ANNUAL MEMBERSHIP MEETING MINUTES
FEDERALLY EMPLOYED WOMEN
Sunday, July 10, 2016
Dallas, TX 75207

MINUTES

I. Credentials Report: (Report of Members Present): Rachel Combs gave the credentials report. There were 62 members in attendance and 1 visitor. Quorum Established. (Exhibit 1)

II. Call to Order: President Michelle Crockett called to order the Annual Membership meeting of the Federally Employed Women at 4:04 p.m. on Sunday, July 10, 2016.

III. Adoption of Standing Rules: Standing Rules were adopted as published. (Exhibit 2)

IV. Adoption of Agenda: Agenda was adopted as published. Surprise Unfinished Business item was added after Special Assistants reports. (Exhibit 3)

V. Appointment of Pages, Tellers, Timer, and Minutes Approval Committee: (Exhibit 4)
   A. Pages: Linda Patrick
   B. Tellers: Nicole Mason
   C. Timer: Rachel Combs
   D. Minutes Approval Committee: Brenda Hagar, Chair, Joan Chopp and Wanda Hewlin

VI. Minutes of July 12, 2015, Annual Membership Meeting, New Orleans LA.: Minutes were approved by the minute’s approval committee. (Exhibit 5)

VII. Reports of Elected Officers:
   A. National President: Report presented by Michelle Crockett (Exhibit 6)
   B. Executive Vice President: Report presented by Wanda Killingsworth (Exhibit 7)
      1. National Oversight Committee: Report presented by Wanda Killingsworth (Exhibit 8)
      2. DCG: Report presented by Robin Sutton (Exhibit 9)
   C. Vice President for Policy and Planning and Strategic Planning: Report presented by Georgia Thomas (Exhibit 10)
   D. Vice President for Compliance: Report presented by Nicole Mason (Exhibit 12)
   E. Vice President for Congressional Relations: Report submitted by Kimberly Kirkpatrick (Exhibit 13)
F. **Vice President for Diversity:** Report presented by Jeraldine Peterson (Exhibit 14)

G. **Vice President for Membership & Chapter Organization:** Report submitted by Adrianne Callahan (Exhibit 15)

H. **Vice President for Training:** Report presented by Suzi Inman (Exhibit 16)

I. **Secretary:** Report presented by Gloria Sherman (Exhibit 17)

J. **Treasurer:** Report presented by Vanessa Elliott (Exhibit 18)

K. **Nominations Officer:** Report presented by Cindy Wilson (Exhibit 19)

L. **Immediate Past President:** Report presented by Sue Webster (Exhibit 20)

VIII. **Reports of Standing Committees**

A. **Awards:** Report submitted by Sheryl Coleman (Exhibit 21)

B. **Bylaws:** Report presented by Bernice Waller (Exhibit 22)

C. **Communications:** Report submitted by Nicole Gilbride (Exhibit 23)

D. **Contracts Management:** Report presented by Brenda Hagar (Exhibit 24)

E. **Finance:** Report presented by Carol Jones (Exhibit 25)

F. **National Training Program 2016:** Report presented by Suzi Inman (Exhibit 26)

G. **Publications, Policy & Review:** Report submitted by Judy Rush (Exhibit 27)

H. **Scholarships:** Report presented by Linda Patrick (Exhibit 28)

IX. **Reports of Regional Managers**

A. **DC Metro Regional Manager:** Report presented by Helen Robinson (Exhibit 29)

B. **Great Lakes Regional Manager:** Report presented by Vernell Thomas (Exhibit 30)

C. **Mid-Atlantic Regional Manager:** Report presented by Wanda Hewlin (Exhibit 31)

D. **Mid-Continent Regional Manager:** Report presented by Joan Chopp (Exhibit 32)

E. **Northeast Regional Manager:** Report presented by Mary Jane Diggins (Exhibit 33)

F. **Pacific Northwest Regional Manager:** Report presented by Connie Coleman-Lacadie (Exhibit 34)

G. **Rocky Mountain Regional Manager:** Report presented by Shannon Mahan for Sherry Henderson (Exhibit 35)

H. **Southeast Regional Manager:** Report presented by Vickie Wheeler (Exhibit 36)

I. **Southwest Regional Manager:** Report presented by LaTonya Kelley (Exhibit 37)

J. **Western Regional Manager:** Report presented by Sandra Johnson Simon (Exhibit 38)

X. **Reports of Special Assistants**

A. **Employee Thrift Advisory Council:** Report presented by Georgia Thomas (Exhibit 39)

B. **FEW Foundation:** Report presented by Chazara Clark-Smith. (Exhibit 40)

C. **FEW News & Views:** Report presented by Shelly McCoy (Exhibit 41)
D. **FWP and FWP Strategic Planning Team:** Report submitted by Debra Hobbs (Exhibits 42)

E. **Housing:** Report presented by Rachel Combs (Exhibit 43)

F. **IT/Webmaster:** Report presented by Karen Rainey (Exhibit 44)

G. **Military Women:** Report submitted by Tracy Marshall (Exhibit 45)

H. **Outreach:** Report presented by Linda Patrick (Exhibit 46)

I. **People with Disabilities:** Report presented by Jeraldine Peterson (Exhibit 47)

J. **Sponsorship/Partnerships:** Report presented by Naomi Bell (Exhibit 48)

XI. **Unfinished Business:** A resolution was presented by Bernice Waller regarding the 2016 NTP Chair and committee for a successful event, signed by Michelle Crockett.

XII. **New Business:**
Announcement of Annual Membership Contest Winners: Michelle Crockett presented the Individual Recruiter Winner: Sharon Trotman, DC Metro Region.

XIII. **Announcements:**

A. Introduction of Tonya Saunders of Washington Premier Group
B. August 22–25, 2016  BIG National Training Institute  Atlantic City, NJ
C. Fall 2016  Mid-Atlantic RTP
D. November 4, 2016  Great Lakes RTP  French Lick IN
E. September 2016  Federal Employees with Disabilities
F. September 2016  FEDQ
G. September 12-16, 2016  National Image, Inc.  Albuquerque, NM.

XIV. **Adjournment:** Wanda Killingsworth moved that we adjourn. Seconded by Jeri Peterson. Meeting adjourned at 5:00 p.m.

_Gloria J. Sherman_

GLORIA J. SHERMAN, Secretary

**Minutes Approval Committee:** (Signature dates per emails after approvals)

_Brenda Hagar_

Brenda Hagar, Chair  Date: _July 31__, 2016

_Joan Chopp_

Joan Chopp  Date: _July 31__, 2016

_Wanda Hewlin_

Wanda Hewlin  Date: _July 31__, 2016
RULE I—ATTENDANCE

The meeting shall be composed of the members of FEW who are in attendance. The meeting shall be open to other persons interested in the purpose of the organization.

RULE II—REGISTRATION AND CREDENTIALS

a. All members shall register with the Credentials Committee before being admitted to the meeting room.

b. The Credentials Committee will provide a voting card, signifying the number of votes authorized each eligible voting member, and will assure only voting members are seated in the voting section of the assembly room.

c. The Credentials Committee shall report at the opening sitting and at other times as directed by the Presiding Officer.

RULE III—SEATING

a. There shall be a designated seating area for voting members.

b. Attendees shall be seated five (5) minutes before each meeting convenes, and the doors shall be closed at that time. Admittance thereafter shall be at direction of the page(s).

RULE IV—AUTHORITY

In cases where neither the FEW National Bylaws, FEW's National Policy and Procedures, nor the current edition of Robert's Rules of Order Newly Revised cover a given question, the Presiding Officer shall decide the question, subject to appeal.

RULE V—DECORUM

a. All meetings shall be called to order on time.

b. During meetings, members shall refrain from speaking unless entitled to the floor and shall suppress all unnecessary noises.

c. To obtain the floor for any purpose, members shall rise, and address the Presiding Officer, stating name and chapter affiliation or membership-at-large status, before speaking.

d. The Presiding Officer shall impose order and decorum at all times and shall require observance of same to ensure an expeditious and orderly transaction of business.

e. There shall be no smoking in the meeting room.
f. All communication devices shall be set to silence or turned off.

g. There shall be no recording devices in the room except those of the National Board of Directors.

RULE VI—ORDER OF BUSINESS

a. The President, with the assistance of the Secretary, shall develop the agenda and post the agenda outside the meeting room the day before the meeting.

b. The order of business at the meeting shall be as follows:

- Reports of national officers, Executive Committee, standing committees, regional managers, special committees, and staff
- Special orders (business postponed to a special hour)
- Unfinished business and general orders
- New business (including current resolutions)
- Announcements
- Adjournment

c. The assembly shall adopt an agenda, which may be amended by unanimous consent or a two-thirds vote.

RULE VII—PROCEDURES

a. Only credentialed members may make motions, amendments, and vote.

b. All reports shall be in writing, and the original copy sent to the Secretary. Oral reports shall be limited to three (3) minutes and shall relate only to the activities of the reporting officer.

c. Main motions and amendments shall be written, signed by the maker, and sent to the recording Secretary prior to consideration.

d. A motion may be amended as many times as the assembly wishes, but only one proposed amendment may be considered at a time

e. A proposed amendment may be modified by unanimous consent if there are no objections before it is put to vote by the Presiding Officer

f. Debate shall be limited to two (2) minutes per person, two (2) speeches per person, and to ten (10) minutes per question. The Presiding Officer may limit debate to three (3) pros and three (3) cons per question.

RULE VIII—DEBATE
a. Those authorized to make a motion shall use a microphone when wishing to do so and shall speak only upon recognition by the presiding officer.

b. Upon recognition, the speaker shall speak, stating her/his name, title, office, and chapter/Region.

**RULE IX—MINUTES APPROVAL**

The Presiding Officer shall appoint a committee of three (3) who shall be authorized to check and approve the minutes.

**RULE X—COMMUNICATIONS AND ANNOUNCEMENTS**

a. All communications for the platform or to members of the assembly shall be written and delivered by official pages.

b. Announcements of concern to the assembly shall be made only from the platform.

**RULE XI—AMENDMENT AND SUSPENSION**

These rules may be amended or suspended by a two-thirds (2/3) vote or by unanimous consent, a quorum being present.
ANNUAL MEMBERSHIP MEETING
Hilton Anatole Hotel
2201 N Stemmons Freeway
Dallas, TX 75207
July 10, 2016

Agenda

I. Credentials – Report to establish quorum Rachel Combs

II. Adoption of Standing Rules

III. Adoption of Agenda

IV. Appointment of Timer and Minutes Approval Committee

V. Approval of Minutes of July 12, 2015, Annual Membership Meeting, New Orleans LA

VI. Reports of National Officers
   A. President Michelle Crockett
   B. Executive Vice President Wanda Killingsworth
      National Oversight
      DCG Robin Sutton
   C. Vice President for Policy and Planning Georgia Thomas
      Strategic Planning
   D. Vice President for Congressional Relations Kimberly Kirkpatrick
   E. Vice President for Compliance Nicole Mason
   F. Vice President for Diversity Jeri Peterson
   G. Vice President for Membership & Chapter Organization Adrianne Callahan
   H. Vice President for Training Suzi Inman
      NTP Advisory Committee
   I. Secretary Gloria Sherman
   J. Treasurer Vanessa Elliott
   K. Nominations Officer Cindy Wilson
   L. Immediate Past President Sue Webster

VII. Reports of Standing Committees
   A. Awards Sheryl Coleman
   B. Bylaws Bernice Waller
   C. Communications Nicole Gilbride
   D. Contracts Management Chair Brenda Hagar
E. Finance  Carol Jones
F. National Training Program 2016  Suzi Inman
G. Publications, Policy & Review  Judy Rush
H. Scholarships  Linda Patrick

VIII. Reports of Regional Managers
   A. DC Metro Region  Helen Robinson
   B. Great Lakes Region  Vernell Thomas
   C. Mid-Atlantic Region  Wanda Hewlin
   D. Mid-Continent Region  Joan Chopp
   E. Northeast Region  Mary Jane Diggins
   F. Pacific Northwest Region  Connie Coleman-Lacadie
   G. Rocky Mountain Region  Sherry Henderson
   H. Southeast Region  Vickie Wheeler
   I. Southwest Region  LaTanya Kelley
   J. Western Region  Sandra Johnson-Simon

IX. Reports of Special Assistants
   A. Employee Thrift Advisory Council  Georgia Thomas
   B. FEW Foundation  Chazara Clark-Smith
   C. FEW News & Views  Shelly McCoy
   D. FWP  Debra Hobbs
   E. Housing  Rachel Combs
   F. IT/Webmaster  Karen Rainey
   G. Military Women  MSG Tracy Marshall
   H. Outreach  Linda Patrick
   I. People With Disabilities  Jeri Peterson
   J. Sponsorship/Partnerships  Naomi Bell

X. Unfinished Business
   A.

XI. New Business
   A. Announcement of Annual Membership Contest Winners  Adrianne Callahan
   B.

XII. Announcements
   A. August 22–25, 2016  BIG National Training Institute  Atlantic City, NJ
   B. Fall 2016  Mid-Atlantic RTP
   C. November 4, 2016  Great Lakes RTP  French Lick IN
   D. September 2016  Federal Employees with Disabilities
   E. September 2016  FEDQ
   F. September 12-16, 2016  National Image, Inc. Albuquerque, NM.

XIII. Adjournment
Appointment of Tellers, Pages, Timer and Minutes Approval Committee
Annual Membership Meeting, Dallas, TX
July 10, 2016

Tellers:  _Nicole Mason________________

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Pages:  _Linda Patrick________________

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Timer:  _Rachel Combs________________

Minutes Approval Committee:

  _Brenda Hagar____________________ Chair

  _Joan Chopp_______________________

  _Wanda Hewlin____________________
I. **Credentials Report**: (Report of Members Present): Rachel Combs gave the credentials report. There were 66 members in attendance and 4 visitors. Quorum Established.

II. **Call to Order**: President Michelle Crockett called to order the Annual Membership meeting of the Federally Employed Women at 4:04 p.m. on Sunday, July 12, 2015.

III. **Adoption of Standing Rules**: Standing Rules were adopted as published. (Exhibit 1)

IV. **Adoption of Agenda**: Agenda was adopted. (Exhibit 2)

V. **Appointment of Pages, Tellers, Timer, and Minutes Approval Committee**: (Exhibit 3)
   a. Pages: Vanessa Elliott, Kimberly Kirkpatrick
   b. Tellers: Adrianne Callahan, Nicole Gilbride
   c. Timer: Bernice Waller
   d. Minutes Approval Committee: Shelly McCoy, Chair, Marsha Strackany and Sandra Johnson Simon

VI. **Minutes of July 2014, Annual Membership Meeting, Washington, D.C.**: Minutes were approved by the minute’s approval committee. (Exhibit 4)

VII. **Reports of Elected Officers**:
   A. **National President**: Report presented by Michelle Crockett (Exhibit 5)
   B. **Executive Vice President**: Report presented by Wanda Killingsworth (Exhibit 6)
      1. **National Oversight Committee**: Report presented by Wanda Killingsworth (Exhibit 7)
      2. **DCG**: Report presented by Robin Sutton (Exhibit 8)
   C. **Vice President for Policy and Planning and Strategic Planning**: Report presented by Georgia Thomas (Exhibit 9)
   D. **Vice President for Congressional Relations and Eye on Washington**: Report presented by Kimberly Kirkpatrick (Exhibit 10)
   E. **Vice President for Compliance**: Report submitted by Nicole Mason (Exhibit 11)
   F. **Vice President for Diversity**: Report presented by Jeraldine Peterson (Exhibit 12)
G. **Vice President for Membership & Chapter Organization**: Report presented by Adrianne Callahan (Exhibit 13)

H. **Vice President for Training**: Report presented by Suzi Inman (Exhibit 14)

I. **Secretary**: Report presented by Gloria Sherman (Exhibit 15)

J. **Treasurer**: Report presented by Vanessa Elliott (Exhibit 16)

K. **Nominations Officer**: Report presented by Cindy Wilson (Exhibit 17)

L. **Immediate Past President**: Report presented by Sue Webster (Exhibit 18)

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D. **Contracts Management**: Report submitted by Brenda Hagar (Exhibit 22)

E. **Finance**: Report presented by Carol Jones (Exhibit 23)

F. **National Training Program 2015**: Report presented by Karen Rainey (Exhibit 24)

G. **Publications, Policy & Review**: Report presented by Judy Rush (Exhibit 25)

H. **Scholarships**: Report presented by Linda Patrick (Exhibit 26)

IX. **Reports of Regional Managers**

A. **DC Metro Regional Manager**: Report presented by Helen Robinson (Exhibit 27)

B. **Great Lakes Regional Manager**: Report presented by Vernell Thomas (Exhibit 28)

C. **Mid-Atlantic Regional Manager**: Report presented by Wanda Hewlin (Exhibit 29)

D. **Mid-Continent Regional Manager**: Report presented by Joan Chopp (Exhibit 30)

E. **Northeast Regional Manager**: Report presented by Melissa White for Mary Jane Diggins (Exhibit 31)

F. **Pacific Northwest Regional Manager**: Report presented by Connie Coleman-Lacadie (Exhibit 32)

G. **Rocky Mountain Regional Manager**: Report presented by Sherry Henderson (Exhibit 33)

H. **Southeast Regional Manager**: Report presented by Vickie Wheeler (Exhibit 34)

I. **Southwest Regional Manager**: Report presented by Alice Bell-Barber (Exhibit 35)

J. **Western Regional Manager**: Report presented by Sandra Johnson Simon (Exhibit 36)

X. **Reports of Special Assistants**
A. **IT/Webmaster**: Report presented by Karen Rainey *(Exhibit 37)*

B. **FEW News & Views**: Report presented by Shelly McCoy *(Exhibit 38)*

C. **Employee Thrift Advisory Council**: Report presented by Georgia Thomas *(Exhibit 39)*

D. **FWP and FWP Strategic Planning Team**: Report presented by Michelle Crockett for Debra Hobbs *(Exhibits 40)*

E. **Outreach**: Report presented by Linda Patrick *(Exhibit 41)*

F. **Mentoring**: Report presented by Marsha Strackany *(Exhibit 42)*

G. **Military Women**: Report presented by Michelle Crockett for Tracy Marshall *(Exhibit 43)*

H. **People with Disabilities**: Report presented by Jeraldine Peterson *(Exhibit 44)*

I. **Housing**: Report presented by Rachel Combs *(Exhibit 45)*

J. **Sponsorship/Partnerships**: Report presented by Naomi Bell *(Exhibit 46)* Fiscal Security Team working on a nationwide campaign.

XI. **Unfinished Business**: None

XII. **New Business**

   A. Announcement of Annual Membership Contest Winners: Adrianne Callahan presented the Individual Recruiter Winner: Florence Tyler, DC Metro Region.

   B. Charter New Chapter – Monumental Women: Adrianne Callahan

XIII. **Adjournment** - Meeting adjourned at 5:42 p.m.

   **Gloria J. Sherman**
   
   GLORIA J. SHERMAN, Secretary

   **Minutes Approval Committee**: *(Signatures per email after approval)*

   **Shelly McCoy**
   Shelly McCoy, Chair  
   Date: _August 14__, 2015

   **Marsha Strackany**
   Marsha Strackany  
   Date: _August 15__, 2015

   **Sandra Johnson Simon**
   Sandra Johnson Simon  
   Date: _August 14__, 2015
FROM: Michelle A. Crockett, National President

My vision for the organization will be, “In the Spirit of Excellence”. I pledge to dedicate my time; efforts and resources to make sure every effort undertaken by FEW will be done in the true spirit of excellence. Success is guaranteed when mediocrity isn’t tolerated. FEW works to advocate for all women in the federal sector, this is a tremendous responsibility and not one to be taken lightly. The following are my goals in support of FEW’s mission to end sex and gender discrimination, to encourage diversity for inclusion and equity in the workplace, and for the advancement and professional growth of women in federal service.

Organizational Management- I will provide oversight and direction for all areas of the organization; to include, communications, contracts management, financial operations, strategic planning, and policies and procedures. I will communicate my expectations to the National Board of Directors and hold them accountable for meeting the elements within their performance plans.

