



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

June 9, 2021

The South Carolina Federation Executive Board (FEB) and Chapter Presidents' meeting was called to order at 12:04 by President Blaine Lotz. Twenty (20) members were present and connected via a Zoom video connect. The attendance roster is attached.

Introductory observation, respects, and logistics:

- A moment of silence was observed.
- President Lotz led the group in the Pledge of Allegiance.
- Parliamentarian Harry Brown confirmed a quorum had been established.
- President Lotz provided introductory comments and the meeting followed a planned program agenda, which is attached below.
- Secretary/Historian Kevin Toevs addressed the prior meeting minutes of January 12, 2021 which have been lodged on the federation's website. A question and comment session followed. A motion was made to accept the meeting minutes as presented. This motion was seconded. A vote followed to accept the meeting minutes. All voted in favor of acceptance.

Treasurer's Report:

Federation Treasurer Betty Hawkins provided a Treasurer's update. Specifically, the May income report reflected Income of \$642.42, expenses were \$206.46 and an ending balance of \$26,151.89. A question-and-answer session followed the Treasurer's report. A motion was put forth to accept the Treasurer's Report as presented and was seconded. A discussion session followed with no comments forthcoming. All voted in favor of accepting the Treasurer's report as presented.

Old Business:

Topic 1 – Update on the 2021 NARFE SC Federation Annual Conference.

EVP and Conference Committee Chair Pat Whitely advised the committee applied for a \$1000 grant for the Summerville Tourism Tax. An application was submitted on May 28 and a decision is pending by the Summerville Town Council. The funds will be used to defray some of the administrative costs of the conference.

To date, two (2) conference registrations and one (1) chapter advertisement for the conference program has been received. A local printer has been secured which came highly recommended. Requests have gone out for speakers with some replies. AARP could not provide a speaker for in-person settings, but they will remain an advertiser. The Mayor of Summerville will speak. NARFE National leadership speaker requests have gone out. Additional speaker requests include Alzheimer's rep Natalie Bankowski. The back cover of the conference program has been picked up by GEHA. Other sponsorship requests have been sent to Minto Communities, Trident Area Agency on Aging, Brookdale Senior Living and the SC AARP, GEHA, Blue Cross/Blue Shield, United Health, FEDVIP, Nationwide and AETNA.

A request was made that the individual chapters provide an advertisement for the conference program. The need for maximum conference attendance was stressed. The hotel contract calls for room reservations for forty-five (45) nights.

A question was put forth regarding COVID protocols practiced by the conference hotel. The hotel reported all rooms are cleaned and sanitized, then sealed. The rooms are also set up for social distancing. The cleaning standards are in line with state regulations and guidelines. The vaccination issue was discussed. The initial thought was that vaccination cards would not be required. The wearing of masks would be optional but more on this matter would be discussed later.

The issue of reduced conference registration fees/costs was brought up. The Federation could possibly supplement conference costs which could act as an inducement to get more members to attend. The Federation funding could be pursued under the "Chapter Support" budgetary category. The issue was deferred until a later date.

President Lotz briefly commented on a request made to NARFE about getting speakers on the National level to speak in an inter-active mode via some type of video connect. More to follow.

Legislative Report:

Federation Chair Deborah Riley reported on the upcoming LEGCON 21. One issue discussed was how the conference was going to work in a Zoom video connect format. Chair Riley requested being informed of any representatives who may attend LEGCON 21. The question was posed if (newly elected) Congresswoman Mace had been contacted by the Federation. The response was she had not been contacted.

Chapter Anniversary Certificates:

Federation Secretary/Historian Kevin Toevs provided a brief on the status of the Chapter Anniversary certificates to be awarded during the Federation annual conference. It was reported National had been contacted and a request made for the awarding of five (5) chapter anniversary certificates.

National Secretary/Treasurer Comments:

No comments were made.

Region III Vice President Comments:

Region III Vice President Clarence Robinson advised a great job was being done on the Federation newsletter. Efforts are still being made to get the Federation Newsletter Editor certified within the AMS. National by-laws are going to be especially important. There are some facets of the by-laws that should not be contained within...they should be in the policy manual. A close look at the National by-laws needs to be pursued. More effort needs to be made to get the membership out and vote. In addition, the organization still struggles to get members to come forward and volunteer to fill leadership positions at the Federation/Chapter levels. Praise was provided to the SC/FL/MS federations for scheduling annual conferences this year.

