

**NW FEDERAL EMPLOYEES ASSOCIATES'**

**GOVERNOR'S MANUAL**



**2008**

*Updated 2/1/08*

# *the Associates*

Northwest Federal Employees Association - B/155 <> P.O. Box 3621 <> Portland, Oregon 97208 <> (503) 230-4149

Dear Governors and Associates' Officials:

Attached is the updated 2008 Governor's Manual. This book in its entirety replaces all previous issues. 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 The Associates 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,

*Geri Kozicki*

Geri Kozicki, President  
503-230-3197

Attachments

# TABLE OF CONTENTS

<b>THE GOVERNOR'S ROLE</b>	<b>2</b>
<b>ABOUT THE ASSOCIATES</b>	<b>3</b>
<b>OFFICERS, CHAIRPERSONS, AND REPRESENTATIVES</b>	<b>5</b>
<b>ASSOCIATES' PAST PRESIDENTS</b>	<b>7</b>
<b>GOVERNORS LIST</b>	<b>8</b>
<b>BOARD OF GOVERNORS SCHEDULE OF MEETINGS</b>	<b>9</b>
<b>TREASURER'S OPERATING POLICY</b>	<b>10</b>
<b>STANDING COMMITTEES</b>	<b>12</b>
<b>CARING AND SHARING PROGRAM</b>	<b>15</b>
<b>CONCESSION AND SALES</b>	<b>17</b>
<b>MEMBER SERVICES</b>	<b>18</b>
<b>SOCIAL ACTIVITIES</b>	<b>20</b>
<b>SPORTS PROGRAM</b>	<b>20</b>
<b>APPENDIX A. Retiree Membership Application Form.</b>	<b>21</b>
<b>APPENDIX B. Presentation Preference Form</b>	<b>22</b>
<b>APPENDIX C. Governor's Request for Presentation Form</b>	<b>23</b>
<b>APPENDIX D. Watts News Classified Ad Form.</b>	<b>24</b>

## THE GOVERNOR'S ROLE

Congratulations upon becoming an **Associates' Governor!** If you are a first-time Governor, **WELCOME ABOARD!** We hope you find the experience a fun and fulfilling way to serve your co-workers. 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**. 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**. These are scheduled for the 3<sup>rd</sup> Wednesday of each month. Notices are sent out prior to each meeting.

## 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 of Portland, Oregon, and Vancouver, Washington. Employees whose Agencies were once headquartered in the Lloyd Center 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
- Federal Occupational Health/Occupational Health Unit
- RAMS Security

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 Constitution was amended in 2002 to allow all Federal employees, as well as contractor employees, in the Portland/Vancouver area to become members. 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** sponsor 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. Some highlights of our current programs are:

- College Scholarship Program (children of members may apply)
- *Watts News* (newsletter for members)
- Amusement Discounts (Entertainment Book)
- 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, marathons)
- Notary Public services
- Retail participation at organized Holiday Bazaars
- Community Outreach in the form of blood drives, canned food drives, foster children's holiday gifts program
- Event Discounts for Rose Quarter events, Broadway events, Memorial Coliseum, Beavers Baseball...

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 February of each year by the Governors. Members are eligible to vote yearly for Officers. 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. The Associates is always looking for new people to join our group and bring in new ideas, functions and opportunities.

# OFFICERS, CHAIRPERSONS, AND REPRESENTATIVES

Associates' Center, 905 Building, Room B155  
905 NE 1 Avenue Zip 97232/PO Box 3162/B155  
Portland OR 97208  
Telephone 503-230-4149



Updated: 2/1/2008  
Northwest Federal Employees Association  
B/155, P.O. Box 3621, Portland, OR 97208  
(503) 230-4149

[www.bpa.gov/associates](http://www.bpa.gov/associates)