- Hold weekly conference calls with DCG Association Management to discuss administrative management of FEW.

- Ensured that communications were sent to all members for holidays and special emphasis events.

- Reviewed all contracts due for renewal at the end of the fiscal year.

- Guided the process to re-compete the contract for accounting and auditing services.

3 Sept. 15 – Held the weekly conference call with DCG to discuss association management and conference support. DCG provided an update on the outstanding collections for the 2015 NTP and the actions they are taking to collect the funds. We also discussed the RFP that has been sent out for the 2016 NTP.

14 Sept. 15 – Held the monthly Legislative meeting with Kim Kirkpatrick and Janet Kopenhaver to discuss the ERA Taskforce and my expectations. The is charged with exploring the effect(s) of National FEW not hosting events or meetings in non-ratified states, developing a proposal that includes alternatives, building awareness and communication on ERA, and offer activities that National, Regions, and Chapters can do to support the passage of ERA. We discussed the possibility of having a
Congressional Representative at the FEW 2016 Women’s Leadership Summit. The October issue of News and Views will be legislative and Kim will be preparing an article for this addition.

18 Sept. 15 – Held a luncheon meeting with Donna Orange and Lizz Williams of Blue Cross Blue Shield to discuss their continued sponsorship support for 2016.

25 Sept. 15 – Attended a luncheon meeting with Lydon Fetterolf and Corydon to discuss our concerns with the level of support we are receiving from them as our accountants and to discuss additional streams of revenue for the organization.

15 Jan 16 – Attended a meeting at the NARFE Headquarters with the NARFE President, NARFE Secretary, NARFE Finance Team and NARFE Marketing Manager the discuss banking fees. NARFE agreed to meet to discuss the strategy they have adopted to address the rising cost of banking fees.

18-20 Feb 16 – Held the NBOD meeting in Dallas, TX at the Hilton Anatole (where we will host the 2016 NTP)

19 Feb 16 – participated in a conference call with the Executive Vice President, Finance Team and Rogers and Company to discuss the results of the FEW annual audit.

17 Mar 16 – Signed the management representation letter from Rogers and Company PLLC for the final annual audit of FEW financial statements.


22 Apr 16 – Traveled to the FEW Association Management offices in Naperville, IL to review and access FEW historical documents and organizational files.

10 June 16 – Attended a working lunch with Wanda Killingsworth, Madeline Lewis, Tonya Saunders and Brett to discuss transition of the Congressional Relations responsibilities for the incoming NBOD.

Organizational Development - I will provide oversight and direction to ensure we are working to develop/provide training opportunities and educational resources for all of the members of FEW. We must educate the leaders of FEW at the Chapter, Region and National level to ensure they are knowledgeable about the policies and procedures so they can carry them out effectively.

12 August 15 – Held a conference call with the Southwest Regional Board to discuss how the region will move forward, confirm the succession plan for the Region based upon the bylaws, appoint the interim Regional Manager and answer any questions or concerns.

18 August 15 – Held the monthly conference call with the Past National Presidents. I provided an overview of NTP 2015; we discussed the possibility of hosting a 2016 NTP, site locations for 2016, agency support received for 2015, and sponsorship support received for 2015. I thanked the Past Presidents who were able to attend the NTP for their continued support. I also shared that I had appointed an interim SW Regional Manager.
22 August 15 – Participated in the monthly finance conference call. We reviewed and discussed the FY2016 budget, the financial statements, the investment report, sponsorships/partnerships, and the 2015 NTP expenditures.

27 Oct 15 – Attended and provided brief remarks at the Seas and Skies Awards Ceremony. Dr. Vikki Johnson was the keynote speaker, a presentation on domestic violence was provided by Sheila Malloy and Anthony Robinson spoke about the impact of breast cancer from a man’s perspective.

28 Oct 15 – Was the keynote speaker at the Federal Triangle Chapter meet and greet. The purpose of the meet and greet was to re-establish engagement with current members and to recruit new members.

17 Nov 15– Held an emergency teleconference National Board of Directors meeting to vote on the motion for NTP 2016 site selection. The site selected was the Hilton Anatole, Dallas, TX.

13 Jan 16 – Participated in the webinar on Paid Parental Leave. The webinar was conducted based on an agreement established between FEW and NARFE. NARFE has asked that we provide this information to our members and educate them on how we can move the measure forward.

19 Jan 16 – Lead a Town Hall meeting with FEW members to discuss the top 5 areas of improvement as identified in the Membership Survey, top 5 accomplishments as identified in the Membership Survey, progress towards implementing FEW’s Strategic Plan and the upcoming National Elections.

1 Mar 16 – Held a conference call with the Past Presidents to discuss the NTP and the annual Audit.

19 Mar 16 – Served as the keynote speaker for the DC Metro Region Women’s History month observance. I also sang and presented the charter to the newly formed Women of Justice Chapter.

14 May 16 – Provided the welcome and opening remarks at the 2016 DC Metro Region Regional Training program. Keynote speaker was Cheryl Wood; additional speakers were Donna Welch, Helen Robinson, Darlene Brown, Kimberly Brown, Barbara Talley, Sharon Harrington, and Candice Camille.

10 May 16 – Attended the Women in Leadership Seminar hosted by the Seas and Skies Chapter. The speaker was Dr. Kathy Sullivan, Under Secretary for Oceans and Atmosphere and NOAA Administrator.

**Consensus Building and Engagement** – I will work to build consensus with our coalition partners and develop relationships with other professional organizations who share our mission. I will continue our engagement with federal agencies, educating them about our advocacy efforts and request their support. I will seek out opportunities to develop agreements with organizations and federal agencies to facilitate the sustainability of FEW.

21 July 15 – Attended the FEEA Board meeting, items discussed were the Conflict of interest policy, Investment Policy, Executive Director contract, OGE report, New Childcare Contract, current financials, investment update, audit and tax return.

23-26 August 15 – Attended the BIG National Training Institute in Orlando, Fl. Attended the Opening Planetary, President’s Reception, and the NCEPS meeting.
16 Nov 15 – Was nominated for the Professional Women in Advocacy Award. The award was established to spotlight women dedicated to representing their organization, issue, or cause. I was nominated in the Excellence by a Veteran Advocate category.

15 Dec 15 – Attended the FEEA Board meeting, items discussed; development audit with Marshall Ginn, finance report, investment update, emergency assistance, 2016-17 Scholarship applications, Childcare Programs, Publicity/Fundraising.

13 Jan 16 – Attended the Celebration of the Life of Jacqueline Ann Berrien at the EEOC. Ms. Berrien was the 14th Chair of the EEOC and she passed away in November 2015.

25 Jan 16 – Held a conference call with the NCEPS partners to discuss the agreement, action plan and schedule of events for 2016.

18 Feb 16 – Hosted lunch for Globe Life sponsors Kathie Jenkins, Dir., Sales and Client Relations and Renee Walker, Dir., Agency Relationships and Marketing to discuss their sponsorship support. They will continue to print the FEW Legislative Agenda, NTP Program Book, and Annual Report.

22 Feb 16 – Was invited to participate on the Dallas Federal Executive Board monthly conference call to share information about FEE and the NTP.

21 Mar 16 – I was interviewed for the FEEA 30th Anniversary campaign. I was asked to discuss the importance of the services that FEEA provides to federal employees and why FEEA is important to FEW.

5 Apr 16 – Was invited by Management Concepts to be featured in their Federal Spotlight blog series. The series highlights the contributions of public servants.

5 Apr 16 – Attended a working lunch with Eric Impair, GEICO. We discussed the current sponsor agreement and innovative ways we can reach more FEW members. Our agreement with GEICO has been revised to reflect that we will now receive 15¢ versus the previous 10¢ and the number of recent quotes has increased.

13 Apr 16 – Attended the FEEA Annual Strategic Planning session. We discussed the report provided by Capital development Strategies and the survey data.

18 Apr 16 – Attended the Roundtable at the EEOC to discuss developing better collaboration between EEO, Human Capital and Diversity and Inclusion. I shared with the attendees how FEW works to support federal agencies by providing training opportunities and career enhancement tools.

5 May 16 – Addressed the National Council of Federal Women’s Program at their monthly meeting. We discussed the status of the Federal Women’s Program and the SEPM certificate provided at the FEW NTP.

24 May 16 – Invited by FEW’s Washington Representative to attend a White House sponsored women’s event at the EEOB – on Women Entrepreneurship, where we watched a private screening of the documentary “Dream Girl”.

FROM: Wanda V. Killingsworth, Executive Vice President

As Executive Vice President I worked to support these initiatives as indicated in my goals.

**Goal 1:** FEW’s Mission: Continue to support FEW four focus areas: Compliance, Diversity, Legislation and Training. Continue to work to ensure that FEW has more visibility. Assist the National President with duties as assigned. Attend and participate in committee meetings assigned and to be responsive to all requests in a timely manner.

- I participated in monthly Employee Organization teleconference with the IRS Office of Equity, Diversity and Inclusion (EDI).
- Prepared an article for the IRS EDI with regards to Women’s History Month.
- Prepared an article for the IRS EDI with regards to the 2015 NTP Experience.
- Prepared recommendations for improving engagement within the IRS workforce and creating a more inclusive work environment in response from the IRS Commissioner Koskinen.
- Attended the Federal Employee Education Assistance (FEEA) Fund business meetings.
- Continued to review documents and provided comment as a member of the Publication Policy and Review Committee.
- I participated in monthly Finance Meetings, Regional Managers, Strategic Planning Committee Fiscal Security and Leadership and FWP Meetings as well as participated in the meetings for the Executive Committee and National Board of Directors. Participated in NTP monthly conference calls.
- Worked with the VP for Membership and Chapter Organization and VP for Training on the Chapter Presidents Leadership Forum.
- Prepared for the transition of NBOD – updated information and material for the NBOD handbook.
- Developed a standard template for NBOD members to provide standard operating procedures for their various NBOD position and committees.
- Worked with the Vice President for Policy and Planning to submit the Annual Report to the printers.
- Provided the Past Presidents with an invitation for the Past Presidents Forum to be held during the NTP.
- Conducted the Past Presidents Forum held during the NTP.
  - Developed a standard template for NBOD members to provide standard operating procedures for their various NBOD position and committees.
Conducted a site visit for the 2016 NTP in Dallas, TX with the National President, Vice President for Training and the Association Management Staff on October 29 – 30, 2015.

Submitted my Annual Report to the Vice President for Policy and Planning.

Worked with the Communication Chair, NTP Chair and DCG to develop plans for an social media day networking event in May; were we ask members use their various social media avenues to Blogger, Facebook, Flickr, Gallop, Instagram, LinkedIn Pinterest, Tumblr, Twitter, Vine about FEW and the NTP.

**Goal 2:** Continue to the oversight of the National office. Continue to hold regular discussions with DCG with regards to the Management Association agreement.

- Conducted our semi-annual meeting in conjunction with the NBOD meeting held in New Orleans, LA.
- Continued to hold weekly meetings with DCG staff, Robin Sutton.
- Conducted inventory of the National Office document on April 22, 2016.
- Prepared SOP for transition of office to the incoming EVP.
- Prepared information for to retention of documents.
- Completed the Whistleblower policy and procedures at the request of our accountants working with the Finance Team.

**Goal 3:** Ensure that future sponsorships and partnerships are initiated, and strengthen the current sponsorships and partnerships already in place. Continue to work to identify organizations that are key to partnering with FEW (both existing and future partners). Work with the Sponsorship/Partnership Chair and the Strategic Planning Committee – Fiscal Security Team.

- Developed a new sponsorship prospectus and FEW factsheet and prepared informational letter for potential sponsors.
- Continued to work our sponsors and partners on how we can benefit from their services.
- Submitted Annual Report to the printers from Globe Life.
- Held a meeting with Eric Impraim from GEICO along with Michelle Crockett on April 5, 2016.
- Held a meeting with representatives from Federal Long Term Care with Michelle Crockett, Naomi Bell and myself on April 20, 2016.
- Developed a new sponsorship prospectus and FEW factsheet and prepared informational letter for potential sponsors.
- Held a meeting with Shelly Walker and Kathie Jenkins from Globe Life along with Michelle Crockett on February 18, 2016.
- Continued to work our sponsors and partners on how we can benefit from their services.
- Seeking continued sponsorship of printing for the Annual Report and the NTP Program Book from Globe Life.
- Participated in a meeting with representatives from Mass Benefits and Michelle Crockett to discuss a future partnership with the company.

**Goal 4:** Continue to strengthen our strategic planning efforts to implement change as we grow as an organization, ensuring we meet the needs of our members and stakeholders into the future. Work with the Leadership Team to continue our efforts toward a leadership development program that encompasses all levels of FEW. Continue to develop a strong professional leadership image for FEW, communicating it effectively across the entire organization. Work with the Sponsorship/Partnership Chair and the Strategic Planning Committee – Leadership Team and Fiscal Security Team.
- Worked with Georgia Thomas to update information for the strategic plan.
- Prepared schedule for developing the strategic plan.
- Developed goals and objectives for the Leadership Team.
- I participated in the monthly conference calls for the Strategic Planning Committee, Fiscal Security Team and I participated in the conference call for the FWP Strategic Team.
- As a result of the Past President Latimer suggestion I am worked with the Fiscal Security Team to develop interest in increasing lifetime and diamond lifetime membership in a 50/50 fundraiser.

**Goal 5:** Support the efforts of the Chapters and Regions and to encourage members to recognize the leadership opportunities at all levels of the organizations.

- Attended a Juneteenth event hosted by FEW and Blacks in Government on June 15, 2016.
- Attended a meeting with new WPG, the new legislative representative for FEW with the National President and the incoming Vice President for Congressional Relations on June 10, 2016.
- Attended the May Executive Committee meeting from May 20 – 21, 2016 in Arlington, VA.
- Meet with potential fundraiser for FEW along with President Crockett and Past President Uhlig to discuss FEW setting up a Corporate Advisory Board on May 20, 2016.
- Participated in an Department of Treasury-Wide Flash Mentoring held at the U.S. Department of the Treasury, 1500 Pennsylvania Avenue NW, Washington, DC, 20220
- Guest Speaker at a membership drive for the IRS Internal Controls Staff on May 4, 2016.
- Held a meeting with representatives from Federal Long Term Care with Michelle Crockett, Naomi Bell and myself on April 20, 2016.
- Participated in the Strategic Planning Committee meeting on April 19, 2016.
- Attended the FEEA Board meeting on April 14, 2016.
- Held a meeting with Eric Impraim from GEICO along with Michelle Crockett on April 5, 2016.
- Participated in the Fiscal Security Team Meeting on April 2, 2016.
- Attended the Women on the Move Chapter Women’s History Month Program at the Department of Transportation on March 30, 2016.
- Attended the New Carrollton Chapter Women’s History Month event on March 16, 2024.
- Attended the Semi Annual NBOD meeting on February 19-20, 2016 in Dallas, TX.
- Attended the Women on the Move Chapter Chapter’s 9th Anniversary Celebration at the Department of Transportation on December 10, 2015.
- Attended the October Executive Committee meeting from October 29 - 30, 2015 in Dallas, TX.
- Participated in a conference call with the Strategic Planning Committee on September 28, 2015.
- Participated in a meeting with the National President, Carol Jones, and Vanessa Elliot of FEW and Jeff Corydon and Robin Blackwell of Lydon Fetterolf Corydon, P.A., to discuss the accounting services on September 25, 2015.
- Participated in a conference call with the Leadership Strategic Planning Committee on September 22, 2015.
- Participated in a meeting with the National President, Naomi Bell and Donna Orange and Liz Williams from BCBS to discuss the continued support from BCBS on September 18, 2015.
- Participated in a conference call with the National President and Eric Impraim from GEICO to discuss the continued support from GEICO on August 28, 2015.
- Attended the 2015 NTP the week of July 13, 2015
FROM: Wanda V. Killingsworth, Executive Vice President
National Oversight Committee

The members of the oversight committee members are, Helen Robinson (DC Metro Regional Manager), Vickie Wheeler, Southeast Regional Manager; Carol Jones, Finance Chair; Vanessa Elliot, Treasurer; Brenda Hagar, Contracts Management Chair; and Adrianne Callahan, Vice President for Membership and Chapter Organization.

Goal 1: In accordance with the NPPM, the National Oversight Committee will conduct two meetings annually; one in conjunction with the NBOD Semi-Annual meeting and one in conjunction with the annual NBOD in July.
- Prepared information for the National Office Oversight Committee to transition to the incoming Executive Vice President.
- Conducted our annual meeting in conjunction with the NBOD Annual meeting in Dallas, TX.
- Conducted our semi-annual meeting in conjunction with the Semi-Annual NBOD meeting in Dallas, TX.
- Conducted our annual meeting in conjunction with the NBOD Annual meeting in New Orleans, LA.

Goal 2: Conduct weekly meetings with DCG Executive, Robin Sutton and the National President of FEW to discuss business operations with regards to the association management, website administration, and conference management contracts. As well as assess the functions, needs and issues of the National office.
- Continued to hold weekly meetings with DCG staff, Robin Sutton.
- As a part of the National Oversight Committee responsibilities, the Finance Chair, Treasurer, National President and I conducted an inventory of the documents that were stored at the DCG office on April 22, 2016.
- Made an adjustment to FEW’s mailing address as follows:
  455 Massachusetts Ave NW P.O. Box 306
  Washington, DC 20001
This change took effect on November 1, 2015, an Eblast was sent out to all of our members and vendors prior to this change.
Goal 3: Provide guidance on management and operations of the National Office to the Association Management staff.

- Continue to provide guidance and oversight of the National Office Association Management group
  - Ensured that monthly membership reports are produced and distributed,
  - Ensured that request for Email blasts are sent to the correct recipients,
  - Forwarded FEW correspondence and inquiries to appropriate board members and,
  - Completed various other administrative activities.

