

JANUARY EXECUTIVE BOARD MEETING

JANUARY 5, 2023

Meeting called to order at 8:25 am by retiree president Mandy Heslep-Whitten in Cleveland, Mississippi.

Charley said the invocation and led the board in the pledge of allegiance.

Roll call was answered by President Mandy Heslep-Whitten, Vice President Charley Peters, Treasurer Louise Nix, Secretary Rosa Gonzales, Guest member Deena Frakes, and Guest member Anita Pfiefer.

Past President Rodney Boland was not in attendance.

President asked if any items needed to be added to the agenda. Anita Pfiefer asked that the credit card and secretary supplies be added to the agenda.

Approval of agenda as amended were approved after motion and second.

Minutes from 12-09-2023 Zoom meeting were approved after motion and second.

President Mandy Heslep-Whitten asked for officer reports.

President Mandy asked Vice President Charley Peters, would you make your report. Vice President Charley stated in his report that he attended all conventions as assigned. He and Mandy collaborated to stay updated on the National Executive Board and without retiree membership. He worked with Dominick on the By-Laws to keep the Board informed on what he was doing with By-Laws changes. He and Anita worked together with the Scholarship program with Steve Auffarber with the projects and proposals he was working on.

Mandy Heslep-Whitten thanked Anita Pfiefer and Deena Frakes for stepping into the position of Treasurer and Secretary this last year. We really had a good year this last year. "I look forward to this coming year." "I believe it is my job to keep the retired members informed of what is going on." "I sent out a letter about the dues increase to all retiree members." If we are not going to keep everyone informed, why do we need to have an organization. The feedback from the retiree members is they appreciate us keeping them informed. President Mandy Heslep-Whitten said with all our Zoom meetings and talking to each other in emails and on the phone, we keep ourselves connected and informed.

Rosa Gonzales, Secretary gave her report, she thanked Deena Frakes for spending the day going over the computer and showing me where everything is and answering my many questions. "I am looking forward to working on the board this year." "I told Deena I would be sending her the minutes for this meeting so she can give her input." She has so much knowledge on doing this job and appreciate her help.

Louis Nix, Treasurer gave her report, she said she am looking forward to working with the board and really appreciates Anita for having everything in good order. You all know me. "I like to be active and proactive, and I have always believed in our organization." With the help of Anita, Mandy, and Charley and everyone my goal is to do best job possible.

President Mandy Heslep-Whitten asked that Anita Pfiefer outgoing Treasurer to give a report on the UPMA National Retired Audit from 1-4-2023. Anita Pfiefer stated that the UPMA National Retired Audit

on the accounts was completed on January 4, 2023 by the Audit Committee members, Jackie Gurr, Sheila Scadden, and Bill Tierney. The time from November 1, of 2021 through October 31 of 2022. The checking account balance is \$125,418.60. The saving account balance is \$827.37. The certificate of deposit balance is \$379,604.57. The total assets for are \$505,880.54. The second part of the audit was from November 1, 2022 through December 31, 2022. The checking account balance is \$147,913.09. The saving account balance is \$857.37. The certificate of deposit balance is \$380,843.25. The total assets for UPMA Retired are \$529,613.71. Anita thanked the Audit committee for their diligence, for reviewing all the vouchers, and taking a hard look and making recommendations to the board on specific budget items. President Mandy also thanked the Audit committee for ensuring that all committee members that are on dual committees are only doing vouchers for one committee.

President Mandy Heslep-Whitten explained the next item on the agenda which is the Committee Advisor for Board Members. Mandy explained we have four, membership, legislative, by-laws, and scholarship. The duties of the National Retired Board members are to touch base with the committee they oversee and to assist the committee if needed and to report to the board on how and what they are doing. Past President Rodney Boland requested to oversee the Membership Committee. Treasurer Louise Nix requested to oversee the By-Laws Committee. Secretary Rosa requested the Scholarship Committee. Vice President Charley Peters requested the Legislative Committee. President Mandy Heslep-Whitten asked for each UPMA Retired Board member to touch base prior to each board meeting for a report to share with the board.

