



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

**January 12, 2021**

The South Carolina Federation Executive Board (FEB) and Chapter Presidents' meeting was called to order at 12:10 by President Lotz. Nineteen (19) members were present. Attendance roster is attached.

**Introductory observations, respects, and logistics:**

- A prayer was read and moment of silence was observed.
- President Lotz led the group in the Pledge of Allegiance.
- President Lotz confirmed a quorum had been established and provided introductory comments. The meeting agenda is attached.
- The approval of the September 17, 2020 FEB meeting minutes was voted on and approved by a unanimous margin.

**Treasurer's Report:**

Federation Treasurer Betty Hawkins provided a budget update, see attached Treasurer's report for specific figures and balances. A beginning balance of \$20,555.97 was reported on Oct. 1, 2020. Revenues were \$2297.07 (primarily the 10% rebate from National). As of Dec. 31, 2020, the ending balance was \$23,853.04. Expenses were zero (0) due to no travel. A motion was made to accept the Treasurer's report and was seconded. All voted in favor. The motion passed unanimously.

### **National Secretary/Treasurer's Report:**

National Secretary/Treasurer Kathryn Hensley reported National offices are operating on a tele-work/office split work schedule. This includes an in-office presence and working remotely. The 2021 National budget is a little late in getting to National. It will be due to the National Executive Board on Jan. 22, 2021. There is now a requirement that the budget be a balanced budget. The new NAFRE website is up and running. This is a new website design. National Secretary/Treasurer Hensley encouraged everyone to review and comment on the website. Field reviews are being requested over the next several weeks. The link is [www.narfe.org](http://www.narfe.org). Please make issues and comments known to National, Federation officers, or to the Region III Vice President.

### **Region III Vice President Remarks:**

Region III Vice President Clarence Robinson presented a brief. Three (3) new Regional Vice Presidents are coming on board from the Federation President levels. Region III VP Robinson will be putting in for additional access for federation officers to help do their jobs. The membership stands 170,000. One question raised was...What will be the impact of the dues increase to \$48.00? Presently, it is not known if the dues increase will be a good or bad thing. Normally a drop in attendance is experienced whenever a dues increase occurs. According to FLSA and IRS, some (employee) wage and hour rules have been mis-classified. National wants to make everyone aware of this issue now with more information to follow. Region III VP Robinson also spoke to the issue of employee status going from exempt to non-exempt. Concluding remarks included the fact that NARFE is not in a stage of normal operations and will probably not be in a normal status until the COVID-19 virus subsides. National is still working with the AMS to make it more user friendly than what it is.

President Lotz expressed his appreciation to Region III VP Robinson for all he has accomplished. His efforts are much appreciated by the Federation. Access is an important issue and the Federation wants to inform our National-only members of what is being done. This is an important issue for the Federation. The AMS has continued to be a problem. Appreciation was expressed to both Region III VP Robinson and National Secretary/Treasurer Hensley for pulling in a positive direction.

A question was posed..."Would it be feasible to hold off on the dues increase this year because of COVID-19? If we do not increase the dues, then maybe that would prevent some from leaving." Region III VP Robinson said this was a great question and had been previously proposed. This issue will have to be addressed because it will probably have a negative impact. NARFE will have to take a hard look at this issue in order to stop the losses in membership.

### **Federation Presidents Comments:**

President Lotz advised as a country we are in difficult times right now. The federal health experts are saying the COVID-19 vaccines should be administered by this spring or early summer. The Federation looks forward to a conference wherein everyone can get together. Hopefully COVID-19 will be behind us and things will start to look up for the Federation in 2021.

### **Old Business:**

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

EVP Pat Whitely advised the committee has not met in-person for obvious reasons but there have been some email exchanges. The committee has contacted a few speakers who had previously committed to speak. An individual has volunteered to speak at the conference on leadership issues. An attempt will be made to get Region III VP Robinson to speak. The conference contract has been forwarded to President Lotz for signature. Some discussion from President Lotz is needed regarding the menu selection for the banquet. Hotel personnel have assured the committee of the attendee's safety. Rooms will now be sanitized and a new air filtration unit has been installed. A commitment is needed from the Chapter Presidents to send as many members as they can in order to meet the attendance numbers agreed upon in the contract. A local printer will be identified to produce the programs. Disappointment was expressed with National regarding assistance in contacting the national-level vendors to speak at the conference. In the past, National has assisted in this effort, but this resource is no longer available to the Federation. Attempts to contact a National representative for assistance was not successful. This is an extra load for the committee that has not been dealt with in the past. In October 2021 there will be "open season" and the Federation is hoping more members will attend. President Lotz advised the committee has done a great job and specifically thanked Bob Shear for his expertise and involvement with conference planning. President Lotz asked for National Secretary/Treasurer Hensley's help with the (above mentioned) issue of National-level vendor contacts. She advised the matter would be pursued. The gift bags are still being put together. Attempts will continue at getting the registration forms in future newsletters.