I want to thank the members of the National Office Oversight Committee for all of their support with overseeing the National Office for FEW. As well as thank Robin Sutton and the DCG staff for all of their hard work on behalf of FEW.
FROM: DCG, Inc., Association Management

Membership
1. Produced, distributed, and posted FEW monthly membership reports:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Sent to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Officer Membership Reports</td>
<td>Posted to chapter officers report section of website</td>
</tr>
<tr>
<td>Chapter Roster Reports</td>
<td></td>
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<tr>
<td>Chapter Deactivation Report</td>
<td></td>
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<tr>
<td>Chapter Reimbursement Report</td>
<td></td>
</tr>
<tr>
<td>Regional Manager Membership Reports</td>
<td>Posted to chapter officers report section of website</td>
</tr>
<tr>
<td>Region Roster Reports</td>
<td></td>
</tr>
<tr>
<td>Region Deactivation Report</td>
<td></td>
</tr>
<tr>
<td>Region Reimbursement Reports</td>
<td></td>
</tr>
<tr>
<td>Monthly Membership Manager Reports</td>
<td>FEW Treasurer, FEW Finance, FEW Membership VP, Lydon Fetterolf Corydon, P.A.</td>
</tr>
<tr>
<td>Count of Members in each Chapter</td>
<td></td>
</tr>
<tr>
<td>Membership Spreadsheet</td>
<td></td>
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<tr>
<td>Chapter Report</td>
<td></td>
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<tr>
<td>Financial Excel Report</td>
<td></td>
</tr>
<tr>
<td>Reimbursement Report (All chapters)</td>
<td></td>
</tr>
<tr>
<td>Lifetime Report</td>
<td></td>
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<tr>
<td>New Member Report</td>
<td></td>
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<tr>
<td>Deactivation Report</td>
<td></td>
</tr>
</tbody>
</table>

Monthly Membership Manager Report Group includes:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEW Treasurer</td>
<td>Vanessa Elliott</td>
</tr>
<tr>
<td>FEW Membership VP</td>
<td>Adrianne Callahan</td>
</tr>
<tr>
<td>Lydon Fetterolf Corydon, P.A.</td>
<td>Robin Blackman</td>
</tr>
</tbody>
</table>
Active Members File / Eligible for Legal Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance VP</td>
<td>Nicole Mason</td>
</tr>
</tbody>
</table>

1. Processed Membership Dues Payments
2. Generated and posted Region and Chapter Membership reports (Rosters, Deactivations)
3. Generated and posted Region and Chapter Reimbursement and Special Credit reports
4. Generated and distributed Manager reports (VPMCO, Treasurer, Finance, Lydon Fetterolf Corydon, P.A.)
5. Prepared and sent eblast renewal notifications to expiring members
6. Prepared and sent eblast for roster posting notification
7. Distributed Deactivation Notices
8. Prepared and sent emails to new members who joined via check
9. PayPal / FEW website Reconciliation
10. Edit/update member profiles – ongoing
11. Responded to membership service inquiries
12. Processed and mailed New Member Letters and ID Cards
13. Replacement ID cards
14. Process chapter officer change requests
15. Processed chapter officer updates – ongoing
16. Research member status for chapter presidents and other officers
17. Assist individuals with joining and renewing with FEW
18. Assist members in resetting passwords and logging into accounts
19. Produced and distributed Renewal Notices:

<table>
<thead>
<tr>
<th>Notice Type</th>
<th>Expiration (Paid Thru Date)</th>
<th>Member expiration date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal Notices</td>
<td>90 Days to Renew</td>
<td>January 31, 2016</td>
</tr>
<tr>
<td>Renewal Notices</td>
<td>60 Days to Renew</td>
<td>February 29, 2016</td>
</tr>
<tr>
<td>Renewal Notices</td>
<td>30 Days to Renew</td>
<td>March 31, 2016</td>
</tr>
<tr>
<td>Renewal Notices</td>
<td>Now Due</td>
<td>April 30, 2016</td>
</tr>
<tr>
<td>Renewal Notices</td>
<td>30 Days Past Due</td>
<td>May 31, 2016</td>
</tr>
<tr>
<td>Deactivation Notices</td>
<td>60 Days Past Due</td>
<td>June 30, 2016</td>
</tr>
</tbody>
</table>
20. Total number of active members as of May 31, 2016 = 3,216
   a. Annual:  2178
   b. Lifetime:  994
   c. Diamond:  44


22. Renewals for January 1 to May 31, 2016 – Total 653

23. Total Dues Processed January 1 to May 31, 2016 – 1,148

24. Members Deactivated January 1 to May 31, 2016 – 327

25. Total number of Renewal Notices sent January 1 to May 31, 2016 – 2,375

<table>
<thead>
<tr>
<th>E-mail Blasts January 2016 – May 2016</th>
<th>Email Name</th>
<th>Sent</th>
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</thead>
<tbody>
<tr>
<td>Legislative Update - January 1, 2016</td>
<td>1/4/2016</td>
<td></td>
</tr>
<tr>
<td>Chapter Quarterly Reports_Jan_2016_reminder</td>
<td>1/5/2016</td>
<td></td>
</tr>
<tr>
<td>2016 Town Hall Meeting</td>
<td>1/5/2016</td>
<td></td>
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<tr>
<td>Notification of Phone Number Change</td>
<td>1/6/2016</td>
<td></td>
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<tr>
<td>Webinar - Paid Parental Leave</td>
<td>1/6/2016</td>
<td></td>
</tr>
<tr>
<td>SEA Vacancy Announcement</td>
<td>1/7/2016</td>
<td></td>
</tr>
<tr>
<td>Monthly reports email</td>
<td>1/8/2016</td>
<td></td>
</tr>
<tr>
<td>FEEA Scholarships Open</td>
<td>1/12/2016</td>
<td></td>
</tr>
<tr>
<td>FEW 2016 NTP &amp; DiversityCom Magazine</td>
<td>1/13/2016</td>
<td></td>
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<tr>
<td>2016 Town Hall Meeting</td>
<td>1/15/2016</td>
<td></td>
</tr>
<tr>
<td>News &amp; Views February, 2016</td>
<td>1/15/2016</td>
<td></td>
</tr>
<tr>
<td>2016 Town Hall Meeting w/ Attachment</td>
<td>1/21/2016</td>
<td></td>
</tr>
<tr>
<td>Legislative Update - January 16, 2016</td>
<td>1/28/2016</td>
<td></td>
</tr>
<tr>
<td>2016 Newsletter February call for articles</td>
<td>3/8/2016</td>
<td></td>
</tr>
<tr>
<td>Monthly reports email</td>
<td>2/9/2016</td>
<td></td>
</tr>
<tr>
<td>Legislative Update - February 1, 2016</td>
<td>2/15/2016</td>
<td></td>
</tr>
<tr>
<td>NTP 2016 Advertisements - Regional Managers</td>
<td>2/24/2016</td>
<td></td>
</tr>
<tr>
<td>NTP 2016 TOP/CPLF Registration</td>
<td>2/24/2016</td>
<td></td>
</tr>
<tr>
<td>Lifetime Member Invitation</td>
<td>2/25/2016</td>
<td></td>
</tr>
<tr>
<td>2016 Awards &amp; Scholarships Announcement</td>
<td>2/28/2016</td>
<td></td>
</tr>
<tr>
<td>Member Invitation</td>
<td>3/1/2016</td>
<td></td>
</tr>
<tr>
<td>Legislative Update - February 29, 2016</td>
<td>3/2/2016</td>
<td></td>
</tr>
<tr>
<td>New Member Orientation March 2016</td>
<td>3/4/2016</td>
<td></td>
</tr>
<tr>
<td>Event Description</td>
<td>Date</td>
<td></td>
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<tr>
<td>---------------------------------------------------------------</td>
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</tr>
<tr>
<td>2016 Awards &amp; Scholarships Regional Manager Responsibilities</td>
<td>3/4/2016</td>
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<tr>
<td>Federally Employed Women Celebrates International Women's Day and Women's History Month</td>
<td>3/7/2016</td>
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<tr>
<td>Monthly reports email</td>
<td>3/9/2016</td>
<td></td>
</tr>
<tr>
<td>2016 Public Service 5K</td>
<td>3/9/2016</td>
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<tr>
<td>2016 National Elections Date Extended</td>
<td>3/18/2016</td>
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<tr>
<td>2016 March GEICO</td>
<td>3/22/2016</td>
<td></td>
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<tr>
<td>2015 Membership Survey Results</td>
<td>3/24/2016</td>
<td></td>
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<tr>
<td>Chapter Quarterly Reports_April_2016_reminder</td>
<td>3/24/2016</td>
<td></td>
</tr>
<tr>
<td>Regional Quarterly Reports_April_2016_reminder</td>
<td>3/24/2016</td>
<td></td>
</tr>
<tr>
<td>Member Invitation</td>
<td>3/24/2016</td>
<td></td>
</tr>
<tr>
<td>2016 FLTCIP webinars</td>
<td>3/28/2016</td>
<td></td>
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<tr>
<td>New Chapter Officer training - April 2016</td>
<td>3/30/2016</td>
<td></td>
</tr>
<tr>
<td>2017 NTP Chair Nominations</td>
<td>3/31/2016</td>
<td></td>
</tr>
<tr>
<td>New Legislative Representative Firm</td>
<td>4/1/2016</td>
<td></td>
</tr>
<tr>
<td>2016 Membership Month 4/1</td>
<td>4/1/2016</td>
<td></td>
</tr>
<tr>
<td>Legislative Update - New Lobbyist</td>
<td>4/1/2016</td>
<td></td>
</tr>
<tr>
<td>2016 Membership Month 4/5</td>
<td>4/5/2016</td>
<td></td>
</tr>
<tr>
<td>2016 Membership Month 4/6</td>
<td>4/6/2016</td>
<td></td>
</tr>
<tr>
<td>News &amp; Views April, 2016 call for articles</td>
<td>4/7/2016</td>
<td></td>
</tr>
<tr>
<td>2016 Membership Month 4/7</td>
<td>4/7/2016</td>
<td></td>
</tr>
<tr>
<td>Monthly reports email</td>
<td>4/9/2016</td>
<td></td>
</tr>
<tr>
<td>2016 Membership Month 4/12</td>
<td>4/12/2016</td>
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<tr>
<td>2016 Membership Month 4/13</td>
<td>4/13/2016</td>
<td></td>
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<tr>
<td>2016 Membership Month 4/14</td>
<td>4/14/2016</td>
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</tr>
<tr>
<td>2016 Membership Month 4/15</td>
<td>4/15/2016</td>
<td></td>
</tr>
<tr>
<td>2016 Membership Month 4/18</td>
<td>4/18/2016</td>
<td></td>
</tr>
<tr>
<td>2016 Membership Month 4/19</td>
<td>4/19/2016</td>
<td></td>
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<tr>
<td>FEW Microsites</td>
<td>4/20/2016</td>
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</tr>
<tr>
<td>2016 Membership Month 4/20</td>
<td>4/20/2016</td>
<td></td>
</tr>
</tbody>
</table>
2016 Membership Month 4/21 4/21/2016
2016 Membership Month 4/22 4/22/2016
2016 Membership Month 4/26 4/26/2016
Public Service Recognition Week 5/2/2016
Harriet Tubman Eblast 5/3/2016
PSRW Stars 5/5/2016
2016 Mother's Day 5/6/2016
Monthly reports email 5/9/2016
Social Media Week 1 5/16/2016
Legislative Update - May 13, 2016 5/26/2016
Schedule of Events Eblast 5/27/2016
2016 Memorial Day message from Michelle 5/27/2016

Administrative/Other Activities
1. Process and manage FEW in-box daily
2. Manage FEW National Office phone lines daily
3. Sent e-blasts for Legislative Updates
4. Posted outreach/job opportunities to FEW website
5. Assisted VPMCO with membership/chapter issues or questions

NTP 2016 planning
1. Weekly NTP 2016 registration report to President, Executive VP, NTP 2016 Chair and Finance Team
2. Processing NTP 2016 registrations and payments
3. Providing support to NTP 2016 Chair and Team to work through task list
FROM: Georgia A. Thomas, VP for Policy and Planning

As Vice President for Policy and Planning I am working towards the following goals for 2014-2016:

GOAL 1: Support the vision of the organization by maintaining FEW’s National Policy and Procedures Manual (NPPM)

- Updated the NPPM as warranted
- Worked with Tiger team to do a complete update of the Award’s section

GOAL 2: Work on strategic plan initiatives and develop the Annual Report for FEW

- Strategic Planning Committee meeting on September 28, 2015, October 19, 2015, February 18, 2016, March 17, 2016, April 19, 2016
- Leadership Strategic Planning meeting on September 23, 2015, January 22, 2016
- Preparing Annual Report for 2015; sent request for information on December 4, 2015 with due date on January 20, 2016
- Shared approved strategic plan goals and action items to the membership through e-blast.
- Prepared and submitted article for News and Views on approved strategic plan and NTP related activities.
- Completed Annual Report

GOAL 3: Work collaborating with others including Chapters, Regions, NBOD and Executive committee to further the organization

- Addressed questions posed by others
- Reviewed documents as part of the PPRC
- PPRC meeting on October 29, 2015, February 18, 2016, May 19, 2016
- NTP Advisory meeting on October 29, 2015, February 18, 2016, May 19, 2016
- Prepared motions for Executive Committee and National Board of Directors Meetings
- Worked on ERA committee. Attended meetings on August 3, 2015, August 17, 2015, October 5, 2015, and October 19, 2015 and provided comments to the final recommendation submitted.
- Worked with National Secretary to create new motion document
Discontinued discussions with Michelle E. Clark, PMP, Senior Marketing Manager of MANAGEMENTCONCEPTS, about hosting leadership webinars.

Provided response to “How has FEW influenced your Life/Career” as requested by Nomination Committee

**GOAL 4:** Participate in forums, seminars and training programs pertaining to leadership, mentoring and strategic planning

- Attended National Board of Directors Emergency Teleconference Meeting on November 17, 2015
- Attended Town Hall Meeting on January 19, 2016
- Attended National Training Program Committee Meeting on April 12, 2016 and May 11, 2016.
- Attended Federally Employed Women (FEW) New Carrollton Chapter on Reasonable Accommodations with presenter Kathy King, Chief, Disability Policy, Oversight and Education (DPOE) Section, IRS Disability Office (IDO) on April 14, 2016 and Part II on May 11, 2016.
FROM: Georgia A. Thomas, VP for Policy and Planning
Strategic Plan Progress Report:

- The core teams (leads) have had monthly meetings - Federal Women’s Program (FWP), Diversity, Fiscal Security, Leadership, Legislative, Membership and Training.
- Phase Five completed by the teams conducting a Strategic Plan Workshop – National Training Program, New Orleans, LA in July 15, 2015.
- Prepared and submitted article for News and Views on approved strategic plan and NTP related activities.
- Accomplishments of the teams provided to Madame President for delivery to membership during the Town Hall Meeting held January 19th:
  - Plans to have a robust mentoring and shadowing opportunity for FEW members at the National Training Program (NTP).
  - The fiscal security team leading a campaign to encourage lifetime members to elevate their memberships to the diamond level and others to elevate to lifetime membership. The campaign to sync with FEW 50th anniversary (50 members for 50 years).
  - Legislative website updated and increased communication of legislative issues.
  - National Strategic Plan created, communicated during the NTP, through e-mail distribution and social media.
  - National Communication Plan created and implemented to share more information to the membership.

- Strategic Planning committees continue to meet and work to complete action items on each individual plan.
- Strategic Planning Committee meeting held on February 18, 2016, March 17, 2016, April 19, 2016.
- Strategic Plan updated to include the following objective to Fiscal Security’s Third Strategic Goal: “Review FEW’s current branding and determine its effectiveness”, as requested by Madame President during the NBOD meeting held in February 2016.
FROM: Nicole Mason, VP for Compliance

Submitted the inaugural article for the Federal Employees News Digest (FEND) Newspaper

Conducted Compliance Briefings for the Mid-Atlantic and DC Metro Regions

Served as a keynote speaker for the Women on the Move Chapter regarding Leadership in the Organization

Promoted the organization on social media, namely Periscope and Facebook

Served as a keynote speaker for a “seed meeting” for a proposed Chapter at the Patent & Trademark Office. They subsequently started a new Chapter – The Bright Knights Chapter

Served as a keynote speaker for an “interest” meeting at Court Services and Offender Supervision Agency (CSOSA). They subsequently started a new Chapter – Women of Justice Chapter

Served on the Whistleblower Policy Committee

Served on the FEW Internship Committee

Provided key information on starting and maintaining an effective Mentoring Program
FROM: Kimberly Kirkpatrick, Vice President Congressional Relations

Goal 1: Communicate with the members on current legislative issues through a variety of means including monthly legislative updates, surveys, Regional and Chapter legislative representatives and social media.

- Established monthly Presidential legislative meetings with legislative lobbyist to provide open communication regarding the future of the legislative program.
- Held regular strategy meetings with lobbyist monthly since August 2014.
- Established and Lead Legislative Strategic Planning Committee (LSPC)
  - Committee Members include: Jeannette Castor (Western), Jeanine Dunn (NorthEast), Joy Lazaroff (DC Metro), Florence Tyler (DC Metro), Debra Hayes (DC Metro), Beatrice Cruz (Rocky Mountain), Rita Flowers-Martin (Rocky Mountain)
  - Committee finalized Legislative Strategic Plan for inclusion in FEW’s Strategic Plan.
- Legislative Updates were issued as scheduled.
- Legislative Survey issued annually. Results for top three legislative issues are:
  - Enactment of a Paycheck Fairness Bill
  - Enactment of the Equal Rights Amendment
  - Fighting Anti-Fed Worker bills

Goal 2: Promote education on legislative issues through webinars, newsletters, social media, and other available resources.

- Contributed to revamping of FEW’s legislative webpages simplifying the navigation of the site and updating posted information.
- Removed drop down listing of Chapters on CAPWIZ website and insert a typed in field instead. The typed field will eliminate manual maintenance through CAPWIZ administrators.
- Webinar –
  - August 19, 2015, “Being an effective Legislative Chair or Advocate”. Webinar provided information on the legislative program, legislative meetings and other activities, and CAPWIZ.
  - August 26, 2015 presented at the FDA Women’s Equality Day program.
January 13, 2016, “Paid Parental Leave; The Legislation, Why We Need It and How You Can Help”. Webinar provided an overview of paid parental leave, the legislation that has been introduced during this congressional session, and how to help move this measure forward.

- Submitted an article on the Hatch Act to the News & Views.
- Presented at the March 29, 2016 Census Women Count, Women’s History Month program.
- Presented at the April 7, 2016 Oak Ridge Chapter monthly meeting.
- Presented at the April 14, 2016 Regional Managers meeting.

**Goal 3: Empower members to utilize FEW as a means to vocalize their position on legislative issues.**

- Facilitated partnership with the National Active and Retired Federal Employees (NARFE) Association on a communications awareness campaign to educate policymakers and the public on the need for paid parental leave for federal workers. FEW is supporting this campaign by surveying the membership and providing an opportunity for those that are interested to contribute to a story bank. Once collected, NARFE’s PR firm will generate press interest to publish these stories.
- Lead ERA taskforce meetings to draft a white paper on ERA initiatives being presented to the NBOD for discussion.
- Transitioning information to new lobbyist on NARFE partnership.

**Goal 3: Meet with legislators and coordinate legislative activities around FEW’s legislative priorities.**

- Ensured new legislators received FEW legislative packets highlighting our top issues and their federal constituency.
- Legislative Alerts were issued to personal emails on the following items:
  - Budget resolutions
  - Paycheck fairness
- Legislative Press Releases were issued:

**Goal 4: Other duties related to being a National Board Member.**

- Participated in the review and award of the legislative lobby contract
- Reviewed PPRC publications
- Participating Member of the National Strategic Planning Committee meeting
- Lead the development of the Legislative Strategic Plan
- Attended and participated in National and Executive Committee Meetings
- Contributed to Excellence in Advocacy award submission
- Participated in the Committee working on the Whistle Blower Policy
FROM: Jeraldine (Jeri) Peterson, Diversity Vice President

July: Solicited names for Diversity Strategic Planning initiatives committees

August:
Attended Blacks In Government (BIG) to acquire a data bank of Diversity speakers for the NTP2016. Also, conducted teleconference with Diversity Strategic Plan and shared sample goals from NBOD. Developed Diversity goals and established timelines for the Diversity Strategic Planning initiatives.

September:
Distributed and dissolved information on National Hispanic Heritage Month to all members
Attended National Image Training Conference 23-25 September – Houston, TX.
Attended Air Force Academy’s Hispanic Heritage Luncheon
Attended National Hispanic Heritage Month Luncheon at USAFA, Ft. Carson, and Peterson AFB.
Attended National Image Training Program in Houston, TX.
Conducted Diversity Strategic Planning teleconference and revisited goals and objectives.

October:
Drafted and distributed National Disability Employment Awareness Month (NDEAM) information to all members.
Attended Persons with Invisible Disabilities – Marriott Denver Technical Center, Denver, CO
Attended Women Against Domestic Violence Luncheon – Elegant Hotel, Colorado
Participated in Domestic Violence Awareness Month panel - Air Force Academy
Teleconference with the Diversity Strategic Planning Committee.

November: Distributed National Native American Heritage Month article

December:
Teleconference for NTP2016 Committee.
Contacted possible speakers for NTP2016.

January:
Teleconference in NTP 2016 Committee Teleconference
Updated CPLF slides for 1April deadline.
Participated in National Board of Directors (NBOD) Town Hall Teleconference

**February:**
Attended National Board of Directors meeting in Dallas TX  
Participated monthly in NTP teleconference  
- Secured thirteen possible speakers with Bios and RFPs  
- Drafted proposed Diversity Luncheon Program  
- Reviewed possible Diversity Luncheon Menu

**March:**
Attended Rocky Mountain’s Regional Training Program  
Serving as co-chair to Rocky Mountain’s RTP2017, in Colorado Springs, CO.  
Led campaign on Recruiting new members for the Columbine Chapter FEW

**April:** Reviewed publications submitted to the PPRC.

**May:** Participated in FEW’s Executive Board Meeting held in Arlington, VA.

**June:**  
Response to approximately eight (8) emails pertaining to FEW’s Diversity Program  
Established Diversity goals for the upcoming 2016-2018 term in office.

