>             |
| <b>Pledge of Allegiance</b>                                     | <b>Sergeant at Arms, John Bails USN-RET</b> |
| <b>Roll Call:</b>                                               | <b>Esther Nash, Secretary</b>               |
| <b>Welcome &amp; Swearing New 1<sup>st</sup> Vice President</b> | <b>President, Robert Martin</b>             |

President Martin welcomed the Board of Directors to the January 2022 Board Meeting. Followed by the swearing in of newly elected VFN 1<sup>st</sup> Vice President Doris McAdams.

**Approval of Agenda:**

- The President called for a motion for the approval of the agenda. A motion was made by Gaston I. Gianni that the agenda be approved and seconded by Ted Pasek Motion Carried

**President's Comments**

**President Bob Martin**

**Parliamentarian Comments**

**Linda Smallwood, Ph.D.,**

Absent

**Minutes October Board Meeting**

**Esther L. Nash**

Minutes were read, Bob called for a motion for the approval of minutes. Gaston L. Gianni Seconded by Theodore D. "Ted" Pasek. Motion Carried

**Summary of Executive Committee Meeting of January 9, 2022**

Correction to Executive Board Meeting of January 9, 2022 by Frances Audit Committee was completed for Fiscal Year 20, Jul 1 2019 to Jun 30, 2020. Need to appoint a new audit committee for the Fiscal Year 21.

**Region X Vice President**

**RVP 10 - Bill Shackelford**

NEB Meeting November 2021, received minutes late. Bill will send out to Federations after his review. Some highlights:

Approval 2022 budget was passed after discussion.

NARFE data system, AMS Pro-Tech was purchased by Thought Works, presently problem with Pro-tech it takes approximately six weeks to make correction in system by Pro-Tech. Thought Works, moving forward taking the lead on corrections in the system. we are the only company with such a high membership count 200K with Protech. NEB and CAB are presently looking at alternative for AMS. Surveys were sent out and need to be returned to CAB. Send a message to Bill if you did not receive email. It is imperative that CAB know how the system is used.

Building still on sale, Headquarters did not want to become landlords, building being sold as is. Issue are still being looked at and reviewed.

Concerns about funding chapters and federations receiving funds from the 10% funds. Especially federations not receiving \$7,000 from the 10% funds for a year. Motion was moved and approved that Federation received less than \$ 7,000.00 in the 10% fund for the year would be brought up to \$7, 000, due to their lack of membership ceiling. Chapters and Federations accountability, also will be researched.

Some are building up accounts and not using it as a was intended.

FedHub - is up and running with open and closed communities. Encourage everyone to sign in. Connie is one of the Region X representatives on the committee.

Beginning of each year committee charters were reviewed, by-laws, Membership for upcoming year for NARFE and its membership. Committees By-Laws, Strategic Planning, Oversight, charters were approved.

**Non-Dues Committee - Report** received from report non-dues committee Spoke of donation "Silver Circle Pin" (\$25.00) and other opportunities as name placed \$1,000.00 to plaque at Headquarters to support NARFE. Discussion opening up an arm allowed by IRS guidelines as a 501(c)(3) making us both. 501(c)(4)

Due to Covid – 19, change in policy to include a succession plan for the officers and who would take their place in the event they are unable to perform their duties.

Any Bylaws or amendments must be submitted by February 15<sup>th</sup>, then will be placed on the NARFE website per approval of the NARFE Secretary/Treasurer. and as national candidates for office and their declaration for office will appear in May magazine.

Previous operating plan that NARFE would provide financial advice nobody qualify, Barbara signed contact with no cost to NARFE and its membership.

Guidelines for staff working remotely being researched also parttime and interns.

NEB next meeting in person March 8-11, San Diego, CA.

### **Treasures Report/ Budget Review**

**Thomas Rachele**

Absent. Bob asked that all vouchers being sent by email- identify voucher in the subject line. Discussed how the treasurer's report would be distributed. Each Chair is responsible for the line-to-line items. Overages should be taken up with the board.