The Legislative Summit is March 19-22, 2023. We will have an Executive UPMA Retired Board meeting on Sunday afternoon March 19, 2023 at the Legislative Summit. We will discuss what State Conventions the UPMA Retired Board members will attend at this time. UPMA Secretary Rosa Gonzales sent out a letter to all Area Representatives to see what State Conventions they will attend with a deadline of February 15, 2023 to respond. We will discuss which meetings are left open and decide where each of us will fill in.

President Mandy Heslep-Whitten explained that if the Area Representative went to any assigned State meeting last year, they would not attend that same State meeting this year. This way they do not overlap two years in a row. Many of the Area Representative have several States assigned to them so the ones they did not attend last year they can go to this year. They can attend their own State Convention, but they will not be reimbursed to do so they can also attend other State Conventions that are assigned to them that they went to last year but will not be reimbursed for those conventions, this is the same for the UPMA Retired Board members. We will also work on the Talking Points for the State Conventions that each Area Representative UPMA Retired National Board member will share with the UPMA Retired members at the meetings they attend. The Talking Points will be sent to all Area Representatives and the UPMA Retired National Board members.

President Mandy Heslep-Whitten expressed concern on attendance and communication in some states and believes maybe a National Retired Board member should attend these states.

The UPMA National Retired Board will attend the Executive Board meeting at the Legislative Summit in March so that we as a board will know what is going on the active side of the UPMA organization to better communicate with the UPMA Retired members.

Anita Pfiefer is the Virtual Coordinator for UPMA Retired. The committee description was submitted for this position and added to each board members binder. It will also be kept on the UPMA Secretary computer with the other committee descriptions.

Deena Frakes brought to the Boards attention that we do not have a Webmaster Committee description.

President Mandy Heslep-Whitten asked Vice President Charley Peters if he would prepare a committee description for the Webmaster. He said that he would. President Mandy Heslep-Whitten said everyone that is on the pay schedule is required to have a written description of their job description.

President Mandy Heslep-Whitten discussed the Veterans project Most people wanted to donated money instead of individual items. The slush machine was a great success at the Veterans Home in Saint Louis. This was something the Veterans home requested so that it could benefit all the Veterans. President Mandy spoke to Keith Miner and Eva Finley about what they could do and Denver to support to the Veterans Home. They are contacting the Denver Veterans home to see what they feel would be most beneficial to them. They will report back to the UPMA National Retired Board with their findings and a decision will be made at this point on how to proceed.

Kathy Frame will stay on as the membership chair for the retirees. President Mandy will have Kathy Frame add Louise Nix-Treasurer and Rosa Gonzales- Secretary to her mail list. We currently have 7,740 retiree members. We lost 19 members from December 2022 to January 2023. We lost 6 that withdrew but do not know what happened to the others. We have 2016 Associates. We lost 14 Associates, but this is most likely to promotions.

President Mandy said she was glad we decided to continue the membership program. Although it is a lot of work Anita and Deena did a great job working together on it last year. She asked that Louise Nix; Treasurer continue to send out the checks every two or three months. It is easier than doing it monthly. Deena told Louise that if she would send Rosa the spread sheet from Dan Hein's Rosa can do the labels, so it divides the work up and makes it easier on everyone. Anita suggested that Louise get return address labels and go ahead and prepare and stamp the envelopes. You need to prepare a letter to enclose with the checks and send it to Mandy for her signature. You can even start writing the checks while waiting to receive the labels from Rosa Gonzales, Secretary. The letters have been sent out through October 31, 2022. The next letters need to go out starting with November 1, 2022.

President Mandy Heslep-Whitten said from February 13-October 31, 2022 we signed up, and we paid out \$25 per new member, 91 new retirees and, 358 associates were signed up during this time.

President Mandy Heslep-Whitten asked us to look at the UPMA Retired payment schedule. She said she believed that we needed to add the secretary to receive \$300 a year for supplies. Motion made, seconded, and approved.

President Mandy Heslep-Whitten doesn't believe we need to change any of the payment schedule amounts this year. We did change the Nominations, and Credentials/Teller to one Chairperson this year Suzanne Bonham. All the other Committee members stayed the same on these two Committees. It was brought up by Vice President Charley Peters that we could use some of the Area Representatives to help with the voting polls and other committee duties if needed.

Mandy Heslep – Whitten asked the Board do we need to change any of Pay schedule amount for 2024. After discussing this we decided to leave it as is but have those already on committees be assigned other duties at the National Convention as needed and directed by the President as stated on their Position Description.