**July:** Attending FEW’s National Training Program (NTP2016), Dallas, TX.
FROM: Adrianne M, Callahan, Vice President for Membership and Chapter Organization

MEMBERSHIP
Detailed membership numbers will be provided in the report by DCG, Inc. We continue to maintain membership of 3000+ members.

As of June 24, 2016, FEW has 91 Chapters. Chartered two new Chapters in the DC Metro Region: Bright Knights and Women of Justice

Following Chapter charters revoked/closed: Western Region – California Inland and Aloha; DC Metro Region – A Few for Service, Aspiring Leaders, Dr. Lorna M. Polk, Pentagon, Southern Maryland, and Women in Energy; Great Lakes Region – All Seasons; Southwestern – Greater Houston; Southeast Region – Magnolia, Mid-Atlantic Region – South Hampton Roads

NOTE: Although several chapters voluntarily closed or had their charters revoked, the organization’s membership continues to grow. Additionally, several chapters merged to maximize available leaders and ensure minimum membership requirements were met.

Quarterly Reports:
Overall Chapters have increased their submittals of quarterly reports – we are off to a good start for the new reporting year.

Documentation
Updated the following documents to assist with membership recruitment, membership retention, more visibility for FEW, etc.: Frequently Asked Questions, Chapter President Roster, New Member Orientation webinar, 2016 CPLF Registration form, 2016 CPLF presentation slides, Daily Facts during April, updates to quarterly report NPPM Section VIII, chapter charter template, etc.

Membership Survey administered September 1, 2015 – October 31, 2015

<table>
<thead>
<tr>
<th>2013 Membership Survey (open for 60 days)</th>
<th>2015 Membership Survey (open for 60 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>213 responses</td>
<td>347 responses</td>
</tr>
</tbody>
</table>
Members at Large – letter was emailed/mailed to 300+ members at large encouraging them to align with a Chapter. From the small responses received, most have requested to remain members at large. Additionally, requested support from Regional Managers in October to review the list and take the following action on the members at large list sorted by Region:

1. If the member is deceased and needs to be removed from the database; OR 2. Provide written confirmation from the member that they are okay with being transferred to their closest chapter and identify the chapter OR 3. Indicate no communication/response received therefore member will remain a member at large.

This will likely require you to undertake several activities, including but not limited to:
a. Communicating with your Chapter Presidents to determine if they know the member and/or any history on the member; also if they will waive any chapter dues for these members under any special circumstances....
b. Calling, emailing and/or sending a letter to the member explaining the purpose of the communication, i.e. to thank them for their continued membership but also to align them with a chapter, c. Calling, emailing and or sending a letter to the member giving them an update on FEW, requesting an email address to add to their profile, inform them of any upcoming regional or chapter activities, etc.

Non Member NTP 2015 attendees – letter was emailed to the 462 nonmembers encouraging them to join FEW as a regular, lifetime or diamond lifetime member. A few have joined; still receiving responses or requests for additional information about membership.

Membership Outreach - Several Chapters are involved and spreading the word about FEW through their agency New Employee Orientation. Chapters throughout the organization have utilized membership sales, cultural awareness events and legislative activities to conduct membership outreach.

- Observation reports (email updates) from Western and Southeast Regional manager were submitted for Chapters on waivers or probation to note their progress towards improving.
- Prepared eblast to Chapter Presidents and Regional Managers to complete review and confirm any proposed changes to bylaws. All submittals were due to the National Bylaws Chair September 30.
- Referred Regions and Chapters to National Finance Chair regarding their Region/Chapter tax exempt status and compliance with FEW’s requirement for annual tax documentation.
- Worked with DCG to review information, Chapter Officer Change forms and current listing of Chapter/Regional officers.
- Regional Manager monthly calls (each held at 2:30pm CST unless otherwise indicated) 2015 - 2016 Dates: Aug 13, Sep 10 - 6:30pm-9:00pm CST to include RM training - via webinar CANCELED, Oct. 8, Nov 12, Dec 10, Jan 14, Jan 26 – RM training via webinar, Mar 21, Apr 14, May 12 (one page update emailed to RMS in lieu of conference call), June 9 (last call as VPMCO)
- New member orientation via webinar Aug 20, 2015 7pmCST AND March 17, 2016 7pm CST

New Chapter Interest/pending Chapter Charters
Some of these requests have been pending for over a year. All regional managers have been included or forwarded these requests for any additional follow up as well.
DC Metro Region:  DOL (Heidi Ortiz; Mar and July 2015, Jan 2016), Nuclear Regulatory Commission (MD- Guita Irani; July 2015), NASA (DC – Claudia Silver; Sep 2015), HHS – Centers for Medicare and Medicaid Services (Baltimore, MD- James Minter; Apr/Jun 2015), PSA/CSOSA (MD, EEOC(Lorna Lucas Yates; Mar 2016); Southwest Region – EEOC (Houston – Karen Allen; April 2015) New Orleans – Denise Williams; Sep 2015); USDA (New Orleans – Rachel Williams; Oct. 2015); Great Lakes Region: Veterans Administration (WI – Torgie Steinhoefel; Jan 2016), Veterans Administration (Fort Wayne, IN; Sonya Turner Mar 2016); Rocky Mountain Region: state agency/Army National Guard WY (Charles Olivas/Iris Horonado, Jessica Cordova; may 2015 and Jan 2016); Mid Continent Region: Transportation Security Administration (St. Louis, MO – Brent Atwood; Oct 2015), Southeast Region: South Florida Miami-Dade (FAA – Branda Jackson; May 2015); Fort Rucker (Enterprise, AL – Donna W. Crawford, Mar 2015); Pacific Northwest Region – Washington State – Britt Tassano/Erin Maskalick, Apr 2015)

- Tracked NBOD Speaker/Requests for Participation (September 2015 – June 2016):

<table>
<thead>
<tr>
<th>Speaker</th>
<th>Date</th>
<th>Event Type</th>
<th>Topic</th>
<th>Speaker Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Webster</td>
<td>October 8, 2015</td>
<td>RTP</td>
<td>Where Expectations Meet Opportunities in Developing Leaders</td>
<td>Speaker</td>
</tr>
<tr>
<td>Nicole Mason</td>
<td>September 17</td>
<td>New Chapter Start Up</td>
<td>Why FEW</td>
<td>Speaker</td>
</tr>
<tr>
<td>Kimberly Kirkpatrick</td>
<td>August 26, 2015</td>
<td>Parklawn Chapter</td>
<td>Women’s Equality Day</td>
<td>Guest Speaker</td>
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<tr>
<td></td>
<td></td>
<td>Women’s Equality Day Celebration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adrianne Callahan</td>
<td>August 19, 2015</td>
<td>FEW Membership Event</td>
<td>N/A</td>
<td>Guest Speaker via Video teleconference</td>
</tr>
<tr>
<td>Ellen McKenzie</td>
<td>August 17, 2015</td>
<td>All About FEW</td>
<td>Chapter training</td>
<td>Speaker</td>
</tr>
<tr>
<td>Kim Kirkpatrick</td>
<td>July 21, 2015</td>
<td>Meeting</td>
<td>CMS in Baltimore is considering starting a FEW chapter.</td>
<td>Representative of FEW to answer questions they have about FEW.</td>
</tr>
<tr>
<td>Nicole Mason</td>
<td>June 30, 2015 PSA/CSOSA</td>
<td>Chapter Meeting</td>
<td>Starting a FEW Chapter</td>
<td>Guest Speaker</td>
</tr>
<tr>
<td>Nicole Mason</td>
<td>Saturday, June 13, 0800-1200</td>
<td>Chapter Annual Scholarship Fundraiser</td>
<td>Stepping Up, Stepping Out</td>
<td>Guest Speaker</td>
</tr>
<tr>
<td>Kim Kirkpatrick, VP of Congressional Relations</td>
<td>June 3, 2014 7:00-8:00 pm</td>
<td>CAPWIZ</td>
<td>None</td>
<td>Guest speaker</td>
</tr>
<tr>
<td>Wanda Killingsworth</td>
<td>Wednesday, March 11, 12:00 – 1:00 pm</td>
<td>Women’s History Month event</td>
<td>Women's History Month event – Woman on the move Chapter</td>
<td>Guest Speaker</td>
</tr>
<tr>
<td>Name</td>
<td>Date/Time</td>
<td>Location/Type</td>
<td>Title/Event</td>
<td>Role</td>
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</tr>
<tr>
<td>Jeri Peterson</td>
<td>11 March 2016</td>
<td>Rocky Mountain RTP</td>
<td>Transformational Mind Tools: A Five Year Career Plan</td>
<td>Diversity Trainer</td>
</tr>
<tr>
<td>Kim Kirkpatrick</td>
<td>Tuesday March 15 or 22, 12-1:30pm</td>
<td>Women’s History Month</td>
<td>Honoring Women in Public Service and Government</td>
<td>One of 3 panelists</td>
</tr>
<tr>
<td>Ellen McKenzie</td>
<td>March 16-18, 2016</td>
<td>Southwest RTP</td>
<td>“Who Rules the World”, Leaders?</td>
<td>PM FEW Member Orientation</td>
</tr>
<tr>
<td>Michelle Crockett</td>
<td>Saturday, March 19, 2016</td>
<td>Women’s History Month</td>
<td>Honoring Women in Public Service and Government</td>
<td>Guest Speaker</td>
</tr>
<tr>
<td>Adrianne Callahan</td>
<td>March 23, 2016</td>
<td>Women’s History Month – Nuclear Regulatory Commission</td>
<td>Working to Form a More Perfect Union: Honoring Women in Public Service and Government</td>
<td>Guest Speaker</td>
</tr>
<tr>
<td>Sue Webster</td>
<td>March 24, 2016</td>
<td>Women’s History Month</td>
<td>Working to Form a More Perfect Union: Honoring Women in Public Service and Government</td>
<td>Guest Speaker</td>
</tr>
<tr>
<td>Wanda Killingsworth</td>
<td>Wed. March 30 2016, 9:30 – 11:00 am</td>
<td>Women’s History Month</td>
<td>“Working to Form a More Perfect Union: Honoring Women in Public Service and Government</td>
<td>Provide FEW remarks</td>
</tr>
<tr>
<td>Adrianne Callahan</td>
<td>April 30, 2016</td>
<td>GLR Regional Retreat</td>
<td>N/A</td>
<td>Speaker</td>
</tr>
<tr>
<td>Adrianne Callahan</td>
<td>May 13, 2016</td>
<td>Southeast Region RTP</td>
<td>Via webinar</td>
<td>Speaker – Membership topic</td>
</tr>
<tr>
<td>Nicole Mason</td>
<td>Thursday, May 12 8:00 am – 3:00 pm Gulfport, MS</td>
<td>RTP</td>
<td>Aspire to Inspire</td>
<td>Speaker</td>
</tr>
<tr>
<td>Kimberly Kirkpatrick, Adrianne Callahan</td>
<td>Tuesday, June 21 7:00pm</td>
<td>CAPWIZ Seminar/Chapter Concerns</td>
<td>10,000 Lakes monthly meeting</td>
<td>Speaker</td>
</tr>
<tr>
<td>Adrianne Callahan</td>
<td>Tuesday, July 5 11:30am</td>
<td>Chapter Installation</td>
<td>Windy City Chapter</td>
<td>Speaker</td>
</tr>
<tr>
<td>FEW (members of greater Atlanta Chapter per)</td>
<td>October 20, 2016</td>
<td>Organization Fair 2385 Chamblee-Tucker Road in Chamblee, GA</td>
<td>Introduce IRS employees to employee organizations/affinity groups</td>
<td>Exhibitor</td>
</tr>
</tbody>
</table>
CHAPTER ORGANIZATION/TRAINING/GENERAL ACTIVITIES

August – Requested updated from DC Metro Regional Manager and Regional Representative on status of College Park Chapter elections. No Update/response from Chapter President.
August 12 – Coordinated/Facilitated conference call with Southwest Regional Board and President Crockett (transition for Region/election of RM replacement).
August 19 – Served as Guest Speaker via Video Conference for Equalitarian Chapter Annual Membership Drive.
August 20 – Hosted New Member Orientation webinar.

September – Drafted and ensured memo requesting Chapters and Regions review and revise, as appropriate, their bylaws to ensure conformance with FEW National bylaws, Chapter operations and the National Policy and Procedures Manual. Chapter Bylaws submitted for approval – Northeast Region, DIA Chapter (DC Metro Region), Philadelphia Chapter (Mid-Atlantic Region); Pacific Northwest Region, Willamette Valley Chapter, Rainier Chapter, East Valley Chapter (that I am aware of).
September – Share questions/comments with Regional Managers regarding the potential impact of a government shutdown on upcoming regional training programs (RTP).
September 1 - Finalized e-blast and tested Membership Survey for release and distribution to membership.
September 15 – Sent reminder to membership to complete Membership Survey.
September 25 – Sent reminder to membership to complete Membership Survey.

October – Drafted and ensured memo requesting Chapters and Regions review and revise, as appropriate, their bylaws to ensure conformance with FEW National bylaws, Chapter operations and the National Policy and Procedures Manual. Chapter Bylaws submitted for approval – Northeast Region, DIA Chapter (DC Metro Region), Philadelphia Chapter (Mid-Atlantic Region); Pacific Northwest Region, Willamette Valley Chapter, Rainier Chapter, East Valley Chapter (that I am aware of).
October – reviewed/updated and CONTINUING to review and update Regional and Chapter Officer listing which is used for eblast distribution, shared with sponsors and ensures the appropriate regional/chapter officers have access to relevant Chapter/Regional information.
October 5, 2015 – attended conference call with Executive Vice President Wanda Killingsworth and Pamela Hall, Federal Triangle Chapter Vice President to discuss and investigate a number of issues raised regarding the chapter.
October 5, 2015 – Speaker/Facilitator, New Officer Orientation and Membership Services Update Webinar
October – finalized and ensured DCG distributed letters to members at large and non-members regarding FEW membership, joining a chapter, becoming a member and save the date for the 2016 NTP.

November 30, 2015 - Chapter Officer Training via webinar
January 12, 2016 – NTP Committee teleconference
January 14, 2016 – sent all Regional Managers and Awards Chair DRAFT list of Chapter eligible to submit award nominations pending timely submittal of their IRS tax forms
January 19, 2016 – Moderator/Facilitator Annual Town Hall Conference Call for Membership (drafted initial script and outline for topics to include)
January 31, 2016 – submitted membership data/information for annual report information
**January** – requested all Regional Managers provide a timeline for their regional elections – not all responded.

**February** – reviewed list of all Chapter Presidents and contacted them to ensure they renewed memberships ASAP

- **February 5, 2016** – Participated in National Wear RED day activities
- **February 12, 2016** – Submitted SOP for VPMCO position
- **February** – in lieu of Conference call sent summary of action items, responses to inquiries and support materials for RM's to address Chapter issues, prepare for award nominations, develop Women’s History Month activities and ensure appropriate sections of NPPM were distributed to Chapter Presidents
- **February 18, 2016** – PPRC Committee and National Oversight committee meeting

- **March 13, 2016** – Participated in Great Lakes Regional board teleconference
- **March 14, 2016** – Participated in Awards and Scholarship webinar for RM's
- **March 17, 2016** – Speaker, New Member Orientation Webinar
- **March 22, 2016** – Reviewed membership list; ensured prompt distribution to Nominations chair and election/vote contractor
- **March 23, 2016** – Served as Keynote Speaker for Nuclear Regulatory Commission’s Women’s History Month Program
- **March 28, 2016** – Mid Atlantic Regional Board meeting via teleconference

**April** – Daily Facts emailed to membership to re-enforce April is FEW’s Membership Month

- **April 6** – upon request from awards committee, called, text and emailed RM's to ensure their timely review of award nominations
- **April 11, 2016** – New Officer Orientation and Membership Services Update (facilitator)
- **April 12, 2016** – Equal Pay Day Rally, Daley Center, Chicago, IL
- **April 18, 2016** – Speaker, New Member Orientation Webinar
- **April 19, 2016** – Strategic Planning Committee teleconference
- **April 20, 2016** – Windy City Chapter, Financial Planning workshop/webinar
- **April 30, 2016** – Provided Chapter Officer/Leadership development training for Great Lakes Regional Training Program via webinar.

**May** – Executive Committee Meeting

- **March 13, 2016** – Provided Chapter Officer/Leadership development training for Southwest Regional Training Program via webinar.

**Areas for Concern/Rising Membership & Chapter Development Issues**

- A number of chapters need guidance on conducting elections and adhering to their bylaws and the NPPM in the process.
- Have all Diamond/Lifetime NBOD members paid their Chapter dues? What is the process for Chapters to collect dues or are the chapters waiving dues for Lifetime/Diamond Lifetime members?
- A number of Chapter Presidents/Officers were identified as non-members yet still serving as Chapter Officers.
- Requests for Chapter Charters will be accommodated by the National office via electronic distribution following the 2016 NTP.
- Incoming RMs and Incoming webmaster will need to work closely with VPMCO to ensure updates to Chapter Change form align with information on website due to increased inquiries received regarding inability to contact Chapters President for more info when potential members browse website.
FROM: Suzi Inman, Vice President for Training

GOALS and ACCOMPLISHMENTS FOR VICE PRESIDENT FOR TRAINING
2014-2016 AND UPDATES:

1. Secure optimal site location for NTP 2015 and 2016 Training Program
   - Reviewed information provided by DCG on potential sites for NTP 2016. Robin Sutton, Michelle Crockett, Wanda Killingsworth and I visited the two sites in Dallas, the Intercontinental Dallas and Hilton Anatole Dallas and presented pros and cons to the NBOD for a vote of the site. The NBOD voted to be at the Anatole Hilton, Dallas, TX.

2. Complete the NTP Chair Standard Operating Procedure (SOP) Handbook
   Changes made and sent to Webmaster for posting. Completed

3. Try to establish more online training for FEW members
   - Vice Presidents are holding webinar training for FEW members
   - Participated in webinar about FEW with other FEW Vice Presidents hosted by VP for Membership
   - Establishing quarterly webinar training for members

4. Work with Chapter and Regions to make sure their training supports FEW’s focus groups
   - Requested training plans from Chapters and Regions - Received a few from Chapters

OTHER:

- Receive trainer/speaker packages for potential NTP trainer/speakers. They are forwarded to Contractor for their review and selection of trainers. All info is added into a database for future NTPS.

- Provided past NTP Agency Forums information to NTP 2016 Team.
- At the Annual NBOD meeting in New Orleans, LA it was voted the VP for Training will assume duties as the NTP Chair 2016 and will hold only one vote

- Assisted NTP Chair and Team at NTP 2015

- All About FEW was updated and presented by all Vice Presidents at NTP 2015.

- Attended FEW Annual Membership meeting in New Orleans, LA.

- Gave presentation on training to attendees at the Chapter President Leadership Forum held in New Orleans, LA

- Participated in the Strategic Planning session presented to attendees at NTP 2015

- Attended FEW Annual NBOD meeting in New Orleans, LA

- Received close out report from NTP Chair 2015 and distributed to NTP Advisory Team

- Along with DCG prepared eblast to all members about upcoming NTP.

- Assisted Hoosier Hills Chapter with their annual mum sales

- Attended the National Executive Committee meeting in Dallas, TX

- Participating with Team as assigned by President in regards to ERA

- Reviewing and updating documents for NTP 2016

- Send NTP info to NTP Advisory Team, held meetings at NTP in New Orleans, LA and Fall National Executive Committee meeting in Dallas, TX

- Participated with Team as assigned by President in regards to ERA

- Reviewed and updated documents for NTP 2016

- Prepared eblast to all members about upcoming NTP.