## OFFICERS

<b>President</b>	<b>Geri Kozicki</b>	G-7	(503) 230-3197
<b>Vice President</b>	<b>Alicia Mendenhall</b>	KEWB-4	(503) 230-3774
<b>Treasurer</b>	<b>Steve Cramer</b>	FRP-2	(503) 230-3437
<b>Secretary</b>	<b>Mollie Gratreak</b>	PFB-6	(503) 230-3075

## PROGRAMS & PROJECTS

<b>Associates Foundation</b>	Cherie Long	PTM-5	(503) 230-3147
<b>Blood Drive - Portland</b>	Nancy Spencer Marcella Renner	PGP-5 KEW-4	(503) 230-4044 (503) 230-4981
<b>Blood Drive - Dittmer</b>	Georgette Jarvis	TFHP	(360) 418-2666
<b>Blood Drive - Van Mall</b>	Adele Steinwinder	TELD-TPP-3	(360) 619-6563
<b>Book Fairs</b>	Nancy C Mabe	TEC-CSB-1	(360) 619-6283
<b>BPA Logo Merchandise – Portland</b>	Eileen Jensen	TESF-CSB-2	(360) 619-6748
<b>BPA Logo Merchandise – Ross Complex</b>	Teresa Street	TFHE-CSB-1	(360) 619-6431
<b>BPA Logo Merchandise – Dittmer</b>	Curt Wilkins	TOS-DITT1	(360) 418-2295
<b>Caring and Sharing</b>	Connie Register	KSB-6	(503) 230-5814
<b>Classified Ads</b>	Connie Whitlow	JP-3	(503) 230-4240
<b>College Scholarship</b>	Claudia Perot	JSC-5	(503) 230-3754
<b>Craft Bazaar</b>	Angie Dowling Nancy Wallschlaeger	NSSP-4 JM-3	(503) 230-3642 (503) 230-5357
<b>Entertainment Book</b>	Sandi Pierce	TEC-CSB-1	(360) 619-6285
<b>Eyeglass/Hearing Aid Collection</b>	Kelly Torres	T-DITT-1	(360) 418-8668
<b>Food Drive - Portland</b>	Mira Vowles	KLH-1	(503) 230-4796
<b>Food Drive - Vancouver</b>	Liz Paul	NSTS-MODW	(360) 418-2476

# OFFICERS, CHAIRPERSONS, AND REPRESENTATIVES

## PROGRAMS & PROJECTS

<b>Fundraising</b>	Dana Murray	KSC-5	(503) 230-4336
<b>Group Events</b>	Chérie Long	PTM-5	(503) 230-3147
<b>Holiday Gifts for Foster Children</b>	Beverly Witherite	JM-3	(503) 230-4262
<b>Holiday Party</b>	Kirsten Kler	GT-1	(503) 230-4411
<b>Marketing</b>	Sarah Bermejo	TSPP-TPP-2	(360) 619-6781
<b>Medical Equipment</b>	Cherie Long	PTM-5	(503) 230-3147
<b>Membership</b>	Debby Brown	KSB-6	(503) 230-7517
<b>Membership, Retirees</b>	Barbara Shafer	JM-3	(503) 230-7682
<b>Notary Service</b>	Rena Brooks	DB-3	(503) 230-4431
<b>Picnic</b>	Kirsten Kler	GT-1	(503) 230-4411
<b>Sports</b>	Kirsten Kler	GT-1	(503) 230-4411
<b>Watts News</b>	Kirsten Kler	GT-1	(503) 230-4411