### **New Business:**

*Topic 1 – Membership.*

Federation Membership Committee Chair Clara Gillentine reviewed the JAN 20 – JAN 21 federation membership records. Over 95 dropped members and 87 prospective members were reported. Monthly messages have been going out to chapter Presidents as a reminder to review individual chapter activity. It is essential that each chapter contact dropped members as well as prospective members. It is requested that Chapter Presidents start contacting these

individuals now since there are no face-to-face meetings or recruiting efforts presently occurring. The M112 membership chapter activity report is the only resource available for retaining and recruiting new members. If help is needed in navigating the AMS membership records contact Membership Committee Chair Gillentine. Federation Area Officers can help here. As of Jan. 11, 2021, the Federation/Chapter membership stands at 1183 and National membership at 1029. For further amplifying details of this brief, please see the attached membership summary.

President Lotz advised membership retention and recruitment is a serious issue and the need exists for a follow-up. He inquired if these issues were going to appear in an upcoming newsletter issue. Committee Chair Gillentine advised an article would appear in the next newsletter. President Lotz stated it was up to Chapter Presidents and Federation Officers to help push these critical issues.

#### Topic 2 – *Changes to Federation Elections.*

President Lotz started by reading a sentence from the Federation by-laws, Section 4...*Term of Office... "elected officers shall serve for a term of one year or until a successor is elected and installed. Terms shall begin at the close of the conference at which they are installed."*

President Lotz advised of the need to be consistent with what is transpiring during the elections. Additional discussions followed regarding the insertion of election ballots into the Federation newsletter. Bob Shear advised the next newsletter should be out by the end of January. A follow-on newsletter would then go out to the members at the end of April. Election ballots would need to be submitted at some point prior to the conference. If the newsletter is going to be used as the medium to distribute the ballots, then they would have to appear 60 days prior to the conference. The end of July newsletter would be the optimum medium to get the ballots out.

President Lotz advised one of the things he would do is to appoint a new Chair of the Federation Nominating Committee. According to the By-laws, the Nominating Committee Chair would then pick two or more members to sit on that committee who would come back to the FEB with a slate of officers (candidates). President Lotz reported he is the only member that is term-limited by the Federation By-laws to two one-year terms. President Lotz has already been elected to his second one-year term. He would then serve for more than one year in his second term. It was determined he could serve because the By-laws state... "until a successor is installed" which would be in October (2021). President Lotz would then serve a second term for a year and a-half instead of a year.

President Lotz inquired if this timing and line of thinking made sense to everyone. This concept would require that EVP Whitely, Secretary/Historian Toevs and Treasurer Hawkins agree to serve a one and a-half year term instead of a year term. President Lotz opened the discussion

to comments. Other discussion topics included the possibility of conducting future annual conferences in the fall. There were no objections from the FEB concerning, 1) the conference registration appearing in the April newsletter, 2) the election ballots appearing in the July newsletter, and then 3) the officers installed during the fall (2021) Federation conference. President Lotz concluded by advising these concepts were the “sense or the thought processes of the FEB” and these will be the procedures to be employed in the future.

### *Topic 3 – Chapter Virtual Meetings.*

Several members spoke on this subject. Some chapters are employing virtual video technology to meet to include mediums such as Zoom and FreeConferenceCall.com. Guest speakers are being pursued to speak at Chapter virtual meetings. Virtual technology seems to be working well for those chapters conducting such meetings although attendance seems to be down versus those in-person meetings. Challenges include meeting locales which have closed or are no longer available to the chapters and some Chapter members who do not have access to the internet. Ideas and suggestions are being pursued as to how to increase virtual video attendance numbers.

### *Topic 3 – Newsletter.*

Bob Shear has received input from several Chapters but many have not submitted anything. The publisher reported having problems securing advertising in South Carolina. Bob Shear commented on the possibility of putting virtual meetings on the Federation website. The newsletter is developing into a particularly good reporting medium which could use more submissions and content. President Lotz praised the efforts by both Bob Shear and the publisher in Missouri.

## **Five Minute Updates:**

### *Alzheimer’s Report:*

Alzheimer’s National and Federation Committee Chair Olivia Williams wished everyone a Happy New Year and thanked all the Chapters for their hard work and for submitting their donations. Federation chapters raised \$2,447.44 from the July 1, 2020 -November 30, 2020 timeframe, compared to \$462.00 raised during the same timeframe in 2019. Appreciation was also expressed to the Chapters that participated in the “Walk to End Alzheimer’s” event and those who became “Champions”. Also requested was the continuation of sending out the Alzheimer’s committee reports to the chapters, which in turn keeps everyone informed of what is going on with Alzheimer’s efforts throughout the system. A request was made to continue staying involved with Virtual Chapter Meetings by calling the chapters when possible.

