



# National Active and Retired Federal Employees Association Virginia Federation of Chapters

MEMO TO CHAPTER PRESIDENTS and CHAPTER SECRETARIES

January 15, 2008

SUBJECT: 2008 NARFE VFC CONVENTION BULLETIN #3

FROM: William F. (Bill) Martin, VFC 1<sup>ST</sup> Vice President  
VFC Convention Coordinator - [NARFE2065@hughes.net](mailto:NARFE2065@hughes.net)

Encourage your chapter members to sign up to attend the VFC Convention, **April 21-23** in Roanoke. The Convention opening session will begin at 1:00 PM on Monday, April 21<sup>st</sup> and end Wednesday, April 23<sup>rd</sup>. Judy Park, NARFE National Legislative Director, has been invited as keynote speaker on Monday afternoon. There will be a welcoming reception on Monday evening and the Banquet with entertainment by *The Virginia Gentlemen* on Tuesday evening. Other guest speakers are being considered and should soon be finalized.

**1. THE CONVENTION THEME.** *Working Together Today for a Better Tomorrow*

**2. THE HOST.** The ten chapters in Areas V and VI will host the 2008 VFC Convention. **Unless otherwise indicated, make all checks payable to 2008 NARFE/VFC Convention and use the following mailing address for all convention materials: 2008 NARFE/VFC Convention Committee, P. O. Box 10966, Blacksburg, VA 24062-0966**

**3. THE HOTEL.** The Convention will be held April 21-23, 2008 at the Roanoke Plaza Hotel, 2801 Hershberger Road NW, Roanoke, VA 24017.. 1-540-563-9300 (fax is 1-540-561-7910) for room reservations. Ask for the NARFE/VFC Convention Room Rate of \$99 plus tax—credit card will hold reservation. **Make reservations directly with hotel by April 1, 2008.** 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, 2007 Annual Membership Report (which will be provided to each Chapter by the VFC Secretary in mid-January 2008). 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.** A Registration and Banquet Information (Form VFC 54-1) was sent out with Bulletin #1 and another is attached. It is also available on the Virginia NARFE website [www.vanarfe.org](http://www.vanarfe.org). 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, 2008** 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 20, 2008. 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: Shenandoah Chicken, Roast Sliced Sirloin of Beef, or Blackened 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.

**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

**NOTE:** If you are not Chapter President or Secretary for 2008, please pass this correspondence on to your successor. Thanks.

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, 2008.**

**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, 2008**. 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, 2007 through December 31, 2007. Any member who passed away previous to January 1, 2007 and has not been recognized in a memorial service may be included in the 2008 Convention service. Please print or type the names of those members and Chapter name and number they belonged to and send to VFC Chaplain, Deaver Carr, 424 Marion Street, Winchester, VA 22601-3018 **prior to February 1, 2008**. Also, you may send the information by email to Deaver at [deavercarr@verizon.net](mailto:deavercarr@verizon.net).

**10. RESOLUTIONS.** Since there is a NARFE National Convention in 2008, chapters may submit resolutions that require National Convention action. Please use the new forms F-3A (11/07) *Proposed Convention Resolution* and F-3C (10/07) *Proposed ByLaw/Standing Rule Amendment* for submission. New forms are attached and on the internet at [www.narfe.org](http://www.narfe.org). VFC By-Laws state that “All proposed resolutions except Constitution and By-Laws changes shall be submitted to the [VFC] Secretary [Robert Miller] at least 75 days before the convention [NLT February 5, 2008]. All VFC Constitution & By-Laws changes shall be submitted to the Secretary and the Constitution & By-Laws Committee Chairman [George Hawkins] at least 100 days before the Convention [NLT January 11, 2008].” Mailing addresses: Robert Miller, 801 Chalfonte Drive, Alexandria, VA 22305 and George Hawkins, 611 Alleghany Street, Blacksburg, VA 24060-5010.

**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 Bill Martin at [NARFE2065@hughes.net](mailto:NARFE2065@hughes.net) or by telephone 540-872-3345.**

**Attachments:**

- Registration and Banquet Form VFC 54-1**
- Advertising Introduction and Contract VFC 54-2**
- Convention Supporter Form VFC 54-4**
- Proposed Convention Resolution F-3A (11/07)**
- Proposed Bylaw/Standing Rule Amendment F-3C (10/07)**