

NEW HAMPSHIRE FEDERAL EXECUTIVE ASSOCIATION

Marlene E. Littlefield, President 2006



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NHFEA Board Meeting

July 13, 2006

1. The meeting was brought to order by Marlene Littlefield at 10:00 at the NH National Guard, in Concord, New Hampshire. The following were present:

Marlene Littlefield – National Passport Center
Kathi Hatch – IRS
Bruce Holms – Federal Motor Carriers Safety Administration
Trina Wycoff – New Hampshire National Guard
Charles Badger – National Passport Center (DOS)
Robert Grenier – HUD
John Reed – NH Air National Guard
Deborah Carter – NH National Guard
Beverly Mason - USDA, Rural Division
Jessica Scott - HUD
Dawn Nester - IRS
Peter Kawonczyk – United States Attorneys Office

2. April minutes were reviewed and accepted with a one change. In item number 3, USDR should read USDA.

3. Treasurer's Report:

Checking
Savings
TOTAL

4. The Golf tournament earned the FEA \$480.00 in mulligan sales and \$200.00 from 50/50 sales.

5. The Psychology of Retirement was held since our last meeting. There were 19 participants and the program was well received and highly recommended. Participants were active players in this workshop which focus was not on dollars and cents, but on how prepared are we for a change into our new roll of retirement. The next training is scheduled for October. It is recommended that employees who are contemplating retirement be encouraged to attend. There are no plans to charge for this program and it is viewed as benefit to all employees. The National Guard is the provider of this service and it is open to all member organizations of the FEA.

6. Overview of Planning Year (PY) 06 activities and accomplishments:

- Activity 1 (Establish a marketing logo and materials in support of PY06 NHFEA events)–
 - i. Web page was completed and is on line. It may be accessed at www.nhfea.org
 - ii. A flyer was developed and published
- Activity 2 (Host 2 training events for federal employees throughout NH) – Two training programs were held one TSP and the other was The Psychology of Retirement. It was decided that the ‘The Psychology of Retirement’ would be provided at no charge as a “Good Will” training and not as a fundraiser because of the tremendous benefit to our Federal Community.
- Activity 3 (Host the Annual FEA Golf Tournament) – our annual golf tournament was a success. We need to improve in highlighting the FEA at this event. This year there was an FEA presence at the table.
- Activity 4 – (Host the Annual FEA Award Program) - Our Employee award program went well but could benefit from a larger participation and increased nominations.
- Activity 5 (Provide Scholarship Opportunities)– This year the FEA gave one \$500 and three \$250.00 scholarships.
- Activity 6 (Increase support of CFC) - CFC continues to increase in contributions and participation. Marlene is now on the board. Our visits to agencies have been received favorably and agency heads support the program.

7. Overview/assessment of achievement of PY 06 Goals

- a. *Increase Board Membership* - Board membership is on the rise
- b. *Increase Funding* - Funding for scholarship has improved
- c. *Increase FEA Recognition* - There is an increase in FEA recognition
- d. *Increase CFC Contributions* –
 - i. CFC reported a \$_____increase in contribution this year.
 - ii. There was an increase in number of CFC contributors

8. The Mission Statement is reworded as follows:

The Mission of the New Hampshire Federal Executive Association is to provide collaboration among Federal Agencies within the State of New Hampshire and Southern Maine, through communicating best practices; partnering with community groups; and recognizing and supporting Federal Employees.

9. The group discussed the activities we want to do in PY 07:

- Provide training
- Emphasis the benefits of the NHFEA by highlighting “What’s in it for management”
- Post a link on our Web page to our job postings on USA Jobs.
- Provide scholarships
- Recognize federal Employees
- Post on our Web page, POC’s for college internship programs
- Continue CFC Ambassadorship program
- Develop a presentation for Senior Management that includes:
 - i. What we are
 - ii. What’s in it for them
 - iii. What do they need from us?
- Plan Senior Management Forum
- Continue CFC support
- Continue Scholarship program
- Continue Employee Award program
- Sponsor Annual Golf tournament
- Continue training opportunities, but only for marketing value and good will, not as a fundraiser
- Limited Passport processing in the field
- Continue The Psychology of Retirement

10. Next the group brainstormed topics for the Senior Management Forum. The thought provoker was “what would get the senior people in NH in a room together?”

- Coop – Avian Flu
- Succession Planning
- High Power Speakers
- College Recruitment
- Risk Management
- Emergency Management
- Networking – Meet and Greet
- Direction of the “Passport”
- Reunion/Relation/PTSD
- How to get Agency into the Press
- Public Relations
- How not to get your Agency into the Press
- Increase CFC Participation

Once we finished the brainstorming, each group member was giving 3 votes. The priority among the group was: COOP (11 votes), Networking/Meet & Greet (5 votes) and Increase CFC Participation/Loaned Executive Program (4 votes). Each member was then given the following “homework”:

- Speak with your senior leader/manager and ask about what would interest them: Open ended questions to the executive: What keeps you up at night? What would get you to come and meet other senior Agency executives? Bring this input to the next meeting.

11. The same brainstorming process was used to generate fundraising ideas.

- NHFEA Cruise around Portsmouth Harbor
- Fall Golf Tournament
- Tent event around the theme of: Job Fair, Health, Passport, CFC
- Hot Dog Sales
- Fisher Cat event
- Monarch event
- Bus trip to Fen Way Park
- Link on Web to donate \$ to scholarship fund
- FEA Scholarship on the CFC contribution list? To be explored
- Bus trip to NYC
- Trip to Foxwoods
- Raffle a Harley
- Calendar – Agency theme or children artwork

Again, each member was given 3 votes. The top 3 were: NHFEA sponsored Cruise around Portsmouth Harbor (9 votes), Fall Golf Tournament (8 votes) and a Link on the Web to donate to the Scholarship fund directly. Establishing the link was approved and Dawn Nester already added it. The “homework” for this issue is as follows: Charlie research Portsmouth Cruise and bring info to the next meeting.

12. Next meeting is scheduled for August 24th at 10:00 am at the NH National Guard Human Resource Office. Agenda:

- Decide fundraiser - Fall Golf or Portsmouth Cruise
- Decide Forum Topic
- Develop FY 07 Strategy, Calendar & timeline – Marlene to bring a draft calendar
- Establish PY 07 meeting schedule

13. The meeting adjourned at 2pm.

TASKINGS:

Trina – send copy of NHNG HRO Course Catalog (attached with minutes)

Each member to survey senior leadership/management on potential Forum Topic

Charlie - research Portsmouth Cruise and bring info to the next meeting.

Marlene – Draft calendar for next meeting

Peter Kawonczyk, Secretary
New Hampshire Federal Executive Association