## ASSOCIATES' PAST PRESIDENTS

1938 Fred Lawrence	1969 Rodney Moorman	2001 Arlie Musgrave
1939 Beulah Cowan	1970 Don Davey	2002 Arlie Musgrave
1940 John Durr	1971 Donn Remington	2002 Brad Ellis
1941 Carl Skooglund	1972 Dean Lieber	2003 Brad Ellis
1942 Charles Slatt	1973 Leonard Cebula	2004 Brad Ellis
1943 Howard Strawn	1974 Linda McKinney	2005 Brad Ellis
1944 Jack Stevens	1974 John Richardson	2006 Brad Ellis
1945 James Wild	1975 Leonard Sosnovske	2007 Geri Kozicki
1946 Otis Johnston	1976 Phil Sanchez	2008 Geri Kozicki
1947 Don Naylor	1977 Diana Balden	
1948 Ray Allen	1978 Marv Nelson	
1949 Arnold Huff	1979 Jon French	
1950 Bernard Stevenson	1980 Sandy Hammon	
1950 C. "Bill" Waugh	1981 Ron Holeman	
1951 Ralph (Pop) Sherriff	1982 Elmer Edgell	
1952 John Bishop	1983 Jim Leiser	
1952 Jack Jones	1984 Myrna Davis (BLM)	
1953 Bert Taylor	1985 Keith Hartner	
1954 James McKinley	1986 Karen Graves Pynch	
1955 Robert Gillespie	1987 Cherie Long	
1956 Elmer Buehler	1988 Debra Hansen	
1957 Norman Holt	1989 Robert Topham	
1958 Robert Stevens	1990 Sylvia Wynandts	
1959 Ruth Carr	1991 Deborah Maria	
1960 Norman Lamb	1992 Sandy Stevens	
1961 Louis Cowan	1993 Michael Caldwell	
1962 Henry Bushman	1994 Sandi Simpson	
1963 Gladys Fletcher	1995 Doug Auburg	
1964 Earl Hall	1996 Nancy C. Mabe	
1965 Marshall Shelton	1997 Nancy C. Mabe	
1966 William Striplin	1998 Sharon Ricks	
1967 Richard Nyland	1999 Sharon Ricks	
1968 June Fung	2000 Nancy Mabe	

## GOVERNORS LIST

[www.bpa.gov/associates](http://www.bpa.gov/associates)

