



**Meeting Minutes of the
South Carolina Combined Federation Executive
Board (FEB) and Chapter Presidents' Meeting
via Zoom Virtual Connect**

February 10, 2022

The South Carolina Federation Executive Board (FEB) and Chapter Presidents' meeting was called to order at 1205 by Federation President Blaine Lotz. Twenty-one (21) members were present and participated via a Zoom video connect feed. The attendance roster is attached below.

Introductory observations, respects, and logistics:

- A moment of silence was observed.
- President Lotz led the group in the Pledge of Allegiance.
- It was established that a quorum had been met.
- President Lotz provided introductory comments and the meeting followed a planned, draft program agenda, which is attached below.
- Secretary/Historian Kevin Toevs had lodged the prior FEB/Chapter Presidents' meeting minutes of September 24, 2021, on the federation website for all to review. A question and answer session followed. A motion/vote was made to accept the meeting minutes as drafted. The meeting minutes motion was seconded, and all voted in favor of acceptance.

Treasurer's Report:

Federation Treasurer Betty Hawkins advised in the current month the 10% funds are \$479.00 and all the 10% funds from the first of April through end of January are \$7000.27. The dividends were \$11.64 for a total of \$7039.26. The Federation's total expenses for the fiscal year are \$921.23. In the first month of the fiscal year, the Federation had an unusually large deposit of over \$1,400.00 and it is suspected that OPM did not know to add a specific amount. The expenses are low due to little travel. There are no line items in the budget for the newsletter. It costs around \$1,500.00 for a single newsletter issue to be mailed out to the

membership. Federation expenses are generally low and there is the liability insurance piece and the renewal of the website. All the individual line-item expenses are outlined in the attached Treasurer's Report/Budget, see below. The question was posed if a National Presidents' meeting was going to occur this year, and National Secretary/Treasurer Kathryn Hensley advised the National Presidents' meeting is on for Scottsdale, AZ, during August 21-23, 2022, as is the annual meeting of the Association, which are always budgeted for. President Lotz suggested that the budget be sent out to the Federation Executive Board (FEB) so they can comment, and a closed budget can be made available for the conference on March 10, 2022. It was also recommended the Federation Executive Committee meet (via Zoom) prior to the conference to coordinate any last-minute financial issues.

National Secretary/Treasurer Comments:

National Secretary/Treasurer Kathryn Hensley advised she is running for re-election for a third and final term. She also remarked five (5) Regional Vice Presidents (RVP) will be termed out to include Region III Vice President Clarence Robinson. The National President will also be termed out. There will be a lot of changes to the AMS forthcoming. Alternatives will be brought to the AMS during the March meeting.

Region III Vice President Comments:

Region III Vice President (VP) Clarence Robinson advised in the future changes to the Association are going to be constant for some time to come, and these will be good changes. Also reported is the fact that this year will conclude with a surplus, which is the first time in 20 years. The last time a surplus occurred was in 2004 and that was when there was a rate increase. NARFE can no longer assign sole source contracts. Region III VP Robinson advised he is not going to be a candidate for re-election this time around. Regarding membership, the organization is down to 155,000 members, and is still going down. This downward trend cannot continue. Postal reform is still on-going.

Newsletter Update:

President Lotz advised the federation newsletter editors have been very helpful and very generous with their time and efforts. Because of the pandemic they have been unable to seek out and obtain enough sponsors for advertising. The newsletter has not cost the Federation anything to publish because the editors have obtained the needed sponsors. Several newsletter editions have been published under this guidance. President Lotz advised after the publication of this upcoming newsletter, there will be a temporary publication halt until they are able to regroup and obtain more advertisers. The editors are dedicated to do this and have been very helpful. It was suggested that in the future the newsletters might be published online, which is not ideal, but it would get the news out. For those members who do not have email, then special arrangements would have to be made to get the news to them through the chapters. This might be a better use of limited federation funds versus spending funds for costly mailings. In addition, praise was given for all the members who generously provided

newsletter articles for review. One item in particular that needs to be addressed was that of deceased members. President Lotz asked that all chapters submit the names of their deceased members to Clara Gillentine.

Annual Federation Conference Update:

President Lotz advised the federation conference has been changed to a virtual format due to the member concern about the COVID virus. It was also reported the hotel had been very generous and no monetary cancellation or forfeit fees had to be paid. The hotel could not have been more cooperative.

