

NEW HAMPSHIRE FEDERAL EXECUTIVE ASSOCIATION

Marlene E. Littlefield, President 2006



U.S. Department of State
Consular Affairs
National Passport Center
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NHFEA Board Meeting

April 20, 2006

1. The meeting was brought to order at 10:05 at the US Attorney's Office, in Concord, New Hampshire. The following were present:

Marlene Littlefield – National Passport Center
Kathi Hatch – IRS
Trina Wycoff – SSG New Hampshire National Guard
Armand Carignan – FAA
William Phillips – SBA
Beverly Mason - USDA
Stan Stafira – Lt. Col. – USAF Tracking Station

2. Marlene Littlefield called the meeting to order at 10:10 am.
3. The Board welcomes Beverly Mason, USDR, to her first FEA meeting.
4. March minutes were reviewed and accepted.
5. Treasurer's Report:

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| Checking | \$611.98 |
| Savings | 13.50 |
| TOTAL | \$625.48 |

6. The NHFEA flyer was reviewed making sure all offices were included on the flyer. Bob Grenier and Jessica Scott were unable to attend due to a previous engagement, so the flyer will be finalized at the July Workshop meeting, if not before.

7. The date for the Psychology of Retirement Seminar has been rescheduled to Thursday, June 1st. Class size has been increased to 20. See March Minutes for details.

8. Marlene gave an update on the Passport Outreach. The National Passport Center specialists were recently hosted by the Air National Guard office on Pease and accepted under a 100 passport applications. A mini group of specialists will be traveling to the NH National Guard Regional Office in Concord, on April 28th. Several items surfaced that needs a little attention for future passport days:

- Have the forms filled out in advance
- Certified birth certificates
- Naturalization certificates and Consular Report of Births (will be returned with the passport)
- Two photos
- The payment in the form of a personal or bank check – please NO CASH

More outreach sessions are planned for the Portsmouth area on May 9th and 19th sponsored by the IRS. The General Services Administration Office in Portland, ME, has contacted Marlene as they have indicated a strong interest of potentially 60 federal employees (and family members) to apply for passports. There are indications for future consideration of an outreach in the Nashua area.

9. Dawn Nester was unable to attend the meeting but sends word the Web page is still moving forward in the planning stages and will be addressed in greater detail in the near future.

10. We have been conducting a workshop every year to benefit the NHFEA with long range plans. The date for this workshop is Thursday, July 13th, starting at 10:00am thru 2:30pm. Please mark your calendar and bring your ideas or topics. This workshop will be a working lunch workshop to discuss:

- Fundraising
- Development plan for the '07 calendar year
- Ideas on how to get more government agencies involved and stay involved
- Developing the scholarship program

In general making the NHFEA programs more profitable for the association goals.

The mission statement will be reviewed and updated. Some ideas that were given were:

- Mail a flyer to agencies for posting to try to generate interest.
- Send out a monthly calendar of the meetings to agency heads to at least try to send a representative from their agencies (like we did a few years ago).

- Send out a “year in review” to show the different agencies what we are doing and how we could only achieve these goals and more in a much more successful way with the help of others. This could be placed on our future Web site or sent via CD?

11. The NHFEA May Awards Luncheon is fast approaching. We didn't get as many nominees this year as we hoped. The selection process is to take place on Friday, April 21st at the National Passport Center with several volunteered Board Members to panel the selection process. SSG Trina Wycoff has been in contact with a photographer and she has offered her services in handling the press releases of the event.

12. The Golf Tournament is also fast approaching and this may be Alan Stuart's last year in playing an active part. The Board definitely recognizes the dedication and hard work Alan and others have done to make this a successful program. Marlene Littlefield, Charlie Badger and Kathi Hatch will be meeting with Alan Stuart and Ed Hubbard to discuss the aspects of the event and how we can continue to keep and maintain this successful fundraising event for the scholarship fund.

13. William Phillips, Director SBA, kindly had his attorney look into our standing as a 501(c) (3) tax exempt status. His research determined what we, as an FEA, have always thought to be what is considered a 501(c) (1).

| <i>Section of 1986 Code</i> | <i>Description of Organization</i> | <i>General nature of activities</i> |
|-----------------------------|--|--|
| 501 © (1) | Corporations Organized Under Act of Congress | Instrumentalities of the United States |
| <i>Application Form No.</i> | <i>Annual Return required to be file</i> | <i>Contributions allowable</i> |
| No Form | None | Yes, if made for exclusively public purposes |

This means we can solicit for contributions to the Association based on the money being used exclusively for the purpose of supporting our goal, the support of the scholarship fund.

14. Beverly Mason handed out the *Vermont and New Hampshire 2005 Annual Report* prior to the close of the meeting. We hope to see more of Beverly in future FEA meetings.

15. The meeting was adjourned at 11:15am.

NOTE: After the meeting several passport applications were accepted in keeping with the Passport Outreach Program.

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Marlene Littlefield, President
New Hampshire Federal Executive Association