## **First Vice President & Area Vice Presidents Reports**

**Doris McAdams**

Doris stated that she was looking forward to working with the Area Vice Presidents.

### **Area I**

**Jeanne Garrison**

Attend October conference and board meeting, reported to all her chapters, and chapter report to her chapters and voting procedures, with their changes.

### **Area II**

**Julia Hobbs**

Trouble with getting people to attend meet. Chapter 974 held holiday celebration, they had thirty in attendance. Chapter 66, no participation and sent out questionnaire very few members responded. They tried to hold blended meetings between her and chapter 974. Working with Betty Warren to try and to get people to meet. Chapter 1827 experiencing same problems, prior to Covid meeting were well attended but they are aging out. Requested fresh ideas to get an increase in attendance.

### **Area III**

**Wynn Hasty**

Provide Summary

- *Midlothian Chapter* - President Cindy Granke has step down and Debbie Fisk is temporary President. Election will be held by Chapter. She was thanked for her stepping up. Provided a list of activities that were held. Due to conflict-of-interest the now Immediate Past President, Cindy will be signing all accounts, instead of Debbie due to the treasures being her spouse. Reduction of membership due to Covid -19 deaths and non-renewals. Attendance in decline due to Covid.
- *Chapter Tuckahoe* - Thomas Reed, President - resumed in person meeting October 2021. Wynn attended program on Woman in Richmond presented by one of their members. Another presentation held on Estate Planning and Wills was well received. Most activities and meetings cancelled due to virus. Welcomed members from the others chapters, due to virus, lack of computers, smart phones. One chapter inactive, Wynn will be in contact with them.
- *Louisa Chapter*  
No report - Unable to report due to snow storm and lack of power.
- Petersburg Chapter 0028 - Meeting in person since September 2021. Provided monthly activities including a book signing with author. Debbie was supposed to

**Karen Cheatwood**

hold class for the “Usage of Smartphones”. Due to lack of access to building, meeting was held outdoors because of nice weather. Class rescheduled to February of 2022. Overall virus continues to be an issue with members

**Area IV**

**Vacant**

No Report

**Area VII**

**Luther Santiful**

All chapter are functioning with some restriction, except Roanoke which hold regularly meetings by zoom. Officers have been elected; some chapters are communicating by telephone.

**Area VIII**

**Leslie Ravenelle (Travel)**

Area Report given by President Bob Martin - Leslie provided reported that all Chapters 90, 595, 1549, 2112, are meeting in person. A few cancellations were noted. Fredericksburg Chapter 90 officers were elected. No operating challenges noted. Chapter 2343 was struggling, voted to closed, no one stepped up to assume leadership positions Chapter located in a gated community, they have been unsuccessful in holding meetings. Leslie is handling the closing and will inform Bob when paperwork is finalized.

**Area IX**

**Jim Little**

All chapters are active and holding different types of meetings.

Chapter Manassas 0356 - has not held in- person meetings for some time but always had a speaker when one was held. Board meetings are still being held every month, no chapter elections. Joesph Powell is still president of Manassas Chapter. In October in spite of Covid – 19 Manassas participated in Alzheimer walk. Springfield 0893 holding zoom meetings entirely. Held an in-person holiday party in December, Jim intends to attend their meeting being held this Wednesday by zoom Marcy Stennes will be replacing Michael Moore who has served last 3 years as chapter president.

*Chapter Annandale 1159*, holding zoom and blended meetings, still doing their Adopt-a-Road clean up. Kim Rendelson (sworn in last week) replaces Doug Jones as President. Jim attended Christmas celebration; officers were sworn.

*Chapter Woodbridge 1270* held zoom meetings with speakers. Bill Lyndall, former chapter president replaced Doris McAdams as president. Jim attended their Christmas party. All chapters in Area IX continue to collect food and can donations during the year and holidays.