Federation Executive Vice President (EVP) Pat Whitely advised a National speaker from Legislative has been requested. A new procedure has been adopted in which a National speaker request form has to be submitted. A come-back reply from National is still pending. All the conference registration fees have been refunded. The proposed conference agenda has been created. Ms. Hensley and Mr. Robinson have been placed on the agenda.

Federation Secretary/Historian Toevs spoke to the chapter anniversary certificate awarding. There are five (5) chapter anniversary certificates to be awarded from 2021. These signed certificates are on hand. There are five (5) chapters that will experience an anniversary in 2022 that should also be awarded with relevant certificates. However, it is not known if these 2022 certificates will be on-hand (from National) at the start of the conference. President Lotz suggested that even if the (2022) certificates are not obtained, the chapter names could still be read and recognized. In addition, the approval of the 2019 Annual Federation Conference meeting minutes should be on the agenda. EVP Whitely advised this has already been placed on the agenda.

EVP Whitely advised the Judy Kemp Award will be presented by President Lotz. President Lotz commented he was going to attempt to contact Margaret Baptiste and get her connected on-line as last year's award recipient. Also, Robbie Ann White is on the agenda for providing a brief on the Federation by-laws and SC Federation Operating Guidelines updates. A request was made for any recommended changes or updates to these two documents be submitted for consideration.

The 2023 Federation Conference is on hold but scheduled to be held in the spring of 2023 at the Hilton Garden Inn. The conference planning committee will continue to work and publish those details as they become available.

For additional information and comments on the 2022 and 2023 Federation Conferences, please see below attached briefs.

By-laws Update:

By-laws Chairperson Robbie Ann White provided a summary read-ahead update. At present, no outstanding chapter by-laws are being reviewed by the committee. The Summerville chapter submitted an update in 2021 and minor wording changes were made. There have been no policy manual changes which have been submitted for review. The deadline for changes to National for National by-laws or Standing Rules updates is February 16, 2022. The Federation by-laws was last updated in 2017. Due to the virus these changes have been placed on hold. It was also requested that any members who hold a position to submit desired changes for their respective Federation officer position.

Alzheimer's Update:

President Lotz requested that a message go out to everyone regarding the plans for the 50/50 draw (for the conference). National and Federation Alzheimer's Chair Olivia Williams advised a message will be sent to President Lotz who in turn will transmit it to the general membership. A request was made for Chair Williams to speak at the conference regarding contribution totals and any new info from the Alzheimer's Association that has yet to be published in the NARFE magazine. In addition, a request was made for her to speak about how close the federation is regarding the Federation's 2024 goal and comment about any future state-wide Alzheimer's Walks.

Chapter Updates:

See below attached briefs on the various chapter updates.

Closing Comments:

President Lotz requested that everyone attempt to reach out and get as many chapter members as they can to connect into the virtual conference on March 10th. It is hoped for a really nice turn-out.

Adjournment:

The meeting was adjourned at 1:16.

Federation Secretary/Historian Kevin Toevs respectfully submitted these meeting minutes.

Kevin Toevs
SC Federation Secretary/Historian

**Attendance Roster for the NARFE SC Federation Executive Board (FEB)
and Chapter Presidents' Meeting
February 10, 2022**

- 01 – Kathlyn Hensley
- 02 – Clarence Robinson
- 03 – Blaine Lotz
- 04 – Patricia Whitely
- 05 – Kevin Toevs
- 06 – Betty Hawkins
- 07 – Clara Gillentine
- 08 – William Toney
- 09 – Debbie Hill
- 10 – Bob Huisman
- 11 – Blake Crawford
- 12 – Jeanette Keepers
- 13 – Joe Kohut
- 14 – Bill Greenhill
- 15 – Bill Nicol
- 16 – Sherry Gainer
- 17 – Gail Cline
- 18 – John Thompson
- 19 – Ernest Williams
- 20 – Olivia Williams
- 21 – Robbie Ann White



