

NW FEDERAL EMPLOYEES ASSOCIATES' GOVERNOR'S MANUAL

for

Name of Governor or Associates' Official



JANUARY 1998

the Associates

Northwest Federal Employees Association - B/142 n P.O. Box 3621 n Portland, Oregon 97208 n (503) 230-4149

Dear Governors and Associates' Officials:

Attached is the updated 1998 Governor's Manual. These pages replace in its entirety the yellow Governor's Manual dated January 1996. Included are revised names and telephone numbers of Governors, Program Updates, and the October 16, 1996 revisions of the Constitution and the November 20, 1996, revision of our By-Laws, Polices and Procedures. Please keep your Manual handy, and continue to contact **Secretary Cindy King** with changes that affect you and the other Governors and members.

This Manual includes forms for the *Watts News* Ads and for our Caring and Sharing Program.

Thank you for your hard work and exceptional service to the Associates by becoming a Governor. We appreciate the opportunity to serve with you this year.

Sincerely yours,

Sharon Ricks-Born

Sharon Ricks-Born, President
BPA/TM-Lloyd
230-4519

Attachments

Associates' file

TABLE OF CONTENTS

Letter to Governors	i
Table of Contents	ii
 General Topics	
The Governor's Role	1
"About the Associates"	2
Officers, Chairpersons, & Representatives	4
Past Presidents	7
Governors	8
Board of Governors Schedule of Meetings	11
Treasurer's Operating Policy	12
 Standing Committees	
Advisory Committee	14
Liaison with Advisory Committee	14
Board of Review for Awards	14
Executive Committee	14
Membership Committee	14
Retirees' Watts News (form)	14
 Caring and Sharing Program	
Presentations Preference (form letter and form)	17
Governor's Request for Presentation (form)	18
Blood Donor Program	19
Charitable Food Collection	19
Holiday Gifts for Foster Children	19
Used Eyeglasses and Hearing Aids	19
 Concessions and Sales	
Candy and Nuts	19
Holiday Craft Bazaar	20
Photography	20
Other Concessions and Sales	21
 Member Services	
Amusement Parks	21
Automobiles	21
Notary	21
Watts News	21
How to Submit Articles to Watts News	22
Classified Ads Form	23

Social Activities	24
Children's Holiday Party	24
Picnic	24
Sports Program	24
Constitution	25
Bylaws	33
Polices and Procedures	42
Associates Foundation	55
Child Care Scholarships	55
Energizing the Community	55
College Scholarships	56
Other Charitable Activities	56

THE GOVERNOR'S ROLE

Congratulations upon being elected **Associates' Governor** for 1998! If you are a first-time Governor, **WELCOME ABOARD!** We hope you find the experience a fun and fulfilling way to serve your coworkers. If you are a returning Governor, we extend a sincere **WELCOME AGAIN** and **THANK YOU**. Experience gained over the years in the **Associates** strengthens your ability to serve our members better.

As Governor, you are the **vital link in the chain** between the **Northwest Federal Employees' Association (NFEA)** and the members in your service area. Your members will look to you for information. Often, their level of activity in the **Associates** will relate directly to how well you communicate with them, and them with you. By attending the monthly meetings, you will provide continuity and make an impression on behalf of our organization. Through you, members will know the benefits available to them and the opportunities for them to participate actively in their Employees Association.

Remember that when you are asked to help, it is not necessary that you personally supply the help. Your role as Governor may use all of the time your supervisor has granted you for **Associates'** purposes, so if you find that you are unable to donate more of your own time, ask your members to volunteer their time. Members sometimes tell us that they "would have bought a raffle ticket if someone had come around offering them" or that they "might have helped on a project, but didn't know help was needed." While some members will ask you for information and offer to help, you will probably be more successful if you approach them first.

Governors who communicate effectively with their members often find others willing to help with projects. If you are a new Governor, you might find that your area has members who have been very active in the past, and with a little friendly persuasion, would enjoy volunteering again.

You are the key to the continued success of the **Associates**. Remember, your coworkers elected you as their representative. Their votes represent their confidence in you and their willingness to work with you. Please take time to familiarize yourself with the **Associates'** programs, services, and benefits. They are more diversified and convenient than many people realize. Your awareness of who we are and what we can do will be valuable to your members. And one more thing, **REMEMBER TO ATTEND THE MONTHLY GOVERNORS MEETING. See schedule on page 11.**

The 1998 Executive Board

Sharon Ricks-Born, President

Val Nelson, Vice-president

Cindy King, Secretary

Brad Ellis, Treasurer

Nancy C. Mabe, Immediate Past President

ABOUT THE ASSOCIATES

The **Northwest Federal Employees Association** (NFEA or "**Associates**") is a nonprofit organization established under IRS paragraph 501(c)(4) to maintain the general welfare and provide specified benefits to Federal employees whose Agency is headquartered in the Lloyd Center area of Portland, Oregon. Employees whose Agency was once headquartered in this geographic area may still be members through "grandfathering." Our members include employees from the Departments of Agriculture, Commerce, Energy, and Interior. The **Associates** currently includes employees from the following agencies:

- DOE Bonneville Power Administration
- DOI Bureau of Indian Affairs
- DOI Bureau of Land Management
- DOI Regional Solicitor's Office
- DOI Fish and Wildlife Service
- DOI US Geological Survey
- DOC National Marine Fisheries Service
- Pacific NW Federal Credit Union

The Federal government does not permit the "kitty," or the passing of the hat. To respond to social and welfare concerns, the **Associates** was formed by the employees of the Bonneville Power Administration in 1938. As the **Associates** grew, membership opportunities expanded to include all Federal employees in the Lloyd Center area. The existing organization operates under a Constitution and Bylaws. These documents are periodically revised to reflect the changing needs and perspectives of the organization.