All chapters did a good job in fund raising for Alzheimer.

Area IX was active in the Northern Virginia Caucus. Ted Pasek, Pat Wolfe, another Chapter Member and Doris McAdams are commended for their leadership roles in representing VANARFE at Congressman Jerry Connelly Health Fair.

Annadale has annual meeting in police department and coordinated food drive this past December, that was very successful.

## **Area X**

## **Ted Pasek**

Some success with meetings during Covid. Older members are still having problems from Covid.

*Chapter Arlington 7*, Nancy Palmerino and Pat Meyers worked hard to keep people informed that NARFE is still working. Pat Meyers was elected the new president,

Chapter Fairfax 737 - 737 Ted Pasek is no longer President Mike Fleming was elected and will handle the position remotely from Wisconsin.

Chapter Dulles has a new president, Ted, reached out to him to come back into the Federation. Bob, Connie, Doris will assist Ted with Dulles.

Bob thanked all Area VP for their reports.

## **Second Vice President Comments & Program chairs Reports Frances Boatman**

Attended VFN 2021 conference, monthly EEC, training, conference meetings all meetings identified records training. Service Officer Training Federation Chapter Records Training Class. On VFN calendar and service officers' meetings, hosted Chair Committee meetings. First of the month Developed membership information packages for chapter membership chairs. Submitted articles for newsletter. Goal: Continue with holding Chair meetings, become more interactive with the chapters. Provide training schedule that will be conducted by committee chairs for the upcoming year. Proud to serve with such hard-working individuals. At the Executive Board Meeting Special committees: Audit, By-laws, Electronic Communications Committee (ECC), Nominating,

and Training Committees would be added to Second Vice President's reporting responsibilities. She stated that it would not be a problem. Submitted articles for newsletters.

## **Alzheimer Report**

**Donna Shackelford**

**Total donations** for the year were \$148,836.20 with a large bequest from the Annadale chapter donor would not be identified per NARFE President.

**Silent Auction** \$847.00

**Conference intake:**

**Checks** \$ 886.00

**Cash** \$558.00

**Total:** \$1,444.00 **Tickets and Donations** \$ 597.00 **Money** given away: \$400.00

Does not expect to do anything during the April Annual Meeting.

Donation checks should be made out to *NARFE Alzheimer Research*. Notify your chapters.

Donations sent directly to Alzheimer cannot be verified by Donna if VFN receives credit if she does not receive checks directly. Discussion followed.

Bob informed the VFN Board that he had received a letter containing a Certificate for Distinguished Service identifying VFN as 1<sup>st</sup> Place highest amount rating during period July 1, 2020 to November 30, 2021. From NARFE for Alzheimer committee.

Bob thanked Donna and presented to her for hard work and certificate would be placed in the mail

## **Legislative Report**

**Gaston Gianni**

Report distributed prior meeting contain status of bills and Advocacy Program. \$821.00 collected during conference and turned into National. NARFE PAC sent out letters of appreciations to those who donated during the conference only. Districts have been redistricted. Districts coming up in the 118<sup>th</sup> Congress 2023 this will have impact on mid-terms elections CDL, for the present no changes in personnel movement will be made at this time. Discussion followed. video and area activities on social media presented to committee. Need short video from committee chairs highlighting one area of their programs. Attended Colonial Beach (595) Harvest Festivals Provide Area IX and X Health Fair activities promotional material setup a NARFE table. Identified format that must be used.

Comment: Frances congratulated Doris on being elected First Vice President.

### **Public Relations**

Doris McAdams

Posted video and area activities on social media presented to committee. Need short video from committee chairs highlighting one area of their programs. Attended Colonial Beach (595) Harvest Festivals Provide Area IX and X Health Fair activities promotional material setup a NARFE table. Identified format that must be used.

Comment: Frances congratulated Doris on being elected First Vice President.