- Assisted Hoosier Hills Chapter with their annual mum sales

- Attended the National Board of Directors meeting in Dallas, TX

- Send NTP info to NTP Advisory Team, held meetings at Fall National Executive Committee and National Board of Directors meeting in Dallas, TX

- Working with Hoosier Hills Chapter on the planning of the Great Lakes Region Training Program
ANNUAL MEMBERSHIP MEETING
Hilton Anatole Hotel
2201 N Stemmons Freeway
Dallas, TX 75207
July 10, 2016

FROM: Gloria Sherman, Secretary

2015 – 2016 Accomplishments:
Assisting the National President and National Board of Directors however I can and performing duties as assigned.
- Updated the Action List before and after the EC and NBOD meetings.
- Prepared PPRC minutes for all meetings.
- Prepared Holiday cards for mailing.
- Prepared list of Membership Survey Discussion items.
- Distributed contractor evaluation documents to board members.

Providing information and assistance to Federally Employed Women’s membership, as needed.
- Suggested a change to the Members Only Documents page.
- Dialed in to January Town Hall meeting.

Assisting with the National Board of Directors and Executive Committee meetings to make them efficient.
- Ensured that meeting forms, recorder and projection of reports and other documents were available for Annual Membership, EC and NBOD meetings.

Providing the meeting members with necessary information prior to all meetings.
- Emailed information and/or report templates for Annual Membership, NBOD and EC meetings.
- Compiled reports for Annual Membership, NBOD and EC meetings.
- Finalized and distributed agenda, schedule, reports and other information for Annual Membership, NBOD and EC meetings.
- Provided documents to Webmaster for posting to the website.

Providing minutes of each meeting to the review committee and the board in a timely manner.
- Prepared minutes draft, processed through Approval Committee and compiled final document to include report exhibits for Annual Membership, EC and NBOD meetings.
- Provided final document to Webmaster for posting to the website.

Responding to all requests in a timely manner.
- Answered and provided information, when requested, within 24 hours.
FROM: Vanessa W. Elliott, National Treasurer

The National Treasurer of FEW is elected for a two-year term and is eligible for re-election for one additional consecutive two-year term. 2016-2018 will be my second term as National Treasurer.

Accomplishment for this quarter as my duties (National Treasurer):

May 2016 – The Finance Team along with the National Board of Directors reduced the budget so that FEW is currently in the black, which is quite an accomplishment. Carol and I worked very hard to perform this task.

Currently have changed Legislative organization from Eye on Washington to Premier Organization.

Sent VP Membership the Finance Team presentation for the 2016 NTP Chapter Presidents’ Training

Monthly basis: I oversee the receipt and disbursement of all, in accordance with the approval annual budget. Assures records are maintained to account for all receipts and expenditures.

I supervise receipts of all bills for payment. Currently reviews and approves the Account Payable Register.

I review and ensure all banks accounts and investment account statements are reconciled no later than the 15th working day of the month following the statement closing date, to ensure all transactions properly recorded.

I ensure the posting and balancing of the general ledger by the 21st of each month, to include all journals and subsidiary accounts, to facilitate preparation of monthly financial statements, reviews and issue the monthly financial statements to the NBOD

I oversee the receipt and disbursement of all, in accordance with the approval annual budget. Assures records are maintained to account for all receipts and expenditures.
Perform trend/comparative analysis on budget to ensure continuous improvement, benchmark against last year’s budget, cost analysis, and since the Finance Team has selected a new accounting firm, FEW has saved funds.

I serve as member of the Finance Committee, Investment Committee and National Office Oversight Committee.

MY GOALS AS THE NATIONAL TREASURER

GOAL I: To be the Treasurer who is willing and able to provide leadership in the financial life of the Federal Employed Women organization.

I understand the duties of the National Treasurer in order to ensure that FEW has processes in place to prepare accurate budgets and manage FEW’s finances to ensure availability of income to operate the organization and be in compliance with all policies and procedures. I have and will support the Finance Chair, providing guidance and oversight.

I have monitored the accounts payable register and the monthly bank statements and investment account statements to analyze the cash flow for the organization. I will continue to invest available cash as certificates of deposit to ensure financial stability for FEW’s future.

GOAL II: Handle FEW’s money with high standards and set a tone of integrity

As the National Treasurer, close oversight of cash, checks, and deposits is vital. Be especially scrupulous about keeping personal funds (yours and others) completely separate from FEW organization funds. I will identify and manage risk of our financial health of FEW and present all risks to the NBOD and EC. Maintain professional courtesy, integrity with FEW members, agencies and the public.

GOAL III: To offer financial workshops to non-financial personnel to understand FEW’s financial health

What’s important is not financial statement literacy—rather financial literacy—all FEW members should know what certain numbers mean (Chart of Accounts) to their programs and to the FEW organization as a whole. Figuring out what those certain important numbers are for their line item is critical to our success.

Provide guidance to the Board of Directors/Executive Committee for advice on financial matters to ensure the NBOD remains in compliance with the NPPM.

Work with the Finance Chair to provide training to FEW Chapters in the area of finance utilizing the National Finance Policy.

GOAL IV: Incorporate user-friendly approaches to getting financial information across FEW’s members, build trust and engage FEW members in the budgeting process

Implementing the use of dashboard reporting—a process through which the FEW organization selects certain indicators of performance for our organization as a whole and for each line item and then tracks
these by color (red = act now, yellow = monitor, green = celebrate) on a regular basis. This dashboard method will capture FEW’s most critical financial indicators in a few memorable and easy to follow metrics that all FEW members can understand. For example: our present budget balance is in the RED – as an organization, we should act now to improve the budget to green to celebrate.

Maintain records to account for all receipts and expenditures and ensure all records are in order for required audits.
FROM: Lucinda Wilson, Nomination Officer

GOAL 1 - Nomination Committee members: Jeanette McElhaney – Elia Mercado – Rebecca Simmons – Vickie Smith - COMPLETED

GOAL 2 - Election Plan - COMPLETED

<table>
<thead>
<tr>
<th>TASK</th>
<th>DEAD LINE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Canvas EW Membership or qualified nominees</td>
<td>Current to March 6\textsuperscript{th}, 2016</td>
</tr>
<tr>
<td>2 Nominees must submit the nomination form for the desired NBOD position to the entire nomination committee.</td>
<td>March 7\textsuperscript{th}, 2016</td>
</tr>
<tr>
<td>3 Nominations Committee selects candidates meeting all requirements</td>
<td>March 22nd, 2016</td>
</tr>
<tr>
<td>4 Nomination Chair will send to all membership all candidates information and electronic ballot for voting</td>
<td>March 25\textsuperscript{th}, 2016</td>
</tr>
<tr>
<td>5 Election campaigning begins or 30 days per NPPM</td>
<td>April 4\textsuperscript{th} – May 4\textsuperscript{th}, 2016</td>
</tr>
<tr>
<td>6. Election is closed</td>
<td>May 4\textsuperscript{th}, 2016</td>
</tr>
<tr>
<td>7 Candidates notified of results</td>
<td>May 6\textsuperscript{th}, 2016</td>
</tr>
<tr>
<td>8 Membership notified of results</td>
<td>May 6\textsuperscript{th}, 2016</td>
</tr>
<tr>
<td>9 Installation of new officers</td>
<td>July 2016</td>
</tr>
</tbody>
</table>

GOAL 3 – Balloting – Campaigning – Votes Tabulation Results Report from Electronic voting by VoteNow.com - COMPLETED

Total votes for ballot: 723
PRESIDENT – Wanda Killingsworth
EXECUTIVE VICE PRESIDENT – Karen Rainey
VP-POLICY & PLANNING - Georgia Thomas
VP-Congressional and Government Relations - Dr. Madeline Lewis
VP-DIVERSITY - Jeri Peterson
VP-COMPLIANCE - Connie Coleman-Lacadie
VP-Membership & Chapter Organization - Suzi Inman
VP - TRAINING - Naomi Bell
SECRETARY - Gloria Sherman
TREASURER - Vanessa Elliott
NOMINATIONS OFFICER - Helen Robinson
RECOMMENDATION FOR FUTURE ELECTIONS

I would suggest we start asking for nomination packages in early February giving the candidates two weeks to submit. After all bios and flyers have been approved by PPRC and President, the nomination officer creates an email blast to be mailed in March each week to the members. The email will include:

- Announcing the Election
- Information on each position and how to access that information
- Explain why write-in candidates would not be permitted
- When and where to expect the ballot link
- The candidate bios running for each position – which can also be access on few.org and by clicking on each candidate name in the ballot
- How long members have to vote
- Who to contact with problems or to change an email address

It is apparent that members are not utilizing the FEW website nor did they ask where they could find the bios. Sending the advance information gives everyone a heads up. The two emails previously sent were to only solicit for candidates. Reminders were sent to the regional managers reminding them to ask their chapter members to vote.

The NPPM would need amended and also a request to update the bylaws

GOAL 4 – Issues – Retention –All Nominations and Tabulation results will be retained for 3 months after the election closes. – All nominations and voter results will be destroyed on August 4th, 2016

Yearly accomplishments:

Nomination Officer-
- Prepared a Standard Operating Procedures for the nomination officer’s duties.
- Created a step by step procedures notebook for next Nominations Officer
- Submitted articles to NEWS and VIEWS

2016 NTP COMMITTEE
- Attended meetings May – June - July
- Assisted Vickie Smith with volunteers
- Coordinated Silent Auction
- Updated Volunteer’s handout
- Provided a list of training subjects that retirees would like to see presented at 2016 NTP

Awards Committee – Scored – Keep Hard Notes and attended all meetings.
Mid-Atlantic Region – Assisted regional manager with scholarships and awards
Attended all regional meetings.

PPRC – Reviewed documents to be distributed to members.

DIVERSITY and Training Strategic Committees – Attended meetings and made contributions
FROM: Sue Webster, Immediate Past President

The following provides my accomplishments this past year in the area of my goals and accomplishments as Immediate Past President since July 2015.

**Past President’s Task Force:** Per the National Policy and Procedures Manual, Section VI, Resources, C, 24, I chaired the Past President’s Task Force. This Task Force will provide guidance on the short- and long-range plans of the organization and undertake special projects as needed by the National President and/or National Board of Directors.

As requested by the National President, monthly calls with the Past National Presidents have been scheduled these past several years. Several calls were held with President Crockett providing an update on National activities including information about the upcoming National Training Program and a status of the finances and contracts. And answering questions and/or getting suggestions from the Past Presidents. This is a great communications tool which I believe engages this community and builds upon their corporate knowledge and commitment to FEW.

During the National Training Program in 2016, the first Daisy Fields Scholarship for FEW Members was presented. This scholarship was renamed in her honor for her 100th birthday. There was a birthday celebration held for her in March 2016. A few months following, we learned of the passing of Past President Fields. Her legacy remains. A special thanks to the board and members for all efforts involved. I participated along with other Past Presidents in the Past Presidents Forum in New Orleans at the NTP 2016 and coordinated and participated in a dinner meeting with the President during that same week. We’ll also be doing this at this current NTP.

**Other Key Responsibility Areas:**

**PPRC:** I served as a member of the Publications Policy Review Committee per the NPPM. Continued to review documents and provide comments at the request of the Chair of the PPRC as time permits. I attended the meetings of the PPRC committee held in conjunction with the NBOD at National meetings that I was able to attend. On a couple of occasions, my flight was delayed or I did not attend the meeting.
Finance and Investment Committee: I serve as a member of this committee per the NPPM.

My goal for this term was to become more engaged in the efforts of the finances and work as an active member of FEW’s board to look for strategies to move us to long-term viability.

I participated in the monthly calls as I’m been able. There have been several conflicts that led to me not being able to attend. In those instances, I have contacted the financial team. I participated in the meetings held in conjunction with the National Board and Executive Committee meetings. I have also reviewed the reports sent out by the Finance Team as a member of the National Board of Directors.

Succession Planning: I assisted the NTP 2016 chair with agency forum outreach and scheduling. Specifically, I worked with the Chair and DCG to distribute information to various agencies and I followed up with the two agency points of contact that are at this NTP re. coordination of times for the National President to visit and make remarks at their forums.

I support my local Chapter and other members as requested. I attended the Indiana State Commission for Women’s Torchbearer Award ceremony on 30th of September. A lifetime member of FEW and Past Chapter President, Ms. Angie Lewis, was among the recipients. I attended the Chapter’s annual Holiday party on December 8. During this annual celebration, the Chapter coordinates donations to local agencies in need such as women’s shelters, an animal shelter, etc.

I have been serving as the chair of the Crane Employee Organization Team’s officers since October 2015. I’m working with a co-chair and others participating to keep this organization moving forward. I support the National President and National Board as needed and will mentor board members and other FEW members as needed.

I spoke at Women’s History Month events in Minnesota on the 17th and 18th of March 2016. Agencies included the Department of Homeland Security and USDA’s Animal and Plant Health Inspection Service of the U.S. Department of Agriculture. The goal was to increase awareness of FEW and to encourage individuals to join the 10,000 Lakes Chapter. I traveled along with the Great Lakes Regional Manager to the Veteran’s Administration in Marion, Indiana, on March 24 and spoke at the Women’s History Month Program. I spoke at both areas on the theme of “Working to Form a More Perfect Union – Honoring Women in Public Service and Government.” I also provided information about FEW.

Strategic Planning:

I have participated on the Fiscal Security Team for FEW in this area. This effort was discussed during a couple of the phone calls with Past Presidents and President Crockett invited them to serve on teams.

FWP Team: Nothing new to report.

Diversity and Inclusion: I serve on my agency’s Diversity Leadership Council participating and offering ideas in this area. I attend and encourage attendance at various Special Emphasis Programs.

I attended the NBOD meeting in July 2015 and February 2016 and the EC meeting on October 2016. I provided a report for the recent EC meeting held in May but was unable to attend. A special thanks to
FEW members in chapters, regions and national for the cards, thoughts, and prayers following our recent house fire. It is a reminder to me and my family of the wonderful organization that we call family!

I attended the NBOD meeting in Dallas in February 2015. I attended the National Executive Committee meeting in Dallas in October 2015 but was unable to attend the follow up meeting held in May due to a recent house fire. A special thanks to all of the members, chapters, regions and national for reaching out to support me and my family. All of your love is very much appreciated! It has been an honor serving as the Immediate Past President these past four years. I look forward to serving as the NTP 2017 Chair.
FROM:  *Sheryl L. Coleman, Awards Chair*

January – corresponded with award panel members. Replaced two members with approval of President

February – participated in webinars with Chapter President, Regional Managers and Award Panel Members

March – had constant contact with the Award panel members as they rated the 2016 awards. Worked with panel members to update NPPM for 2017 Awards. Corresponded with Membership Chair and Treasurer on areas of concern for award packets. Responded to numerous emails and telephone calls relevant award packet submissions.

April – prepared award packets to be presented at May EC meeting.

May – attended Executive Committee (EC) meeting and presented potential award packets to be voted on by EC. Notified potential award winners via email.

June – prepared correspondence for presentation at Awards Ceremony for NTP. All potential award winners had been notified. Suspense date of 1 July was given to provide names of individual accepting the award at the Awards Ceremony to be held in conjunction with NTP in Dallas.

Thank you to all the Chapters and Regions who send me cards as I recovered from my stroke and the passing of my brother. I want you to know I received some really nice cards and words of comfort and it helped with the healing process. I really miss being at the NTP this year but I was not strong enough to make the trip. PLEASE TAKE A LOT OF PICTURES AND SEND THEM TO ME AT AWARDS@few.ORG. Thanks and continue to keep me in your prayers and we will see each other at the 2017 NTP. Peace and blessings for a much successful NTP. If this is your first time, make it part of your IDP and never miss another one.
FROM: Bernice Waller, National Bylaws Chair

Accomplishment for 2014-2016:

I oversaw successful bylaws changes at the National, Regional and Chapter level. The bylaws were posted to the website and copies given to the National Board of Directors. Bylaws for the chapters were reviewed and returned to the regional managers and presidents of the chapters. These bylaws were posted to the website also.

As the Bylaws chair, my committee consisted of the Vice-President of Policy and Procedures and the National Parliamentarian.

I reviewed and made recommendations to the Chapters and Regions to insure the bylaws were in compliance with the National Bylaws.

I was the coach for the Nominations Officer, and if she had any concerns, I was available.
FROM: Nicole Shiley Gilbride, Communications Chair

It is with great pleasure I deliver this report on Communication efforts on behalf of Federally Employed Women (FEW) between July 2015 and July 2016.

**Communication Goals:** It is my goal to improve internal communication, external communication, media relations, social media engagement, and brand consistency and awareness.

- Improve communication flow within FEW NBOD, Regions, and Chapters
- Enhance FEW brand awareness in support of recruiting and media engagement
- Provide FEW members with a consistent, pleasurable, and rewarding FEW experience
- Develop new opportunities for membership growth and sponsor/partner engagement via social media

**National Training Program Communication:**
- Supporting NTP Committee and NTP Communication lead with communications related to 2016 NTP including press releases
- Collaborating with NTP Communication Lead, Webmaster, NTP Chair and EVP to conduct the NTP Social Media Week in May, 2016

**Strategic Planning Committee:**
- Contributed to Strategic Planning Committee for Leadership, attending multiple planning meetings and engaging with FEW’s leadership to support strategic planning and implementation efforts
- Began executing activities in support of action items on the strategic plan related to communication and messaging

**Engagements:**
- Engaged with Congressional Relations VP to plan communication and social media activities
- Supported FEW President with Ad-hoc communication requests
- Collaborated with Compliance VP to establish an Internship Exploratory Committee to research, assess, and implement a FEW Internship plan for 2016
- Supported FEW outside official NBOD roles with activities at NextGen and Pathways internship programs.
Communication Activities:

- Communication Plan Update: Drafted a new FEW communication plan to address additional scope and areas of interest including messaging consistency across platforms, social media engagement strategy, target messaging calendar, and establishment of consistent brand identity.
- Elevator Cards: Updated FEW Elevator Cards and conducted pricing assessment for printing 3,000 cards for distribution at NTP 2016.
- Women’s History Month Campaign: Established a robust communication campaign for Women’s History month including e-blast and social media campaign on Twitter and Instagram to highlight Women’s history month.
- Public Service Week Campaign: Created materials for a public service week campaign including e-blast and social media posts.
- Social Media Strategy: Began building a robust and strategic social media engagement strategy for FEW and collaborate with FEW Webmaster and Executive Vice President to support the effort.
- Membership Survey: Reviewed FEW membership survey reports and comments to better understand membership frustrations and opportunities. Will also recommend next communication chair engages before next membership survey to review questions and better understand membership demographics, preferred communication tools, and to identify potentially new communication tools, niches or processes in which we may reach existing members, and partners.
- FEW Style Guide: Updating FEW Style Guide to expand guidance and build upon existing framework. Updated guide will include additional brand information and graphic standards for the organization. Guide is currently in draft with PPRC Chair. Draft will be passed to the incoming communications chair so that it can be released following NTP 2016.
- Communication Software: Researched funding options and cost analysis for software related to communication activities. Findings were presented to FEW President during October 2015 meeting, and use of tools has begun.
- News and Views: Contributed multiple articles to News and Views newsletter and have been collaborating with News and Views Special Assistant to identify potential ideas for articles and content.
- Legislative Training: Collaborated with Congressional Relations VP to leverage emerging technology (Prezi) to provide interactive and engaging training to FEW members regarding FEW’s legislative activities. Presented Prezi during a training webinar which was well received by FEW members.
- Twitter Engagement: Began engaging with congressional members via twitter and will begin engaged with NTP sponsors and partners via twitter and Instagram at NTP 2015.
- Government Closure: Collaborated with Congressional Relations VP, Eye on Washington, and other NBOD members to proactively address potential government closure on October 1st including social media engagement and news alert distribution.
- FEW Internship: Worked with Compliance VP to establish an Internship Exploratory Committee to research, assess, and implement a FEW Internship plan for 2016.
- Southeast RTP: Spoke at the Southeast RTP in May, 2016.
FROM: Brenda Hagar, National Contracts Chair

August – September 2015
Drafted and submitted a Request for Proposals to the Finance Chair and Treasurer for a new Auditor. After the review, the RFP was issued. We received questions and awaited proposals for evaluation.

Started a review of all FEW Contracts to ensure there are no overlaps. This is a work in progress and will be presented at the EC meeting in October.