The **Associates** sponsors social and community-outreach projects, such as a January installation event to introduce the new officers, a summer picnic, and a children's December holiday party. A successful program of past decades was float-building for the Portland Rose Festival Parade for which the **Associates** received several first-place trophies.

The **Associates** became very involved in providing blood to the American Red Cross during World War II. We have continued to be a community leader in this area and have received recognition from the Red Cross over the years. The **Associates** has been one of the larger corporate suppliers of blood products in the Portland area.

There were no concession or purchasing programs in the 1930s. Eventually our members' interests in discounted prices on services and products spurred the creation of a purchasing program. We compiled a directory of retail and wholesale outlets that offered cost savings to our members. We also have a concession program coordinated by member-volunteers. Some concessions, such as photo, maintain a small inventory. Other

current programs provide access to automotive parts, photo processing, candies and nuts, detergent, and flower bulbs. We add new concessions as opportunities arise.

Some highlights of our other programs are:

College Scholarship Program (children of members may apply)

Watts News (newsletter for members)

Amusement Discounts (Entertainment Book, Magic Kingdom membership)

Caring and Sharing Program (remembrances for the ill and bereaved; celebrations of births and adoptions; medical equipment loans)

Sports Program (includes both team and individual activities such as basketball, bowling, golf, soccer, softball, skiing, volleyball, tennis)

Membership is open to employees of Federal agencies in the specified geographic area. Annual dues are \$5.00. Each group of employees has a representative called a Governor who acts as liaison with **Associates'** programs. A membership drive is conducted in March of each year by the Governors. Members are eligible to vote yearly for Officers and for a Governor for their area. The Governors answer members' questions and represent them at the monthly meetings of the Governing Body. Retired employees may continue as special members through payment of the same dues.

We welcome members into the **Associates**. As an organization for and by members, we depend on the active, enthused members for support and participation.

1998 OFFICERS, CHAIRPERSONS, AND REPRESENTATIVES

Associates' Center, 905 Building, Room B142
 (905 NE 11 Avenue, ZIP 97232)/PO Box 3162/B142
 Portland OR 97208
 Telephone 503-230-4149

POSITION	NAME	ROUTING	TELEPHONE
Officers			
*President	Sharon Ricks-Born	TM-Lloyd	230-4519
*Vice-president	Val Nelson	CP-7	230-3597
*Secretary	Cindy King	BLM-OR-03-930	952-6450
*Treasurer	Brad Ellis	FWS/LE	231-6125
Representatives			
Budget and Management	(Vacant)		
Historian	(Vacant)		
Legal Advisor	Robert Jones	BPA/LL-7	230-4201
Parliamentarian	(Vacant)		
Property Custodian	Sharon Ricks-Born	BPA/TM-Lloyd	230-4519
Standing Committees			
Advisory Committee	Past Presidents		
*Liaison With Advisory Committee	Immediate Past President Nancy C. Mabe	BPA/TNE-3	230-4030
*Board of Review for Awards	Sylvia Wynandts	BPA/CI-7	230-4350
*Executive Committee	Officers listed above and Immediate Past President		
*Membership	Sandi Simpson	BPA/TSL-AMPS	(360) 418-2644
Special Committees and Advisors			
Election Committee	Jon French	BPA/TOP-SKY1	230-3169
Election Assistant	Linda McKinney	BPA/ECN-4	230-3223
Nominating Committee	(appointed o/a Sept. 1)		
Reapportionment Committee	Immediate Past President		
Chapter Presidents			
Seattle	Barbara Crumrine	CFS/Seattle	(206) 216-4342
Spokane	Tom Von Muller	PL/Spokane	(509) 358-7404

* As defined in Article II, Section (4) of the Associates' Constitution.

1998 OFFICERS, CHAIRPERSONS, AND REPRESENTATIVES

PROGRAMS

I. Caring and Sharing. (If need is urgent and Chairs or Assistants are unavailable, contact the President.)

*Advisor and Direct Grants	Aida Kelsaw	BPA/PSM-6	230-5487
Medical Equipment	Marta Salazar	BPA/PSR-6	230-5843
Medical Equipment Assistant	(vacant)		
Presentations	Aida Kelsaw	BPA/PSM-6	230-5487
Presentations Assistant	(vacant)		
Blood Donor Program:			
*Advisor	Adele Steinwinder	BPA/TNF-3	230-5568
Vancouver Co-chair	Gene McClellan	BPA/TFH-CSB	(360) 418-2773
Charitable Food Collection	Deborah Maria	BPA/PGGC-5	230-7582
	Elizabeth Paul	BPA/TSP-MODW	(360) 418-2476
Holiday Gifts/Foster Children	Beverly Witherite	BPA/NP-1	230-4262
Used Eyeglasses Collection	Deborah Maria	BPA/PGGC-5	230-7582

II. Concessions and Sales. (Concessions are programs through which the Associates receives revenue and provides discounts to members.)

*Chair	Vice-president		
Candy and Nut Committee	Brad Ellis	FWS/ALE	231-6125
	Teresa Street	BPA/TFHE-CSB	(360) 418-2730
Detergent/Soap	Deborah Maria	BPA/PGGC-5	230-7582
Entertainment Book	Sharon Ricks-Born	TM-Lloyd	230-4519
Flower Bulbs	Valerie Nelson	CP-7	230-3597
Holiday Craft Bazaar	Sharron Everett	BPA/PPP-1	230-7372
Photo Supplies & Processing	Barry Wright	BPA/TOE-SKY2	230-5611
T-Shirt Committee	Marta Salazar	BPA/PSR-6	230-5843
	Deborah Maria	BPA/PGGC-5	230-7582
	Teresa Street	BPA/TFHE-CSB	(360) 418-2730
	Mike Caldwell	CN-7	230-3334
	Jennifer Basaraba	ACS-7	230-5118
	Sheila Riewer	PSM-6	230-5473
	Evelyn Storie	PGGB-6	230-4720
	Gloria Roberts	TSS-PSB-S	(360) 418-2514
Business Card Representative	Barry Wright	BPA/TOE-SKY2	230-5611
Harvest Festival	(vacant)		

* As defined in Article II, Section (4) of the Associates' Constitution.

