



National Active and Retired Federal Employees Association Virginia Federation of Chapters

October 2008

MEMO TO NARFE VFC CHAPTER PRESIDENTS & SECRETARIES

SUBJECT: 2009 NARFE VFC CONVENTION BULLETIN #1

FROM: Carolyn E. Wilson, VFC 1ST Vice President
VFC Convention Coordinator
narfe1472@comcast.net

We are expecting the 2009 VFC Convention to be another outstanding one! **Encourage** your chapter members to start planning now to attend the VFC Convention, **May 1st to May 3rd** in Reston. The Convention opening session will begin at 1:00 PM on Friday, May 1st and end Sunday, May 3rd. We have planned a Welcoming Reception on Friday, May 1st at 7:30 PM. The banquet will be held on Saturday evening. VFC Area Vice Presidents (AVP) have been asked 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 and esprit de corps 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 Service/Product or Patron ads totaling \$500+ will receive a 10% rebate of total sales. It is an easy way to earn some extra money for the Chapter. As an incentive for merchants and Patrons to purchase ads, we will post on the VFC Web Page www.vanarfe.org ads that cost \$100 or more – the ads will be posted until May 15, 2009. 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 thirteen chapters in Areas IX and X will host the 2009 VFC Convention. **Unless otherwise indicated, make all checks payable to 2009 NARFE/VFC Convention and use the following mailing address for all convention materials: 2009 NARFE/VFC Convention Committee, P. O. Box 710658, Herndon, VA. 20171-0658.**

2. THE 2009 NARFE/VFC CONVENTION COMMITTEE: Shirley Keyes Convention Chairmen (1116); **Committee Chairs: Donna and Bill Shackelford**, Advertising/Sales (737); **Virginia Swain**, Ballot & Tellers (1270); **Sue Righter**, Banquet, Reception & Decorations (1241); **Joan McDonald**, Credentials (893); **Dick Giangerelli**, Data Base (VFC 2nd VP); **Kathy Arpa**, Entertainment (Area X AVP); **Bill Boning**, Facilities Management (1241); **Bonnie Franklin**, Name Badges (7); **Kathy Arpa**, Program Book (Area X AVP); **Shirley Vaughn**, Registration & Greeters (1241); **Pierce Johnson and Gaston Gianni**, Hospitality (1270); and **Ann Collins**, Exhibitor Tables (893). Assisting the Convention Committee in specific areas: **Dick Giangerelli**, Convention Resolutions Chair (VFC 2nd VP); **Bob Miller** Convention Secretary (VFC Secretary); **Darlene Myers Rhodes**, Convention Treasurer (VFC Treasurer); **Betty Warren**, VFC Constitution & Bylaws Chair (AVP Area II); **Deaver Carr**, Memorial Service & Book VFC Chaplain (180); **Stan Palen**, Audio Visual/Internet (595); and **Charles Casey**, VFC Sergeant of Arms (180).

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3. THE HOTEL: The Convention will be held May 1-3, 2009 at the Hyatt Regency Reston, 1800 Presidents Street, Reston, Virginia 20190-5627. For room reservations, phone 1-800-233-1234 (toll free) and ask for the NARFE /VFC Convention Room Rate of \$129 (1 King Bed) or \$139 (2 Double Beds) plus tax—credit card will hold reservation. **Make reservations directly with the hotel by April 9, 2009.** After that date reservations are subject to availability. Note: The NARFE Room Rate will be available for the day before and the day after the convention to allow members the opportunity to visit this history rich area. The Convention opening ceremonies will begin at 1:00 PM on Friday and a welcoming reception will be held that night at 7:30 PM. The Banquet will be held on Saturday evening.

