



Executive Board Minutes: October 16, 2023, APPROVED 01/16/24

2024 Submitted by: Deborah Fisk

VFN Secretary

Attending:

Frances Boatman

Pat Wolfe

Thomas Rachele

Deborah Fisk

Guest: Beatrice Squire

Constance Bails

The meeting was called to order at 4:20 pm by President Boatman. A quorum was certified. Introduction of Beatrice Squire the newly appointed VFN Parliamentarian.

Items on the Agenda:

1. D.Fisk presented pending Executive Board Minutes. The Chair presented the 7/16/23 Executive Board Minutes which were approved as presented. The Chair presented the 04/02/23 Executive Board Minutes which were approved as presented. The Chair presented the 01/22/23 Executive Board Minutes which were approved as corrected.
2. D.Fisk asked for clarification concerning the number of previous minutes that are either missing or need review. Chair Boatman appointed an Action Team (C. Bails, T. Rachele, and D. Fisk) to review the minutes in question and report back at the January meeting with minutes ready to be distributed and approved.
3. T. Rachele presented an overview of the financial condition of the association. Reports were distributed that further detailed Budget vs. Actual for the period ending 9/30/2023 giving a list of categories. An explanation of the use of tags to further identify expenditure areas was also shared.
4. The 1st Vice President, L. Mcilwee, was present by telephone. A conference report was prepared for the full board and committees are currently under development.
5. The 2nd Vice President, P. Wolfe, continues to meet with Program Chairs on a monthly basis and she is available to assist as needed.
6. The President, F. Boatman, gave a brief review of the travel experiences. She has been selected to participate in FLAG (Federation Liaison Advisory Group) along with several other Federation Presidents. As they meet monthly and report to Headquarters, more information will be shared with the VFN. Membership continues to be of critical interest. President Boatman traveled to the Region X Conference and the Annual NARFE Presidents Meeting during the last quarter.
7. 2024 Conference Site Selection Committee (L.Mcilwee/C.Bails/J.Bails/S.Palen/F.Boatman) reported that their work was complete, and a full report prepared ready to share at the full board meeting. The committee was familiar with 7 or 8 recommended sites and physically visited 5 of them. The recommendation from the committee will be The Hotel Madison & Shenandoah Valley Conference Center, sleeping room rates \$107 ++ per night. The dates are April 7 – 10, 2024.
8. D.Fisk presented a recap of the State PAC Legislative details and a form for submitting State PAC Requests. She asked for form approval and will submit requests for Dels. Watts and Rasoul at the 10/17/23 board meeting. It appears \$250 or \$500 is in line with past contributions.
9. President Boatman is refining our branding and membership incentive programs. Discussion continued about marketing materials and products and the future processes.

10. Membership is a priority. It was suggested that we explore membership incentives and campaigns. Currently President Boatman will poll the board to suggest we offer \$10 matching funds to HQs. to every recruiter who brings in a new member between 09/01/23 and 12/31/23 (retroactive).
11. Round Table Discussion:
 - a. Continue to monitor HQs. on changes to the IRS Nonprofit Organization Tax Category. A 501 (c) (5) Labor Union limits our access to government facilities.
 - b. Immediate attention to cost analysis on tablecloths and 18" Zap Banners.
 - c. Strategic Plan ideas have begun.
12. Adjourn at 7:10 pm

Deborah O. Fisk