

NEW HAMPSHIRE FEDERAL EXECUTIVE ASSOCIATION

Marlene Littlefield, President 2005



U.S. Department of State
National Passport Center
31 Rochester Avenue
Portsmouth, NH 03801
Phone: 603-334-0571 Fax: 603-334-0596

FEA Board Meeting

January 24, 2006

1. The meeting convened at 10:15 am at the Small Business Conference Room, Concord, New Hampshire. The following members were present:

Marlene Littlefield, NPC
Peter Kawonczyk, USAO
Armand Carignan, FAA/Boston Center
Bill Phillips, USSBA
Kathi Hatch, IRS
Steve Tacopina, VAMC
Debbrah Carter, Col. ANG
Charles Badger, DOS
Everette Bailey, USDA-RD
Charles Durr, Bureau of Census
Ed Hubbard, Retired Past President
Jessica Scott, HUD
Robert Grenier, HUD
Tina Wycoff, Tsgt. ANG

2. Marlene Littlefield, called the meeting to order at 10:15 AM.
3. November minutes were reviewed and accepted. Members and guests were introduced.

4. The Treasurer reported as Follows:

Checking	\$2,031.97
Scholarship Paid	1,250.00
Ending Checking	781.98
Savings	<u>13.48</u>
Total	\$795.45

5. Tasking review
 - Review of Mission Statement: Steve Tacopina distributed a proposed mission statement. The discussion ended with the

following suggested Mission Statement: The mission of the New Hampshire Federal Executive Association is to provide collaboration among Federal Agencies within the State of NH and South Maine. The major themes are Communication of Best Practices, Partnering with Community Group & Recognizing and supporting Federal Employees in the State of NH and S. Maine. Additional work will be requires and Steve will continue to develop the statement .

- B. The New Mission Statement still needs to be incorporated into our flyer.
- The retirement planning called “Psychology of Retirement” , is still planned. The board felt that a fee of \$50 - \$75 would attract a participants. The board also recognized that some agencies may not be able to fund this expense and the Board suggested one free slot per agency as a method to share the values of this seminar and improve our chances for future participation by agencies. The first seminar will be planned for spring in the Concord area. Another will be planned for the shore area and Manchester.
- Marlene Littlefield is still working on the draft Letter of Instruction (LOI). This letter will outline responsibilities of the sponsor and host agencies, for future FEA events.
- The Passport Service will again start to offer New and renewals of passports at remote locations. The benefit is the waver of the \$65.00 expedite fee and you will receive your passport within 2 weeks. Effective January 2006 a passport is required to enter the States from any island, such as the Caribbean. Effective January 2007 a passport or border card will be required to cross into the States from Canada. The following is required for New Passports:
 - Proof of Citizenship; original with raised seal birth certificate or original Naturalization Certificate.
 - Proof of Identity; Driving license of Federal/State employee picture ID
 - Two Recent Color Photos 2” x 2”
 - Check for \$97.00
 - The following is required for a renewal passport:
 - Most recent US Passport
 - A marriage certificate or court order if your name has changed
 - Recent Color Photos 2” X 2”
 - Check for \$67.00
 - Recent Color Photos 2” x 2”
 - Note: Please Contact: Marlene Littlefield at 334-0571. She will need the number of new passports and renewals, location and timeframe. Spouses are welcome to participate.
- The FEA is still very much interested in fielding a WEB page. Our draft is being worked on by Dawn Nester to edit and finalize the page.
- The Annual Scholarship Award were well received this year. Congratulations to: Chris J. Schoppmeyer \$500, Kristyn M. Foltz \$250, Bradley K. Lajoie \$250, and Sean P. MacLeay \$250.

- Guest speaker at our awards banquet is being considered. The board selected Capt. Jon Iverson, Commander of the Portsmouth Naval Shipyard. The board also selected the Portsmouth Elks Club as this years Award Banquet location. This will also be our 25 year anniversary. The cost will be \$25.00 per person.
 - There was more discussion on the 06 MHFEA golf tournament. Ed. Will continue to explore prizes. Charley and Marlene will attend a Golf Outing Workshop. This years Golf tournament will be on the Friday before Memorial Day, May 26th.
3. The next Board Meeting will be on February 23, 2006, 10:00 am at the IRS in Manchester, followed by the March 26th meeting at the Air Guard HR office in Concord. The meeting adjourned at 1.00 PM.



PETER KAWONCZYK

Secretary