*NARFE-PAC Report:*

No information or briefs were obtained/recorded on this topic due to connectivity issues.

*Legislative Update:*

Bill Greenhill advised contact was made with Mr. Ross Apter, NARFE National Office, requesting guidance in starting advocacy efforts with the newly elected Congressional Person in District 1. Mr. Apter stated he would be sending out information about NARFE guidance regarding the initiation of advocacy efforts with a newly elected Congressional Person. To date, no feed-back has been received.

*Best Business Practices:*

No information or briefs were obtained/recorded on this topic due to connectivity issues.

**Adjournment:**

This meeting was adjourned by President Lotz.

END

**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, EVP
- 05 – Betty Hawkins, Treasurer
- 06 – Kevin Toevs, Secretary/Historian
- 07 – Blake Crawford
- 08 – Joseph Kohut
- 09 – Robert Shear
- 10 – Clara Gillentine
- 11 – Walter Clarke
- 12 – Bob Huisman
- 13 – Olivia Williams
- 14 – Ernest Williams
- 15 – Jeanette Keepers
- 16 – Paul Donahue
- 17 – Bill Greenhill
- 18 – Gail Cline
- 19 – John Thompson

**Meeting Agenda for the NARFE SC Federation Executive Board (FEB)  
and Chapter Presidents' Meeting  
(via Zoom connect)**

- Call to Order – Blaine
- Moment of Silence – Blaine
- Pledge of Allegiance – John G.
- Quorum Determination – Parl. Harry (per SC FED By-laws Art. VI, Sec 2C)
- Approval of Sept. 17, 2020 meeting minutes – Kevin
- Treasurer's Report – Betty
- National Secretary-Treasurer's remarks
- Region III Vice President's remarks
- Federation President's remarks
  
- Old Business:
  - Update on the 2021 SC NARFE Federation Conference – Pat and Ctme members
  
- New Business:
  - Membership – Clara
  - Changes to Federation elections – Kevin, Blaine, Kathy, et al
  - Chapter virtual meetings – Bill and Bob H.
  - Newsletter – Bob S.
  
- 5-minute Updates:
  - Alzheimer's update – Olivia
  - NARFE-PAC – Bill
  - Legislative update – Deborah, Bill, John
  - Best Business Practices and Updates by Area VP's and Chapter Presidents
  
- Adjournment

**Federation Treasurer's Report for the SC Federation Executive Board (FEB)  
and Chapter Presidents Meeting  
(provided by Treasurer Betty Hawkins)**

**FEDERATION TREASURER'S REPORT**

**Checking Account:**

Beginning balance 10-1-2020.....	\$20,555.97
Revenue.....	\$2,297.07
Expenses.....	\$0.00
Ending balance 12-31-2020.....	\$23,853.04

**FCU Share Account:** \$5.03

This report is for the third quarter of our fiscal year. With no in-person meetings or travel, we have not incurred any expenses. The main source of income is the 10% dues rebate received monthly from HQ.

Betty Hawkins  
SC Federation Treasurer

**Membership Review (JAN2020 – JAN2021) for the  
NARFE SC Federation Executive Board (FEB) and Chapter  
Presidents' Meeting  
(provided verbatim by Membership Cmte Chair Clara Gillentine)**

**REPORT FOR FEDERATION MEETING JANUARY 12, 2021**

“I have gone back to January 1, 2020 and reviewed federation membership records through January 10 of this year. I found 95 dropped members, and 87 prospective members. I have been sending out messages monthly to chapter presidents as a reminder to review individual chapter activities. It is essential that each chapter contact dropped members as well as prospective members. To those of you who are here today, if you have not contacted these individuals, you need to start now. Since we are not able to participate in any face-to-face recruiting, the M112 Monthly Chapter Activity Report is the only source that we have to help us with retaining and recruiting new members. If you need help in navigating the AMS membership records, please contact me and also the Federation Area Officers will be able to help you.”

“I also want to mention the United NARFE FEEA Fund. I contacted our regional FEEA Coordinator, Arlette Thomas, asking her for a statement to publish in the upcoming Federation newsletter. She referred me to the FEEA article published in the December issue, of the NARFE magazine Page 74. So I am in turn referring you to that article. The scholarship program is open to high school seniors only. The deadline to apply is March 25, 2021. I have not received any up-to-date information on the Disaster portion of the NARFE FEEA fund.”