President Mandy Heslep-Whitten asked Deena to write up a By-Law change to the Nominations Committee. This would include only a chairman for the Nominations.

We will use the Nomination/Credentials/Teller Committee plus the Sergeant -At- Arms helping at the election polls and if needed we will have the Area representatives assigned to help as needed.

President Mandy Heslep-Whitten presented the Budget and that it needed the approval per the Audit Chairman Jackie Gurr. Any questions on the budget? Motion was made and seconded to approve the 2023 budget.

Next on the agenda is the credit card, Anita Pfeifer outgoing Treasurer set up the new credit card for the new Treasurer Louise Nix, through the Signature Credit Union. Anita will now turn in her credit card, and we will contact the Signature Credit Union to deactivate it, and we will cut up the card. Motion made and seconded to destroy Anita Pfeifer's UPMA credit card and the Signature Credit Union to be notified. Motion approved as recommended.

President Mandy Heslep-Whitten stated now we will discuss the National Convention in Denver Colorado. President Mandy said she would be going to Denver this coming week on Wednesday January 11, 2023 to do the walk through for National Convention. Right now, we have 266 retirees registered for the National Convention, we have 41 guests. That is 70% of people who have registered for Denver right now. We are going to do the voting polls again. President Mandy will look at the possible location for the voting polls during the walk through. President Mandy also requested from the National President Edmond Carley that we have our own room for the retiree meeting this year, President Mandy explained that it could be where we have our church service, which is fine, we just need our own meeting space.

President Mandy Heslep-Whitten stated, she did not know who is bidding for the National Convention for 2025 but each presenter will be allowed only 10 minutes. We will explain to them it is their responsibility to insure they come early to make sure their equipment is checked out and ready to go so that their presentation is completed within the 10-minute time period. President Mandy will give them specific instructions on what they are required to do.

The Board decided we will not have entertainment at the luncheon this year. We will go in and eat, have a few remarks. We will have a luncheon program so everyone knows what is going. Last year we sent out invitations to the extra guests that were invited to our luncheon, we also asked them to RSVP back by email because this helped us have a more accurate head count for the meal. Mandy said she would like to do that again this year. We also need to decide how many door prizes we want to give at the luncheon in Denver. Last year we did a total of \$500 in door prizes. We did two door prizes in the amount of \$50 each at the luncheon and the other \$400 dollars we gave at our Retiree Meetings on Sunday and Monday.

President Mandy Heslep-Whitten said she would like to give two \$50 door prizes at the luncheon in Denver. Then give \$200 on Sunday and Monday for a total of \$400. If everyone agrees we can give four

\$25 door prizes each day and \$100 for the last drawing of the meeting each day. You must be present to win.

A motion was made for \$500 to be given in door prizes at the National Convention in Denver. The motion was seconded and approved.

President Mandy Heslep-Whitten asked Rosa to please look up clip art for Denver to go on the luncheon program in the next couple of months and present it to her. Rosa told her she would.

President Mandy Heslep-Whitten discussed the entertainment for the National Convention Retiree dance in Denver for Wednesday night. We discussed having a band or DJ for the dance. The Board did not make a decision on this at this time.

President Mandy Heslep-Whitten wanted to talk about hospitality room. Last year Greg Edwards did all the alcohol for the hospitality room. We still spent too much money on the food we purchased. We overbought on the sack lunches, so we need to cut back on that. "I believe we still need the sack lunches to make it easier for everyone to have time to vote at the polling booth, but not purchase as many." We should not need as much food this year since we are in downtown Denver and there are so many places to eat around the hotel. Many of the Retirees will leave to go out and eat. "I realize some people will not leave the hotel, so we still need to have food available for them but on a smaller scale." We can do snacks, and maybe some sandwich fixings for the evening. We need to keep the breakfast like it has always been because most of the retirees will come to eat before going to the meetings. The hospitality chairs did a great job, and we were limited on places to go eat out in Saint Louis, but it is not the same in Denver the restaurant is big, and the hotel has room service available.

President Mandy said she would like the National Retirees Hospitality Room to be open on Friday afternoon. President Mandy asked Vice President Charley Peters, to oversee the hospitality room again. Vice President Charley Peters, will you also research where to get the sandwiches and take care of that again this year for the day we have the voting polls. Vice President Charley Peters said he would take care of it.

