



National Active and Retired Federal Employees Association Virginia Federation of Chapters

MEMO TO CHAPTER PRESIDENTS and CHAPTER SECRETARIES

January 11, 2009

(If you are not the Chapter President or Secretary for 2009, please pass this correspondence on to your successor)

SUBJECT: 2009 NARFE VFC CONVENTION BULLETIN #2

FROM: Carolyn Wilson, VFC 1ST Vice President

VFC Convention Coordinator - NARFE1472@comcast.net

Encourage your chapter members to sign up to attend the VFC Convention, May 1-3 in Reston. Convention opening session will begin at 1:00 PM on Friday, May 1st and end Sunday, May 3rd. A welcoming reception has been tentatively planned for Friday evening and the Banquet will be Saturday evening. Guest speakers for the Convention soon will be finalized.

1. THE CONVENTION THEME. Bringing Employees and Retirees Together

2. 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.**

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.

4. DELEGATES. 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. 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. 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 (please do not send cash). **FULL** registration, which includes the banquet, is \$59 per person. Registration without the banquet is \$15 (late registration – after March 2 is \$20.) The banquet fee alone is \$49 per person. Registration forms must be postmarked **NLT March 2, 2009** in order for names to appear in the Convention Program Book. Banquet fees are refundable if requested prior to March 20, 2009. Seating will be assigned after April 1, by chapter on a first come first served basis, 8-10 per table. 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. Again,

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

see paragraph 2 of this Bulletin for “check payable to” and mailing instructions. The banquet will offer a choice for the entrée of Vegetable Lasagna with Risotto and Fresh Vegetables; 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.

6. ADVERTISING IN PROGRAM BOOK. The letter of introduction for members to use in obtaining ads was included in Bulletin # 1 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 for the VFC Web at www.vanarfe.org. This year there are separate contract forms and sample formats for Product/Services and Patron Ads and for Chapter Ads. See paragraph 2 of this Bulletin for “check payable to” and mailing instructions. 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 of the total sold. All ads must be camera ready and postmarked NLT March 2, 2009.**

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 2, 2009**. Chapters are encouraged to collect convention supporter names with payment, consolidate into a typed listing and forward to the Convention Committee. Mailings from individual members are welcome, too. See paragraph 2 of this Bulletin for “check payable to” and mailing instructions.

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. 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, please contact Shirley Keyes, Convention Chair, 703-698-1838 or by e-mail to ShirleyKeyes@aol.com.

9. 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, A 22601-3018 **prior to February 2, 2009**. Also, you may send the information by email to Deaver at deavercarr@verizon.net.

10. RESOLUTIONS. Since there is no NARFE National Convention in 2009, chapters should only submit resolutions that do not 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. 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).” Mailing addresses: Robert Miller, 801 Chalfonte Drive, Alexandria, VA 22305 and Betty L. Warren, 112 Brentwood Circle, Virginia Beach, VA 23452-2301.

11. CHAPTER BANNERS. Each Chapter is encouraged to bring your chapter banner for display in the Convention area. Each chapter banner must be on a stand for display. If your Chapter does not have a stand, please contact the Convention Facilities Manager, Bill Boning, 703-435-0031 or by e-mail to CWBoning@verizon.net.

THANK YOU in advance for your participation and support. Direct questions and comments to the Convention Coordinator Carolyn Wilson NARFE1472@comcast.net or by phone at 804-722-4346.

Attachments:

Registration and Banquet Form, VFC 55-1

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

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

Invitation to Members – Convention Supporter Form, VFC 55-3

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

Proposed Convention Resolution VFC F-3A

Proposed Bylaw/Standing Rule Amendment F-3C