October – December 2015
Awarded a contract for the new Auditor. It will be a contract with four additional option years. This will lock in the cost for FEW.

Processed a Request for Proposal for review to issue for a Washington Representative. This review will be complete by the first week of January and the RFP will be issued to interested companies.

Currently I’m making the transition of having all my FEW documents at work and now to my home office. I have some organizing to do but ready to get it all up to date.

January – June 2016
Distributed RFP’s for new Accounting Services. This issue is still open.

Received RFP’s for Washington Representative/Lobbyist. This contract was awarded to Washington Premier Group, Tonya Saunders.

Sent out Performance Reviews for DCG Contracts for the performance review that will be given in July.

Prepared new contract for Vote Now for the National Election.

Prepared modifications for DG Designs, the desk top publishing contractor.

Preparing for contract renewals for upcoming expiring options in current contracts.

Prepared SOP for Contracts Position and new section for the NPPM.
FROM: Carol D. Jones, Finance Chair

Accomplishments as Finance Chair:

- Understanding the duties as Finance Chair and the duties of the Treasurer. This allowed me to ensure that FEW processes were in place; prepare an accurate annual budget and to manage FEW’s finance to ensure accuracy and accountability

- Assisted the Treasurer in her duties, role and responsibilities

- Managed FEW’s finances to ensure accuracy and accountability

- Assisted with finance questions from National Board members, Regional Managers and Chapters

- Monitored financial status and reviewed monthly updates
Investment Report

The information reported comes from Morgan Stanley Client Statement, for the period of June 1 – 30, 2016.

FEW continued to invest in Certificate of Deposits as noted in the Investment Policy. FEW’s investment committee continues to work with Sue van der Linden of Morgan Stanley (FEW’s portfolio manager) to review FEW’s assets. As of June 30, 2016, the total asset this period is $1,102,202.57, total liabilities is $0.00 and the total value is $1,102,202.57.

As of June 30, 2016, FEW has 5 (five) certificate of deposits (CD) – (certificates of deposits @ approximately unit cost of $100,000 each). The four CDs and their market value are as follows:

Quick glance of FEW’s CDs (This information is taken from Page 6 of the Client Statement – for the June 30, 2016)

<table>
<thead>
<tr>
<th>Security Description</th>
<th>Market Value</th>
<th>Unrealized Gain/(Loss)</th>
<th>Estimated Annual Income</th>
<th>Accrued Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK INDIA NEW YORK CITY NY CD</td>
<td>$200,024.00</td>
<td>$24.00</td>
<td>$1,100.00</td>
<td>$252.45</td>
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<tr>
<td>beal bank usa LAS VEGAS NV CD</td>
<td>$200,210.00</td>
<td>$210.00</td>
<td>$1,300.00</td>
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<td>YADKIN VALLEY B&amp;T STATESVILLE NC CD</td>
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<td>COMPASS BK CD BIRMINGHAM AL CD</td>
<td>$200,032.00</td>
<td>$32.00</td>
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<tr>
<td>BMO HARRIS BK CHICAGO IL CD</td>
<td>$199,996.00</td>
<td>$(4.00)</td>
<td>$1,200.00</td>
<td>$737.70</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,000.00</td>
</tr>
</tbody>
</table>
Certificates of Deposit  | $1,000,494.00 | $ 494.00 ST | $1,487.55
--- | --- | --- | ---
Total Certificate of Deposits (include accrued interest) | $1,001,981.55 |   |   
--- | --- | --- | ---
Total Market Value | $1,100,715.02 | $ 494.00 ST | $6,010.00
--- | --- | --- | ---
Total Value (includes accrued interest) | $1,102,202.57 |   | $1,487.55
--- | --- | --- | ---

LT = Long Term                      ST = Short Term

FEW’s Cash Flow (opening cash flow, deposits, money market funds (MMFs) as of June 30, 2016, opening cash, BDP, MMFs is $100,101.29; Purchases ($0.00); Sales and Redemption $0.00; Prior Net Unsettled Purch/Sales ($0.00); income is $119.73; Total Investment Related Activity is $119.73; Total Cash Related Activity ($0.00); closing Cash, BDP, MMFs is $100,221.02.

There are no liabilities for this account for this reporting period.

FEW’s assets are covered by two forms of insurance, SIPC (Securities Investment Protection Corporation) & CAPCO (Customer Asset Protection Company), as well as FDIC (Federal Deposit Insurance Corporation).

Quick Glance Balance Sheet includes Accrued interest (In short summary):

Page 5 of the Morgan Stanley Report

<table>
<thead>
<tr>
<th></th>
<th>Last Period (as of 5/31/16)</th>
<th>This Period (as of 6/30/16)</th>
</tr>
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<tbody>
<tr>
<td>Cash, BDP, MMFs</td>
<td>$ 100,101.29</td>
<td>$ 100,221.02</td>
</tr>
<tr>
<td>Certificates of Deposit^</td>
<td>$1,001,478.35</td>
<td>$1,001,981.55</td>
</tr>
<tr>
<td>Net Unsettled Purchases/Sales</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td>Value 1</td>
<td>Value 2</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$1,101,579.64</td>
<td>$1,102,202.57</td>
</tr>
<tr>
<td>Total Liabilities (outstanding balance)</td>
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</tr>
<tr>
<td>Total Value</td>
<td>$1,101,579.64</td>
<td>$1,102,202.57</td>
</tr>
</tbody>
</table>

Glossary of Acronyms:

BDP – Bank Deposit Program
MMF – Money Market Funds
FROM:  Suzi Inman, National Training Program Chair 2016

- At the Annual NBOD meeting in New Orleans, LA it was voted the VP for Training will assume duties as the NTP Chair 2016 and will hold only one vote when no applications for NTP Chair are received. I sent out the notice twice and did not receive any applications.

- Assisted NTP Chair and Team at NTP 2015

- All About FEW was updated and presented by all Vice Presidents at NTP 2015

- Attended FEW Annual Membership meeting in New Orleans, LA

- Gave presentation on training to attendees at the Chapter President Leadership Forum held in New Orleans, LA

- Participated in the Strategic Planning session presented to attendees at NTP 2015

- Attended FEW Annual NBOD meeting in New Orleans, LA

- Received close out report from NTP Chair 2015 and distributed to NTP Advisory Team

- Along with DCG, prepared eblast to all members about upcoming NTP.

- Assisted Hoosier Hills Chapter with their annual mum sales

- Attended the National Executive Committee meeting in Dallas, TX

- Participated with Team as assigned by President in regards to ERA

- Reviewed and updated documents for NTP 2016

- Sent NTP info to NTP Advisory Team, held meetings at NTP in New Orleans, LA and Fall National Executive Committee meeting in Dallas, TX
- Received trainer/speaker packages for potential NTP trainer/speakers. They were forwarded to Contractor for their review and selection of trainers. All info was added into a database for future NTPs.

- Provided past NTP Agency Forums information to NTP 2016 Team

- Full registration opened on March 1, 2016

- Continuing to work with Dallas CVB representatives to identify potential areas for publicizing the 2016 NTP to potential trainees; received listing of Dallas area media contacts and provided to Nicole Gilbride, Pat Wolfe and Nicole Mason

- Working to identify potential exhibitors/sponsors

- Working with Health Fair team (led by Linda Patrick) and Dallas CVB representative to identify potential Health Fair participants for July 12, 2016 event

- Creating events and additional vignette presentations (safety for women, identity protection).

- Sent information for NTP Program Book to Karen

- Social Media Week held May 15-21, 2016

- Program Book sent to printer

- Opening Session speaker solidified, Dr. Vikki Johnson

- Dallas Mayor Pro Tem to greet the NTP participants at the Opening Session.

- Diversity Luncheon speaker – Ms. Linda Valdez Thompson – Executive Vice President, Administration and Diversity, Dallas/Fort Worth International Airport

- Worked with DCG on layout of exhibit hall and general sessions

- Globe Life sponsoring Conference Bags

- Management Concepts sponsoring pad folios for bags

- Worked with DCG on layout of badges and certificates.

- Worked with DCG on layout of sign graphics for general session use and registration kiosks

- Held monthly telecom meetings with Teams

- Held weekly meetings with DCG concerning NTPs

- For the first time ever at NTP, we will have a mobile app for attendees
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
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<tbody>
<tr>
<td>NTP Chair/VP for Training</td>
<td>Suzi Inman</td>
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<tr>
<td>NTP Chair Assistant</td>
<td>Cindy Wilson</td>
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<tr>
<td>Communications/PR (Information Desk) Marketing</td>
<td>Patricia Wolfe</td>
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<tr>
<td></td>
<td>Nicole Gilbride</td>
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<td>Carolyn Malone</td>
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<tr>
<td>Finance</td>
<td>Hannah Stowers</td>
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<td>Special Events</td>
<td>Suzi, Brenda Hagar, Jeri Petersen (Diversity Luncheon) Sheryl (Awards)</td>
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<tr>
<td>Registration Desk</td>
<td>Ann Bostick</td>
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<td>Agency Forums</td>
<td>Sue Webster</td>
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<td>Karen Rainey</td>
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<td>Outreach</td>
<td>Linda Patrick</td>
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<td>Jan Castor</td>
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<td>Rae Combs</td>
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<td>Volunteers</td>
<td>Vicki L. Smith</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>Naomi Bell</td>
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</tbody>
</table>
FROM: Judy Rush, Publications, Policy and Review Committee Chair

My Goals and Accomplishments from August 1, 2015 to present:

1. Educate the membership of Federally Employed Women (FEW) through a series of articles in *News & Views* about the role and responsibilities of the Publications, Policy and Review Committee (PPRC).
   - I encourage everyone to become familiar with the National Policy and Procedures Manual (NPPM) Section V. PPRC Procedure to avoid any delay in the release of your publications.
   - Submitted an article to *News & Views* for March 2016 titled “Publications, Policy and Review Committee Tips.”

2. Work with authors of FEW publications, the National Board of Directors (NBOD), Chapters and Regions, to ensure the items submitted to the PPRC are consistent with organizational polices and quality standards and in terms of content and appearance and are approved by the National President prior to release or publishing.
   - This has been an ongoing process as more and more publications are being sent to PPRC for review and approval. Many authors follow the guidelines outlined in the National Policy and Procedures Manual (NPPM), Section V., Publications Policy and Review Procedures. Some publications have been returned to the author to submit in Microsoft Word format, which does add time to the review process. No problems thus far. I encourage everyone to review Section V. PPRC procedure of the NPPM to avoid any delay in the release of publications.
   - Collaborated with the National Vice President for Policy and Planning and the Awards Chair to add language to the Chapter Newsletter Award criteria requiring that to be eligible for this Award in 2016, all of a Chapter’s newsletters must complete the PPRC process and received approval by the National President. See the National Policy and Procedures Manual, Section V., I.A. Best Chapter Newsletter Award; approximately page 13 for specifics.
   - Updated the National FEW website to add the words, “for Publications” to the Standard Paragraph title to help Chapters, Regions, and National members to easily locate approved
Since August 2015, over 300 publications have been reviewed by the PPRC and received approval from the National President. This is a 9.3% increase over the number of publications reviewed for the same period last year. Some of the publications reviewed included chapter newsletters from Alamo City, Derby City, Hoosier Hills, DIA Chapter, Savannah River, Panama City, Denver Federal Center, Maryland Tri-County and the Southeast Region’s newsletter. Also reviewed were NTP 2016 registration forms, exhibitor prospectus, NTP 2016 Program Booklet, 2015 Annual Report Chapter meetings and fundraiser flyers, Save the Date Regional Training Program flyers, FEW Legislative Updates and Action Alerts, 114th Congressional Scorecard and Press Release, FEW Factsheets, National People with Disabilities Employment Awareness Month, April is Membership Months Weekly Information, 2016-18 Nominees’ bios and campaign flyers and E-blasts and Alerts announcing the elected National Officers, new Chapter Logo for Bright Knights chapter, changes to Warrior Chapter’s logo, various webinar slide presentations and various E-Blasts. Thank you to Adrianne Callahan for ensuring that all Chapters and Regions are aware they must submit their publications to PPRC for review and receive final approval from the President before their publications are published or distributed.

A special “Thank You” to Marsha Stracknay, who served as interim PPRC Chair the later part of September and early October 2015, due to the passing away of my eldest brother and in February and April 2016 while I was on vacation.

Sent a response to a Bright Knights Chapter seeking clarification of use of FEW’s logo.

Special Thank You to Nicole Gilbride who will serve as interim PPRC Chair during my absence in July 2016.

Provided PPRC information and standard operating procedures to new lobbyist Tonya Saunders, Washington Premier Group, so that for Legislative Updates, Alerts, and other publications could be reviewed and receive the National President’s approval.

Provided PPRC information and standard operating procedures to new Bright Knights Chapter.

Conduct four meetings annually to educate and engage the PPRC Members, Advisors, and Publishing Interfaces about their responsibilities as member of the PPRC. This includes providing edits within the established time frames (five business days for publications of five pages or less and within ten business days for publications over six pages). PPRC Chair shall return publications with required edits/and/or comments to the Author for correction in a timely manner.

Chaired the PPRC Meetings at the October 2015 EC and the February 2016 semi-annual NBOD Meetings, both in Dallas, and the May 2016 EC Meeting in Washington, D.C. Thank you to Nicole Gilbride for chairing the July 2016 PPRC Meeting in my absence.

Nearly all publications sent to the PPRC have been reviewed and returned in a timely manner.

PPRC Chair will maintain the PPRC Tracking Report to record all publications received and reviewed and shall present results of this Tracking Report to the National President and Executive Vice President at least annually or as requested.
The Tracking Record is up-to-date. A copy was provided to the National President and Executive Vice President and the PPRC members after the October 2015 EC meeting.

Copy of Tracking Report sent to PPRC in January, April and July 2016

5. PPRC shall update the PPRC Standard Operating Procedures (SOP) annually; corrections will be shared with PPRC, NBOD, Chapters and Regions; and an update will be posted to the National website.

A review of the SOP was conducted in January 2016; minor changes were made. It is located at https://www.few.org/members-only/chapter-resources/ and titled Publications, Policy and Review Committee

6. Create a Strategic Plan for the PPRC by the Semi-Annual NBOD Meeting in February 2016.

A Strategic Plan for PPRC was approved at the National Board of Director’s Meeting in February 2016. The final Plan is below:

**2015-2016 Strategic Plan Goals and Objectives**
Publications, Policy and Review Committee

Strategic Foundation for Organizational Excellence: Invest in our membership and the foundational capabilities necessary to achieve our mission.

| Goal #1: All publications by or in the name of Federally Employed Women (FEW) are consistent with organizational policies and quality standards. | 1. Educate all FEW members on the Publications Policy and Review Committee (PPRC) process through webinars and training in conjunction with the Chapter President’s Leadership Forum (CPLF).  
2. All brochures/recruitment materials and general publications undergo an editorial review for proper FEW branding, and the proper use of grammar, sentence structure, punctuation, capitalization and spelling. |
|---|---|
| Goal #2: All publications are reviewed by the PPRC and approved by the National President before further publication or distribution. | 1. The PPRC Chair maintains a Tracking Report which identifies author, date of publication receipt request for review, name of publication, date sent out for review to PPRC, due date and date returned to the author for correction and date approved by the National President.  
2. The PPRC Tracking Report is provided to all PPRC Members and Awards Chair on a quarterly basis. |
FROM: Linda Patrick, National Scholarship Chair

**July/August 2015**
- Appointed National Scholarship Chair for the July 2015 through July 2016 term by FEW National President, Michelle Crockett. Attended the NBODs meeting.
- Worked with previous Scholarship Chair and Regional Managers on recommendations for scholarship panel member. Confirmed membership of a new panel member for 2015-2016.
- Worked with the scholarship panel members to review the scholarship section of the NPPM.
- Suggested recommendations and updates will be presented to the NBODs/EC members for approval of motions to update the NPPM.
- Submitted an article to the News and Views for the Scholarship program.

**September/October 2015**
- Reviewed the scholarship section of the NPPM, discussed recommendations, changes, corrections and updates with the pass scholarship chair.
- Worked with the VP for Policy and Planning to update suggested changes and recommendations for the scholarship section and reviewed suggestions for motions.
- Presented Motions for approval of changes and updates to the scholarship section of the NPPM. Motions were approved.
- Reviewed documents for the PPRC team.

**November/December 2015**
- Notified Scholarship committee members of approval of appointments for 2014-2016 term.
- Reviewed documents for the PPRC.
- Responded to questions about the scholarship program.
- Held conference call with scholarship committee members, reviewed the scholarship application, and discussed the rules, the checklist, answered questions and concerns of the committee members.
- Responded to emails about the scholarship program and application process.
- Meet with the committee members to finalize updates and changes to the scholarship section.
- Prepared motions for changes and updates of scholarship program for NBODs approval at the January meeting.
- Reviewed documents for the PPRC team.
January/February 2016

- Attended the NBODs meeting and submitted motions for changes and updates of the scholarship program.
- Created an Excel spreadsheet to track all NTP scholarship winners for historical purposes.
- Worked with DCG to set up Webinar trainings on the scholarship program for RM, Scholarship committee members and for all FEW members.
- Worked with FEW’s Vice President for Policy and Planning to update the scholarship section of the NPPM and worked with the Webmaster to update the scholarship application for open season. scholarship application.
- Worked with the Webmaster and Robin (DCG) to update the scholarship webpage and the application for the 2016 open season.
- Worked with DCG and Webmaster to provided computer access to scholarship committee members and RM's to access the application for review.
- Worked with Michelle Clark, Management Concepts representative to discuss incorporating two new leadership scholarships with FEW for NTP 2016.
- Participated in the FWP Strategic Planning conference calls.
- Drafted e-blast documents to announce open season of the Awards and Scholarship program.
- Reviewed documents for the PPRC team.

March 2016

- Worked with DCG and Webmaster to send E-blast announcing the opening of the scholarship awards program and the two New FEW/MC Leadership scholarship certificate program.
- Worked with DCG to set up a Webinar on the two new FEW/MC leadership scholarship certificates.
- Participated in three Webinar trainings for Awards and Scholarship program with DCG, Chairs, RM's, Chapter Presidents and FEW members to discuss changes and updates in the Scholarship program.
- Created an Excel spreadsheet to track all scholarship applications received for the panel to review and score.
- Assisted RM's on the scholarship evaluation sheet for their members. Worked with DCG on scoring of scholarship application.
- Reviewed documents for the PPRC team.

April 2016

- Held conference call with committee members to review the scholarship application, checklist and rules of the NPPM in scoring applications.
- Worked with DCG and Webmaster to resolve issues with the scholarship web site.
- Responded to numerous questions via email about the NTP scholarship applications.
- Responded to emails about the FEW/MC Leadership Scholarship Certificate program.
- Assisted RM's on the scholarship evaluation sheet for their members.
- Worked with scholarship panel members to review and score all scholarship applications.
- Worked with DCG to review the scoring process of the scholarship application.
- Prepared motions for the May EC meeting for the approval of the scholarship winners.
- Reviewed documents for the PPRC team.
May 2016
- Attended EC meeting, presented **Motions** for approval of scholarship winners for NTP 2016.
- Sent announcements to RMs and winners of NTP scholarship awards.
- Discussed registration for classes, travel and duties assignments while at the NTP.
- Notified all applicants who did not Win/qualify for the NTP 2016 scholarship awards.
- Reviewed and updated scholarship slide presentations to brief during the CPLF in July.
- Received the winning applications from Michelle Clark at MC for the two Leadership Scholarship Certificate programs.
- Reviewed documents for the PPRC team.

June 2016
- Sent announcement of NTP Scholarship winners to NTP Chair, DCG/registration, Housing Chair and Finance Chair. Confirmed winners travel, hotel accommodations and classes.
- Received copies of the winning applications from Michelle Clark at MC for the two Leadership Scholarship Certificate programs.
- Sent emails confirmation and to the FEW/MC certificate winners.
- Sent announcement of winners for FEW/MC Leadership Scholarship Certificate program to President Michelle Crockett, VP Wanda Killingworth and RMs.
- Preparing scholarship winners certificates for the NTP 2016 Awards ceremony.
- Reviewed documents for the PPRC team.
FROM: Helen Robinson – Regional Manager – D.C. Metro Region

July 8, 2015 Conducted installation ceremony for the Census Women Count chapter of the Federally Employed Women. Special thanks to Flo Tyler for her outstanding leadership as President of this awesome chapter.