SOUTH CAROLINA FEDERATION EXECUTIVE BOARD MEETING
PROPOSED AGENDA
FEBRUARY 10, 2022
NOON - VIA ZOOM

NOON	Call to order	Blaine Lotz
	Moment of Silence – Pledge	Blaine Lotz
	Quorum Determination	Harry Brown
	Approval of minutes of 9/24/21 EB meeting*	Kevin Toevs
	Treasurer’s Report – budget discussion	Betty Hawkins
	HQ and Region III Updates (if in attendance)	Kathy Hensley Clarence Robinson
	Committee Reports/Updates	Various Chairpersons
	5-minute updates – each chairperson should share summary of their planned presentation for the Federation Conference	
	5-minute updates form any Chapter Presidents present	
	Closing Remarks/Adjournment	Blaine Lotz

SC NARFE FEDERATION					
Approved Budget FY 4-1-21 to 3-31-22 (Revised FEB vote 6/25/21)					
	2019-20 Actual	2020-21 Proposed	2020-21 Actual	2021-22 Proposed	2021-22 Actual
Checkbook Beginning Balance - 4/1/2020	\$17,625.51		\$15,870.77		\$24,245.32
Revenue					
Checking Account Interest	\$15.75	\$15.00	\$8.55	\$12.00	\$11.64
Per Capita Dues (waived for FY 2019-20)	\$0.00	\$0.00			
NARFE 10% Rebate Funds	\$6,889.53	\$6,500.00	\$6,784.09	\$6,000.00	\$7,027.62
Convention Proceeds	\$339.06	\$0.00	\$0.00	\$0.00	
Miscellaneous Income	\$510.53	\$250.00	\$395.56	\$150.00	
Total Revenue	\$7,754.87	\$6,765.00	\$7,188.20	\$6,162.00	\$7,039.26
OPERATING EXPENSES					
FY 19 Conference:					
Misc Convention Expenses	\$130.29	\$300.00		\$300.00	
Fed President's Expenses	\$362.28	\$0.00		\$300.00	
Fed Secretary's Expense	\$362.28	\$0.00		\$300.00	
Conv Treasurer's Expense	\$143.64	\$0.00		\$145.00	
Convention Chairperson Expense	\$362.28	\$0.00		\$300.00	
Judy Kemp Award Recipient Expense	\$172.62	\$250.00		\$250.00	\$50.95
President's Citation of Excellence Awards		\$100.00		\$100.00	
A-V Federation Convention/Conference	\$1,113.09	\$0.00		\$1,200.00	
Executive Board Meeting @ Conference (Travel)		\$0.00		\$0.00	
Executive Board Meetings (Travel, food) - 2	\$3,215.57	\$3,000.00		\$1,500.00	
NARFE Liability Insurance (every year)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
NARFE Business Owner's Insurance		\$0.00		\$0.00	
Postage, General		\$100.00		\$52.00	
Office Supplies, General	\$39.84	\$100.00		\$70.00	\$46.32
Miscellaneous Expense		\$100.00		\$100.00	
Procedures Revision Expense		\$100.00		\$100.00	
Total Operating Expenses	\$6,001.89	\$4,150.00	\$100.00	\$4,817.00	\$197.27
PROMOTIONAL EXPENSES					
President's Travel	\$84.80	\$400.00		\$250.00	
Area Vice President Travel		\$200.00		\$200.00	
Other Travel		\$100.00		\$100.00	
Sponsorship - Federation Convention/Conference		\$0.00		\$0.00	
Federation Presidents' Mtg (every 2 years)	\$1,699.00	\$0.00		\$1,000.00	
Regional Training (every 2 years)		\$0.00		\$0.00	
SC Fed Web Site	\$106.49	\$120.00	\$106.46	\$110.00	\$106.46
National Convention (every 2 years)		\$0.00		\$0.00	
National Legislative Conf (every 2 years)		\$1,000.00		\$500.00	\$455.00
Chapter Support	\$107.50	\$1,200.00		\$800.00	\$162.50
Newsletter Mailing (one)	\$1,509.83	\$1,500.00		\$0.00	
Total Promotional Expenses	\$3,507.62	\$4,520.00	\$106.46	\$2,960.00	\$723.96
TOTAL EXPENSES		\$9,509.51	\$206.46	\$7,777.00	\$921.23
ESTIMATED ENDING BALANCE 3/31/2021		\$9,975.51	\$8,670.00		
Checkbook balance 01/31/2022	\$30,363.35				
Savings account balance 01/31/2022	\$5.03				

**CONFERENCE UPDATE – CONFERENCE CHAIRPERSON
CONFERENCE COMMITTEE PLANNING -- PAT WHITELY**

56th 2022 CONFERENCE:

We are on target for our March 10 virtual conference. We have requested HQ speaker, Ross Apter to provide legislative update. Once agenda is finalized, it will be published to all members. We hope that some chapters who feel gathering together in person will sign into Zoom and attend as a group. I urge Chapter Presidents to advertise this within their individual chapters. I have refunded all registration fees (except my own), someone other than myself must write me a check. All vendors who previously had paid to advertise, etc. have indicated they are interested in the in-person conference in 2023.