Governor Name	Rtg	Email	Coverage Area	Phone #
Candy Worthington	NWF-B1	<a href="mailto:caworthington@bpa.gov">caworthington@bpa.gov</a>	BPA HQ B-1	503-230-5729
Candy Worthington	NWF-B1	<a href="mailto:caworthington@bpa.gov">caworthington@bpa.gov</a>	BPA HQ 1st floor	503-230-5729
Joyce Chan	F-2	<a href="mailto:jmchan@bpa.gov">jmchan@bpa.gov</a>	BPA HQ 2nd floor	503-230-5863
Tami Jenks	FT-2	<a href="mailto:trjenks@bpa.gov">trjenks@bpa.gov</a>	BPA HQ 2nd floor	503-230-3964
Rena Brooks	DB-3	<a href="mailto:rmbrooks@bpa.gov">rmbrooks@bpa.gov</a>	BPA HQ 3rd floor	503-230-4431
Mary Kerr	KE-4	<a href="mailto:mkkerr@bpa.gov">mkkerr@bpa.gov</a>	BPA HQ 4th floor	503-230-5136
Debbie Hergert	NWF-4	<a href="mailto:dahergert@bpa.gov">dahergert@bpa.gov</a>	BPA HQ 4th floor	503-230-3723
Dana Murray	KSC-4	<a href="mailto:dymurray@bpa.gov">dymurray@bpa.gov</a>	BPA HQ 4th floor	503-230-4336
Claudia Perot	JSC-5	<a href="mailto:clperot@bpa.gov">clperot@bpa.gov</a>	BPA HQ 5th floor	503-230-3754
Nancy Spencer	PGP-5	<a href="mailto:naspencer@bpa.gov">naspencer@bpa.gov</a>	BPA HQ 6th floor	503-230-4044
Bonnie Hage	K-7	<a href="mailto:bjhage@bpa.gov">bjhage@bpa.gov</a>	BPA HQ 7th floor	503-230-5104
Sara Westenberg	LP-7	<a href="mailto:sawestenberg@bpa.gov">sawestenberg@bpa.gov</a>	BPA HQ 7th floor	503-230-4753
Cindy Stephenson	TC-Hangr	<a href="mailto:cstephenson@bpa.gov">cstephenson@bpa.gov</a>	BPA Hangar	503-230-4356
Patty A. Hanson	TFO-Longview	<a href="mailto:phanson@bpa.gov">phanson@bpa.gov</a>	Longview	360-577-2615
Joe Bebee	TESF-CSB-2	<a href="mailto:jrbebee@bpa.gov">jrbebee@bpa.gov</a>	Ross, CSB, 2 <sup>nd</sup> floor	360-619-6742
Teresa Street	TFHE-CSB-2	<a href="mailto:tastreet@bpa.gov">tastreet@bpa.gov</a>	Ross, CSB, 2 <sup>nd</sup> floor	360-619-6431
Sandi Pierce	TEC-CSB-1	<a href="mailto:smpierce@bpa.gov">smpierce@bpa.gov</a>	Ross, CSB, 1 <sup>st</sup> floor	360-619-6285
Curt Wilkins	TOS-DITT1	<a href="mailto:cawilkins@bpa.gov">cawilkins@bpa.gov</a>	Ross, Dittmer 1 <sup>st</sup> floor	360-418-2295
Tammi Marquez	NSSM-MODW	<a href="mailto:tlmarquez@bpa.gov">tlmarquez@bpa.gov</a>	Ross, MODW	360-418-2704
Tawnya Schultz	TS-DITT2	<a href="mailto:tdschultz@bpa.gov">tdschultz@bpa.gov</a>	Ross, Dittmer 2 <sup>nd</sup> floor	360-418-8256
Barb Shafer	JM-3	<a href="mailto:bjshafer@bpa.gov">bjshafer@bpa.gov</a>	RETIREES only	503-230-7682
Brad Ellis	FWS	<a href="mailto:Brad_Ellis@fws.gov">Brad_Ellis@fws.gov</a>	U.S. Fish & Wildlife	503-231-6125
Candy Worthington	NWF-B1	<a href="mailto:caworthington@bpa.gov">caworthington@bpa.gov</a>	TECOM	503-230-5729
Cindy Fredrickson	BLM	<a href="mailto:Cindy_Fredrickson@or.blm.gov">Cindy_Fredrickson@or.blm.gov</a>	Bureau of Land Mgmt	503-808-6450
Valerie Benson		<a href="mailto:valerieb@pnwfcu.org">valerieb@pnwfcu.org</a>	PNWFCU	503-258-2782
Marcella Renner	KEW-4	<a href="mailto:mprenner@bpa.gov">mprenner@bpa.gov</a>	CIBER	503-230-4981
Gina Eastman			Bureau of Indian Affairs	503-231-6754

## **EXECUTIVE BOARD AND GOVERNORS SCHEDULE OF MEETINGS**

Meetings are normally on the **third Wednesday** of each month, except **December**. The meetings are from 12 noon until 1 p.m. Treats are provided, but you are welcome to bring your lunch. There is also a door prize given away at each meeting.

December meeting is usually held early in the month to accommodate the holiday season, and to have a celebration.

The Executive Board also holds a monthly meeting on the second Wednesday of each month. Should you have any items you'd like the board to discuss, please let them know before the 2<sup>nd</sup> Wednesday of each month.

## 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**. Checks should be made payable to the "**Associates**."

### 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 his/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. You can deposit any monies directly to the Associates PNWFCU account 26123 #2. Be sure to tell the Credit Union what activity/event/program the deposit is for. They will make a notation on the deposit slip. You can give or send the deposit slip to the Treasurer.
3. 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 \$25 FEE WILL BE ASSESSED FOR ANY CHECK THAT IS RETURNED "NSF"**

**PLEASE KEEP ALL MONEYS UNDER LOCK AND KEY AT ALL TIMES.**

### **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.** Any employee or on-site contractor employee of the Federal agencies headquartered in the Portland/Vancouver metropolitan area, shall be eligible for membership upon application and payment of dues. Membership shall automatically cease upon termination of such employment or nonpayment of dues. Special memberships, as defined in Section (2) of this Article, may be issued. Membership may be granted to all employees of any Federal agencies which are headquartered in the Portland/Vancouver metropolitan area. These members are entitled to full rights, privileges, and responsibilities of such membership.

