



NATIONAL RENDEZVOUS AND LIVING HISTORY FOUNDATION

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Board of Directors Meeting Minutes
December 13, 2006

Call to Order

Allen Benslay / Chair called to order the conference meeting of the **NRLHF Board of Directors** at **7:18 pm** on **December 13, 2006** by conference call.

Roll call

Lisa Allred conducted a roll call. The following persons were present:

Allen Benslay
Larry Clark
Joe Crimmins
Lisa Allred
Wade Reynolds
Bill Irons
Jerry Middendorf
Addison Miller

ABSENT

Ken Eldredge
Chuck Went
Jim Badders
Thomas Fern
Jay Hando

Also in Attendance were:

John Lammons - Parliamentarian
Rick Blizzard – NRLHF Quartermaster

ABSENT

Linda Blizzard Accounts Manager

Approval of Minutes

Approval of the draft minutes from the September 2006 in Doddridge County WV 2006 Eastern Primitive Rendezvous.

Motion to accept minutes as submitted:

Motion made by – Joe Crimmins

Seconded by – Larry Clark

Motion Passed - unanimous

Committee Reports

Standing or Special Committees Reports:

Ethics Committee – Larry Clark – No report, nothing too investigate

Publications Committee – Lisa Allred (Appendix Item 1 & 3)

Committee Members:

Jill Ricetti, Mary Beth Aust-Keefer, Rick Blizzard, Mike Radke

Finance Committee – Joe Crimmins – Finances – Administrative Budget (Appendix Item 2)

Committee Members: Chuck Went, Jerry Heister

Strategic Planning - Jim Badders – No Report

Adult & Youth Camp Activities - Ruth Py - Several things in the works

Event Policy – Allen Benslay- Insurance Policy rate changes are being investigated.

Reports of Special Committees -No Report

Audit Committee

Chairman - Jay Hando

Member - Gene Botting

Member - Jim Moody

Assign a definite reporting date before SEPR meeting.

Delegate Reports on Rendezvous:

SEPR 07 – On Track – No checkbook

SEPR 08 – James Vaughn – No secure land –Wade said Bledso is available if needed

COD 07 – On Track

COD 08 - On Track

ONWPR 07- On track – Website is done – Gary 145 letters send out – Check book was on the way

ONWPR 08 – On Track

MWPR 07 – Thomas and Rick working on website -

MWPR 08 – No report

NEPR 07- On track – but started out late/bonding issue/lack of communication office not responsive

NEPR 08- No one has come forward to hold rendezvous

EPR 07 – No report

EPR 08 – No report

EPR 09 – Marc Stewart working on a spot – Wade is going to go look at it

Old Business

Addison Miller

What is the status of the AED (Automatic External Defibrillator)?

Letter sent out to the American Heart Association for information on Grants or donations – but no word back from them yet.

Jay Hando

What is the status of rewriting the By-laws?

Jay is in agreement with the amendment for AOI and By-Laws as to status of the NMLRA sent to him by Joe. They will be sending out copies to the BOD for a vote at the SEPR in March. It must go to the NMLRA for their June meeting. Want to have it all done for the Eastern. Changes will be made suggested by Bill Irons.

Reword of Article 5 – Bill Irons

New Business

Discuss the non-attendance of NEPR Delegate Ken Eldredge.

Motion to relieve Ken Eldredge of his delegate duties:

Motion made by – Larry Clark

Seconded by – Lisa Allred

Motion Passed – unanimous

Discuss a replacement

Motion to appoint Bob Kellogg – Term to end 9-2007

Motion made by – Larry Clark

Seconded by – Joe Crimmins

Motion Passed – unanimous

Joe - Expense Report Policy (Appendix Item 4)

Motion to approve the Expense Report Policy

Motion made by – Joe Crimmins

Seconded by – Wade Reynolds

Motion Passed – unanimous

Motion for a friendly amendment for the board to set a dollar amount for Business Office to approve. Only the board can set the dollar amount

Motion made by - Larry Clark

Seconded by – Lisa Allred

To read: For expenditures in excess of \$150.00 without pre-approval of the Chairman or Treasurer Under “No reimbursement will be made for” under “Unacceptable Expenses”

Motion passed as re-written

Lisa - Publications Committee Policy/Publications Committee Guidelines (Appendix Item 5)

Motion to approve the Publications Policy as written

Motion made by – Joe Crimmins

Seconded by – Larry Clark

Motion Passed – unanimous

Website Contract/Website for the NRLHF (Appendix Item 6)

Motion to adopt a website contract

Motion made by – Joe Crimmins

Seconded by – Wade Reynolds

Motion Passed – unanimous

Motion that the draft contract be approved and subject to minor modifications as to identity.

