

The NARFE 75 Minute Meeting

May 2017

THE 75 MINUTE MEETING - In casual conversation with numerous members, particularly newer members, I am told that NARFE meetings are too long, uninteresting and are mostly social events. Having visited over one hundred chapters, I tend to agree that many chapter meetings are long, 2 - 3 hours. What makes them long is the combining of business with social activities. Many of our members, perhaps most, attend meetings because of the social aspect, but there are those who are more interested in what's new in state and national legislation and the topic of the guest speaker. But, because they feel the meetings are too long, they do not attend.

To satisfy the needs of both types of members, I propose that chapters consider conducting the 75 Minute Meeting. The business can be conducted in 75 minutes and the social aspect (lunch, coffee/cookies, entertainment, door prizes, etc.) can be conducted before or following the business meeting. That way the member who doesn't have time to sit in a two-hour meeting, but wants to be updated on events and learn about the subject matter of the guest speaker, is more likely to attend the meeting. The Chair must have a printed agenda. Following is a typical 75-minute meeting agenda:

OPENING: 5 minutes

(Moment of silence, Pledge of Allegiance, welcoming remarks) Remember "God and Country".

INTRODUCTIONS: 3 minutes

(Honored guests, new members, members attending for first time/first time in six months)

SECRETARY MINUTES: 5 minutes

(Brief reading of the minutes of previous meeting; or if printed/distributed - any corrections?)

TREASURER REPORT: 3 minutes

(Brief status of income and expenses since last meeting and current balance. Explain any unusual expenses or income)

COMMITTEE REPORTS:

LEGISLATION - National and State (see notes next page) - **7 minutes**

MEMBERSHIP (see notes next page) - **3 minutes**

SERVICE (see notes next page) - **3 minutes**

PUBLIC RELATIONS (see notes next page) - **3 minutes**

NARFE-PAC (see notes next page) - **3 minutes**

ALZHEIMER'S (see notes next page) - **2 minutes**

SUNSHINE (see notes next page) - **2 minutes**

HOSPITALITY (see notes next page) - **2 minutes**

***GUEST SPEAKER - 20 minutes**

UNFINISHED BUSINESS (see notes next page) - **5 minutes**

NEW BUSINESS (see notes next page) - **5 minutes**

GOOD OF THE ORDER (see notes next page) - **4 minutes**

ADJOURN

DRAWING

SOCIALIZE

*Guest speaker can be moved on the agenda to wherever chapters so desire, to accommodate the needs of the speaker.

That's it! The 75 Minute Meeting. To make this work, you need to have your speakers seated close to the podium and lined up ready to go. Keep in mind that any time-consuming business should be accomplished at your Executive Board Meeting and only the highlights or decisions need to be brought to the general meeting. Of course, there are meetings where votes are taken and there is nomination of

NOTES: (The 75 Minute Meeting)