Federation President Lotz advised there are issues with National which are not working out or being resolved. For example, certain information is not being received regarding the upcoming the Federation Presidents NEB conference. Another example is why National is charging attendees for a virtual conference being conducted in a Zoom connect format. President Lotz also advised EVP Whitely will be attending the upcoming Federation Presidents Conference held in San Antonio, TX, in that she will be stepping up to Federation President position. Region III VP Robinson has asked President Lotz to be a member of the Strategic Planning Committee that National has set up.

New Business Discussion:

Topic 1 – Membership and NARFE-FEEA Fund Update:

Federation Chair Clara Gillentine provided an update brief on membership and the NARFE-FEEA fund. Specific comments made by Chair Gillentine are synopsisized and attached below.

Topic 2 – Proposed Federation Budget:

Federation Treasurer Betty Hawkins provided a brief on the proposed SC Federation budget. Within the Revenue section of the proposed budget, the main source of income is the 10 percent rebate funds. A one-time amount of \$250.00, in the miscellaneous column, was provided by the Region III VP. Most other column amounts are self-explanatory.

Within the Operating Expense section of the budget, the Federation will pay for EVP Whitely's travel to the Federal Presidents conference in San Antonio. These column amounts are also self-explanatory. The proposed SC Federation budget is attached. Other specific budget comments provided by the Treasurer include:

- Given the uncertainty of the effect of the increase in dues the minimum income from the 10% dues rebate was set at \$6000, with the expectation it will actually be higher. If the current membership within the Federation remains the same, the maximum rebate possible would be \$10,200.
- Some categories under the heading of conference expenses were reduced by a small amount. Lodging for two nights is covered and is recognition for the hard work involved in planning a conference. The expense of in-person FEB meetings was halved, but may actually need to be increased if there are two.
- The remaining Operating Expenses are generally related to supplies with minimal reductions.
- Promotional Expenses include travel, participation in the Federation President's meeting, LEGCON, and Chapter Support. The total for all expenses is approximately \$8,000.
- It was noted that this budget is subject to change, but it is a projection of our finances for this fiscal year.

A motion was made to accept the proposed SC Federation Budget with the comments and possible changes that have been mentioned. The motion was seconded. A discussion followed. The motion was then put to a vote. All attendees voted in favor of the proposed budget...none opposed.

Topic 3 – Nominating Committee Report:

The Nominating Committee Chair John Geiger provided the Slate of Officers being proposed for the upcoming year, to wit:

President	Pat Whitely
Executive Vice President	Robbie Ann White
Secretary	Kevin Toevs
Treasurer	Betty Hawkins

Chairman Geiger also wanted to thank his fellow Nominating Committee members, Jeanette Keepers and Ernest Williams, for achieving this excellent Slate of Officers. He additionally wanted to thank those stepping up for their hard work on behalf of the Federation. Their willingness to serve sets the example for all members of the SC Federation.

Five Minute Updates:

Alzheimer's Report:

--NARFE Alzheimer's National Totals as April 30, 2021, is \$13,853,753.31. This includes the Longest Day donations of \$3,780.00 and the Walk to End Alzheimer's \$65,748.56 contributions for 2020.

--SC Federation raised \$4,083.44 from July 1, 2021-April 30, 2021.

--Chapters are reminded to get their Teams registered for the Walk to End Alzheimer's. They do not have to walk and the dates of the SC Walks were in the recent Newsletter.

--Chapters are reminded to purchase the Alzheimer's semi-postal stamp.

--Chapters are reminded to continue sending in their Alzheimer's donations.

--Chapters are also reminded to start selling their tickets for the 50/50 drawing to be held at the S.C. Federation Conference in October.

Concluding Comments by the President:

Federation President Lotz concluded by discussing possible ways to get members to participate in leadership roles within the Federation. Some Chapters have experienced problems in getting members to come forward and serve. The need exists to start thinking about how this can be achieved. There are ways to encourage members to step-up other than providing some type of monetary incentive to serve.

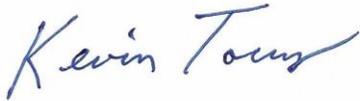
Additionally, President Lotz advised he wanted to consider having one more FEB/Chapter Presidents' meeting prior to the annual conference in either late September or early October.

Adjournment:

The meeting was adjourned at 1:56.