Motion made by –Joe Crimmins

Seconded by – Wade Reynolds

Motion Passed – unanimous

Allen - Draft "Delegate in Charge" (Appendix Item 7)

Motion to- include this into the hand book under job duties / Delegate in Charge

Reword "tentage if necessary" and "partiality"

Motion made by – Bill Irons

Seconded by – Larry Clark

Motion Passed – unanimous

A discussion was held regarding the results of the evaluation dealing with Linda's performance. Allen Benslay is to convey the results of the evaluation to Linda and discuss it with her. Special emphasis will be placed on her need to improve job performance as indicated by the evaluation results. (Appendix Item 8)

Adjourn

Motion to adjourn meeting

Motion made by – Wade Reynolds

Seconded by – Joe Crimmins

~Appendix Items below~

Appendix Item 1-Website for the NRLHF

To whom it may concern:

Questions have been posed in the past in concerns to the Foundations website. The main issues for most people were:
The visual content, the availability and quality of information contained within the site and navigation.

With this being said, I started investigating the feasibility of a new website look and structure to what we now have. Here are my findings in concerns to the NRLHF Website at present moment.

After studying the version the Rick Blizard created I found it to be:

- Lacking in navigational simplicity
- Deficient on the availability and quality of information
- Not a business type class of web site/style that the NRLHF BOD wants to exhibit.
- Doesn't follow the guidelines for people with visual impairments or disabilities

The website that has been posted recently by Marc Stewart (under Rick Blizards guidance) will not be reviewed due to the guidelines he was to follow. He was asked to only change the visual look and nothing else.

During my review it was discovered that there are no policies, procedures or contracts governing the electronic publication of the NRLHF web site.

Also in my findings, we are paying an exorbitant amount for what we are receiving.

I am proposing that we the BOD for the betterment of the Foundation:

- Find another web hosting company.
Supporting documentation enclosed (see website comparison chart)
With my figures we can save \$25.00 a month on hosting fees alone.
- Implement a set of policies for the Electronic Publishing and eShop/eCommerce pertaining to the NRLHF web site. A sample supporting document is enclosed (see website worksheet)
- Create a **contract**. The Secretary for the Board of Directors and their appointed Committee members can regulate and monitor more closely that the site is professional in appearance and that the newest technology is being used. (We need to think long and hard on this one if we are going to incorporate an eShop/eCommerce portal). A sample supporting document is enclosed (see Website Contract)

Thank you for your time in this matter,

Lisa Allred
Secretary – Board of Directors NRLHF

Appendix Item 3 - Website Planning Worksheet

This questionnaire is designed to enhance communications between us about our website.

Mark with:

3 – Least important

2- Some what important

1- Most important

Or just leave blank if you just don't like the idea!

I ask you make any notes you feel would be important on our decision in regards to our website reformation.

Organization Name:

National Rendezvous and Living History Foundation

1. Purpose

Give the most important purpose a "1", next most important a "2". Leave those blank which do not interest you at all.

- Gain a **favorable/business impression** of the organization.
- To **sell products directly** taking credit card information over the Internet
- To encourage potential clientele to **contact us by phone or mail**
- To make available **information** about our organization
- Other _____

2. Site and Domain Names

Site Name on Masthead: NRLHF

Domain Name It must be registered through your web hosting service and approved by a domain registration service before you can use it.

Domain name www.NRLHF.org

Registered and good until November 23, 2008

3. Masthead Graphic

What would we like to use?

- Organization Logo** incorporated in the masthead graphic?
- Typeface** preference
- "Other" ideas _____

4. Color and Accents

- Preferred **colors** _____
- "Other" ideas _____

5. Navigation System

The navigation system of all our Standard Website Packages includes:

- **Links** from the front page and sectional pages to every page in the system to enable Web search engines to "spider" and index content on every page.

- __other ideas_____

6. Basic Page Elements

These are the important items which appear on nearly every webpage on our site (except the "home" page).