4. 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, 2008 Annual Membership Report (which will be provided to each Chapter by the VFC Secretary in mid-January 2009). 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 55-1) 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). FULL Registration, which includes the Banquet, is \$59. Registration without the banquet is \$15 (late registration – after March 2 is \$20). The Banquet alone is \$49. Registration forms must be postmarked **NLT March 2, 2009** in order for names to appear in the Convention Program Book. The banquet will offer a choice for the Entrée of Vegetable Lasagna with Risotto and Fresh Vegetables, or Roasted Chicken Breast with Risotto, Fresh Vegetables and Lemon Caper Sauce, or Espresso Rubbed Sliced Beef Tenderloin with Risotto, Fresh Vegetables and Barolo Sauce. All entrees come with Caesar Salad with Crisp Romaine Leaves and Garlic Croutons, Fresh Baked Rolls and Butter, Herbal Teas, Freshly Brewed Starbucks Coffee, Decaffeinated Coffee and Black Forest Cake. Banquet fees are refundable if requested prior to March 20, 2009. 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 also welcomed. Again, see paragraph 1 of this Bulletin for “check payable to” and mailing instructions.

6. 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 contracts (Form VFC 55-2), which are also included, may be reproduced, as needed, or printed from the VFC Web at www.vanarfe.org. This year, there are separate contract forms and sample formats for Product/Services & Patron Ads and for Chapter Ads. See paragraph 1 of this Bulletin for “check payable to” and mailing instructions. **NOTE:** Chapters obtaining Commercial ads totaling \$500 or more will receive a 10% rebate of the total sold. **Ads must be able to be copied and postmarked NLT March 2, 2009.**

- **Chapter Ads**
- **Products and Services Ads (commercial)**
- **Patron Ads**

7. 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 2, 2009**. Chapters are encouraged to collect convention supporter

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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.

8. AGENDA DEVELOPMENT: The program committee would appreciate topic suggestions or possible speakers of interest from the chapters. Please forward any suggestions to Bill Martin at 540-872-3345 or by email at narfe2065@hughes.net within the next 60 days so we can consider them in developing the convention agenda.

9. 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 at the Alzheimer’s table, please contact **Barbara McDiarmid**, VFC Alzheimer’s Chair, 703-878-3872 or by email to barbhawaii@worldnet.att.net.

10. MEMORIAL SERVICE. A Memorial Service will be conducted for those members that passed away during the period January 1, 2008 through December 31, 2008. Any member who passed away previous to January 1, 2008 and has not been recognized in a memorial service may be included in the 2009 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 by **February 2, 2009**. Also, you may send the information by email to Deaver Carr at deavercarr@verizon.net.

11. RESOLUTIONS. Since there is no NARFE National Convention in 2009, chapters should only submit resolutions that do not require National Convention action. 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 14, 2009]. All VFC Constitution & By-laws changes shall be submitted to the Secretary and The Constitution & By-laws Committee Chairman [Betty L. Warren] at least 100 days before the Convention [NLT January 21, 2009].” Robert Miller, 801 Chalfonte Drive, Alexandria, VA 22305-1204 and Betty L. Warren, 112 Brentwood Circle, Virginia Beach, VA 23452-2301.

12. CHAPTER BANNERS. Each Chapter is encouraged to bring their chapter banner for display. Banners should be brought to the convention registration table for hanging. On the last morning of the convention (Sunday), 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. Please direct questions and comments to Carolyn Wilson, 2009 VFC Convention Coordinator, at narfe1472@comcast.net or by phone at 804-722-4346.

Enclosures:

Form VFC 55-1 Registration and Banquet

Form VFC 55-2-1 Ad Contract with sample formats – Chapter Ads ONLY

Form VFC 55-2-2 Ad Contract with sample formats – Product/Service & Patron Ads ONLY

Form VFC 55-3 Invitation to Members - Convention Supporters

Form VFC 55-4 Letter of Introduction of NARFE Member (for Ad Sales)

Form VFC F-3A Proposed Convention Resolution

Form VFC F-3C Proposed Bylaw/Standing Rule Amendment

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