57th 2023 CONFERENCE:

The planning for the 2023 conference to be held in spring of 2023 will resume soon. We will continue to plan for an in-person conference again at the Hilton Garden Inn in Summerville. The hotel as I've stated before is a great location and is the only conference center in Summerville. It has all the latest innovations in technology and hotel design. As soon as a new contract is negotiated with the hotel, the planning committee will publish more about conference details. Rest assured, attending the conference will be well worth members' time and resources. We plan to come back bigger and better in 2023. So, start thinking about your spring 2023 plans and make attending the conference one of your top priorities. Stay tuned for updates later this year.

PRESIDENT'S REPORT
SUMMERTOWN FLOWERTOWN CHAPTER 1082
PAT WHITELEY

Since our chapter takes the summer off, we resumed in-person meetings on September 20 at the Dorchester Senior Center. Our room was set up in accordance with the DHEC guidance with regard to social distancing. We continue to use the Free Conference Call audio only technology. This is in addition to our in-person meetings so that members can dial in and listen to the meeting from the comfort of their own homes.

We had a great turn out for our outdoor picnic and chapter meeting last May. It was a beautiful day in the park. We had 25 members attend who all enjoyed seeing each other and socializing in a comfortable outdoor setting. Our chapter participated in the 2021 Charleston Area Walk to End Alzheimer's. Our chapter team raised \$2320.00 for the walk. We will walk in the 2022 walk this coming October. Our chapter is in great financial shape thanks to our chapter Treasurer, John Pennella's great attention to detail with guarding our chapter funds.

We average between 20-25 members attending meetings in person and a few dial into listen. 25 members attended our December chapter meeting and holiday luncheon. Sue Kohut, our chapter "fun coordinator" led us in playing Christmas bingo and gave out many prizes to the game winners. We enjoyed a great meal and most importantly, fellowship with fellow chapter members. Our chapter, like most chapters, has some vacancies, namely, Secretary, Alzheimer's Coordinator, and NARFE-PAC. So far, no takers after almost 3+ years.

Our total membership currently is 212, Joe Kohut has processed at least 3-4 new memberships and the new members attended our recent meetings. We are hopeful that some of the members who previously attended meetings will return soon.

PRESIDENT'S REPORT
Hilton Head/Bluffton (#2258) Chapter Report
Submitted by Chapter President Bob Huisman

Chapter 2258, Hilton Head/Bluffton, has continued to hold monthly meetings virtually during the pandemic after our regular meeting place, the Golden Corral, permanently shut down. We looked for a convenient location with little luck as there were issues with the few businesses, we thought would be able to accommodate us. One advantage of the virtual meetings was our guest speakers expressing their appreciation for holding them. Along with the safety factor, it afforded them additional time to devote to their jobs as travel time was reduced. I have submitted an application to the Heritage Classic Foundation Island Recreation Center on Hilton Head to secure their community room after having discussions with the director on the room's monthly availability. As we are a non-profit organization, there is not a room rental charge. I have viewed the room and found it sufficient for our meetings which can accommodate up to 40 people. Its location should not impose any travel inconvenience for those members who live furthest from Hilton Head. We will see how it goes. As the number of COVID cases reduces in the area, we will consider when to begin face-to-face meetings once the application is approved.

**PRESIDENT'S REPORT
NEWBERRY CHAPTER #0772
APRIL 2019 THROUGH FEBRUARY 2022**

Chapter 772 Newberry only met one time in 2020 and three times in 2021 due to the outbreak of Covid. We met in January 2022 and plan to meet our other five regular scheduled meetings in March, May, September, October and November. We continue to meet at the Mid Carolina Country Club at noon six times a year on the third Tuesday of those months. We currently have 23 members, having acquired 3 new members since our last Federation Conference: Lily Hunter, John Simmons and Megan Locke. Since our last reporting period, we had two non-NARFE guest speakers: 1) Dr. Stephen Bayuk who spoke on colon screening and 2) Mr. John Simmons, PharmD, who is one of the newest members of our Chapter. Robbie Ann White also was a guest speaker at our May 2021 meeting. I received very positive comments on all these speakers from the members attending those meetings.