- **Page titles** which show at top of Web browser only
- **Top-of-page graphic** based on the design of the masthead graphic
- **Page Title** in larger type. Heading Font Style: _____
- **Text.** Body Font Style: _____
- **Standard company ID** near bottom of page
- **E-mail response link** to the following e-mail address: _____
- **Copyright and trademark information** in small print at the bottom of every page. What registered trademarks, trademarks, and service marks does our organization want to indicate here?

7. Photos, Graphics, Animations, Sound, and Video

- **Clipart** tends to look a bit tacky on websites. I recommend photos.
- **Photos** following our photo policy

Will be slow load times for dial-up users, but could be considered:

- **Sound**, either MIDI musical background or streaming Real Audio for music or voice.
- **Shockwave Animations**
- **Video clips**

8. Response Forms/Forums

What is the purpose of our response form?

- __ **Forum** for visitors and members to record comments and information
- __ **Request for information**
- __ **Survey** of our users preferences and experiences with forum and website.
- __ **Other ideas**_____

9. Web Hosting Service

I recommend our web hosting services be tailored to their specific needs. I do not recommend hosting our web site on local dial-up ISP, since they are often not well-prepared to meet specialized business site hosting needs.

Web Hosting Service: In process of pricing.

10. Registering and Advertising our Website

- Advertising our Website to Web search engines that index the Web

- Giving our end users a good reason to come by, by offering a clean readable and easily navigate -able website
- Finding a like type industry-wide linking pages and negotiating reciprocal links to and from their/our webpages.
- Developing a "signature" mini-ad attached to all of our e-mail messages
- Including our e-mail and Web addresses on all of our organizations print literature, stationery, and display advertising
- E-mail newsletters and post them on our forums.

Information about the **number of visitors to our website**

__Other ideas_____

11. Maintenance

On a "as needed basis", as things change

12. Impression on existing website

www.nrlhf.org

What is your impression of our current website?

Appendix Item 4 - Expense Report Policy

Scope:

This policy covers the reimbursement of out-of-pocket expenses incurred by individuals on behalf of the Foundation.

Purpose:

This policy insures that reimbursement is provided in a prompt and effective manner consistent with sound business and financial practices. It further recognizes the need to reduce paper/forms while providing for an efficient businesslike process.

Expense Report Process:

An Expense Report Form, along with instructions for completion, has been developed and is available to those individuals elected or appointed too positions where they will have signature authority to make expenditures in behalf of the NRLHF (including but not limited to: Chair, Treasurer, Booshway, Clerk, and Business Office Manager).

An Expense Report may be completed on an as-needed basis. Individuals are encouraged to submit a report only when the amount to be reimbursed clearly exceeds the Administrative costs of generating a check.

The individual claiming reimbursement must be the one completing the Expense Report.

All expenses exceeding \$10 are to be accompanied by a receipt. A reasonable number of instances of "lost receipt" may, but are not required to, be permitted.

Completed Expense Reports will be sent to the Business Office where they will be checked for accuracy, approved, and a check promptly issued. Either the Chair or the Treasurer must approve reports submitted by the Business Manager.

Unacceptable Expenses:

No reimbursement will be made for:

- Expenses that are not related to a NRLHF activities.
- Expenses of a personal nature, unless previously authorized by the Chair or Treasurer.
- Expenditures that do not conform to the NRLHF's Code of Ethics or business practices.

Responsibilities:

Overall responsibility for this policy rests with the NRLHF Chair, and/or Treasurer. The Chair or Treasurer may delegate day-to-day administration of the policy to the Business Office Manager. Approval of expenditures made by the Business Office Manager may not be delegated.

INSTRUCTIONS FOR COMPLETING YOUR EXPENSE REPORT

This report is used to provide re-imbursement of money expended on the NRLHF's behalf, by Rendezvous/Event Staff members having expenditure authority (usually the Booshway, and Clerk).

Completion of this form is done on an "as needed basis". You are encouraged to accumulate expenses, and file an Expense Report when there is a significant amount due (significant is determined by personal circumstances).

You can print this form and complete it manually. OR, you can download it to your computer as an Excel file. And fill it using that computer program (in which case all of the addition and multiplication is done by the program for you). Then print the form.

ENTERING EXPENSES:

DATE: Enter the date the expense was incurred.

