



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

September 2009

MEMO TO NARFE VFC CHAPTER PRESIDENTS & SECRETARIES

SUBJECT: 2010 NARFE VFC CONVENTION BULLETIN #1

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

We are expecting the 2010 VFC Convention to be another outstanding one! Encourage your chapter members to start planning now to attend the VFC Convention at the Virginia Beach Hotel and Convention Center, 2800 Shore Drive, Virginia Beach, VA. VFC Area Vice Presidents (AVP) has been asked to appoint area coordinators to assist chapter members in arranging shared lodging and transportation. We want every NARFE member in Virginia to have an opportunity to attend. Contact your AVP for assistance.

Convention Date: April 25th to April 28th
Opening Session: Monday, April 26th
Welcoming Reception: Evening of Monday, April 26th
Banquet: Evening of Tuesday, Apr 27th
Ending Date: Wednesday, April 28th

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 Business 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 31, 2010. 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 13 chapters in Areas I, II, and IV will host the 2010 VFC Convention.

2. THE 2010 NARFE/VFC CONVENTION COMMITTEE: **Betty Warren** (0974) Convention Chair **Committee Chairs:** **Jim and Nellie Landrum** (1823) Advertising/Sales; **Alex Adkins** (0974) Ballot & Tellers; **Janet and Bill Swann** (0682) Banquet, Reception & Decorations; **Lynn Pipis** (0005) Credentials; **Dale Johnson** (0682) Data Base; **Ron Butler** (1827) Entertainment; **Joe Silberholz** (1743) Facilities Management; **Alex Adkins** (0974) Name Badges; **Sharon Rose** (0682) Program Book; **Shirley Atkins** (0682) Registration; **Johnnie Woodhouse** (0974) Greeters; **Liz Allston** (0974) Hospitality; **Jim Brewer** (0974) Exhibitor Tables and Sales; and **Pat Taylor** (0682) Public Relations and Sponsors. Assisting the Convention Committee in specific areas: **Bill Shackelford** Convention Resolutions Chair (VFC 2nd VP); **Darlene Myer-Rhodes** Convention Treasurer (VFC Treasurer); **Don Shiffert** VFC Constitution & Bylaws Chair; **Margaret Yowell** Memorial Service & Book VFC Chaplain; **Stan Palen** Audio Visual/Internet; and **Charles Casey** VFC Sergeant of Arms.

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3. HOTEL RESERVATIONS: For room reservations, phone 1-800-468-2722 (toll free) and ask for the NARFE/VFC Convention Room Rate of \$109 (Single or Double) plus 13% state tax and \$1 City tax (Est. \$124.17) **Free Parking** — credit card will hold reservation. **Make reservations directly with the hotel by March 28, 2010 for the NARFE rate.** After that date reservations are subject to availability and standard hotel rates will apply. Note: The NARFE Room Rate will be available for three days before and after the convention to allow members the opportunity to visit this area rich in history and culture.

4. DELEGATES. Chapter Delegates and Alternates should be elected early in order to take advantage of the lower NARFE hotel rate of \$109 plus tax. The number of delegates authorized is based on chapter membership as recorded on the December 31, 2009 Annual Membership Report (which will be provided to each Chapter by the VFC Secretary in mid-January 2010). 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. The registration and banquet information (Form VFC 56-1) is included with this Bulletin and may be reproduced, as needed, or printed from the VFC web at www.vanarfe.org. The registration 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 registration form with payment by check (please do not send cash). Registration forms must be postmarked NLT March 2, 2010 in order for names to appear in the Convention Program Book.

Full Registration, which includes the Banquet	\$45.00
Banquet Registration only	\$35.00
Convention Registration only	\$15.00
Late Registration	\$20.00 (after March 2)

6. BANQUET. Banquet will offer three choices of Entrées: (1) Roast Pork Loin with a Caraway Crust (Dijon Mustard, Caramelized Onions, and Tart Apples) with Field Green Salad topped with cherry tomatoes, sliced cucumbers, black olives, and shredded carrots with choice of dressing, Chef's Selection of Seasonal Vegetables, and Chef's Selection of Starch. (2) Asiago Chicken Roulade (Chicken Breast filled with Spinach, Artichoke Hearts, Roasted Red Peppers, Sundries Tomatoes, and Asiago Cheese), with Field Green Salad topped with cherry tomatoes, sliced cucumbers, black olives, and shredded carrots with choice of dressing, Chef's Selection of Seasonal Vegetables, and Chef's Selection of Starch and (3) Grilled Vegetable Napoleon (Zucchini, Yellow Squash, Red Pepper, and Eggplant stacked and served with melted Provolone Cheese and Roasted Tomato Port Wine Sauce) with the Traditional-Mixed Greens with cherry tomatoes, sliced cucumbers, black olives, and shredded carrots served with a Poppyseed Dressing. All three entrees come with bakery fresh rolls with sweet cream butter, freshly brewed coffee, and select teas. Dessert will be crème brule cheesecake. Banquet fees will be refunded if requested in writing prior to March 21, 2010. Tables seat 10 people. Seating requests are not guaranteed but will be considered if requested in writing before March 21st. Requests must be sent to Janet and Bill Swann at bjswann@cox.net or mailed to 2010 NARFE/VFC Convention Committee, PO Box 574, Carrollton, VA 23314-0574. 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.