III. Member Services

*Chair	President		
Annual Leave Record Cards	Jon French	BPA/TOP-SKY1	230-3169
Amusement Parks			
Associates' Center Manager	Ron Holeman	BPA/PGC-6	230-3444
Automobiles	Stephen Bonneville	BPA/PGSD-5	230-3804
Chapter Liaison	Vice-president		
Group Events	Cherie Long	BPA/PSM-5	230-3461
Jewelry Discount Offers	(vacant)		
Notary	Joan Traversie	BPA/PSR-6	230-3339
Paperback Library			
Co-Chair	Patrice Baker	BPA/PPP-1	230-3623
Co-Chair	Sharron Everett	BPA/PPP-1	230-7372
Vancouver	Sandi Simpson	BPA/TSL-AMPS	(360) 418-2644
Retirees' Contact	Barbara Shafer	BPA/PGG-6	230-7682
Ross Complex Representative	Debi McGinness	BPA/TSB-PSB-2	(360) 418-2610
Safety Glasses	Ron Holeman	BPA/PGC-6	230-3444
Scrapbook	(vacant)		
Watts News			
*Editor	Cathe Barter	BPA/PGGB-6	230-3981
Classified Ads	Connie Whitlow	BPA/PGG-6	230-4240
Retirees' Mailing	Barbara Shafer	BPA/PGG-6	230-7682

IV. Social Activities

*Chair	President		
Children's Holiday Party	Marta Salazar	BPA/PSR-6	230-5843
Installation Event	Outgoing President		
Picnic	Linda McKinney	BPA/ECN-4	230-3223

V. Sports Program

*Chair	Linda McKinney	BPA/ECN-4	230-3223
Basketball, Men's	Darrell Eastman	BPA/AT-7	230-3869
Bowling, Coed			
Bowling, Men's	James Graffy	BPA/TOOS-DITT1	(360) 418-2336
Golf, Coed	Mary Ann Dalton	BPA/TMC-DITT2	(360) 418-8270
Skiing	(vacant)		
Softball, Men's	Ken Kane	BPA/ACS-7	230-5361
Vancouver	Jim Potts	BPA/TFHE-MODA	(360) 418-2538
Softball, Women's	Karen Graves-Pyrch	BPA/CLC-2	230-3194

VI. Associates Foundation

President	Cherie Long	PSM-5	230-3461
Vice-president	Grace Gates	TSP-MODW	(360) 418-2379
Secretary			
Treasurer	Karen Graves-Pyrch	CLC-2	230-3194
Director	Deborah Maria	PGGC-5	230-7582

ASSOCIATES' PAST PRESIDENTS

(Agency routing and telephone listed if employed locally)

1938	Fred Lawrence	1969	Rodney Moorman	
1939	Beulah Cowan	1970	Don Davey	NCP/x3124
1940	John Durr	1971	Donn Remington	
1941	Carl Skooglund	1972	Dean Lieber	
1942	Charles Slatt	1973	Leonard Cebula	
1943	Howard Strawn	1974	Linda McKinney (Campbell)	ECN/x3223
1944	Jack Stevens	1974	John Richardson	
1945	James Wild	1975	Leonard Sosnovske	
1946	Otis Johnston	1976	Phil Sanchez	
1947	Don Naylor	1977	Diana Balden (Oliver)	
1948	Ray Allen	1978	Marv Nelson	
1949	Arnold Huff	1979	Jon French	TOP/x3169
1950	Bernard Stevenson	1980	Sandy Hammon	
1950	C. "Bill" Waugh	1981	Ron Holeman	PGC/x3444
1951	Ralph (Pop) Sherriff	1982	Elmer Edgell	
1952	John Bishop	1983	Jim Leiser	
1952	Jack Jones	1984	Myrna Davis - BLM-940	952-6093
1953	Bert Taylor		P.O. Box 2965	PDX 97208-2965
1954	James McKinley	1985	Keith Hartner	TSI-PSB/*2557
1955	Robert Gillespie	1986	Karen Graves Pyrch	CLC/x3194
1956	Elmer Buehler	1987	Cherie Long	PSM/x3461
1957	Norman Holt	1988	Debra Hansen	AB/3232
1958	Robert Stevens	1989	Robert Topham	CIV/x4049
1959	Ruth Carr	1990	Sylvia Wynandts	CI/x4350
1960	Norman Lamb	1991	Deborah Smith	CGIR/x4071
1961	Louis Cowan	1992	Sandy Stevens	FWS/CGS/
1962	Henry Bushman		911 Bldg., Flr 4 West	872-2760
1963	Gladys Fletcher	1993	Michael Caldwell	CN/x4427
1964	Earl Hall	1994	Sandi Simpson	TSL-AMPN/2644
1965	Marshall Shelton	1995	Doug Auburg	PM/AMP-x4523
1966	William Striplin	1996	Nancy C. Mabe	TNE-3/x4361
1967	Richard Nyland	1997	Nancy C. Mabe	TNE-3/x4361
1968	June Fung			

