

NEW HAMPSHIRE FEDERAL EXECUTIVE ASSOCIATION

Marlene Littlefield, President 2005



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FEA Board Meeting

October 25, 2005

1. The meeting convened at 10:00 am at the NH Guard, HR Conference Room, Concord, New Hampshire The following members were present:

Marlene Littlefield, NPC
Peter Kawonczyk, USAO
Armand Carignan, FAA/Boston Center
Jessica Scott, HUD
Bob Grenier, HUD
Trina Wycoff, NHNG
Bruce Houmes, USDOT/FMCSA
Steve Tacopina, VAMC

2. Marlene Littlefield, called the meeting to order at 10 AM.
 - a. September minutes were reviewed and accepted.
 - b. There was no Treasurer Report
 - c. Tasking review
 1. Draft FEA Flyer was presented by Bob Grenier and Jessica Scott. Steve will edit flyer with new award categories and mission statement. It will be re-presented at the November meeting.
 2. SSG Trina Wycoff presented Col. Deb Carter's training proposal. They are planning on presenting a training event called "Psychology of Retirement" in the August / September 06 timeframe.
3. 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.
4. The Passport event has been postponed to February 06 due to numerous taskings as a result of recent weather related activities.

5. It was decided that the blood drive as well as other events scheduled at our individual agencies should be published in our monthly minutes if they are available to other agency participants. The sharing of these events will benefit the Federal community as a whole and will be a cost effective training opportunity.
6. The Annual Scholarship Award package deadline has been extended to October 28. It was reported that only 3 applications were received so far.
7. Guest speaker at our awards banquet is being considered. The Governor is available for that day and Marlene will fill out the online invitation. Other candidates are being looked at including Ann Barrett, Passport Service, MG Clark, Sen. Bass, Bradley and Gregg. Some celebrity to add some humor to our banquet was also considered.
8. Our mission statement needs to be reviewed and improved. Steve offered to work on this and will have a draft by next meeting.
9. Our current award categories are confusing. The board went over each category and brainstormed the following with the desired outcome to improve the image of federal service:
 - a. Distinguished Community Service
 - b. Distinguished Equal Opportunity/Diversity
 - c. Customer Service
 - Individual - process improvement, show cost savings, resource savings, improve communications, proactive 'fire prevention' being tenacious.
 - Team - process improvement, show cost savings, resource savings, improve communications, proactive 'fire prevention' being tenacious
 - d. Innovation
 - Individual
 - Team
 - e. Leadership; Individuals who 'walk the talk', improve morale, stewardship, brake down barriers, someone who recognizes excellence, balances organizational and individual needs, mentoring.
10. The board brainstormed funding streams to support the scholarship fund and award banquet. In the past year both GEHA and BC&BS contributed to the event. The board felt that another potential sponsor may be the cell phone providers. The board rationalized that as long as the Board solicited in the name of the FEA and not our individual organizations we could pursue these funding streams. An option explored was to invite the cell phone providers to setup a kiosk at our event to advertise their product and we could charge a fee for the kiosk. No firm plans were made at this time.

11. The next Board Meeting will be on November 22, 2005 at Pease AFB. The meeting adjourned at 1 PM.

A handwritten signature in black ink, reading "Peter Kawonczyk". The signature is written in a cursive style with a large initial "P".

PETER KAWONCZYK

Secretary