BUDGET LINE: Enter the numbered budget line on your approved budget to which this expense should be charged. If you do not yet have an approved budget, enter the budget line from your draft budget. If in doubt call the Business Office for guidance or leave this item blank.

DESCRIPTION: Describe the nature of the expense. In the event that there is not enough room, use an additional line.

RECEIPT: Do you have a receipt? Enter Y for yes or N for no. **Receipts are not required for expenses of \$10 or less.**

MATERIALS: This column refers to materials or supplies and includes expenditures for items such as gas cans, gloves, water cups, etc.

FUEL: Fuel includes gasoline, propane, and diesel.

MEALS: Enter the cost of meals or food purchased for work parties, meetings, etc.

PHONE: Staff members need to keep track of their telephone calls. **In most cases, no receipts are required for these items.** If you have “unlimited” calling for a flat rate, you may claim re-imbusement for that percentage of the charges that were related to NRLHF work.

MISCELLANIOUS: Use this column to enter expenses that do not fit in any other category.

MILEAGE: The NRLHF provides re-imbusement for actual miles traveled on Foundation business. The rate is 45 cents per mile.

Don't forget to sign the Expense Form and attach your receipts before you mail it to the NRLHF Business Office.

Appendix Item 5-NRLHF Publications Policy and Guidelines

Policy

Scope:

This policy governs all publications, flyers, notices, articles, etc. related to NRLHF rendezvous or events. In addition, it covers the NRLHF's website, as well as any website established to promote a NRLHF sponsored or sanctioned event.

Purpose:

This policy assures that all materials published either in print, electronically (including websites and e-mails) are of a constant and high quality so as to adequately represent the goals and values of the Foundation.

Publications Guidelines:

As used within this policy, publications include websites.

Publications that will generally be approved are those:

- Meet the NRLHF's Code of Ethics.
- Clearly set-forth the NRLHF's mission as contained in its Articles of Incorporation and Bylaws; particularly as they relate to “education” and “promoting and preserving our nation's rich historical heritage”.
- Are in the judgment of the Secretary and/or the Publications Committee professional and business-like.

Unacceptable Publications:

Publications that will not be approved for dissemination are those:

- That do not pertain to NRLHF events.
- That contain questionable or indecent material. Questionable or indecent include material that a reasonable person would not show to their spouse, child, or parent.
- That further a political or personal agenda.
- That are commercial in-nature (NRLHF's promotion of its organization or of its approved advertisers will be approved).

Submission of Publications:

All publications must be submitted for approval. A “sample” is required. Anonymously submitted material will not be approved or published. The person submitting the material is responsible for insuring that it does not violate or infringe on the copyrights of another.

Responsibilities:

Overall responsibility for this policy rests with the NRLHF Publications Committee. The Chairman of the Publications Committee may delegate day-to-day administration of the policy to the NRLHF's Business Office Manager and/or Webmaster.

Guidelines

Each member of the Committee is expected to:

- Understand and abide by the NRLHF's Rules of Ethics
- Understand and comply with performance expectations
- Provide prompt and courteous customer service
- Assist in planning and executing programs designed to increase participation at our Foundation's events
- Help develop programs that further the education and entertainment of event participants and the public. This will require close work with those event staff people coordinating seminars, children's programs, public demonstrations, etc.
- Act in a professional manner

What are the "performance expectations"?

- Increase communication by responding to all involved people/parties in a timely manner.
- Set realistic completion dates on all projects and meet those dates.
- Keeping sensitive information within the Foundation. While we want to be open and honest, personal information that is designated as "do not publish or make public" will not be disseminated.
- Personal information collected as part of NRLHF's website eShop and Forums, once implemented, will be treated as sensitive and confidential and will not be disseminated.
- No Committee member or other person shall have the ability to change any NRLHF sanctioned website without the Secretary's written approval.
- Committee members are expected to continually look for ways to reduce costs without sacrificing quality.

How do we "provide prompt and courteous customer service"?

Since we are a business, we need to conduct ourselves as such. We should expect no less of ourselves, than what we would expect from any other company when it comes to doing business.

As a customer/consumer we always want prompt service and courteous answers/solutions.

Requests that are sent to the NRLHF's Business Office need to be referred to the Chair of the Committee as promptly as possible.