1998 ASSOCIATES' GOVERNORS

Notify Secretary Janet Dahlheim of changes to the list of Governors

<u>Organization/Location</u>	<u>Governor</u>	<u>Routing</u>	<u>Phone</u>
<u>US Office of the Reg. Solicitor</u> 500 NE. Multnomah, Suite 607 Portland, OR 97212	Colleen Gooding		
<u>US Geological Survey</u> 10615 SE. Cherry Blossom Dr. Portland, OR 97216	Donita Parker DJParker@usgs.gov		251-3273
<u>US Geological Survey</u> 5400 McArthur Blvd. Vancouver, WA 98661			
<u>Nat'l Marine Fisheries Service</u> 525 NE. Oregon St. Suite 500, Portland, OR 97232-2737	Michelle Day Michelle.Day@noaa.gov		231-6938
<u>Bureau of Indian Affairs</u> 911 NE 11th Portland, OR 97232 8th Floor 7th Floor West 7th Floor East 6th Floor West	James Colhoff (Vacant) (Vacant)	BIA BIA BIA BIA	231-6735
<u>Fish & Wildlife Service</u> 911 NE 11th 6th Floor West, 4th Floor West 5th Floor East 4th Floor West 4th Floor East 3rd Floor West 3rd Floor East 2600 SE 98th Ave., Suite 100 Portland, Ore 97266	Sandy Stevens Sandy_Stevens@mail.fws.gov (Vacant) Brad Ellis Brad_Ellis@mail.fws.gov Debbie Kilpatrick debbie_kilpatrick@mail.fws.gov (Vacant) (Vacant) Ron Garst	FWS/CGS FWS/ALE FWS/ES	872-2760 231-6125 231-6131 231-6179
<u>Bureau of Reclamation</u> Lloyd Center Tower - Suite 1110 825 NE Multnomah Portland, OR 97232	(Vacant)		

Bureau of Land Management

PO Box 2965 - BLM
 Portland, Oregon 97208-2965

Cindy King (503) 952-6450

c1king@sc0126wp.sc.blm.gov

Bonneville Power Administration**905 Bldg**

<u>Area of Coverage</u>	<u>Governor</u>	<u>Routing</u>	<u>Phone</u>	<u>Location</u>
A, AR, AB				
AC, AN, AR, AT	Jennifer Basaraba	ACS-7	#5118	7-Q16
CR, CRO, CTM, CRC, CRI	Chris Mugot	CLM-2	#5067	2-Q12
CE	Arlie Musgrave	CPP-1	#3714	4-S4
CH, CHR, CHL	Krista Harrison	CHR-1	#4200	1-N16
CION,CGM-B1, TND-B1	Arlie Musgrave	CPP-1	#3714	4-S4
CI,CIV,CG,CGI,CGIF	Phyllis Miller	CIV/911-2	#3121	911-2
CL, CLS	Marchelle Mayes	CLC-2	#3572	2-S12
CM,CMC,CMD,CMF,CMR	Debora Magness	CMC-2	#4078	2-V4
CPP	Sharron Everett	CPP-1	#7372	1-V4
CRB, CRO	Bonnie Hage	CRB-2	#3586	2-M22
E (All E routings)	Donna Pyne	ECB-4	#3773	4-L16
L, LL, LF, LN	Ernest Estes	LN-7	#4201	7-728
N-1	Bev Witherite	NP-1	#4262	6-M22
PGSP-5	Ted Barham	PGSP-5	#4651	5-Q14
PSMR-6	Mollie Gatreack	PSM-6	#3075	5-M22
PSMF-6	Aida Kelsaw	PSM-5	#5487	5-H20
PSP-5	Martha Swain	PSP-5	#5658	5-H23
TMB-6, PSR-6, PGG-6	Marta Salazar	TMBS-6	#5843	6-V6
TM-Lloyd	Steve Huss	TM-Lloyd	#5172	3
TNE-3/4 (Telecom & Control Systems)	Nancy C. Mabe	TNE-3	#4361	3-K23
3rd Floor West	Eileen Jensen	TNF-3	#4626	3-M5
3rd Floor Northeast, TSR, TSRF, TSRS	Janet Dahlheim	TSR-3	#3277	3-K19
4th Floor SW (TS/TSIC)	Nici Howland	TSIC-4	#4090	4V6

PSW-700 Building

PSW-700	Dorothy Copeland	PSW-700	#5856	4-400
---------	------------------	---------	-------	-------

911 Building

CE-911 (2nd Floor)	Arlie Musgrave	CPP-1	#3714	4S4
CN-911 (2nd Floor)	Michael Caldwell	CN-911-2	#4427	4M20
CGF/O/S-911 (6th Floor)	Arlie Musgrave	CPP-1	#3714	4S4

Airport Services

TC	Terry Hoover	TC-Hanger	#4100	
----	--------------	-----------	-------	--

BPA Ross Complex

Ampere Bldg., 2nd Floor	Anita Rivenburgh	TNE-AMPN-2	2914
CSB East and West	Theresa Harty	TSP-CSB	(360) 418-2718
CSB	Teresa Street	TFHE-CSB	2730
Dittmer Basement	Iris Brannam	TMS-DITT1	2339
Modular Building	Grace Gates	TSP-MODW	2379
Plant Services Building	Tobey Garcia	CHR-PSB-2	2382
PGS, PGG, PST, PGPL (2nd Floor)	Jennie Tran	PGPL-DITT2	2149
TSL	Sandi Simpson	TSL-AMPS-1	2644
Warehouse/Parts/Garage	Sandy Robinson	TST-WHSE	8019
Z-291, General Shops	Gloria Roberts	TSS-PSB-3	2514
Z992 (Safety/Health)	Gene McClellan	CC-PERS	2392

Other Outlying BPA Areas

700 Bldg. (NCV 1st & 5th)	Linda Nash	NCV-703	(360) 418-8648
Chemawa District	David Kittrell	TFEG/Albany	(503) 393-2071
Covington Mtce. District	Bill Beutz	TFNH/Covington	(206) 631-9150
Longview District	Patty Hanson	TFO/Longview	(360) 414-1306
Redmond/Malin	Neva Berman	TFR/Redmond	(541) 548-4015
Seattle	Judy Polenske	PSW/Seattle	(206) 216-4271
Walla Walla/Pasco/ Franklin/McNary Districts/Idaho Falls/ Burley/The Dalles	Sue Oswley	TFP/Walla Walla	(509) 527-6324

Associates Representatives - Spokane Area

President: Tom Von Muller	PL/SPOKANE	1 (509) 358-7404
Vice President: Hope Pennell	EPF/SPOKANE	1 (509) 358-7476
Governor: Kathy Hoffman	PSE/SPOKANE	1 (509) 358-7405
Secretary/Treasurer: Kathy Ireland	PSE/SPOKANE	1 (509) 358-7409

BOARD OF GOVERNORS SCHEDULE OF MEETINGS

Meetings begin at 12 noon. The room will be opened at 11:30 a.m. Meetings are usually on the **third Wednesday** of each month except **December**.