President Mandy Heslep-Whitten said when she spoke to Nancy Troutman about the voting polls in Saint Louis and when their busiest time was, she said it was from 12:00 to 12:30 then it slowed down and from 1:30 till five minutes till 2:00 only two people came to vote. President Mandy stated after seeing when everyone voted that we should do the voting polls this year from 12:00 – 1:30. This will allow more time for the individuals working in the voting polls to get to the meeting. It will also allow us more time in the meeting since we will have several By-Law changes to vote on and time and place to do.

We discussed what we needed to print for the National Convention in Denver this year. Mandy Heslep-Whitten said that the Parliamentarian John Ball said we printed too much paper in Saint Louis. He said we will have to print the By-Law Changes, but some of the other things can go In-The-Mailbox and in the UPMA Gold and on the National Retiree website. Last year we printed the standing rules in the program, so we can do that again. Deena said last year she printed the agenda, luncheon program, minutes of last year's convention and the ballots. Anita said she printed the budget year to date, account balances and the audit report. President Mandy Heslep-Whitten repeated what was printed last

year for verification: the agenda, luncheon program, voting ballot, budget, by-laws, audit, account balances, and the previous years minutes.

Deena Frakes suggested the minutes even though they have not been approved can go on the National Website so the members can read them prior to the National Convention in Denver. We can also print the minutes in the May-June issue of In-The-Mailbox. President Mandy will get with Eva Finley and have her cut out the articles for State Presidents, Sally Robinson, Deana Woods, Keith Carter for that paper so that we can have the previous years minutes, the budget, audit for the National Retiree books and the audit for the Scholarship Foundation and we can get the account balances in there also. By reducing the articles, she will not exceed her pages for the paper. That will cut out four things we have printed each year. Anita Pfiefer suggested that we print it in the UPMA Gold about two weeks out from the National Convention and again just a week prior well as. We do have to print the agenda, but we can put the standing rules on the back of the agenda as we did last year. We will also print the By-laws, ballots, and luncheon program. Anita Pfiefer suggested we could also put the reports that are going in the UPMA Gold and In-The-Mailbox we could put them up on the visual screen if we need to share with the body at the convention.

President Mandy Heslep-Whitten asked if anyone had anything else at this time. Louise Nix, Treasurer made a motion that we bump up one our large certificate of deposit #46 which is \$217,000. I would like to bump it up to another 24 months at 3.50% we are not making 1.75%. This is a one time bump up that Signature Credit Union is allowing. Motion made, seconded, and approved.

President Mandy Heslep-Whitten spoke to Eva Finley, and she has sent out the schedule for articles for the Leader and In-The-Mailbox. President Mandy said she would speak to Eva about omitting some of the articles as we talked about for the May-June issue so that we can get all the reports printed in that paper. Other than that, we shouldn't have to change any of her article schedules.

President Mandy Heslep-Whitten said her, and Vice President Charley Peters will meet with Dominick on the By-Law changes while at the Membership Training in Denver next week 1-13-2023.

President Mandy Heslep-Whitten said many UPMA Retirees were upset about the dues increase because it was based on the CSRS pay increase, she will ask the Executive National Active Board if they deem it necessary to increase our dues in 2024 to base it on the FERS pay increase reduced by 1%. The justification is that it was based on CSRS Pay increase these years which was 1% more than the FERS increase and to balance it out we as a retiree board believe this is more reasonable and fairer since most of the retirees now are FERS Retirees.

President Mandy Heslep-Whitten said she will be meeting with the National Executive Active Board at the Membership meeting in Denver." I will discuss the dues increase, membership, how many new members we got this year, let them know that our membership contest is going on till December 31, 2023, we had a board meeting and that our books were audited, a balanced budget was approved, and taxes have all been filed." Is there anything else that needs to be brought to the active board that we as a Retiree Board believe is important to our members? If anyone has anything else, they think needs to be brought up please let me know by Monday 1-9-2023.

President Mandy Heslep-Whitten asked is there anything else we need to discuss. Motion made and seconded to adjourn the National Retiree Board Meeting at 1:00 PM on 1-5-2023.

Submitted by,

Rosa Gonzales

UPMA Retired Secretary