Requests concerning publications can fall into several categories:

- Approval of flyers or ads.
- Approval of articles, news releases, and public service announcements (PSA)
- Approval of websites
- Addition to and links for websites
- Corrections, additions and deletions of contact information

Notice that these categories are for the most part related to approval. Hopefully, over time we can expand the role of the Committee to providing advice and assistance in the writing and development of all forms of publications.

In the near future I will be contacting each of you and ask your help in establishing guidelines for all of the publications listed above.

In the meantime, we need to have some centralized control. Accordingly, I will be instructing the Business Office as follows:

- Requests that contain or may contain sensitive material are to be forwarded directly to the Committee Chair for instruction on how to proceed.
- Requests for any new pages that the requestor wants added to an existing site are to be forwarded to the Committee Chair for approval. This is a cost containment measure.
- Requests for approval of printed materials should for now be referred to the Committee Chair. We will shortly divide up this work among the Committee members.

Request(s) for website changes (event links/site URL's, contact information, vendor listings/links, etc.) should be conveyed to the Committee Chair, and the Webmaster.

The Webmaster will:

- Check links and site URL's to insure that they are appropriate - we don't want a lawsuit.
- Acknowledge the request, forwarding a copy of the Committee Chair stating a proposed "completion date" attached.
- Once the item has been updated, contact the requestor asking them to review the changes and approve it. Copying the Chair.
- Once the request has been satisfied notify the Chair that it has been completed.

Conform to Federal standards relative to the Americans with Disabilities Act (ADA). While we are not required to adhere to these standards we will for the following reasons:

- It's the right thing to do, and a good business practice.
- We have people with medical conditions that cannot visit our website due to the graphics that are currently in place. People that suffer from epilepsy and other diseases have problems with animated gifs. Impulses/output from certain items having a "strobe" affect that can trigger convulsions.
- Visual impairments (Deuteranopic, Protanopia, Protoanomaly and Deuteranomaly and other forms of color blindness) require that we adhere to the 216 color combinations. This all falls under the R, G, B and how it is viewed with people that suffer from these types of "ailments".

Appendix Item 6-Website Contract

Contact Name –

Phone -

FAX -

Company/Client –

Address -

City -

State -

ZIP -

Country -

E-mail address -

Present WWW URL (if any):

Username:

Password:

1. Authorization. The above-named client is engaging Secretary – Board of Directors and/or appointed Committee Member(s) as sole administrator for the specific project of developing and/or improving a World Wide website to be installed at "*insert web hosting service's here*" The client hereby authorizes Secretary – Board of Directors and/or appointed Committee Member(s) to access this account, and authorizes the web hosting service to provide Secretary – Board of Directors and/or appointed Committee Member(s) with permission for the client's webpage directory, cgi -bin directory, and any other directories or programs which need to be accessed for this project. The client also authorizes Secretary – Board of Directors and/or appointed Committee Member(s) to publicize their completed website to Web search engines, as well as other Web directories and indexes.

2. Assignment of Web Project. The NRLHF Board of Directors reserves the right to re-assign this project to anyone at any time.

3. Website Package Elements. Secretary – Board of Directors and/or appointed Committee Member(s) will include the following elements in the NRLHF Website Package:

- **Words of text** supplied by the Board of Directors
- **Links** to external pages
- **Custom Graphics/Graphics** Masthead graphic on first page. Simple custom graphic incorporating company logo or element. Top-of-page graphic for all other pages within the website. Lines and bullets, colored and textured background that match according to the NRLHF board of directors decision.
- **Photos and other misc. graphic images** supplied by the NRLHF Foundation or outside entities so long as the Picture Policy for the NRLHF is adhered to.
- **Installation** of pages and modules decided upon by the NRLHF Board Of Directors.
- **Updates and changes** to all existing pages and modules.
- **Site publicity** to all major Web search engines, such as Yahoo, AltaVista, InfoSeek, WebCrawler, Lycos, HotBot, etc.
- **E-mail response link** on each webpage to any e-mail address the NRLHF Board of Directors designates.
- **PHPBB Forum** will be able to incorporate feedback, secure downloads and any other item(s) deemed appropriate or needed by the NRLHF Board of Directors.
- **Online Store** for sales of products and pre-payments of the NRLHF Foundation events

- **All other modules or technology** as decided upon.