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 included 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 a representative 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.

See [Appendix A](#) for the Retiree's Membership Application Form.

## OTHER COMMITTEES

### BLOOD DONOR PROGRAM

The primary responsibility of the Blood Donor Program Chair 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, in the *Watts News* and online in BPA Today.

If you have any reservations about working with the blood donor program, please feel free to discuss them with the Blood Donor Program Chair (see [OFFICERS, CHAIRPERSONS, AND REPRESENTATIVES](#) table). 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 the Blood Donor Program Chair.

### CHARITABLE FOOD COLLECTION

In the summer months and November-December, the **Associates** collects non perishable food for Portland-Vancouver food banks. **Associates** and their co-workers 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 hung on a tree 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.

## **CARING AND SHARING PROGRAM**

The Caring and Sharing Program was established to provide comfort and cheer to **Associates'** members under certain circumstances, within budget limitations and in accordance with procedures set up by the **Associates'**. It is the Governor's responsibility to advise the 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; or 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 at no charge, for temporary use by members and their families. To obtain these items, contact the Chairperson for Medical Equipment.

### **PRESENTATIONS**

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

- (1) A floral arrangement or gift card shall be sent to a member who may be hospitalized for 2 nights with 5 working days at home, or is hospitalized for over 3 days, or who may be ill at home for a period of more than 2 weeks.
- (2) A floral arrangement or consumable gift shall be sent upon the birth or adoption of a child to a member.
- (3) A floral arrangement or memorial gift shall be sent upon the death of a member or his/her immediate family.
- (4) Cards may be sent at the discretion of the Chairperson.
- (5) Upon request of a member or his/her family, contributions to special funds may be made in lieu of 1, 2, or 3 above.
- (6) For situations outside the scope of 1, 2 and 3 and for members that do not have a spouse or child, Caring and Sharing presentations shall be submitted to the Board of Directors for approval or resolution.

Immediate family could be defined as:

- 1) the spouse, or long term live in, significant partner of a member, or
- 2) children of Associate members living at home, or
- 3) parent(s) or "step" parent, or
- 4) siblings or a grandparent (under some circumstances)

The final decision on this will be decided by the Board of Directors.

**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 "**Presentations Preference Form**" found in **Appendix B** 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.** Failure to complete this form will not preclude a member being given a presentation.

When the occasion for a Presentation arises, the Governor should forward a copy of the "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. If Request for Presentation form is unavailable, an email containing the information is sufficient, **as long as it contains all the required information.** 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 or email should follow the telephone request immediately; mail it to the Caring & Sharing Chair. 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.**

## CONCESSION AND SALES

### SEES CANDY

The **Associates** Foundation sponsors seasonal candy sales. The *Watts News* carries information as sales approach, and Governors receive individual flyers to post on the elevator bulletin boards and in other areas the chose.

### 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. A lot of help is needed for this event, so please contact the Chair to volunteer.

### OTHER CONCESSIONS, SALES AND FUNDRAISING EVENTS

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  
Book Fairs  
T-Shirt/Jackets/Hats/Mugs  
Bake Sales  
Art Sales

The associates also has a website ([www.bpa.gov/associates](http://www.bpa.gov/associates)) that explains the Associates organization, and also lists the governors, chairpersons, and events. Please have your members, or employees thinking of becoming members, check out the web. We sometimes have new events throughout the year, thus they would not be in the Governor's Manual. We do try to keep our website up to date with all the latest offerings and events. Also, if you are a chairperson, please send your information to the website chair to inclusion on the web.

Also, please note that the Associates is always looking for good ideas. If you have an event you'd like to chair, or anything that would benefit the Associates, please inform any of the Board Members.

## MEMBER SERVICES

### NOTARY

The **Associates'** provides the services of a Notary for members only. The available notaries are listed in the [OFFICERS, CHAIRPERSONS, AND REPRESENTATIVES](#) table. The Notary will ask to see the membership card of the person using this service.