Meeting for Executive Board Members

Dates and Times for 1998 Associates' Executive Board Meetings Room TBA

January 8, 1997	11:30 - 1:00
February 12	“ “
March 12	“ “
April 9	“ “
May 7	“ “
June 11	“ “
July 9	“ “
August 13	“ “
September 10	“ “
October 15	“ “
November 12	“ “
December 3	“ “

Meeting dates for the Associates' Governors meetings for 1998.

Room 204 will be the meeting place for the meetings unless something happens and we can't use it. (11:30 am to 1:00 pm)

January 21, 1997	Room 122
February 18	Room 204
March 18	Room 214B - Vancouver/Dittmer (12:00 - 1:00)
April 15	Room 204
May 20	Room 204
June 17	Room 214B - Vancouver/Dittmer (12:00 - 1:00)
July 15	Room 204
August 19	Room 204
September 16	Room 214B - Vancouver/Dittmer (12:00 - 1:00)
October 21	Room 204
November 18	Room 204
December 9	Room TBA

* December meeting is usually held early in the month to accommodate the holiday season.

TREASURER'S OPERATING POLICY

It is the policy of the Associates that all Associates' funds be collected and disbursed through the General Fund, which is managed by the Treasurer. Chairs of programs, activities, and events who maintain or wish to maintain separate funds (checking or savings accounts or other means) are encouraged to confer with the Treasurer so both are fully informed of the other's actions, IRS reporting implications, audit, and other aspects.

As Governor or Chairperson, you will be handling cash during the year. Your cash flow will vary depending upon each activity. To keep the operation running smoothly, please follow the procedures outlined below. If you have any questions about these procedures, please contact the Treasurer, Tersea Street at 418-2730(Ross). Checks should be made payable to the "**Associates**" or **NFEA**.

PROCEDURE FOR GOVERNORS IN HANDLING MONEY RECEIVED.

1. Encourage members to write a check for all transactions.
2. **DO NOT SEND CASH THROUGH THE MAIL.** Hand-carry it to the Treasurer. Call ahead to verify her ability to meet you. Always make a notation regarding what the money is for, so that the Treasurer can record it in the correct program.
3. Send checks to the Treasurer.
4. Notify the relevant Program/Concession Chairperson of any and all amounts sent to the Treasurer, as applicable.

PROCEDURE FOR CHAIRPERSONS HANDLING MONEY RECEIVED.

1. Programs operated all year shall submit moneys weekly. Programs which receive large sums of moneys shall submit moneys immediately to the Treasurer or the Delegated Representative.
2. Accounting Process.
 - a. Submit money/checks to the Treasurer or the Treasurer's Delegated Representative **OR** endorse checks with the **Associates'** account number, 26123, #2.
 - b. Prepare a machine tape of checks. Verify all amounts and totals on the attached machine tape. Deposit to PNWFCU account 26123 #2. Send PNWFCU receipt (yellow copy) to Treasurer **with annotation about the activity/event/program for which the deposit was made.** Attach the machine tape.
 - c. Include your name, address (routing code), and program/activity on the bottom of the deposit slip.
 - d. Retain a copy of the yellow deposit slip for your records. Keep your copy until your end-of-year report is reviewed or for 2 years, whichever comes first.

3. Program and Concession chairpersons must keep a record of all receipts and expenditures for each year (February 1 through January 31). The records should indicate the date the funds were transferred to the Treasurer and the date an invoice was submitted to the Treasurer. These records may be requested for audit at the year's end.
4. Your assistance will be sought to collect on any checks that you have received and forwarded for deposit that "bounce" after deposit to the bank.

**A \$10 FEE WILL BE ASSESSED FOR ANY CHECK THAT IS
RETURNED "NSF"**

5. **PLEASE KEEP ALL MONEYS UNDER LOCK AND KEY AT ALL TIMES. DO NOT SEND CASH THROUGH THE MAIL.**

PROCEDURE FOR BILLS.

1. All bills (invoices) are to be sent to the Treasurer as soon as possible.
2. Payment of bills must be approved by the Program or Activity Chairperson by noting on the bill (invoice) or attaching a note with the following information:
 - a) The statement "Okay to Pay"
 - b) The name of the authorizing person (program/activity chair)
 - c) The telephone number of the authorizing person
 - d) Program/activity
 - e) Date.

PROCEDURE FOR YEAR-END PROGRAM REPORTS.

At the end of each fiscal year, the Treasurer may request from Program, Activity, and/or Event Chairs an accounting of funds collected, disbursed, or held for that function during the year. The Treasurer may also request an inventory of goods on hand as of January 31 in the programs/activities/events that accrue prepaid **Associates'** merchandise.

STANDING COMMITTEES

ADVISORY COMMITTEE. The Past Presidents of the **Associates** shall make up an Advisory Committee to be available to counsel and advise the existing Executive Committee as needed.

LIAISON WITH ADVISORY COMMITTEE. The Immediate Past President shall serve as the liaison between the Advisory Committee and the Executive Committee.

BOARD OF REVIEW FOR AWARDS. This Board is appointed annually by the President and shall include a Past President of the **Associates**, a current officer, and a representative of each member agency. The Board of Review may use any resources, witnesses, and methods of investigation it may choose to consider the merits of the qualifications submitted and shall present its recommendation to the President within sixty (60) days following its receipt of a nomination. The Governing Body shall thereupon vote on the recommendations of the Board of Review.

