

NEW HAMPSHIRE FEDERAL EXECUTIVE ASSOCIATION

Marlene Littlefield, President 2005



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National Passport Center
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FEA Board Meeting

November 29, 2005

1. The meeting convened at 10:20 am at the Passport Center Conference Room, Portsmouth, New Hampshire. The following members were present:

Marlene Littlefield, NPC
Peter Kawonczyk, USAO
Armand Carignan, FAA/Boston Center
Lonna Moaraty, CFC
Bill Phillips, USSBA
Pat Riordan, PNS
Kathi Hatch, IRS
Donna Drapeau, IRS
Dawn Nester, IRS
Rosemarie Ohur, OSHA

1. Marlene Littlefield, called the meeting to order at 10:20 AM.

- a. October minutes were reviewed and accepted.
- b. Members and guests were introduced.
- c. The Treasurer reported as Follows:

Checking	\$2,031.97
Savings	<u>13.48</u>
Total	\$2,045.45

- c. Tasking review

1. Draft FEA Flyer was presented at the meeting. Steve offered last month to edit the flyer with new award categories and mission statement. It will be re-presented at the December meeting.
- 2.. The retirement planning called "Psychology of Retirement" , is still planned for 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. The FEA is still very much interested in fielding a WEB page. Our draft will be sent by Peter to Dawn Nester to edit and finalize the page.
6. The Annual Scholarship Award package deadline has been extended to October 28. The extension generated an additional 30 applicants for this year. This will bring the total to 33. Volunteers were sought to read and rank the awards sometime next week.
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 with the final listing being:
 - Distinguished Community Service
 - Distinguished Equal Opportunity/Diversity
 - Customer Service - Individual; improve image of federal service, process improvement, show cost savings, resource savings, improve communications, proactive 'fire prevention' being tenacious.
 - Customer Service - Team; improve image of federal service, process improvement, show cost savings, resource savings, improve communications, proactive 'fire prevention' being tenacious
 - Innovation – Individual
 - Innovation – Team
 - Leadership; Individuals who 'walk the talk', improve morale, Stewardship, brake down barriers, someone who recognizes excellence, balances organizational and individual needs, mentoring.
10. The site selection for the scholarship fund and award banquet have not been made. In the past year both GEHA and BC&BS both contributed to the event. The board felt that another potential sponsor may be the cell phone providers. Other contributors by be local automobile sales, Fedex. We also explored sponsors for the various golf holes.
11. Ms. Moaraty reported that the CFC did well this year, potentially exceeding our goal of \$950,000 but a little short of the \$1,000,000 mark. So far only 40% OF the agencies reported their results. Ms. Morioraty reported that there were 3 kick-off's and two were very well attended. FEA was asked to present a certificate of appreciation to the various CFC Coordinators.
12. The golf event was discussed briefly. The board felt that the distance to travel to the current site may be a destructor and the board will explore a closer site. Also various options were explored to be able to capture more funds for the FEA scholarship program.

2. The next Board Meeting will be on December 20, 2005, location to be determined. The meeting adjourned at 12.00 PM.

A handwritten signature in black ink that reads "Peter Kawonczyk". The signature is written in a cursive, flowing style.

PETER KAWONCZYK

Secretary