### WATTS NEWS

The Watts News is the **Associates'** newsletter issued 4 times a year to all members in the **Associates'** service area. Retired **Associates** may continue to receive the Watts News. The Watts News provides a wide range of information about **Associates'** events and news of its members. Included are items such as:

- Associates'** 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/B155). Governors are encouraged to keep the past 12 issues of the Watts News for their members' reference.

**How to submit articles and ads to the Watts News.** Send any article or picture to the Attention of the Watts News Editor. 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. (see [OFFICERS, CHAIRPERSONS, AND REPRESENTATIVES](#) table).

**Advertising:** Advertising is for Associates members only. 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 the Classified Ads chair (see [OFFICERS, CHAIRPERSONS, AND REPRESENTATIVES](#) table). 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 in [Appendix D](#) to send your classified ads, 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.**

## **SOCIAL ACTIVITIES**

### **CHILDREN'S HOLIDAY PARTY**

For many years, The **Associates** 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 goodies for all the children participating.

### **ANNUAL PICNIC**

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

- The picnic's format changes according to the facilities available and public opinion.. 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.

## **SPORTS PROGRAM**

The **Associates'** sponsors several sports programs. 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.

**APPENDIX A. Retiree Membership Application Form.**

**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/JM-3.

If your address changes, notify Barb - 503-230-7682  
or send to The Associates (Watts News) B155, PO Box 3621  
Portland, OR 97208

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

## APPENDIX B. Presentation Preference Form

### THANK YOU FOR JOINING THE ASSOCIATES

Your membership dollars go to many good causes within the Associates, i.e. Scholarships, Special Grants, and Caring & Sharing presentations, to name a few. I would like to thank you for joining and hope that you will feel that it was money well spent.

A benefit of being an Associates member is being remembered by the Associates in case of your, an immediate family member, or significant others illness or death. Let's hope this never happens, but if it does, we want to be able to remember you and your family. We also make a presentation to your family, in the case of the birth or adoption of a child. Please indicate your preference from the choices below, on how you would like to be remembered by the Associates. Would you prefer flowers, a gift card, a donation made to the Associates scholarship fund or another fund of your choice? What will it take to cheer you or your family member up?

Flowers_____	College Scholarship Fund_____
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Gift Card (Nordstrom, Starbucks, Bed Bath & Beyond, Fred Meyer, etc.) _____	Other Charitable Organization* _____
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\*Please identify the charitable organization's name & address that you would like the donation made to: \_\_\_\_\_  
\_\_\_\_\_

In order to ensure that your remembrance gets to the right place, I need an address to send it to. Please help me update my address list, by giving me your current home address and telephone number. The information below will be put in a confidential file:

Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
(Associates Member)

If I can be of any assistance, please call me at \_\_\_\_\_

## **APPENDIX C. Governor's Request for Presentation Form**

### **GOVERNOR'S REQUEST FOR PRESENTATION**

**DATE:** \_\_\_\_\_

**MEMBER NAME:** \_\_\_\_\_ **MEMBER NO.** \_\_\_\_\_

**NAME OF RECIPIENT:** \_\_\_\_\_

**RELATIONSHIP TO MEMBER:** \_\_\_\_\_

**TYPE OF PRESENTATION: (check one)**

Flowers \_\_\_ (favorite color) \_\_\_\_\_

Contributions to Charity (specify name) \_\_\_\_\_  
(Include complete address and zip code)

Fruit Basket \_\_\_

Gift Card \_\_\_ (Dining, Retail, Arts & Crafts, Bed & Bath)

**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:** \_\_\_\_\_

**Address of recipient:** \_\_\_\_\_  
(Where presentation is to be sent - home or hospital and room)

**Governor Name:** \_\_\_\_\_ (Governor or other completing this form)

**Extension:** \_\_\_\_\_

*For additional information, please refer to the Governor's Manual.*

