



National Active and Retired Federal Employees Association Virginia Federation of Chapters

MEMO TO CHAPTER PRESIDENTS

January 2, 2007

SUBJECT: 2007 NARFE VFC CONVENTION BULLETIN #2

FROM: R. David Smith, VFC 1ST Vice President
VFC Convention Coordinator - Davesmith54@msn.com

Encourage your chapter members to sign up to attend the VFC Convention, **April 22-25** in Richmond. We have planned a Welcoming Reception on Sunday, April 22nd at 5:30 PM. The Convention opening session will begin at 9:00 AM on Monday, April 23rd and end Wednesday, April 25th. Congressman Tom Davis has been invited to sponsor a reception on Monday evening. The convention banquet will be held on Tuesday evening with NARFE National President Margaret Baptiste invited as our banquet speaker. Julie Christopher, Virginia Commissioner for the Aging, has been confirmed to speak on “No Wrong Door.”

1. THE CONVENTION THEME. Serving 56 Virginia Chapters!

2. THE HOST. The eight chapters in Area VIII will host the 2007 VFC Convention. **Unless otherwise indicated, make all checks payable to 2007 NARFE/VFC Convention and use the following mailing address for all convention materials: 2007 NARFE/VFC Convention Committee, P. O. Box 224, Bumpass, VA 23024-0224.**

3. THE HOTEL. The Convention will be held April 22-25, 2007 at the Holiday Inn Select Koger Center, 1021 Koger Center Blvd., 10800 Block of Midlothian Turnpike, Richmond (Midlothian), VA. 23235. Phone 1-800-397-1034 (toll free) or 1-804-379-3800 (fax is 1-804-379-2763) for room reservations. Ask for the NARFE/VFC Convention Room Rate of \$91 plus tax—credit card will hold reservation. **Make reservations directly with hotel by April 1, 2007.** After that date reservations are subject to availability.

4. DELEGATES. The number of delegates authorized is based on chapter membership as recorded on the December 31, 2006 Annual Membership Report (which will be provided to each Chapter by the VFC Secretary in mid-January 2007). Pursuant to Article V, Section 3 of the VFC Constitution and Bylaws, each Chapter is entitled to one (1) delegate for each 25 members or fraction thereof. Alternates may be selected in a number equal to the total delegate representation.

5. REGISTRATION AND BANQUET. The registration and banquet information (Form VFC 51-1) was sent out with Bulletin #1 and is also available on the Virginia NARFE website www.vanarfe.org. Additional forms are attached. The form has a separate category for Lead Delegate; therefore, please identify the Lead Delegate for your Chapter. Each Delegate, Alternate, National Officer, Member or Guest planning to attend the convention must complete and submit a form with payment by check. Registration fee is \$10 per person (late registration after March 1 is \$15). Registration forms must be postmarked **NLT March 1, 2007** in order for names to appear in the Convention Program Book. The banquet fee is \$35 per person. Banquet fees are refundable if requested prior to March 25, 2007. Seating will be assigned after April 1, by chapter on a first come first served basis, 8-10 per table. Choose one of these entrees: Chicken Wellington, Prime Rib of Beef or Grilled Fresh Salmon. Special seating requests are not guaranteed but will be considered if requested before April 1. Chapters are encouraged to collect registration/banquet forms with checks and forward to the Convention Committee as soon as possible. Individual member mailings are welcome.

NOTE: If you are not holding the office of Chapter President during 2007, please pass this correspondence on to your successor. Thanks.

6. ADVERTISING IN PROGRAM BOOK. The letter of introduction and advertising contract for members to use in obtaining ads was included in Bulletin # 1 and may be reproduced. Attached is an additional copy of the letter of introduction and advertising contract in case needed. See paragraph 2 of this Bulletin for “check payable to” and mailing instructions. **Chapters obtaining Commercial ads totaling \$500+ will receive a 10% rebate. All ads must be camera ready and postmarked NLT March 1, 2007.**

Chapter Ads - Commercial Ads - Patron Ads

7. CONVENTION SUPPORTERS. Chapter members are invited to show support and chapter pride by contributing in one of the five categories: Super Angel - \$25; Angel - \$15; Cheerleader - \$10; Booster - \$5; and Supporter - \$1. An invitation sheet is included that can be reproduced as needed for chapter members to use. Names of all contributors will be published in the program book provided contributions are received before **March 1, 2007**. Chapters are encouraged to collect convention supporter names with payment, consolidate into a typed listing and forward to the Convention Committee.

8. ALZHEIMER’S SILENT AUCTION AND 50/50 DRAWING. Each Chapter is encouraged to donate one or more items for the Alzheimer’s Silent Auction. The items should have a minimum value of \$25 and be in excellent condition. New items are preferred. The donated items should be delivered to the Alzheimer’s table ASAP after arriving at the Convention hotel. A gift receipt will be provided. The 50/50 Drawing Tickets will be available at the same table. Checks for silent auction items and donations are to be made payable to: **“Alzheimer’s/NARFE.”** All unsold items must be reclaimed by the donor Chapter prior to the close of the Convention. For more information or to volunteer to assist the Alzheimer’s table, contact **Wilton Ward**, VFC Alzheimer’s Chair, 703-256-7946.

9. MEMORIAL SERVICE. A Memorial Service will be conducted for those members that passed away during the period January 1, 2006 through December 31, 2006. Any member who passed away previous to January 1, 2006 and has not been recognized in a memorial service may be included in the 2007 Convention service. Please print or type the names of those members and Chapter name and number they belonged to and send to VFC Chaplain, Charles Collins, P.O.Box 2833, Springfield, VA 22152 **prior to February 1, 2007**. Also, you may send the information by email to Charles at CECOL805@aol.com.

10. RESOLUTIONS. Since there is no NARFE National Convention in 2007, chapters should only submit resolutions that do not require National Convention action. VFC Bylaws state that “All proposed resolutions except Constitution and Bylaws changes shall be submitted to the [VFC] Secretary [Robert Miller] at least 75 days before the convention [NLT February 6, 2007]. All VFC Constitution & Bylaws changes shall be submitted to the Secretary and the Constitution & Bylaws Committee Chairman [Helen Ahearn] at least 100 days before the Convention [NLT January 12, 2007].” Mailing addresses: Robert Miller, 801 Chalfonte Drive, Alexandria, VA 22305 and Helen Ahearn, 925 Ironwood Drive, Yorktown, VA 23693. Form F-3A is attached and can also be downloaded from printable forms at www.narfe.org.

11. CHAPTER BANNERS. Each Chapter is encouraged to bring your chapter banner for display in the hotel lobby. Banners should be brought to the convention registration table for hanging. On the last morning of the Convention (Wednesday), chapter banners must be picked up at the registration table.

THANK YOU in advance for your participation and support. Direct questions and comments to the Convention Coordinator davesmith54@msn.com or telephone 804-379-6712.

Attachments:

**Registration and Banquet Form VFC 51-1; Advertising Introduction and Contract VFC 51-2
Convention Supporter Form VFC 51-4; Proposed Bylaw Amendment/Convention Resolution F-3A**