EXECUTIVE COMMITTEE. The President, Vice-president, Secretary, Treasurer, and Immediate Past President of the **Associates** shall compose the Executive Committee which is fully authorized, when called into session by the President or any officer acting as President or by a majority of the members of the Executive Committee, to take emergency action including the appropriation of funds not in excess of \$100 on any matter when it would not be feasible to call a special meeting of the Governing Body, or to take any other authorized action. Any such action shall be reported at the next meeting of the Governing Body. The act of the majority of the Executive Committee shall be the act of the Committee.

MEMBERSHIP COMMITTEE. The **Associates'** annual membership drive is conducted by the Membership Committee. Details of membership follow:

General. Membership in the **Northwest Federal Employees' Association** ("**Associates**") is open to Federal employees and others (such as retirees) as specified in the Constitution. The annual membership drive is conducted by the Governors starting in March. The Membership Committee issues instructions and provides help to the Governors in this vital task.

A brochure summarizing the **Associates'** activities and the benefits of membership is published periodically. Each Governor is encouraged to retain a reference copy following this page in this manual.

Retirees. Members of the **Associates** who retire may continue their membership as provided in the Constitution. The rights of membership that do not extend into retirement are those of voting and of holding office. Retirees may, and are encouraged to, participate in such **Associates'** issues as social and sports activities, sales and concessions, and *Watts News* features.

Annual membership dues for retirees is the same as for employees. A retiree's membership converts to the Retirees' List upon notification to the Membership Chair. No further payment is needed for the **Associates'** year (February 1 through January 31) in which the retirement occurs. The Membership Chair sends a letter to each retiree-member in late March of each year for payment of the dues.

Retirees may receive the *Watts News* by mail at their homes as long as they continue to be a current dues paying member. Each Governor is encouraged to contact members before they retire to ascertain whether they want to receive the *Watts News*. The **Associates'** form below may be useful in collecting needed information. Explain to the retirees that they are responsible for keeping the Membership Chair informed of address changes.

The **Associates** sends representatives (usually the Executive Board) to the BPA Retirees' annual St. Patrick's Day luncheon. An **Associates'** table there enables retirees to renew their memberships in person and to pick up **Associates'** publicity that may be available.

(**Associates'** form; reproduce as needed.)

**ASSOCIATES NEARING RETIREMENT MAY
CONTINUE TO RECEIVE THE WATTS NEWS AS
LONG AS THEY ARE A CURRENT DUES PAYING
MEMBER.**

Please complete this form and return it to
Barbara Shafer BPA/PB.

If your address changes, notify Barb - 503-230-7682
or send to The Associates (Watts News) B142, PO Box 3621
Portland, OR 97208

NAME: _____

HOME ADDRESS: _____

PHONE: _____

I. CARING AND SHARING PROGRAM

The Caring and Sharing Program was established to provide comfort and cheer to **Associates'** members under certain circumstances and within budget limitations and in accordance with procedures set up by the **Associates**. It is the Governor's responsibility to advise the appropriate Caring and Sharing Program Chairperson of members' needs. The major portions of the Associates' Caring and Sharing Program are Presentations (gifts when ill or injured; when bereaved; and when a birth or adoption occurs); Medical Equipment Loans; and Direct Grants. Governors may contact the Program's Advisor (or the **Associates'** President) if the appropriate Chairperson or Assistant cannot be reached in a reasonable time and the need is urgent.

Direct Grants. Available to **Associates'** members are grants of monetary gifts in cases of major need or emergency of a catastrophic nature. If you feel a grant of this nature would benefit a member in your area, please call the Program Chair of the Caring and Sharing Program or the **Associates'** President.

Medical Equipment Loans. Items such as wheelchairs, and crutches are available for free, for temporary use by members and their families. To obtain these items, contact the Chairperson, Assistant, or Caring and Sharing Advisor.

Presentations. The **Associates'** Bylaws allow a gift called a Presentation to be made under the following circumstances:

- a. When a member or a member's spouse is ill at home for more than two weeks or hospitalized for more than three days;
- b. Upon the birth or adoption of a child to a member; and
- c. Upon the death of a member, or immediate family member..

Associates' members may indicate their preference for a presentation when they join the Associates or by contacting their Governor at any time. Governors are encouraged to give each member a copy of the attached "Presentations Preference Form" and to keep the completed forms on file confidentially. Information will then be available when needed for a presentation to be made. Remember that asking about their preference before the need arises will be in the best interest of comforting the member. Ask while conducting your membership drive. **Please update or reconfirm these forms annually.**

When the occasion for a Presentation arises, the Governor (or Assistant Governor) should complete a "Request for Presentation" form, as provided in this manual. If time for delivery of a Presentation is an issue, the Governor is encouraged to call the Presentations Chairperson or the Assistant. Please complete the "Request for Presentation" form before you call. Room numbers for hospitals are a great help; telephone numbers for home and hospital are appreciated. The full address for contributions to a charity is essential. The completed "Request for Presentation" form must follow the telephone request immediately; mail it to Aida Kelsaw, BPA/PSM. If the **Associates** is unable to make a presentation, the Chairperson may, at his/her option, send an appropriate card.

Note: Send the hardcopy "Request for Presentation" filled out and mailed, please no FAX or E-mail.

(Associates' form; copy as needed.)

Dear Associates' Member,

Subject: Caring and Sharing Presentations

On behalf of your co-workers, the **Associates** will remember you if you or a close family member becomes ill or injured or if you have a birth or death in your immediate family.

The **Associates** would like to remember you in the way that best suits you. Since some people are allergic to flowers, some adore candy, and others may want to use their gift to benefit others, we need to know your preference. Please complete the form below, and return it to chairperson.

If your spouse becomes eligible for a gift from the **Associates**, we will check with you for an appropriate item.