1. It is very important to have reports at every meeting, particularly legislation and membership. The following are suggestions on subject matter to discuss for each category
2. **NATIONAL LEGISLATION REPORT - present at least one of the following:**
 - a. Update on bills e.g., Premium Conversion, GPO, WEP - Cosponsors on each.
 - b. Scheduled meetings with Congressmen.
 - c. Write letters to Representatives on a particular bill. Bring a form letter (copied from the NARFE website) to meeting for members to use/copy.
 - d. Explain a bill, e.g., premium conversion; give details of bill—many members do not know.
 - e. Summarize the Hotline from National.
 - f. Alert members on actions Congress is proposing that will adversely affect federal workers and retirees; encourage phone calls using toll-free number to Capitol Hill, 866-220-0044.
 - g. Review NARFE's legislative agenda for the 115th Congress - there are over 50 items - review a few at each meeting.
3. **STATE LEGISLATION REPORT - present at least one of the many issues that affect federal retirees or seniors in CA.**
4. **MEMBERSHIP - present at least two or three of the following:**
 - a. Review the monthly M112 computer printout AND/OR THE Online Activity Module (OAM):
 - (1) Identify new members assigned to chapter; send them a letter of welcome; invite them to attend an upcoming meeting.
 - (2) Identify members dropped for non-renewal - assign someone to follow-up on these members; encourage them to renew; determine reason for not renewing.
 - (3) Identify potential new members - assign someone to contact these persons and convince them to join NARFE.
 - (4) Identify members whose annual dues are forthcoming - assign someone to give a gentle reminder to renew their dues and how important their membership is to NARFE; encourage them to go on dues withholding.
 - (5) Identify those members who transferred into your chapter from another chapter and send letter of welcome and encourage attending an upcoming meeting.
 - b. Advise membership of total chapter members and how many gained and lost since last meeting.
 - c. Encourage a membership drive - something reasonable, e.g., 10 members over six months.
 - d. Encourage a reinstatement drive of members who were dropped for non-renewal and again, something realistic, e.g., reinstate 3/4ths of those dropped.
5. **SERVICE - present at least one of the following:**
 - a. Explain and advise membership to fill out form F-100 (order enough copies for every member).
 - b. Brief membership on information contained on the National website, under "Federal Benefits" and the Webinars offered by NARFE, which are also available on the website..
 - c. Apprise membership of the toll-free number at OPM (888-767-6738) and the best hours and days of the week to contact OPM, when needed.
 - d. Remind members how to contact the Service Officer and what the Service Officer can do for the member.
6. **PUBLIC RELATIONS - present at least one of the following:**
 - a. Address PR articles and announcements in newspapers, e.g., announcement of chapter meeting; pictures and articles of presentation of Alzheimer's checks; pictures and articles on participation in Meals on Wheels, Food Bank, March of Dimes, etc.
 - b. Advertise NARFE, e.g., place NARFE posters, at federal agencies (with permission), senior centers, grocery stores, post office, dental office, medical facilities, libraries, etc.
 - c. Establish a NARFE booth at a county fair or health fair to advertise NARFE. Advertise a drawing for a free membership. Your DVP or the Federation Public Relations Chair may grant the Chapter a gift membership.
 - d. Address Matching Funds, wherein one half the cost of advertising NARFE in innovative ways will be provided by National Headquarters via endorsement by your federation president.

NOTES: (The 75 Minute Meeting) (continued):

- e. Remind members to leave their NARFE magazine (after attaching a label which states “For More Information, Contact (name) at (phone number)) at strategic locations in the community, e.g., dentist and doctor offices, medical facilities, libraries, senior centers, local Congressmen’s offices, etc.
- f. Send “Letters to the Editor” to promote the fact that NARFE exists in the local area, and focus on legislative topics, or a special guest speaker that your chapter is having; make sure to include a name and number of a local contact, in case someone would like to attend a meeting, or perhaps join NARFE.

7. NARFE-PAC COORDINATOR - present at least one of the following:

- a. Address the need for NARFE-PAC contributions to build our PAC. Remind members that Congress knows that retirees, on a fixed income, are willing to contribute their monies to a PAC; will also study the issues and vote in the congressional elections.
- b. Explain to the members the purpose of PAC and how it functions.
- c. Encourage a \$25 or more contribution which gets them a NARFE-PAC pin.
- d. Advise members of which congressmen are requesting PAC funds, who has received PAC funds and how much they have received during the current election period.
- e. The members should be polled on their support of their Congressional Representatives and Senators so the chapter will already have a position, when a legislator requests PAC funds.

8. ALZHEIMER’S -

- a. Keep members apprised of total amount of monies collected to date.
- b. Apprise members of advances being made in the research for a cure, from the newsletter received from the Alzheimer’s Association.
- c. Consider setting up a 50/50 drawing at each meeting; half of monies collected go into Alzheimer’s fund; the other half goes to the winner of the drawing. Or perhaps have a donation jar at each meeting for contributions. Or have a drive once a year, where members receive an envelope in the newsletter requesting donations for Alzheimer’s.

9. SUNSHINE -

- a. Apprise members of those chapter members who have been or are ill, had surgery, or died, or who had loved ones who died, and that get well or sympathy cards have been sent.

10. HOSPITALITY -

- a. Generally, announce number of members present and what refreshments are available after meeting (if such are served).
- b. Announce forth coming events such as luncheons, entertainment, special meetings, etc.

11. UNFINISHED BUSINESS - (Do not refer to as “OLD” Business)

- a. Continue discussion or complete actions on previous new business items.

12. NEW BUSINESS -

- a. Any item that should be presented to the membership, e.g., an upcoming chapter event, an upcoming State or National Convention, a proposed change in the Chapter Bylaws, any item that needs membership approval.

13. GOOD OF THE ORDER -

- a. The last item in a meeting agenda before adjournment. It includes announcements, credits, and recognitions (if any). Ask once and once only, “Is there anything for the Good of the Order?” If no one rises, then the Chair can declare that the meeting is adjourned.