



National Active and Retired Federal Employees Association Virginia Federation of Chapters

October 13, 2006

MEMO TO CHAPTER PRESIDENTS

SUBJECT: 2007 NARFE VFC CONVENTION BULLETIN #1

FROM: R. David Smith, VFC 1ST Vice President
VFC Convention Coordinator
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We are expecting the 2007 VFC Convention to be another outstanding one! Encourage your chapter members to start planning now 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. The banquet will be held on Tuesday evening. VFC Area Vice Presidents have been requested to appoint area coordinators to assist chapter members in arranging shared lodging and transportation, if desired. We want every NARFE member in Virginia to have an opportunity to attend. Contact your AVP for assistance.

Also, we encourage you to support the Convention by placing a patron and/or Chapter ad in the program book. Chapter members are invited to support the convention, too, by displaying their chapter pride in one of the five categories for convention supporters. As you know, the major source of funding for the Convention comes from the commercial advertising placed in the program book. Please ask your members to help us by reminding your local merchants of this wonderful opportunity to reach out to the NARFE community. Chapters obtaining commercial ads totaling \$500+ will receive a 10% rebate of total sales. It is an easy way to earn some extra money for the Chapter. At the same time, you and your members will help build an awareness of NARFE within the local community and help the VFC in our efforts toward making NARFE a household word in Virginia. We are counting on your Chapter's full participation and support!

1. 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.**

2. THE 2007 NARFE/VFC CONVENTION COMMITTEE. Art Klotz, Convention Chair (AVP VIII & 2065), Bob McConahy, Convention Secretary (1549) and Mary Ryan, Convention Treasurer (1885). Subcommittee Chairs: Jon Baer, Advertising/Sales (1823); Barbara Scott, Ballot & Tellers (1549); Mary Ryan, Banquet Seating & Decorations (1885); Gayle Thompson, Credentials (1823); Bill Martin, Data Base (VFC 2nd VP & 2065); Gail Martin, Entertainment (2065); Jean King, Facilities Management (2065); Mike Anderson, Name Badges (2343); Ray Siewert, Program Book (2065); Annette McDonald and Lu Ann Klotz, Registration & Greeters (2112 & 2065 respectively) and Elaine Baer, Hospitality (1823). Assisting the Convention Committee in specific areas: Bill Martin, Convention Resolutions Chair (VFC 2nd VP and 2065); Helen Ahearn, VFC Constitution & Bylaws Chair (682); Charles Collins, VFC Chaplain, Memorial Service & Book (893); Bill Martin and Stan Palen (595) Audio Visual/Internet; and Charles Casey, VFC Sergeant of Arms (180).

3. THE CONVENTION THEME. *Serving 56 Virginia Chapters!*

NOTE: If you are no longer holding the office of Chapter President or if you will not be President during 2007, please pass this correspondence on to your successor. Thanks.

4. THE HOTEL. The Convention will be held April 22-25, 2007 at the Holiday Inn 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. A welcoming reception will be held Sunday at 5:30 PM, the Convention opening ceremonies will begin at 9:00 AM on Monday and the Banquet will be held on Tuesday evening.

5. DELEGATES. Chapter Delegates and Alternates should be elected early in order to take advantage of the lower NARFE rate above. 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.

6. REGISTRATION AND BANQUET. The registration and banquet information (Form VFC 51-1) is included with this Bulletin and may be reproduced, as needed, or printed from the VFC web at www.vanarfe.org. See paragraph 1 of this Bulletin for “check payable to” and mailing instructions. The form has a separate category for Lead Delegate; therefore, please identify the Lead Delegate for your Chapter on the registration form. Each Delegate, Alternate, National Officer, Member or Guest planning to attend the convention must complete and submit a form with payment by check (please do not send cash). 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. Choose one of these entrées: Chicken Wellington, Prime Rib of Beef or Grilled Fresh Salmon. Banquet fees are refundable if requested prior to March 25, 2007. Tables seat 8-10 people. Seating will be assigned after April 1, by chapter, first come first served basis. 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. Mailings from individual members are welcome, too. Again, see paragraph 1 of this Bulletin for “check payable to” and mailing instructions.

7. ADVERTISING IN PROGRAM BOOK. The letter of introduction for members to use in obtaining ads is included with this Bulletin and may be reproduced, as needed; however, it will not be available on the VFC web. The Chapter President or designated representative should complete and provide the form letter to members seeking advertising on behalf of NARFE VFC. The advertising contract (Form VFC 51-2), which is also included, may be reproduced, as needed, or printed from the VFC web at www.vanarfe.org. See paragraph 1 of this Bulletin for “check payable to” and mailing instructions. Chapters obtaining Commercial ads totaling \$500+ will receive a 10% rebate of the total sold. **All ads must be camera ready and postmarked NLT March 1, 2007.**

- **Chapter Ads**
- **Commercial (products and services) Ads**
- **Patron Ads**

8. CONVENTION SUPPORTERS. An invitation sheet to every chapter member is included with this Bulletin and may be reproduced, as needed, or printed from the VFC web at www.vanarfe.org. 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. 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 forms with checks, consolidate into a typed listing and forward to the Convention Committee. Mailings from individual members are welcome, too. See paragraph 1 of this Bulletin for “check payable to” and mailing instructions.

9. PROGRAM TRAINING. We are planning to extend the Committee meetings for Alzheimer's, Membership, National Legislation, Public Relations, Service and State Legislation to allow more time for training in these programs. Time will be provided during the general session for demonstration of the information available on the Virginia website, www.vanarfe.org. The program committee would appreciate topic suggestions or possible speakers of interest from the chapters. Please forward any suggestions to Ann Collins, Dave Smith or Bill Martin in the next 60 days so we can consider including your topics of interest.

10. 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. All items will be displayed with adequate security. 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.

11. 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 by **February 1, 2007**. Also, you may send the information by email to Charles at CECOL805@aol.com.

12. 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.

13. 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 convention registration area.

THANK YOU in advance for your participation and support. Convention information will be updated in Bulletin #2. Direct questions and comments to the VFC Convention Coordinator at davesmith54@msn.com or (804) 379-6712.

Enclosures:

1. Form VFC 51-1 (Registration and Banquet)
2. Letter of Introduction of NARFE Member (for Ads)
3. Form VFC 51-2 (Ad Contract with sample formats)
4. Form VFC 51-4 Invitation to Members Convention Supporters
5. Form F-3A Proposed Bylaw Amendment/Convention Resolution