Note: The meeting was cut short due to time allowances within the Zoom account.

These meeting minutes submitted by:

A handwritten signature in blue ink that reads "Kevin Toevs". The signature is written in a cursive style with a large initial 'K' and a long, sweeping underline.

Kevin Toevs
SC Federation Secretary/Historian

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

- 01 – Kathryn Hensley, National Secretary/Treasurer
- 02 – Clarence Robinson, Region III Vice President
- 03 – Blaine Lotz, President
- 04 – Pat Whitely, Executive Vice President
- 05 – Betty Hawkins, Treasurer
- 06 – Kevin Toevs, Secretary
- 07 – Harry Brown
- 08 – Blake Crawford
- 09 – Bob Huisman
- 10 – Jeanette Keepers
- 11 – Debbie Hill
- 12 – Clara Gillentine
- 13 – William Greenhill
- 14 – Deborah Riley
- 15 – William Toney
- 16 – John Geiger
- 17 – Olivia Williams
- 18 – Bill Nicol

Draft Agenda, SC NARFE Federation Executive Board Meeting
1200, Wednesday June 9, 2021
Zoom

- Call to order - Blaine
- Moment of silence - All
- Pledge of Allegiance - Blaine
- Quorum determination - Harry, Parliamentarian (per Federation Bylaws Article VI, Section 2C)
- Approval of minutes of last FEB meeting - Kevin and board members (accept)
 - Request for presenter input - Kevin
- Treasurer's report - Betty and board members (accept)
- Old business
 - Update on 2021 SC NARFE Federation Conference - Pat and Committee members; --- Chapter anniversary certificates - Kevin
 - LegCon21 and legislative update - Deborah, Pat, and Bill
- National Secretary/Treasurer's Comments - Kathy
- Region III Vice President's Comments - Clarence
- Federation President's Comments - Blaine
- New business
 - Membership and FEEA Update - Clara
 - Proposed budget presentation, discussion, and vote to accept - Betty and board members
 - Discussion of members "stepping up" to chapter and federation leadership - All
- Federation Newsletter (How is it? Well received? Feedback?) - All
- Bylaws update (chapters and federation) - Robbie Ann
- Nominating Committee Report - John Geiger, chair; Jeanette Keepers and Ernest Williams, members
- Five minute Updates
 - Alzheimer's - Olivia
 - NARFE-PAC - Bill
 - Best Business Practices and Updates by Area VPs and Chapter Presidents (per Federation Operating Guidelines 1.5.2)

MEMBERSHIP REPORT – SC NARFE FEDERATION EXECUTIVE BOARD MEETING – JUNE 9, 2021

MEMBERSHIP TOTALS - January 1 – June 7, 2021:

New chapter members.....	8
New National members.....	15
Dropped for non-renewal.....	55
Members passed away.....	21
Transferred in.....	1
New prospective members.....	48
Members renewed.....	187
Members reinstated.....	14

NATIONAL MEMBERS.....1012

FEDERATION CHAPTER MEMBERS.....1114

(You will notice that there is only a difference of 102 members and national members may soon surpass chapter members.)

PROPOSAL:

Request matching funds from National to place NARFE display ad in the Ft. Jackson Leader newspaper. Ad would be sponsored by Chapter 87 and hopefully supplemented by Federation funds. National would provide up to 50% of the direct costs for approved project.

National has designed an ad for the “Skywrighter” which is the newspaper published by Wright-Patterson AFB in Ohio. We would use a similar ad that Membership would design.

REMINDER:

Continue to monitor chapter records and contact members who have dropped their membership, members who have received 2nd renewal notices, and prospective members.

Clara Gillentine
SC NARFE Federation Membership Coordinator

**NARFE-FEEA FUND REPORT FOR SC NARFE FEDERATION EXECUTIVE BOARD MEETING
JUNE 9, 2021**

As all of you know, the separate scholarship and disaster programs have been combined into one, the NARFE-FEEA Fund. Contributions are best sent directly to FEEA, 1641 Prince St., Alexandria, VA 22314, using the contribution form in the NARFE magazine. In the event contributions are made at a chapter meeting, the chapter treasurer should also use the contribution form, rather than sending the contribution to NARFE Headquarters.

Contributions can also be made online by credit card at: www.feea.org/givenarfe

Scholarship winners for 2021 will be announced mid-August. The date for the 2022 applications has not been set.