4. Web Hosting. NRLHF understands that web hosting services require a separate contract with a said hosting company. The client agrees to select a web hosting company which will save the foundation money, but will also have the most up to date services available. The chosen web hosting company will also allow Secretary – Board of Directors and/or appointed Committee Member(s) full access to the website directory via FTP and telnet.

5. Completion of updates. Secretary – Board of Directors and/or appointed Committee Member(s) will do all updates as expeditiously as possible.

6. Payment of Web Hosting services. Fees to 1&1 are due and payable on the following schedule: Monthly at \$25.00

7. Copyrights and Trademarks. The client guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to Secretary – Board of Directors and/or appointed Committee Member(s) inclusion within the website is owned by the NRLHF.

8. Laws Affecting Electronic Commerce. From time to time governments enact laws and levy taxes and tariffs affecting Internet electronic commerce. NRLHF agrees that NRLHF is solely responsible for complying with such laws and will hold harmless, protect, and defend Secretary – Board of Directors and/or appointed Committee Member(s) from any claim, suit, penalty, tax, or tariff arising from NRLHF exercise of Internet electronic commerce.

9. Copyright to Website. Copyright to the finished assembled work of the website produced by Secretary – Board of Directors and/or appointed Committee Member(s) is owned by NRLHF. Rights to photos, graphics, source code, work-up files, and computer programs are specifically not transferred to the client, and remain the property of their respective owners. Secretary – Board of Directors and/or appointed Committee Member(s) retain the right to display non trade marked graphics and other web design elements as examples of their work in their respective portfolios.

10. Sole Agreement. The agreement contained in this Website Design Contract constitutes the sole agreement between Secretary – Board of Directors and/or appointed Committee Member(s) and the NRLHF regarding this website. Any additional work not specified in this contract must be authorized by a written change order by the NRLHF Board of Directors

11. Hosting company payment and Contract (Insert Hosting company contract here)

The total amount of this contract is \$25.00 to be made in monthly installments to 1 & 1 Web Hosting.

The undersigned agrees to the terms of this agreement on behalf of his or her organization or business.

On behalf of the client (authorized signature):

_____ Date _____

On behalf of Secretary – Board of Directors and/or appointed Committee Member(s) (authorized signature)

_____ Date _____

Appendix Item 7- “Delegate in Charge” Job Description

Every Rendezvous has a “Delegate in Charge”.
 When you are designated as the Delegate in Charge, you are part of the Staff for that event.
 You represent the NRLHF Business Office, which entails a lot of responsibilities.
 Some of your duties may include:

Before the start of Rendezvous:

- Coordinate the shipment of the Foundation Business Office equipment.

At the Rendezvous:

- You must attend the Event that you were elected to represent.
- Be on site before early setup day.
- Check the Office equipment for proper forms, camera, film and ballots.
- Be present at camp meetings
- Be present at closing ceremonies
- Coordinate and setup foundation tentage if necessary.
- Establish a location for the Foundation Business Office and keep it open during normal Business hours.
- Be at opening ceremonies and coordinate with Booshway for a time to conduct the Foundation Business. Welcome everyone on behalf of the NRLHF. Recognize distinguished visitors. Make any announcements from the Office. Open the meeting for the nomination or volunteers for the position of a new Booshway and a new Delegate.
- Convert Booshway Bucks from the Traders using money from the gate. Record all transactions.
- Count and vouch for gate and Visitor fees every day.
- Oversee the money for the Ice sales and be able to provide change.
- Whenever possible, convert proceeds to Money Orders.
- Coordinate with Staff and close out all monies as possible. Pay outstanding bills and get proper receipts. Have all paperwork signed by staff. Make arrangements to return Office equipment and monies to main office.

Voting:

- Take photos of the candidates and place them on proper posters. Make sure the photos are taken at the same distance. Make each poster the same as to lettering and camp names. Do not show partiality while placing the posters at the voting place.
- Check the voter's medallion number and mark the record sheet.
- Issue one ballot for the Booshway and one for the Delegate, unless it is simpler on one ballot.
- Provide for a place for the voter to mark his or her ballot unobserved by anyone.
- Keep the Ballot Box in sight and make sure that it stays locked.
- Secure the Ballot Box at the end of the voting day if voting more than one day.
- Make arrangements to have the vote counted by disinterested parties, keeping the results private.
- Ensure that the number of Ballots for any position does not exceed the number of voters.
- Present results at the appointed time.
- Deliver written material to the winner as appropriate (NRLHF Delegate Handbook).