### **Service Officer**

Arlene Arthur

Report provided to France prior to meeting. Her goals for 2022, sending out monthly newsletter, question who reads them, they are sent to Chapter presidents and service officers, feedback would be appreciated. Reached out to Chapter Service Officers requesting their needs and if newsletters are helpful. Visit chapters during this period. Special request should be directed prior to visit for topics to be covered. Especially Prepared for Life. Working on material for Facebook page. New person at Federal Benefits Institute, wants Service Officers to have a Human Relations/ personnel background. Arlene is waiting to hear from her to see if she will remain in her position, since there seems to be a different direction from NARFE Headquarters.

**Comment:** Bob said that as far as VFN is concerned that she the Service Officer. Frances provided additional information on her qualification as the service officer.

### **State Legislative**

Debbie Fisk

State legislative Trifold initiatives was shared all board members chapter invitation would be accepted. Willing to attend all Towne meetings. Requested a member from each chapter for assistance, she stated that this is not a one-person position. Congressional staff members appreciate feedback. Need volunteers for boots on the ground. No date for a lobby date for 2022 at this time. Staff members are important and willing to set up zoom calls with constituents that are interested. Request assistance from Area Vice Presidents for wider dissemination that Debbie is available and need assistance from chapters. Looking for an assistant especially in Northern area to cover more territory.

Discussion followed.



Comments: Frances stated that Debbie is available for presentation for chapters. Brochures were sent to legislators in Richmond and to their district offices. She continues to do an outstanding job.

## **Membership**

Frances E. Boatman

Report October thru December 2021;

Attended 2021 Conference, made folders for VFN chapter membership chair, conducted membership workshop, developed folders developed with brochures, applications, pamphlets and supplies writing up instructions for membership chair responsibilities. Attended Electronic Communications Committee (ECC), training and Program Chair Committees. Invited by Blue Cross/Blue Shield given the opportunity to make presentation to human resources representatives on NARFE and its benefits they serve over 3,000 federal employees. Chapter 2343 was in the process to closing, a letter was sent out to all members by Area Vice President Leslie Ravenell. The normal process will be followed in closing of a chapter. Instruction have been given to the chapter membership chair for contacting recruits.

Discussion followed.

**Wayne Webb**, 0180 Winchester recruited Richard Hoover

**Marilyn Riddle**, 0685 Williamsburg recruited Vanessa Trent

**Kathy Arpa**, 1116 Vienna recruited I. D. Wilson.

**Mary Sinisi**, 1757 Middle Peninsula-Gloucester recruited Wendy Hoppe

### ***Certificates Award to the following:***

*- Membership Chair whose chapter recruited largest percentage of Prospects as New Members*

**Gary Robison**, 1549 Fauquier - 2 Prospects and 3 New Members.

*- Membership Chair whose chapter reinstates largest percentage of members.*

**Roy Beasley**, 28 Petersburg -2 Reinstated and 0 Dropped Members - awarded Certificate of Appreciation and reimbursement of Conference Registration.

## **Immediate Past President**

**Dr. Constance Bails**

Discussion – Military Personnel – NARFE accepting military members. Benefits of NARFE for the military, active and retired regardless of ranks.

The need for all federal employees to unite when going before congress.

## **Committees Chairpersons Reports**

**President Bob Martin**

### **Audit Committee**

**Bob Martin**

Audit Committee -Comment - Bob stated that our treasurer Tom Rachele is researching someone (CPA) and cost to accomplish on audit on VFN financial records.

### **Electronic Communication Committee (ECC)**

**Debbie Fisk**

Need to become active immediately, this to expand the committee, Debbie, appreciated the board members that help out getting off the ground, but would like to have who have technical skill on the committee.

Bob - Two years ago, it was voted that ECC would become a Program Chair position. Amendment to the By-laws have been revised and have been sent to headquarters for review and approval. Debbie was asked to write out a charter with responsibilities of the program chair in line with other programs. The Handbook is where the Program Chair action will be identified in the VFN Handbook. Discussion followed.