CLARIFICATION: (PER Niki Gleason, Senior Program and Operations Manager, FEEA)

NARFE is not contributing to any other scholarships sponsored by other agencies. NARFE scholarships and disaster grants are taken from NARFE members' donations made to the combined NARFE fund. NARFE funds have always been separate from FEEA donations.

Clara Gillentine
SC NARFE FEEA Coordinator

SC NARFE FEDERATION						
Proposed Budget FY 4-1-21 to 3-31-22 (Revised FEB vote 6/09/21)						
	2019-20 Proposed	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		\$24,245.31
Revenue						
Checking Account Interest	\$20.00	\$15.75	\$15.00	\$8.55	\$12.00	\$2.10
Per Capita Dues (waived for FY 2019-20)	\$0.00	\$0.00	\$0.00			
NARFE 10% Rebate Funds	\$8,000.00	\$6,889.53	\$6,500.00	\$6,784.09	\$6,000.00	\$2,110.10
Convention Proceeds	\$0.00	\$339.06	\$0.00	\$0.00		
Miscellaneous Income	\$0.00	\$510.53	\$250.00	\$395.56	\$150.00	
Total Revenue	\$8,020.00	\$7,754.87	\$6,765.00	\$7,188.20	\$6,162.00	\$2,112.20
OPERATING EXPENSES						
FY 19 Conference:						
Misc Convention Expenses	\$300.00	\$130.29	\$300.00		\$300.00	
Fed President's Expenses	\$365.00	\$362.28	\$0.00		\$300.00	
Fed Secretary's Expense	\$365.00	\$362.28	\$0.00		\$300.00	
Conv Treasurer's Expense	\$365.00	\$143.64	\$0.00		\$145.00	
Convention Chairperson Expense	\$365.00	\$362.28	\$0.00		\$300.00	
Judy Kemp Award Recipient Expense	\$500.00	\$172.62	\$250.00		\$250.00	
President's Citation of Excellence Awards	\$100.00		\$100.00		\$100.00	
A-V Federation Convention/Conference	\$1,200.00	\$1,113.09	\$0.00		\$1,200.00	
Executive Board Meeting @ Conference (Travel)	\$1,000.00		\$0.00		\$0.00	
Executive Board Meetings (Travel, food) - 2	\$3,000.00	\$3,215.57	\$3,000.00		\$1,500.00	
NARFE Liability Insurance (every year)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
NARFE Business Owner's Insurance	\$150.00		\$0.00		\$0.00	
Postage, General	\$100.00		\$100.00		\$52.00	
Office Supplies, General	\$100.00	\$39.84	\$100.00		\$70.00	
Miscellaneous Expense	\$100.00		\$100.00		\$100.00	
Procedures Revision Expense	\$100.00		\$100.00		\$100.00	
Total Operating Expenses	\$8,210.00	\$6,001.89	\$4,150.00	\$100.00	\$4,817.00	\$100.00
PROMOTIONAL EXPENSES						
President's Travel	\$400.00	\$84.80	\$400.00		\$250.00	
Area Vice President Travel	\$200.00		\$200.00		\$200.00	
Other Travel	\$100.00		\$100.00		\$100.00	
Sponsorship - Federation Convention/Conference	\$0.00		\$0.00		\$0.00	
Federation Presidents' Mtg (every 2 years)	\$2,000.00	\$1,699.00	\$0.00		\$1,000.00	
Regional Training (every 2 years)	\$0.00		\$0.00		\$0.00	
SC Fed Web Site	\$120.00	\$106.49	\$120.00	\$106.46	\$110.00	\$106.40
National Convention (every 2 years)	\$0.00		\$0.00		\$0.00	
National Legislative Conf (every 2 years)	\$0.00		\$1,000.00		\$500.00	
Chapter Support	\$3,000.00	\$107.50	\$1,200.00		\$800.00	
Newsletter Mailing (one)	\$1,500.00	\$1,509.83	\$1,500.00		\$0.00	
Total Promotional Expenses	\$7,320.00	\$3,507.62	\$4,520.00	\$106.46	\$2,960.00	\$106.40
TOTAL EXPENSES		\$9,509.51	\$8,670.00	\$206.46		\$206.40
ESTIMATED ENDING BALANCE 3/31/2021		\$9,975.51				
Checkbook balance 05/31/2021		\$26,151.89				
Savings account balance 05/31/2021		\$5.03				

END