This is a fluid document and be changed at any time

Appendix Item 8- Linda Blizard Evaluation Form

November 27, 2006

Topic: Linda Blizard Evaluation Form

To whom it may concern:

Many questions have been raised (in the past and present) about Linda's job performance as acting Office Manager for the NRLHF.

Simply put, why is she still in this position? Not wanting to base any decision on hear-say and false innuendos and information, a Job Performance Evaluation was sent to Twenty-Eight (28) individuals. The period covered by this Evaluation was: October 1, 2005 through October 1, 2006 and sent to all Board, Delegate and Staff members in this time frame.

These are the results to be put into writing as documented proof:

Thirteen (13) were received

One (1) thrown out due to lack of *any* supporting documentation.

There was a 45.50% return rate on the evaluations sent out.

Normal averaging method was used as the evaluator.

Q1. **2.5** percent out of a total of 5 points

Demonstrate an appropriate level of knowledge and /or skills to perform the tasks related to the position?

-Non responsive, misleading, job not done in a timely manner, loses correspondence IE: snail mail-email-fax-etc., unprofessional behavior, defensive, fails execution, has knowledge but lacks the skill when dealing in a timely manner, rude, negative comments.

Q2. **1.5** percent out of a total of 5 points

Demonstrate the attributes of honesty and trustworthiness?

-False feeling, does not give a confident feeling, catches her in lies

Q3. **1.75** percent out of a total of 5 points

Set appropriate goals and priorities?

-Forms not mailed, correspondence not appropriate first time, cannot make a decision of what is important when multiple items are given too her.

Q4. **2.08** percent out of a total of 5 points

Keep accurate records and handle them with appropriate sensitivity and confidentiality?

-Information not correct, information lacking in content, refunds and other items not recorded correctly. Lots of information not correct, included in handbooks, out of date information or documents. Some of the same comments in items 1, 2 & 3.

Q5. **1.58** percent out of a total of 5 points

Perform his/her job duties in a timely manner?

-Moves at her own speed, timeliness of documentation(s) materials arriving on time, lost in the mail, doesn't know how to prioritize.

Q.6 **1.42** percent out of a total of 5 points

Show good judgment in the performance of job duties?

-Mailing boxes with stamps, negative and antagonistic language/attitude, not good at multi-tasking, becomes offended or offensive too quick

Q.7 **1.50** percent out of a total of 5 points

Demonstrate cooperativeness and diplomacy in dealing with others in the performance of his/her job duties?

-Little tact and diplomacy, manners depend on who she is dealing with – people she likes gets more/better/faster attention, not afraid to copy the work if a deadline is missed – but she can't ever make deadlines, extends a poor attitude to all members, rude.

Q.8 **1.75** percent out of a total of 5 points

Cooperate and provide information when requested

-Slow at providing information, information not correct when she provides it at times, information lacking in content - having to rehash information

Q.9 **2.41** percent out of a total of 5 points

Demonstrate commitment and dedication to the NRLHF?

- Has too much personal drama to stay focused, believes she is doing good for the foundation but won't accept ideas for improvement(s), blends herself with the NRLHF and feels EVERYTHING must go through her, not doing things in a timely manner make her look as though she isn't dedicated to the foundation.

Additional Question- In terms of job performance what is this individual's greatest strengths?

- Knows how to run a copy machine
- When she answers the phone will answer questions
- Trying to make alliances to keep her job
- Has a wealth of knowledge about rendezvous, but doesn't share it
- Knowledge of forms
- Knowledge of job, but no follow through most times
- Inter-workings of the NMLRA and NRLHF, but doesn't share it

Additional Question - In terms of job performance in what areas does this individual need improvement?

- Being more cooperative
- Accept constructive criticism
- Responding to emails and other forms of communications
- Organization skills
- Communications
- Professionalism
- Time management
- Being less defensive
- Being open to instruction
- Receptive to change
- Attitude
- People Skills
- Treating people like the volunteers they are helping all she can to make things run more smoothly.

Q.10 **1.86** percent out of a total of 5 points

Using the same 5 to 1 scale, how would you rate this individual's over-all job performance?