July 12 – 17, 2015 Attended FEW’s National Training Program in New Orleans, LA

The event as usual was filled with opportunities for me to meet with all types of women and men at the FEW are training conference. Thanks to the ladies of the D.C. Region who were awesome in helping to represent D.C. and make this experience wonderful. Special shout out to our regional angel Lynn Voss who donated 3 timeshares for the week and 2 r/t airline tickets to several lucky women who would not have been able to attend without her generosity. My region is the best.

August 8, 2015 The Region took part in the Prince George's County Public School back to school fair. This event helped families in P.G. get free school supplies for their children. The region donated items to this great cause and we set up a table to get the word about our great organization. Thanks to Ebony Johnson for setting this up for our region and thanks to Sandra Wright and her family along with Flo Tyler for volunteering.

September 26, 2015 I participated in the third college and career readiness summit provided by the P.G. County School system; there were students from all over the county. I taught 4 classes entitled Job Interviewing Skills for teenagers. I had a blast and everyone was so kind. I represented FEW in this event and was able to give out information regarding FEW.

October 8, 2015 Conducted an installation Ceremony for the Monumental Women Chapter, Mercedes N. Kirkland-Doyle, is the Chapter President

October 22, 2015 Conducted an Installation Ceremony for the New Carrollton Chapter at the IRS building in New Carrollton Maryland– Naomi Bell is the new President of this chapter.

November 19, 2015 Conducted Chapter Officer Training for members of the D.C. Metro Region.
December 12, 2015 Attended the holiday celebration with the Northern Virginia Chapter of the Federally Employed Women held at the Chart House in Alexandria, Virginia.

February 18 – 20, 2016 Attended the Federally Employed Women’s Board meeting in Dallas Texas representing the D.C. Metro Region.

March 8, 2016 Conducted the installation ceremony for the Bright Knights Chapter of the D.C. Metro Region. The ceremony took place at the U.S. Patent and Trademark office in Alexandria, Virginia.

March 16, 2016 Appointed to the White House Council of Women and Girls (CWG) Interagency Work Group

March 19, 2016 The region celebrated Women’s History Month with a program, our special guest speakers were FEW’s President Michelle Crockett, Tarinna Terrell, President of the Women of Justice Chapter and Regional Representative Dr. Madeline Lewis.

March 22, 2016 Served as Keynote speaker for the USDA’s Women’s History Month.

March 29, 2016 Attended and spoke on behalf of FEW at Joy Lazaroff” retirement party. Joy is one of our Regional Representatives and Joy devoted 34 years to the FDA before her retirement.

April 12, 2016 Served as “Principal For A Day” at Glassmanor Elementary School, I represented FEW at this event, This activity is sponsored by the Prince George’s Chamber of Commerce. This is the 4th year I’ve done this activity and was a wonderful event.

May 14, 2016 The Region had their Annual Regional Training Program. The theme of the event was “Excellent Without Excuses”. Our keynote speaker was Cheryl Wood and Ms. Allie Lattimore spoke at our event and we even got her to join us for a dance after lunch.

May 24, 2016 Conducted an installation ceremony for the Women of Justice Chapter and their new President Tarinna Terrell.

June 15, 2016 Conducted an installation ceremony for the Women On the Move Chapter. The chapter is located at the Department of Transportation.

FROM: Vernell Thomas, Great Lakes Regional Manager

Reporting Period: August 1, 2015 to present

2016 Focus:
- Membership growth and Retention
- Complete Region Policy and Procedure Manual and Strategic Plan
- Plan and Host at least one RTP in 2016
- Continue communication with Chapter Presidents and GLR Executive Board and provide support to Chapter Presidents, as required.

Accomplishments:

Membership:
- Conducted monthly membership rosters review to ensure Chapters maintain membership requirement. Offered assistance to chapter that fell below the membership requirement.
- Received inquiry for chapter start-up at the Veterans Administration in Marion, Indiana.
  - In response to the above inquiry, Sue Webster and I attended a Women’s History Month program at the Marion, Indiana Veteran’s Administration Hospital.

Chapter Support:
- Review Chapters quarterly reports and provided constructive feedback for areas of improvement.
- Provided support to Chapter Presidents, as required. Offered assistance with membership recruitment/retention, program planning and offered to visit the chapter.
- Currently, Central Cincinnati and 10,000 Lakes are on waivers. Below are actions to assist these chapters.
  - Monthly contact with Chapter Presidents and/or Chapter Representatives to request status of recovery plan actions.
  - In April 2016, held conference call with Central Cincinnati Chapter to discuss chapter status and a plan forward to assist the chapter.
  - On January 7, 2016, I held a conference call with Debra Sime, 10,000 Lakes President. Membership, Program and fundraising were topics of discussion. Working with Debra to schedule chapter and agency visits in March/April timeframe.
o Status: Coordinated a visit for Sue Webster to conduct an in Minneapolis, MN. Purpose of the trip was to bring visibility to FEW and 10,000 Lakes Chapters.

- Attended Women History Month Program at the Marion Veteran’s Administration Hospital in Marion, Indiana. Marion VA has interest in starting a chapter at their agency.

- For the past year, I was unable to fill the Training, Membership and Compliance committee chairs. I am happy to report, as of October 2015, the positions are no longer vacant. See below for appointments:
  - Lashana Johnson (Windy City) – Training
  - Michelle Watson (North Coast) – Membership
  - Lisa Everett-Robinson (Equalitarian) – Compliance

- In addition to the above appointments, a Regional Training Committee was appointed to serve as an advisory board to the RTP committee and to assist the Training chair.
- Attended Hoosier Hills Officers Installation Ceremony on June 8, 2016.

Regional Training Program:
- Great Lakes Region held a successful Regional Training Program October 9, 2015 in Southfield, Michigan. Master General Gwen Bingham, Commander for US Army Tank-ammunition and Armaments Command, was the keynote speaker. “Where Expectations Meet Opportunities in Developing Future Leaders” was the Training Program Theme.
- In conjunction with the RTP, the Great Lakes Region held an Executive Board Meeting on October 10, 2015. The board voted to incorporate the SHERO Award into our award program. Great Lakes Region Awards Chair is working the award details. Plans are to present the award at the Fall Regional Training Program.
- Hoosier Hills will serve as host chapter for the 2016 Regional Training Program. Regional Training Program is scheduled for November 4, 2016 at French Lick Conference Center (French Lick, IN).

Other:
- Each year, the Great Lakes Region presents the President Choice Award to an outstanding member for their support to the Chapter President, the Region and FEW. Chapter presidents nominate one individual for this award. President Choice Award was awarded to the following individuals: Marcia McDaniels (1st Place – Great Lakes Chapter), Brenita Betts (2nd Place – Windy City), and Lori Tedrow (3rd Place – Hoosier Hills). Award recipients are given gift cards and recognized during the Fall Regional Training Program.
- Great Lakes Region completed election of regional officers in May 2016. Incoming officers are:
  - Vernell Thomas – Regional Manager
  - Marcia McDaniel – Secretary
  - Kathy Gaither - Treasurer
  - Nominations Committee – Mable Seldon (Chair), Lashana Johnson and Beverly Houtz
- Great Lakes Region held a Regional Retreat in Dayton, OH on April 30, 2016. This event served as training for the chapters with specific focus on Membership retention and identifying issues impacting membership growth.

  - Completed action item for Region and Chapter bylaws review.
  - Participated in monthly Regional Managers conference call.
  - Timely submittal of region’s quarterly report.
Encouraged Chapters to submit Chapter awards, register for the Chapter President Leadership Forum and the National Training Program.

- Great Lakes Region awarded one scholarship for a member to attend the 2016 National Training Program. Lashana Johnson, Windy City Chapter member, is the scholarship recipient.
FROM: Wanda Hewlin, Mid-Atlantic Regional Manager

Period Covered: August 1, 2015 - Present

CHAPTER ACCOMPLISHMENTS
Election of New Officer’s for Philadelphia, Maryland Tri-County, and Tidewater, Almech and Mary Cochran Corbin will remain with same

REGIONAL ACCOMPLISHMENTS
Will attend the End of Year Event for the Philadelphia Chapter
Will attend the Anniversary for the Maryland Tri-County Chapter
Working in two areas of Virginia for New Chapters

NATIONAL ACCOMPLISHMENTS
Was re-elected as Mid-Atlantic Regional Manager
Attended National Board

PERSONAL ACCOMPLISHMENTS
Was an honoree for FEW at the Women Veterans Rock Retreat in Virginia Beach, Va.
FROM: Joan L. Chopp, Mid-Continent Regional Manager

The Mid-Continent Region currently includes the following eight (7) chapters: Carrie Chapman Catt, Heart of America, Kansas Sunflower, Mid-America, Nebraska Heartland, Warriors and Willa Cather.

We recently held our regional elections following is a list of the newly elected regional board: Joan Chopp, Regional Manager; Gloria Sherman, Regional Secretary and Immediate Past Regional Manager; Linda Wallace-Wood, Long Range Planning and Policy and Procedures; Julia Mason, Regional Treasurer; Mary Souers, Nominations Chair.

Appointed Chairs and Positions are: Gloria Sherman, Training Chair, Webmaster; Linda Wallace-Wood, Bylaws Chair; Joyce Latrom, Scholarship Chair; Awards Chair; Saralee Sickles, Diversity Chair; Pam Makovicka, Public Relations/Newsletter Chair and Compliance Chair; Ann Garber, Ways and Means Chair; Barb Kesl Women’s Network Representative and Membership Chair; Debbie Farley, Legislative Chair; Kaitlyn Sherman, Historian and Photographer.

Following are the Region goals and actions:

- Assist with the chartering of new chapters (strive for at least one chapter each year). Since having to close one of our chapters, we are working hard to add a couple additional chapters within the next year. We held our Spring Regional Board Meeting St. Louis and invited local members, former members and prospective new members to a reception and also to join us for the board meeting. We had a few responses and names of interested members but no one attended either of the functions. We will keep trying!

- Increase visibility of FEW and FEW memberships. Make membership information available wherever possible. Provide quality-training programs. Encouraging our chapters to conduct membership sales (with National FEW’s approval). Our RTPs will follow FEW guidelines and contain all four of the focus areas within our training program.

- Support Chapter Presidents and their Chapter Members and other Regional Officers. I will always be available to assist our chapter presidents with any of their needs. At our last several regional board meetings, we have held a sharing session of “what worked” with the board members. Members shared ideas and details of projects, programs, etc. that have
worked in their chapter also projects that didn’t work so well. Discussing what could have been done differently or added to the agenda to create interest. There are a lot of great ideas are coming forward and I hope the sessions will be helpful to all attending.

- Serve as a communication conduit to all FEW Members within region with email and Newsletter. Correspond with board members, as needed, and made sure National emails are being distributed to all Chapter Presidents and/or Members. I will plan to attend National Executive Committee meetings, when possible and all NBOD meetings. I plan to participate in monthly regional managers’ calls. I have attended most of the National Regional Manager Teleconference Calls and shared the information gained with our chapter presidents. I promptly forward all information on to our chapters asking that they share with their chapter members. I will be presenting a motion to revoke the Charter for the Kansas Sunflower Chapter at this meeting. The members will be moved to the Heart of America Chapter.

Our current (including two new) Chapter Presidents are:
Warrior Chapter President, Elizabeth Staker (New Appointment)
Evelyn Anderson, Heart of America Chapter President
Sandy Puckett, Willa Cather Chapter President (Newly Elected)
Linda Wallace-Wood, Kansas Sunflower Chapter President
Joyce Latrom, NE Heartland Chapter (Outgoing – election being held by end of the month)
Kem Graham, Mid America Chapter President
Mary Souers, Carrie Chapman Catt Chapter President

- Provide Mentoring Opportunities. I have been encouraging all members of the regional board to assist in training another member to succeed them after their term is over. This is very important to keep new members involved and serving on the board. I also encourage our chapter presidents to do the same within their chapter and with other chapters in the region.

- Continue involvement in the annual/national “Make a Difference Day” and expand to FEW nationally. Report, as appropriate, at National level board meetings. Encourage our chapters to continue involvement in and plan activities for the next “Make a Difference Day” which is in October.

- Build Cultural Diversity Awareness Programs. We will continue to encourage chapters and the region as well to provide quality cultural awareness programs at our training programs and monthly meetings within the region.

I am available to all of our Chapter Presidents, Regional Board and members, as needed, and to National FEW as well. My goal is to reply to any inquiries and questions within 24 hours.

We held our Fall Regional Training Program (RTP) on November of 2015 in West Des Moines, Iowa. Our Spring Regional Board Meeting was held in the St. Louis area in conjunction with their Annual Diva Day Event and training.
FROM: Mary Jane Diggins, Proxy for Regional Manager Northeast Region

Activities from July 2015 to July 2016 include but are not limited to:

1. I attended the National Training Program (NTP) in New Orleans as proxy for the Northeast Region in July 2015. I attended the Chapter President's Leadership Forum as a student.
2. I attended the National Board of Director's Meeting (NBOD) in New Orleans as proxy for the Northeast Region in July 2016.
3. As proxy for the Northeast Region and chapter president of the Western New York (WNY) Chapter, I worked with other chapter/regional officers to keep the WNY and Greater Boston (GB) chapters functional and informed.
4. I reviewed and submitted by-laws changes in September 2015 for the WNY and GB chapters.
5. I worked with the WNY chapter on a holiday service special project, a Toy Drive for Haven House, a residential facility in Buffalo, NY for victims of domestic abuse.
6. I submitted quarterly and annual reports for the Northeast Region and the Western New York Chapter.
7. I attended the NBOD meeting in Dallas, Texas as proxy for the Northeast Region in February 2016.
8. I encouraged Regional and Chapter members to submit scholarship applications for the National Training Program and wrote letters of recommendation for two applicants. I processed three applications submitted on the website as the Regional Manager's proxy.
9. The Northeast Region had two NTP scholarship winners chosen, one from each of the remaining chapters.
10. I attended monthly conference calls held for the Regional Managers by the Vice President for Membership and Chapter Organization.
11. I attended the IT training webinar for establishing a microsite webpage for the WNY chapter.
12. I organized and distributed materials necessary to run the nomination/election process in the Northeast Region and Western New York chapter. Elections were completed on a timely basis.
13. I attended Regional Board of Directors meetings and conducted regular meetings of the WNY chapter.
14. I maintained a FEW Information Board and Diversity display at the IRS Appletree Call Site location.
FROM: Connie Coleman-Lacadie, Pacific Northwest Regional Manager

My 2015-16 Goals for the Pacific Northwest Region are:

1. To schedule a mini-retreat with the PNW Board to discuss what we are doing that is not working, how we can define the difference, where do we want to go from here, how we are going to get there and identify benchmarks to determine if we are on track.

   The board met initially in 2014 to review where we were in regards to membership, hosting a future RTP and encourage members to become more involved. The board determined our main goal was to improve membership before taking on other identified shortfalls.

2. To prepare goals from the mini-retreat that would be meaningful, doable and achievable to attain for the Board and the membership.

   The board focused on retaining and increasing membership as the key to encourage more involvement in FEW and in leadership opportunities.

3. To devise a plan with the Executive Board to assist the Chapters individually, if necessary, in areas that may need different, additional and/or new resources to successfully move forward; i.e., membership, attendance, training, etc.

   a. During the various discussions regarding the successes shared by other presidents during the CPLF at the 2015 NTP, I realized the value of embracing resources that we had not considered in the past based on previous unsuccessful attempts.

   b. I discussed what I heard with the Chapter President on a waiver to consider hosting a membership drive that forgave chapter and region dues for one year. It was a great strategy and very successful in moving the chapter’s membership from 13 – 22 during the membership drive.

4. To grow and retain our membership.
The determination of one chapter taking another chance on what appeared to be a proven resource for other chapters throughout FEW has become an identified benchmark that we will continue to use to retain and grow membership in all PNW chapters.

5. To establish chapters in the states of Alaska and Idaho.

My initial goal to establish a chapter in Alaska and Idaho was based on past practices of “how to start a chapter” which is a bit outdated based on the reorganization of many agencies today. The processes, points of contact, etc., have changed. Addressing this new aspect will be more helpful in establishing a link to ensure greater success in achieving this goal. I look forward to working with the new Regional Manager and Regional Representative to restart this journey in 2016-2017.

For my final report to this body as the outgoing Pacific Northwest Regional Manager, I want to share my sincere thanks for the lessons I have learned from my regional colleagues and from the leaders within my region to be a better leader. I am proud to have worked with a great team these past two years. We worked hard to pull ourselves back together to look overcome our weaknesses and share in our strengths to achieve our goal – becoming a stronger and more cohesive team to ensure we are a healthy region.
FROM: Sherry Henderson, Rocky Mountain Regional Manager (outgoing)

The High Plains Chapter of the Rocky Mountain Region hosted a successful regional training program on Friday, March 11, 2016. Dr. Judith Wright of Transformational Mind Tools (Chicago) was the keynote speaker. There were 5 other workshop presentations, about 65 attendees, and the region made a modest profit from the training program.

Three members in the region serve on National FEW committees: Marsha Strackany (Columbine Chapter) as Special Assistant to the President for Mentoring and the National Proofreading Committee, Jeri Peterson (Columbine Chapter) as the VP for Diversity and Persons with Disabilities Chair, and Shelly McCoy, News and Views Editor. Anne Kestner (Denver Federal Center Chapter) won one of three National Training Program Scholarship awards to the 2015 NTP.

I held a regional membership drive with Prudential on August 20, 2015. In August 2015 the regional membership stood at 101 members with Denver Federal Center Chapter having the most members at 33. The roster for May 2016 shows 145 members with Denver Federal Center again having the most members at 69.

I oversaw successful regional elections in May. Incoming Regional Manager is Shannon Mahan (Rocky Mountain Chapter), Assistant Regional Manager is Marsha Strackany (Columbine)*, Regional Secretary is Janet Price (Denver Federal Center Chapter), Regional Treasurer is Mary Hammack (Rocky Mountain Chapter), and Nominations and Election Chair was Kerbi Jacobsen (Denver Federal Center Chapter).

- Marsha’s untimely and sudden death meant that a volunteer was asked to step into the position. Debbie McGinnis, a very experienced and hard-working FEW member, has offered to step in.

I steered two chapters to a merger. This was for the greater stability and encouragement of the chapters and region. Downtown Denver Chapter and Rocky Mountain Chapter merged, with the new chapter keeping the Rocky Mountain name and number (#14). There are now five chapters in the region.

I attended the National Board of Director’s meeting in Dallas in February 2016. I developed a standard operating procedure template for the Rocky Mountain Regional Manager position. I ensured all chapter presidents submitted quarterly reports. The regional treasury has a healthy amount for future training needs.
FROM: Vickie B. Wheeler, Southeast Regional Manager

Goals:
- Improve communications by hosting routine conference calls with Southeast Regional Board.
- Provide Chapters with the tools and support required to remain in good standing.
- Increase the number of Chapters hosting a Training Program.

Accomplishments:

- 80% of Chapters are in good standing.
- Filled all Southeast Region Board positions and assigned geographical locations to three (3) Regional Representatives.
- Continued hosting monthly Regional Board conference calls.
- Continued to issue a quarterly Regional newsletter.
- Continued to proactively monitor chapter recruitment, retention and training efforts.
  - Excellent Chapter Recruitment results: Gator Nation Chapter (reached 15 minimum requirements).
  - Addressed chapter leadership burnout and communication issues.
  - Continue to monitor and facilitate the transfer of memberships within chapters. (Nine members from Panama City chapter reassigned to Space Coast and Gator Nation Chapters)
  - Facilitated requests for membership materials, chapter startup kits and training program requests with Executive Officers and PPRC.
  - Attended and monitored /Chapter participation at National sponsored webinars.
- Follow up on eight (8) new chapter inquiries from South Florida, FL, Memphis, TN, Raleigh, NC, Fort Rucker Enterprise, AL, Charleston, SC, Fort Campbell, KY, Fort Bragg, NC and Camp Lejeune, Jacksonville, NC.