7. ADVERTISING IN PROGRAM BOOK. The letter of introduction (VFC 56-4) 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 form can be obtained by sending an email request to Carolyn Wilson, narfe1472@comcast.net. The advertising contracts (Form VFC 56-2-1 and VFC 56-2-2), 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 Business & Patron Ads and for Member and Chapter Ads. **NOTE:** Chapters obtaining Business or Patron ads totaling \$500 or more will receive a 10% rebate of the total sold. **Ads must**

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be able to be copied and postmarked NLT March 2, 2009 or camera-ready ad e-mailed to CNDJohnson@charter.net with a copy of the ad and the check and contract..

- **Business and Patron Ads (VFC 56-2-1)**
- **Member and Chapter Ads (VFC 56-2-2)**

8. CONVENTION SUPPORTERS. An invitation sheet to be given to every chapter member is included with this Bulletin (VFC 56-2-1 and may be reproduced, as needed, or printed from the VFC web at www.vanarfe.org. A form (VFC 56-3-2) to collect supporter funds at a chapter meeting is also included. 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, 2010. Mailings from individual members are welcome too. Mail to 2010 NARFE/VFC Convention Committee, PO Box 574, Carrollton, VA 23314-0574.

9. THEME. Each chapter should have received a letter, dated June 24, 2009, announcing a contest for a Theme for the 2010 convention and to be used during 2010. Each chapter member was asked to submit the Theme to Betty Warren, 2010 Convention Chair, not later than September 30th, 2009. Themes should be no more than eight (8) words long so it can be placed on the banner. The winner of the contest will be presented a check for \$50.00. Betty's address is 112 Brentwood Circle, Virginia Beach, VA 23452-2301 or by email to Blwarren1@cox.net.

10. AGENDA DEVELOPMENT: The VFC President would appreciate topic suggestions or possible speakers of interest from the chapters. Please forward any suggestions to Bill Martin by calling him at 540-872-3345 or by email at narfe2065@hughes.net by December 1st, 2009 so he can consider them in developing the convention agenda.

11. 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 or Chapter prior to the close of the Convention. For more information on the Silent Auction or to volunteer to assist at the Alzheimer's table, please contact **Shirley Keyes**, VFC Alzheimer's Chair, 703-698-1838 or by email to shirleykeyes@aol.com.

12. MEMORIAL SERVICE. A Memorial Service will be conducted for those members that passed away during the period January 1, 2009 through December 31, 2009. Any member who passed away prior to January 1, 2009 and has not been recognized in a VFC memorial service may be included in the 2010 Convention service. Please print or type the names of those members and Chapter name and number they belonged to and send to VFC Chaplain, Margaret Yowell, 5822 Fitzhugh Street, Burke, VA 22015-3625 or e-mail fitzhughlady@aol.com by February 2, 2010.

13. RESOLUTIONS. Since there is a NARFE National Convention in 2010, chapters may submit resolutions that 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 9, 2010] Constitution & By-Laws changes shall be submitted to the Secretary **and** the Constitution & By-Laws Committee Chair (Don Shiffert) at least 100 days before the Convention [NLT January 15, 2010]. Addresses are: Robert Miller, 801 Chalfonte Drive, Alexandria, VA 22305-1204 and Don Shiffert, 101 Legend Drive, Fredericksburg, VA 22406-8448.

14. CHAPTER BANNERS. Each Chapter is encouraged to bring their chapter banner to the 2010 Convention for display. 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.

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The 2010 VFC Convention Nominating Committee is soliciting NARFE members who would like to serve on the VFC Executive Board. The Board includes: President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer. If you, or one of your Chapter members, are interested in one of these positions, please forward your resume to Janet Payne-Swann, Chairperson of the Nominating Committee, no later than November 30, 2009 for consideration. The committee will meet to review all resumes, as well as interview all potential candidates. Each of the 10 areas in Virginia is represented by a member and an alternate on the nominating committee. The VFC Organizational Handbook states that the committee will nominate at least one candidate for each of the elected offices. Nominations from the floor will be heard. It is requested that incumbents also notify the committee of their intent to run for office. Resumes may be sent to Janet Payne-Swann at: bjswamm@cox.net or 809 Hidden Harbor Court, Chesapeake, VA 23322. The committee must submit a report to the VFC President. The Nominating Committee Chair will provide a report at the convention.

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, 2010 VFC Convention Coordinator, at narfe1472@comcast.net or by phone at 804-318-1821.

Enclosures:

Form VFC 56-1	Registration and Banquet
Form VFC 56-2-1	Ad Contract with sample formats – Business & Patron Ads ONLY
Form VFC 56-2-2	Ad Contract with sample formats – Member and Chapter Ads ONLY
Form VFC 56-3	Individual Members - Convention Supporters
Form VFC 56-3-2	Chapter Meeting - Convention Supporters
Form VFC 56-4	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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