

# NEW HAMPSHIRE FEDERAL EXECUTIVE ASSOCIATION

Marlene Littlefield, President 2006



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National Passport Center  
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Portsmouth, NH 03801  
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## HFEA Board Meeting

March 30, 2006

1. The meeting convened at 10:00 am at the ANG Regional Office, Concord, New Hampshire. The following members were present:

Marlene Littlefield, DOS  
Kathi Hatch, IRS  
Charles Badger, DOS  
William Phillips, SBA  
Armand Carignan, FAA  
Jessica Scott, HUD  
Robert Grenier, HUD  
Michael Horne, Colonel, NH National Guard  
Deborah L. Carter, Colonel, NH National Guard  
Trina Wycoff, SSG, NH National Guard  
David Berard, OSHA

2. Marlene Littlefield called the meeting to order at 10:15 AM.

3. February minutes were reviewed and accepted with corrections. Members and guests were introduced.

4. Due to a previous engagement the Treasurer was unable to attend today's meeting the report was provided below:

Checking	\$781.98
Charles Badger	20.00 (scholarship winner's lunch)
Portsmouth's Elks	150.00
Ending Checking	611.98
Savings	<u>13.50 (2 cents)</u>
Total	\$611.98

## 5. Tasking review:

- ❖ The retirement planning called “Psychology of Retirement” is still being planned. The first seminar will be held on Wednesday, May 23, 2006, 8:00 to 14:00 in the Concord area. This first class will be a test and given only to the NHFEA Board Officers. Then the Board would convene and extend the invitation to the entire FEA. Class size would accommodate 16. There was some discussion to better publicize this event. A member reported seeing a retirement seminar published in the Fed Week which is being put on by PBS. Inc. It was felt that this may draw away from our attendance and any limited agency funding. However it was pointed out our seminar addresses an issue which is not usually covered in the retirement seminar and is more personal in nature looking at retirement from the retirees point of view. It was put as follows “ *what would you do if every day was Saturday?*” Or “*Retiring on Less than you Think.*” This would certainly give one some thought.
- ❖ Review of Mission Statement: 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. Communication of Best Practices, Partnering with Community Group & Recognizing by supporting Federal Employees in the State of New Hampshire and Southern Maine. The New Mission Statement will be incorporated into our NHFEA flyer.
- ❖ Passport Outreach Update: On March 14, the National Passport Center in coordination through the NHFEA accepted the first set of applications at the Cleveland Building, Concord, NH and was warmly received. March 22, the tandem staff headed off to the HUD Office, Manchester, NH and once again this Passport Outreach Program was graciously received. The upcoming dates in April are scheduled for the NH National Guard -- Tuesday, April 18<sup>th</sup> and Friday, April 28. An offer has been made to accept a few applications after the April 20<sup>th</sup> meeting – slots are filled. There are two scheduled dates in May. It appears the Passport Outreach Program is reaching out to many of the Federal Agencies in the area. If you are interesting in learning more about the Passport Outreach Program please see below.
- ❖ The Passport Service under the Federal Executive Association is soliciting outreach locations. A handout was provided with what the requirements are. Effective January 2007 a passport is required to enter the States from any island, such as the Caribbean. Effective January 2008 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; Driver’s license or 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. There is a hosting fee which the board felt was nominal. We anticipate going forward with this project. We also discussed inviting Vermont and Maine FEA to participate in our WEB page and perhaps calling it the Tri State FEA site. Kathi Hatch will contact Kim Ainsworth – Federal Executive Board, Boston, MA to see if there would be any Board support of this WEB page.
- ❖ This year's guest speaker at our awards banquet has been selected. 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 25th anniversary of the NHFEA. The cost will be \$25.00 per person.
- ❖ Greg Carson, Director, HUD sent word Senator Sununu would not be available to speak at our May Awards luncheon.
- ❖ There was more discussion on the 2006 NHFEA golf tournament. Charles Badger, Kathi Hatch and Marlene Littlefield attended a Golf Outing Workshop on February 7th. They presented the marketing package they were given and shared the experience of attending this seminar. It appears with a little initiative on our part, future golf outings may generate a substantial amount of money to fund future FEA activities. It's an endeavor we may wish to pursue. This year's golf tournament will be held on the Friday before Memorial Day, May 26<sup>th</sup> at the previous year's location. Alan Stewart has already sent out flyers of the Golf Outing and e-mailed to all agencies listed with the NHFEA. It's that time of year when you start dusting off the golf clubs and checking the weather as golf season is just around the corner or some of you may already be in full swing. Jot down this date and sign up for the Twelfth Annual NH Federal Executive Association Golf Outing being held Friday, May 26, 2006. Remember, a portion of the entry fee is donated towards the NHFEA Scholarship Fund, which assists Federal employees and their dependents pursuing college degrees. If you cannot make the event, please post and/or extend the invitation to your fellow co-workers. Former FEA President Ed Hubbard will continue to give his support to this worthy cause.
- ❖ A fee for members of the FEA was again discussed. Some members were willing to pay the membership dues from their own pockets while others indicated that their organizations would not fund the membership dues if such were imposed. This may be further explored at up-coming meetings. At the April meeting – What are our annual budget? Should we try fundraising? Non profit status will be reviewed by Kathi Hatch and Bill Phillips.

- ❖ Colonel Deb Carter will be preparing a gift basket for this year's guest speaker. However, she will not be able to be present at this year's luncheon as she will be on a well deserved R&R.
- ❖ David L. Berard, P.E. US Dept of Labor was present at this meeting and he extended an invitation to attend any of the seminars presented by the NH Small Business Development Center. The topics range from:
  - ◆ Personal Protective Equipment
  - ◆ Hazardous Waste Management and Storage
  - ◆ Fall Protection
  - ◆ Blood Borne Pathogens
  - ◆ Air Contaminants and HVAC
  - ◆ First Aid
  - ◆ Machine Guarding
  - ◆ Mold
  - ◆ Electrical Safety Lock Out
  - ◆ Tag Out
  - ◆ Kitchen and Cafeteria Safety
  - ◆ Ergonomics/Listing Formula

I will try to scan the hand out to attach the times and location where these topics will be held.

Former President, Colonel Michael Horne, was able to attend this meeting and he extended words of encouragement in seeing the NHFEA meeting attendance increase in size. However, there was a concern we had not had anyone from the VA Regional Office or anyone from the VA Hospital attend any of the past meetings in quite a while. Mike was going to see if he could reach someone from the VA Regional Office to start attending our meetings. Mike also stated the CFC should be debriefing us on the Greater Seacoast United Way. Good to see you Mike.

The next Board Meeting will be on Thursday, April 20, 2006, 10:00 am at the DOJ, Cleveland Building, Concord, NH. The meeting adjourned at 1.00 PM.

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Marlene Littlefield, President  
New Hampshire Federal Executive Association