Since hospital stays can end quickly, we suggest that you allow us to send the remembrance to your home. To arrange for such, we need your home address and will treat it confidentially. Thank you,

_____, extension _____, location _____

Governor

PRESENTATIONS PREFERENCE FORM

Member No. _____

Print name and home address:

Date _____

Home telephone _____ (to verify availability to receive)

P R E F E R E N C E (circle one):

Flowers (specify favorite color)

Associates' College Scholarship

Associates' Child Care Scholarship

Gift Basket (specify favorite color/food)

Contribution to Charity (specify with complete mailing address):

(Associates' form; copy as needed.)

Send completed form to Aida Kelsaw, 230-5487, BPA/PSM

GOVERNOR'S REQUEST FOR PRESENTATION

DATE: _____

MEMBER NAME.: _____ MEMBER NO. _____

NAME OF RECIPIENT: _____

RELATIONSHIP TO MEMBER: _____

TYPE OF PRESENTATION (check one)

Flowers ___ Favorite color _____

Contribution to Charity (specify)____(include complete address, include zip code)

Favorite food _____

OCCASION FOR PRESENTATION (circle one): illness/injury birth/adoption
death

IN CASE OF ILLNESS/INJURY:

Number of calendar days already in hospital: _____

** How many days will patient remain in hospital: _____
(to ensure patient is there when presentation is delivered)

Number of working days at home: _____

Home address of recipient _____

ADDRESS WHERE PRESENTATION IS TO BE SENT (if hospital, give room number): _____

Governor name _____ (Governor or other completing this form),
extension: _____

For additional information, please refer to the Governors' Manual

Blood Donor Program. Adele Steinwinder will lead the Portland area program in 1997, assisted by Gene McClellan in Vancouver area. Their primary responsibility is scheduling and coordinating blood donations with the American Red Cross on a regular basis (monthly in Portland; quarterly in Vancouver). Blood drive dates are announced at monthly meetings of the Governing Body and in the *Watts News*.

Adele and Gene can talk with Governors individually if you have questions about this program. They welcome suggestions about the **Associates'** blood donor program.

If you have any reservations about working with the blood donor program, please feel free to discuss them with Adele or Gene. This program of community outreach is very important. Cooperation by all of us will allow it to continue to be successful. **If you cannot fulfill Governor responsibilities for this program, please contact one of the program coordinators so he can be aware.** The Governor's responsibilities include (a) asking members about being blood donors, (b) informing donors of blood drives, and (c) scheduling their appointments with Adele or Gene.

Charitable Food Collection. In the summer months and November-December, the **Associates** collects non perishable food for Portland-Vancouver food banks. **Associates** and their coworkers are encouraged to remember the less-fortunate, the needy, and the unemployed who receive emergency food from these banks...and to donate generously.

Holiday Gifts for Foster Children. The **Associates** gives members the opportunity to brighten the holidays for foster children in Multnomah and Clark counties through cooperation with State Children's Services Division in Oregon and Washington. Due to a variety of circumstances, some foster children receive no gifts unless charitable people donate. Generally, names are posted in the 905-911 Building lobby and at Ross Complex. **Associates** and their coworkers are encouraged to select a name and provide a gift for that child. CSD caseworkers provide the names, often with the children's age and a gift wish; they later deliver the gifts to the children

Used Eyeglasses and Hearing Aids. The **Associates** has collection points at BPA's administrative service centers (ASCs), at Ross Complex's Dittmer Supply Center, in the Lower Columbia Area Office's supply center, and in the **Associates'** Center for no-longer-used, complete eyeglasses and cases and serviceable used hearing aids. The items are donated to a nonprofit program through the Oregon Lions Sight and Hearing Foundation. They are used in third-world countries, primarily in Central and South America and Africa.

II. CONCESSION AND SALES

Candy and Nuts. The **Associates** sponsors seasonal candy and nut sales. The *Watts News* carries information as sales approach, and Governors receive individual handouts and instructions from the Candy and Nut Sale Committee. Contact the **Associates'** President to volunteer to serve on this Committee.

Holiday Craft Bazaar. The **Associates** sponsors a Holiday Craft Bazaar in October and November. Limits are space and propriety of items to be sold. Federal employees, their families, and friends are eligible to participate. The Bazaar is a fund-raiser for the **Associates** and gives artisans an opportunity to share their arts and crafts with buyers who may purchase unique gifts.

Photography. The **Associates'** Photo Concession has been operating successfully for many years. It provides a convenient and reliable way of receiving low-cost, high-quality photo goods and services.

- The Photo Concession is located in the **Associates'** Center (B1). The hours of operation are 11:30 a.m. to 12:15 p.m. every Monday, Wednesday, and Friday. The Photo Concession volunteers donate their lunch time to assist members, so there may be times that someone may not be there due to unforeseen circumstances. Film services paid in advance may be picked up at any time.
- Make sure you retain your pre-numbered film envelope receipt since it is the only tracking method used. Put only film, negatives, or special instructions into the film envelopes. Do not put your payment inside as the envelopes are not opened until they reach the processing plant. The Photo Concession's service can be assured by following these guidelines.
 1. Use the bags provided by your Governor or obtained at the drop box at the concession for film orders.
 2. Use B142 as the BPA routing to send film orders to the Photo Concession.
 3. Retain your pre-numbered envelope receipt to resolve any problem about your order. Record the date and amount prepaid.
 4. Attach your payment also to the outside of the envelope with paper clips, not staples or tape.
 5. Make all checks payable to "**Associates.**"
 6. Pick up your order at the Photo Concession. Prepaid orders from offices away from the 905-911 building complex will be returned via office routing if your office is served by BPA's Mail Center. Orders for employees in the 905-911 building complex are normally not returned through interoffice routing; employees should pick them up at the **Associates'** Center. Be sure your agency and routing are on the envelope, not your home address.
 7. Completed photo jobs are filed by the first letter which appears in the "name" location on the film envelope (Joe Smith; Smith, Joe; or A. Joe Smith). To locate a photo packet, the Photo Concession volunteers need to know the name on the processing envelope. To trace a packet at the photo lab, we must know the receipt number preprinted on the envelope and the tear-off receipt.
 8. If you need to call the Photo Concession, call the **Associates'** Center at 503-230-4149, and leave a message. A Photo Concession volunteer will return your call.