### **Training Committee**

**Ted Pasek & Arlene Arthur**

Ted provided training schedule for the upcoming year. Also being considered is classes on secretarial duties for chapters, and Area Vice President sessions these are still on planning stages. Arlene - Training got off to a great year under the Connie's administration, sessions benefits, leadership and other training that would enhance the federation through the chapters. All ideas and suggestions are being accept. Training schedule changed from the last Friday to the last Wednesday of the month.

Bob asked that committee provide a format that the training committee wants to be distributed once a month including the link. Discussion followed. Memo will be sent for training and ECC schedule and Doris elected position in a bulletin.

### **2022 Conference Committee**

**Bob Martin**

Discussion - First VP was the coordinator and the chairperson was from the area being held. The search committee will be Larry, Frances, Connie, Leslie and Doris. Connie and Leslie will be advisor.

### **Update on Area Zoom Licenses Program**

**Constance Bails, Ph.D.,  
John Bails**

Tom Rachele is contacting zoom so bill can be sent to him directly. The bill is still being charged to John Bail's credit card and he is reimbursed by the VFN. Licensing ten licenses are ready. Bob has the VFN License. Discussion followed. John will not cut anyone's license at this time. John suggested that Zoom will remain under ECC.

Open discussion by the board relating to VFN zoom issues and communication

**Newsletter Report**

**Kathy Arpa**

*VFN Editor's Report – Kathy Arpa Calendar Items*

**2022 Spring Newsletter – Due May 20, 2022**

covers period November 2021 to April 30, 2022

**FY 22 Annual Report – – Due July 20, 2022**

Annual Report covers period July 1, 2021 to June 30, 2022 , including conference.

**Fall Newsletter – Due November 20, 2022**

Fall 2021 covers period May 2022 to October 2022

Newsletter is available on VFN Website -

Comments: Reports are excepted from Program Chairs and all the Officers. Area VP were encouraged to send chapter activities to website. Discussion followed.

**Immediate Past President**

**Dr. Constance Bails**

Discussion – Military Personnel – NARFE accepting military members. Benefits of NARFE for the military, active and retired regardless of ranks.

The need for all federal employees to unite when going before congress.

Suggestion: Include VFN Chapter information on the VFN Directory, - Discussion, under consideration.

**Ballots and Tellers Report -**

Jim Little

Per Bob – Jim held a meeting and no one showed up.

**Nominating Committee Status**

**Esther L. Nash**

Meeting schedule for Wednesday which includes election of chairperson. Discussion followed.

**.2022 Annual Meeting Discussion**

**Bob Martin**

**Meeting scheduled for April 11,12 2022**

**Date: coincide with VFN Board Spring Meeting?**

**Locations: TBD**

**Agenda: Required reports, nominations from the floor**

**Nominations: Timetables**

**General announcements**

**Bob Martin**

Try and get minutes out early please read. Vouchers get them in and on the subject line VOUCHER in caps.

Training - Arlene Training committee a member from all Areas, does not have to be a board member. Bob asked for a list that is already represented.

Membership - All Area VP are on the membership committee and she plans to start to have a meeting and to report monthly how many have they contacted. Will then do a monthly report to the board. All information on WEB.

Bill S Feb 15, 2022 deadline for candidacy. Will not seek another term three two-year terms. He is not seeking Regional X Vice President declaring candidacy for President of NARAFE. VFN is the first group that he has made his announcement.

**Round Table Remarks**

**All VFN Board**

STAN - health issues – treading lightly,

Wynn - good meeting

Donna - good Job

Bob – to Donna congratulation of National certificate

Gaston - Good meeting

Bill – thanks for the eight-year support as Area X Vice President

Frances – good meeting, thanked all program chairs

Kathy – good meeting, good luck to Bill

Bob – thank everyone for participations.

Benediction

Chaplain Marylin Riddle

Meeting adjourned

Submitted,

*Esther L. Nash*

Esther L. Nash  
VFN Secretary