- Hosted our second Regional Retreat in Myrtle Beach, South Carolina on October 9 -11, 2015. Increased attendance by 60% (21 attendees).

- Held a successful 2016 RTP on May in Gulfport, Mississippi. Special thank you to the awesome Executive Board members for their leadership. 10 of the 15 chapters (67%) were in attendance.

- Development and implementation of a membership directory continues. All 2016 RTP workshop presenters were FEW members. We will continue to build upon developing, marketing and utilizing the knowledge within the Region.

- Several chapters continued to host a local one day of training events: Savannah River, Oak Ridge, Gold Vault, Derby City and Space Coast.

- Awarded two scholarships to the 2016 RTP and one to the 2016 NTP. FEW Foundation co-sponsored one RTP scholarship.

- Regional Chapter Awards Program and Officer Installation will be held on July 13, 2016.

- Continued to serve on the National Oversight and PPRC Committees.

- Served on Equal Rights Amendment (ERA) Special Task Force.

**Invitations and Events:**

- Attended Savannah River Chapter 1-Day Empowerment Conference, “Managing Life’s Imbalances”, held on October 29, 2015 in Augusta, Georgia

- Facilitated SE Region Fall Retreat on October 9 -11, 2015 in Myrtle Beach, South Carolina

- 2016 RTP: Hosted a FEW Q & A session, chaired Spring Regional Meeting and facilitated Chapter Officer Training session on May 11 – 13 in Gulfport, Mississippi

- Facilitated Chapter Assistance meetings with Magnolia, Montgomery and Sunshine Coast Chapters

- Attended Professional Organizations Day sponsored by the Savannah River Management Leadership Council in Aiken, South Carolina on May 24, 2016

- Attended Agency visit with Department of Energy – Savannah River Operations Office on May 24, 2016

- Installed the Greater Atlanta Chapter Officers on May 13, 2016

- Installed the Savannah River Chapter Officers on June 9, 2016
FROM: La Tanya Kelley, Southwest Regional Manager

Accomplishments from August 2015 through June 2016:

My vision for the region is to “Revive and Renew” by empowering women/men to believe in their own unique leadership qualities. I have devoted my time and effort to make sure FEW is represented throughout the Southwest Region. The following are my goals in support of FEW’s mission:

**Organizational Management**- I am providing oversight and direction for the Southwest Region. This include having the majority of the chapters up and running smoothly as well as increasing membership for each chapter in the region. I have worked closely with the National Board of Directors to make sure that the region’s concerns are heard and that the region is living up to FEW’s expectations.

**Organizational Development**- Provide training opportunities and provide ways that members of the region can interact with members of the National Board, and board members of the Region to help guide them to obtain other leadership opportunities within the organization. Members at the chapter and regional level must be educated about the policies and procedures of FEW in order to effectively ascend to the National level as leaders.

**Consensus Building and Engagement**- Worked to build consensus with all of the Chapter Presidents in the region and to develop relationships with other professional organizations who share our mission. Continue to attend events within the Region and represent FEW proudly.

**Accomplishments**

a) Filled several vacancies on the board
b) Forwarded Chapter Startup information and Bylaws template to individuals who expressed an Interest in starting chapter in New Orleans Louisiana
c) Participated in monthly Regional Manager conference calls and Regional Managers Training webinar.
d) Distributed information as appropriate to Chapter Presidents and SWR executive committee
e) Encouraged timely submission of quarterly reports. Reviewed chapter rosters to insure membership do not fall below requirement.
f) Reviewed Chapter Bylaws to ensure they are consistent with National
g) Worked with Chapter Presidents, Vice President of Membership and Chapter Organization to correct membership discrepancies.
h) Encouraged Chapters to exercise their right to vote on National Bylaws revisions.
i) Held Conference call to discuss Regional Training Program plans.

j) Increase visibility of FEW and FEW memberships. Make membership information available wherever possible. Provide quality-training programs.

k) Support Chapter Presidents and their Chapter Members and other Regional Officers.

l) Attended the Alamo City chapter meeting in February

m) Attended National Board of Director’s Meeting in Dallas

n) Two chapters were removed from waivers (Red River Stars and Central Texas)

o) Attended New Membership Training for Central Texas Chapter

p) Chaired the SW Regional Training program in Dallas, TX

q) Established the Alice Bell-Barber Scholarship

r) Presented Chapter Leadership Training to Chapter President

s) Encouraged members to put in for FEW Scholarship (NTP and Collegiate)

t) Encourage Chapter President to submit article to the FEW News and View

u) Communicate significant problems area to National FEW to ensure corrective action was taken

v) Spoke to several agency head within the Region to support FEW’s mission

w) Reviewed quarterly reports from chapters and worked with them to refocus them on the goals of FEW
FROM: Sandra J. Johnson Simon, Western Regional Manager

There are seven Chapters in the Western Region.

California Central Coast
East Bay
Gems of the Desert
Phoenix Valley of the Sun
San Diego
SOCO FEW
Southern California Gold Coast

Region Membership for 2016 is 159 members

Accomplishments;

- Continuing to improve communications among the Western Region Chapter Presidents
- Working with Chapters to increase membership and programs
- Mentoring Chapter Presidents
- One Chapter met FEW National eligibility for awards
- National Level Participation – several members are serving on a FEW National committee
FROM: Georgia A. Thomas, Employee Thrift Advisory Council (ETAC)

Goal: Represent the organization during meetings

- August 6, 2015, Board/ETAC Meeting via conference call
- October 29, 2015, Board/ETAC Meeting via conference call
- Prepared and submitted comments to draft legislative changes, section 5 U.S.C.8432 on May 3, 2016
- May 23, 2016, Washington, DC

Goal: Share information with membership

- Discussion held with FEW Webmaster after the meeting to look at establishing website area for posting link and other related information.
- Share with NBOD the copy of the letter to Congress on the G fund on 9/10/2015
- Sent to “balance scorecard” to webmaster on October 29, 2015 for posting on website.
- Sent to webmaster for posting to website “White House: Helping Workers Save for Retirement in an Ever-Changing Economy” March 2, 2016
- TSP Quarterly Highlights for Thrift Savings Plan sent out through email on April 13, 2016
FROM: Chazara Clark-Smith, President, FEW Foundation for Education & Training

FEW Foundation 2015-2016 Accomplishments:

**Grantham University Scholarship 2015-2016**
The Foundation received 11 qualified applications for the 2015-2016 scholarship year. Kelly Browd, western New York Chapter, Northeast Region, was selected. The Foundation is working with Grantham on the 2016-2017 Scholarship Announcement. Ann Garber of the Mid-Continent Region is serving as Scholarship Committee Chair. Members of the 2015-2016 were Jan Castor of the Western Region and Sharmella Riggs of the DC Metro Region.

**NTP 2015 and 2016 Scholarships**
The Foundation has successfully awarded the Past Presidents Scholarship annually since 2012, and named the 2015 scholarship for Daisy Fields. The Foundation supported the 2015 and 2016 scholarships in the amount of $1,000 each. Annie Hollins is the 2016 recipient.

**RTP Scholarships**
The Foundation awarded two (2) RTP scholarships of $150 each in 2015 and two (2) in 2016 to the DC Metro and Southeast Regions with the Rocky Mountain Region pending. The Foundation continues to offer $150 to each Region upon submission of the respective Region’s RTP location, date and award criteria to the Foundation by the Regional Manager or designated RTP representative.

**Promoting Foundation**
- Developed a new one-page flyer for insertion in NTP Conference Bags and upcoming RTP’s.
- Continued to update FEW and Foundation’s Website

**Fundraising Efforts**
While raising funds remains a challenge, the Foundation has several ongoing initiatives.
- Successful 50/50 Drawings at NTP 2015 and plans for more success at NTP 2016
- Donations from Past Presidents greatly assisted with funding NTP Scholarships
- Approved for 2016 DC Capital Area Combined Federal Campaign
- Percentage of Registration Fee for Ed2Go Courses
- Percentage of sales through Amazon Market Place on www.fewfoundation.org
**Election of 2016-2018 Officers**
- President – Patricia Wolfe
- Vice President – Helen Robinson
- Secretary – Joy Lazroff
- Treasurer – Cindy Higgins

**Other Members of Board of Trustees:** Jan Castor, Ann Garber, Clara Anderson (Outgoing), Sharmella Riggs (Outgoing), Joy Lazroff and Cecelia Davis (Pending NBOD Approval)

**Council of Advisors:** Carolyn Kroon, Jean Christiansen, Beatrice Squire, Jack Kenner, and Edna Harvin-Battle

**Membership Survey Recommendations: NTP Cost of Attendance**

- NTP Registration Out-of-Pocket Installment Payment Plan(s)
- Partnership with FEW Foundation specifically to attract Military Spouses to FEW and NTP with free or reduced registration paid by Sponsors/Grants
- Allowing members to add funds online to support the Foundation when renewing membership
FROM:  Shelly McCoy, News & Views Editor

Goals:
1. Improve News & Views layout
2. Reduce size of Newsletter
3. Increase circulation (distribution)

The past year was full of changes in regards to the News & Views Newsletter. Below are the accomplishments of the News & Views team.

Goal 1: Create a professional streamlined Newsletter to use for marketing purposes—All 4 Phases are COMPLETE

1. Worked with Webmaster and DCG to develop new design
   a. Phase 1 – Develop new design and layout
   b. Phase 2 – Share prototype with core members for review and comment
   c. Phase 3 – Issue Newsletter
   d. Phase 4 – Introduce new Newsletter to Regional Managers and Chapter Presidents –

Results

- A strong working relationship was developed between the Webmaster, Communication Chair, Publication Chair, & Sponsor-Partnership Chair. This working relationship facilitated the improvement and design of FEW’s News & Views Newsletter.
  o Researched Newsletter designs
  o Reviewed potential design layouts
  o Developed Newsletter design and layout with DCG
    ▪ Vetted design through Webmaster, Communications Chair, and Sponsor-Partnership Chair
    ▪ Reviewed and approved by FEW President
  o Redesign newsletter implemented and first publication released February 2016
Goal 2: Reduce size of Newsletter – COMPLETE

1. Return focus to FEW’s four (4) focus areas at the National, Regional, and Chapter levels, include links to website (new membership), events, etc.
   a. New design layout approved late January
   b. Newsletter reduced from 20+ pages (average) to 10 pages
      i. 50% reduction
   c. Reduced article size from 500 words to 250
      i. Exceptions granted upon approval

Goal 3: Increase Circulation - COMPLETE

1. Worked with Communications Chair/Publications/Sponsorship/Strategic Planning Chair to increase circulation and use as marketing tool.
   a. Newsletter is sent to all members, current sponsors, and past sponsors
      b. Revamped newsletter to be used during agency visits and as a marketing tool as needed

2. Reviewed and commented on a few PPRC articles and commented on proposed motions and/or issues as appropriate.
FROM: Debra Hobbs, FWP Special Assistant

Members of the FWP Strategic Planning: Debra Hobbs- Chair, Nicole Mason-Co-Chair, Michelle Crockett, Wanda Killingsworth, Sue Webster, Janet Kopenhaver, Georgia Thomas, Kimberley Kirkpatrick, Linda Patrick, Jeri Peterson

- Continuing to contact FWPM’s via email, and responding to inquiries concerning the Federal Women’s Program.

- Requested updated info on FWP Managers from Regional Managers through VP of Membership.

- Gave Presentation on the Federal Women’s Program and its relationship to FEW at the Great Lakes Regional Training.
FROM: Rachel Combs, Housing & Credentials Chair -- Membership Meeting

The Special Assistant for Housing position is to plan and execute meetings for the Executive Committee and the National Board of Directors and assist with other meetings throughout the year. The Credentials Chair works with the VP for Membership for voting strength of chapters.

This period I planned and executed two Executive Committee meetings, and two National Board of Directors meetings.

About 2 months prior to any meeting, I talked with the President, and work with the FEW Contractor to determine the requirements for meetings such as size of the group, length of the meeting, the budget, and preferred location. Due to budget constraints the NTP Committee did not hold any on site meetings. All planning was done with teleconferences but they went really well. I then checked with several hotels for availability and get a written commitment. After approval of a meeting site, a contract is drawn up and reviewed by the President and the Contracts Management Chair. To track suspense dates I chart the suspense dates so that all requirements of the contract will be met.

The Credentials Chair has the responsibility of establishing quorum at all NBO meetings, coordinates set up of the meeting rooms for voting/non-voting members. The Credentials Chair monitors the votes in the meeting room at all times establishing the number of votes to pass a motion.
FROM: Karen Rainey, IT Webmaster

As the National Webmaster, there were several enhancements made within the last year by the Information Technology team. The following accomplishments were achieved within the last fiscal year.

Maintained, restructured and developed pages for the National Website and Social Media Sites that represent FEW goals and current events

- Managed the IT contractual support team (DCG) and all IT related interactions with the website
- Provided recommendation for improvement and available IT options to the President including adding the Calendar function for board members accounts
- Reviewed/track monthly financial statements and line items for website and ensured we are within budget line item constraints
- Develop and implement new policies and procedures to ensure accuracy with security within the website
- Developed archive storages for document to hold historical information for the National Board of Directors
- Provided a structured process and guidance for national website
- Expanded FEW Social media members by providing more information on all four focus areas and connecting to more users
- Monitored the IT performance services and encouraged members to engage in our websites:
- Reviewed performance statistics and incorporated the improvements in the strategic plan for the website
- Registered website with GoDaddy to ensure compliance issues and concerns are resolved
- Ensured site maintenance schedule was maintained and search engines could support site.
- Increased social media interaction on Facebook, GovLoop and Linked In.
- Wrote article to discuss FEW activities and recognize special holidays
- Worked directly with the membership to resolve concerns with connection and storage on the website
- Worked to schedule and promote and connect new Microsite for Chapter's and Region's.
- Updated Calendar, Social Media and Website with new pages and/or banners.
FROM: MSG Tracy Marshall, Special Assistant for Military Women

- Made numerous phone calls to Department of the Army Diversity and Leadership Office reference FEW Military Awards for NTP 2016.

- Responded to emails referencing the FEW Military Awards presentation at the upcoming NTP 2016

- Coordinating with CSM Jane Baldwin, Ft. Bliss, TX, mentorship program Military Women
FROM: Linda Patrick, Outreach Chair

- Worked closely with the Regional Managers and Chapter Presidents in promoting the outreach program.
- Worked with the Webmasters in updating and maintaining the outreach web page.
- Responded to calls and emails in a timely manner.
- Reached out to RMs to promote the outreach program and web site to their members.
FROM:  

Jeraldine (Jeri) Peterson, Persons With Disabilities

- Conducted training on Americans with Disability’s 50th Anniversary.
- Conducted teleconference with Regional Disabilities Chairs
- Reviewed article for ADA Anniversary article.
- Contacted contractor, Mr. Wheel Chair for scooters for NTP. Contractor provided up to 30% discount for FEW members.
- Attended Americans with invisible disabilities at the Marriott Technical Center in Denver CO
- Responded to numerous emails from FEW members and provided references for Schedule A employment
- Attended DoD National Disability Awards ceremony, honoring federal employees with disabilities in the workplace.
- Distributed National Disabilities Employment Awareness Month article to members.
- Contacted the Dallas Visitors Bureau in search of sign language/interpreters for the upcoming NTP2016 contracts in July.
- Corresponded with Dallas Regional Manager for possible interpreters used in the past.
- National Council on Disabilities (NCD) teleconference on gun control. This was a look at the affects guns have had on families causing permanent and invisible disabilities.
- Solicited updated rosters of Regional Persons with Disabilities.
- Worked with the Colorado Springs Chapter of BIG in getting transportation and assisting Persons with Disabilities to Denver, Co to attend the 2016 MLK March.
- Conducted Disability training to Columbine Chapter
August 2015 – July 2016 Goals/Accomplishments

**Special Assistant to the President, Sponsors and Partnerships**

- Considered feedback requested by a couple of sponsors in 2015 to provide the sponsor prospectus at the beginning of the new fiscal year so they can plan their budget and contributions for the 2016 National Training Program (NTP) and as a result these sponsors increased their giving in the major and customized limited categories.
- Created a preliminary Sponsorship Prospectus consisting of major and customized limited sponsorship categories and updated the Application form.
- Sent letters via email, 2016 Preliminary Sponsorship Prospectus and Application form to approximately 25 sponsors in October and November 2016.
- Forwarded finalized 2016 Sponsorship Prospectus with NTP dates, location, hotel name and deadline to submit contributions to sponsors in January and February 2017.
- Provided Sponsorship web page mock-up to Webmaster to include NTP information, major sponsorship levels, customized limited categories, Sponsorship Prospectus and Application form links, and contact information.
- Requested sponsors to provide preference of using 2015 and/or submitting new ad for 2016 Program Book and by providing options, most sponsors used existing ads and Webmaster received information timely.
- Coordinated group meetings with FEW’s President, Executive Vice President and Long Term Care sponsors to address sponsorship issues and memorandum of agreement terms, and as a result provided suggestions to provide specific timelines for submission of articles for News and Views and regional and chapter events.
- Met with existing sponsors and/or their new contacts to provide sponsorship requirements, encourage contributions, identify sponsors and their representatives attending and participating in NTP activities such as opening ceremony, vignettes, and luncheon.
- Followed up with Webmaster to review and ensure all sponsors and partners names, latest logos, and correct links on FEW’s web site.
- Attended NTP Planning Committee monthly meetings and provided latest Sponsorship Report containing cash, in-kind types and values, and payment status and as of June 24, 2016 the estimated total sponsorship contribution is $207,200 (cash $90,000 and In-Kind $117,000).
- Prepared Sponsors Award and Recognition List based on 2016 Sponsors’ contributions for submission to contractor for awards order and subsequently proofed the award images for confirmation.
- Documented standard operating procedure (SOP) to identify role and responsibilities, before and post NTP activities, and sponsorship reporting template.
- Prepared Sponsorship briefing deck for 2016 Chapter’s President Leadership Forum (CPLF) to present to new and existing Chapter Presidents discuss at the forum meeting.
- Served on the DC Metro Regional Training Program (RTP) Planning Committee and provided two new local sponsors to supply over 100 tote bags and promotional items such as pens, notepads, and keychains with light.
- Planned for a National Women’s History Month celebration training event based on request by National President. Coordinated with sponsor for financial support, secured a downtown DC hotel including conference room, audio/video equipment, selected luncheon menu, coordinated with Legislative contact for congressional speakers, however, event cancelled due to reduced sponsor’s budget.
Chair, Fiscal Security Team, Strategic Planning Committee

- Documented 18 Past President fundraiser suggestions provided at the 2015 Past Presidents’ Forum in New Orleans and presented it for consideration at Fiscal Security Team monthly meetings as well ideas from the team.
- Met with fiscal team members for volunteers to lead 5 fundraiser suggestions agreed upon by the team:
  - Create FEW donation web page – no/go decision based on conducted research and findings FEW is a non-profit organization
  - Become Combined Federal Campaign (CFC) recipient – same decision as above
  - Giving through legacy/wills – same as above
  - Recruit 50/50 – 50 Lifetime members upgrade to Diamond, recruit 50 new Lifetime members, and base requirements/criteria on NPPM (This fundraiser is still pending due to unavailability of team members. Recommendation – New Fiscal Team Lead obtain NBOD approval to execute in 2017)
  - Daisy Fields Scholarship funding was out of scope for this team and recommended coordination with Scholarship Chair
- Contacted the Dallas Visitors Convention Bureau for potential sponsors, however effort coordinated by Training Chair and Contractor.
- Received request from potential sponsor to brief and consider partnership with FEW with Legal Shield Company, which provides membership for legal support and ID theft protection. Due to low team attendance and work demands, this request is pending consideration by the next team lead and submission to the NBOD for final decision.