Our chapter continues to be a huge supporter of The Alzheimer's Association. Not only do our members generously participate in the 50/50 raffle at Federation Convention, we take up an Alzheimer offering at each of our regular meetings and randomly send in funds, reserving an amount in a separate account to send memorials to Alzheimer's Association in the demise of one of our members. We have participated in the Alzheimer's Walk the past 2 years, and I have personally gone online to register as the team captain and joined the Columbia annual Alzheimer's walk each October.

Our chapter members are also active in giving to PAC as well as making a yearly donation to the NARFE FEEA Fund.

Our annual Christmas Party in December 2020 was held at a restaurant in Lexington and in 2021 at the home of Debbie and Morgan Hill at which time all the Chapter Officers serving in the Newberry Chapter agreed to continue their tenure through 2022. These officers are as follows: Deborah Hill, President; Norman Foote, Vice-President; Robert Hill, Treasurer; Linda Hill, Secretary; Carrie Foote, Public Relations Officer Chair (a newly added position); Robert Hill, Alzheimer's Chair; Morgan Hill, Legislative Chair; and Deborah Hill, Membership Chair.

Morgan and I look forward to joining this year's Federation Conference via Zoom and I will be sending the link to the rest of our Chapter Members as well.

It has been a great honor to lead this wonderful group of dedicated members for the past three years as their Chapter President. I look forward to another challenging year as the Newberry 772 President and will do my best to fulfill my obligations to the best of my ability.

Respectfully submitted

Deborah Hill

President, Chapter 0772

PRESIDENT'S REPORT
Margaret Baptiste Charleston NARFE Chapter 72
William Greenhill

Because of the COVID shutdown, NARFE Chapter 72 has not met in person since March 2020. Our leadership voted to use Zoom to meet remotely and have met every month except summers since then remotely. In accordance with our bylaws, the chapter does not meet in July and August. Each month we vote whether to return to in person meetings for the next meeting. The vote each time has been unanimous to not meet in person. All of our members attending our meetings are senior citizens who are taking full precautions to stay safe from the pandemic. During this time period attendance has fallen. Prior to COVID we had 12 to 15 members meeting every month in a restaurant. Part of the NARFE chapter attraction has been friends meeting monthly for lunch. This has not been an attraction using Zoom. Many of our members are not computer users and could not or chose to not join us on Zoom. Recently attendance has fallen to between 8 and 10 members on the Zoom calls. Hopefully we will be able to meet in person again when COVID numbers decline and will be able to attract members again who formally met with us in person.

When it came to be time to elect officers no one volunteered to run and there were no nominations. We discussed this in the chapter meeting. Those attending voted unanimously that we would keep the same officers. No one wished to assume different duties. Our chapter has several vacancies. I, as president, also serve as NARFE-PAC Coordinator and Alzheimer's Coordinator. We have not had members agree to take these positions. Most of our members are senior citizens well past age 70 who are reducing their activity levels due to declining health.

Our Alzheimer's contributions had been collected at our meetings. Contributions stopped when we were no longer meeting in person. We had a contribution can placed at the restaurant and continued to collect contributions which were sent to the Treasurer to forward to NARFE Alzheimer's fund. Members were encouraged to send their contributions to the Chapter Treasurer to forward. Except for myself, our chapter has not participated in Alzheimer's walks.

We have continued to have interesting and informative monthly speakers at our monthly Zoom chapter meetings. Our membership chair had done outreach to members by phone to update email addresses, encourage them to attend meetings, and encourage interest in NARFE and attending meetings. Most do not choose to attend.

Our chapter is in great financial shape. Our Treasurer has done an excellent job of managing our funds which pass annual audits without problems.

We have 138 members in our area and 147 National members. We are increasing our information about member's email addresses and forwarding this information to NARFE. Hopefully we will be able to meet in person again soon and attract members back to chapter meetings.

END