9. Do not call volunteers at their Government jobs about the Photo Concession for any reason. Volunteers may not discuss Photo Concession business during duty hours. **Associates'** work is a volunteer activity and has nothing to do with Government workload. Please respect this agreement; do not jeopardize the volunteer's position. Send written inquiries to the **Associates'** Center, routing BPA/B142.
10. See the "posted" specials and regular prices for developing and printing, reprints, enlargements, film, albums, and album pages in the Associates Center.

Other Concessions and Sales. The **Associates** sponsors a number of seasonal and as-needed concessions and sales. Information for these sales is in the *Watts News* and is usually distributed at meetings of the Governing Body. Some recurring ones are as follows:

Entertainment Books
Fire and Safety Equipment
Flower Bulb
Soap/Detergent
T-Shirt/Jackets/Hats
Disaster Preparedness Kits

III. MEMBER SERVICES

Amusement Parks. The **Associates** provides Magic Kingdom, Disneyland, Knott's Berry Farm, 6 Flag Great America, and Sea World memberships and information about discounts at other amusement parks in the USA. The point of contact is Debra Hansen, BPA/AB, (503) 230-3232.

Automobiles. The **Associates'** point of contact for new and used automobile purchases is Stephen Bonneville, BPA/TNE, (503) 230-3858. The **Associates** deals with auto brokers and fleet managers. For current information about them, call Stephen.

Notary. The **Associates'** point of contact for notaries is Joan Traversie, BPA/CN, (503) 230-4977. This service is for members only and Joan will require to see the requestor's membership card.

WATTS NEWS

The Watts News is the **Associates'** newsletter issued monthly to all members in the **Associates'** service area. Retired **Associates** may continue to receive the Watts News; see page xx. The Watts News provides a wide range of information about **Associates'** events and news of its members. Included are items such as:

Associates' Chapters' news
Associates' election information
Associates' retirement notices
Associates' special events announcements

Classified ads
Concession and Program ads and announcements
General membership news
Letters to the editor, thank-you notes, and other member's letters
Minutes of meetings of the **Associates'** Governing Body

Members are encouraged to send items and articles to the Watts News editor (BPA/B142).
Governors are encouraged to keep the past 12 issues of the Watts News for their members' reference.

How to submit articles and ad to the Watts News. The deadline for Watts News articles is the 25th of each month. Articles should be typed and camera-ready, if possible. Size is limited to 8½ x 11 inches. Please do not submit articles on colored paper. **Mail articles to the Editor at Associates' Center, B142.**

Advertising: Associates-sponsored advertising is given priority. Ads for commercial activities or goods are printed only if the **Associates'** Executive Board has reviewed them and determined that a benefit to the **Associates** as a group and/or a benefit to participating members exists. The **Associates** Concessions and Programs are encouraged to advertise in the Watts News. Ads for recurring services and sale of new goods such as furniture, electronic items, and business cards will **NOT** be accepted, either as regular advertising or as classified ads unless approved by the **Associates'** Executive Board.

Classified Ads: Send or E-mail ads to Connie Whitlow, BPA/PB. Only ads for personal use will be accepted. We cannot accept business ads; see above. Ads submitted on a recurring basis, such as condo and resort rentals, will be printed as space permits. Classified ads are limited to 160 characters, not including name and telephone number. An ad may run for two issues. Use the form below to send your classified ads to Connie, and include the following information with your ad: **your name; a copy of your Associates' membership card; your agency and routing; daytime telephone** (for editor's contact with you); **your home telephone, including area code** (which is the number that will be published); **the number of times you want the ad to run** (1 or 2); **and the category in which you want the ad classified.**

IV. SOCIAL ACTIVITIES

Children's Holiday Party. The **Associates** for many years has sponsored a holiday party for children of Associates' members at Oaks Park in Portland. The party features roller skating, a visit/photo with Santa, and a door prize drawing.

Annual Picnic. The **Associates** has sponsored a Picnic for several decades. It is the **Associates'** largest social activity.

- Chairing the picnic is rotated among the Picnic Committee, a subcommittee of the Social Program. The **Associates'** Vice-president serves as liaison between the Picnic Committee and the Executive Board. Members of the current Picnic Committee include Linda McKinney, Cherilyn Harris, Ron Holeman, Mike Caldwell, Debra Hansen, SylviaWynandts, Terry Bellerby, and Jim Pachot.
- Beginning in 1990, **Associates'** groups took on co-sponsorship of specific picnic activities. Groups involved included the College Scholarship Committee and the Child Care Scholarship Committee. The **Associates'** Sports Program continues to be involved in planning and directing adult games.
- The picnic's format changes according to the facilities available. Traditional highlights include food, sporting events, children's games, prize drawings, and bingo.
- Donations and volunteer support are the primary contributors to the success of the picnics. Volunteers are always needed. As a Governor, you are called upon to help us find volunteers. Your enthusiasm for the picnic and attendance will have a ripple impact throughout your member area and the **Associates**. Please plan to participate.

V. SPORTS PROGRAM

The **Associates'** sponsors several sports programs, chaired by Linda McKinney. The program provides money for league fees, equipment for team sports, money for club activities such as bowling and golf based on the number of participants. Each sport or team is organized by interested members of the **Associates** who coordinate the scheduling and funding requirements. Anyone interested in starting a new activity or new teams should contact the Sports Chairperson Linda McKinney.