



NATIONAL ACTIVE AND RETIRED FEDERAL
EMPLOYEES ASSOCIATION
VIRGINIA FEDERATION OF CHAPTERS

<u>PRESIDENT</u>	<u>1ST VICE PRESIDENT</u>	<u>2ND VICE PRESIDENT</u>	<u>SECRETARY</u>	<u>TREASURER</u>	<u>PAST PRESIDENT</u>
Kathy R. Arpa 2717 Bowling Green Dr. Vienna, VA 22180 703-205-9041 MKArpa@hotmail.com	Leslie E. Ravenell 112 Stratford Circle Colonial Beach, VA 22443 804-224-3069 Nell8211@gmail.com	Patricia A. Taylor 22 Welford Lane Newport News, VA 23606 757-599-5408 Mspat1942@aol.com	Richard Giangerelli 2710 Viking Drive. Hemdon, VA 20171 703-860-4490 Narfe1241@gmail.com	Raphael Wong 20888 Prince Lowes Terrace Potomac Falls, VA 20165 703-948-0090 Wongr@ieee.org	Richard Giangerelli 2710 Viking Drive Herndon, VA 20171 703-860-4490 Narfe1241@gmail.com

February 10, 2017

TO: VFC Board
Chapter Presidents
Chapter Vice Presidents
Chapter Secretaries
Chapter Treasurers

FROM: Kathy Arpa
President
Virginia Federation of Chapters
mkarpa@hotmail.com

SUBJECT: 2017 CALL TO CONVENTION

Pursuant to Article V, Section 2, of the Virginia Federation of Chapters (VFC) Bylaws, this is the official announcement of the 63rd Annual National Active and Retired Federal Employees Association (NARFE) VFC Convention. It will be held April 2-5, 2017 at the DoubleTree by Hilton, Williamsburg, 50 Kingsmill Road, Williamsburg, VA 23185. (telephone no. 757-220-2500). For additional information concerning hotel accommodations and other Convention arrangements, please refer to the 2017 VFC Convention Bulletins 1 and 2, previously provided to Chapter officers and also available on the VFC website, at <http://www.vanarfe.org>. The Convention hosts are the chapters in Area I, Area II and Area IV. The Convention Coordinator is VFC 1st Vice President Leslie Ravenell.

CONVENTION COMMITTEE

The list of Convention Committee Chairs is attached.

1) DELEGATES

The VFC Bylaws provide that each VFC Chapter is entitled to one Convention delegate for each 25 members, or fraction thereof. This number is based on the "2016 Voting Strength and Federation Dues" report sent to all VFC Chapters by the VFC Secretary. Alternate delegates may be selected equal to the total number of delegates authorized for a Chapter. There is no limit on the number of other Chapter members and guests that can attend. Delegates-At-Large are the voting members of the VFC Board of Directors and the past VFC Presidents.

Attendees to the Convention may register from 2:00 to 5:00 p.m. on Sunday, April 2, 2017 and from 7:00 a.m. to 5:00 p.m. on April 3 and 7:00 a.m. to 12 noon on April 4. Registration forms postmarked after March 1, 2017 will be subject to a \$5.00 late registration fee and registrant's names may not be listed in the Convention Program Book.

Chapter Presidents are requested to appoint a "Lead Delegate" from among their Chapter delegates attending. A "Delegate-At-Large" may also be a "Lead Delegate". The "Lead Delegate" is authorized to cast the authorized Chapter votes during ballot voting. If a least one member of a Chapter attends the Convention, the Chapter must designate a "Lead Delegate". For those Chapters that are unable to have at least one chapter member attend the Convention, the Chapter President is encouraged to assign their Chapter voting proxy to an attending delegate from another Chapter or to a Delegate-At-Large, using proxy form VFC/PVD-63 (attached) and posted on the VFC website, at <http://www.vanarfe.org>. No delegate or Delegate-At-Large can carry more than two proxies.

Delegates-At-Large, Chapter lead delegates, and Chapter proxy holders must report to the Convention Credentials Committee table to obtain: (1) voting instructions, and (2) a voting credential form. The voting credential form must be presented to gain access to the ballot voting area and to complete the balloting process.

2) CONVENTION STANDING RULES AND VOTING PROCEDURES

The Convention Standing Rules and the Convention Voting Procedures will be presented at the start of the Convention for discussion and for approval by a floor vote by Delegates-At-Large, Lead Delegates and Delegates. However, a copy "CONVENTION RULES" is posted on the VFC website, at <http://www.vanarfe.org>, so that attendees can become familiar with them prior to the beginning of the Convention.

3) ELECTIONS

The Nominating Committee is composed of a representative from each VFC Area and is chaired by William Martin, of Louisa Chapter 2065 in VFC Area VIII. I have been informed that the following members will be nominated by the Nominating Committee for the five positions on the Executive Committee of the VFC Board of Directors:

President	Kathy Arpa	Chapter 1116	Area X
1 st Vice President	Leslie Ravenell	Chapter 0595	Area VIII
2 nd Vice President	Patricia Taylor	Chapter 0682	Area I
Secretary	Richard Shrum	Chapter 2065	Area VIII
Treasurer	Raphael Wong	Chapter 0489	Area X

Following the Nominating Committee report, there will be a call for additional nominations from the floor. If there are nominations from the floor, a nominating speech (three minutes maximum) and a seconding speech (two minutes maximum) will be allowed for each floor nominee. I encourage all members of the Virginia Federation to consider being nominated for one of these five positions, since, in an organization of approximately 14,000 members, there should be many interested and qualified candidates. For any position for which there is more than one nominee, each opposing candidate will be given the opportunity to address the Convention for no longer than five minutes.

Article IV, Section 3, of the VFC Bylaws states: "Elections at the Annual Convention shall be by ballot. If there is only one candidate for an office, the ballot may be dispensed with and voting may be by voice." When there is more than one nominee for an elected position, a secret ballot by delegates-at-large, lead delegates, and proxies is required. For these positions, the candidates are authorized to address each Area Caucus meeting prior to the ballot vote, for no more than five minutes, to present their credentials for the positions and to answer questions.

4) RESOLUTIONS

The Resolutions Committee, chaired by VFC 1st Vice President Leslie Ravenell, will review the two proposed resolutions (attached) that were submitted by the deadline prescribed in VFC Bylaws Article V, Section 7.C, and will report their recommendations at the Convention Business Session. The Committee may recommend approval, rejection, or amendment of each proposed Resolution. A majority quorum floor vote of attending delegates-at-large, lead delegates, and delegates will be required to approve or reject the Resolutions Committee's recommendations. Resolutions submitted from the floor will require a majority quorum floor vote of attending delegates-at-large, lead delegates, and delegates to be considered for discussion and voting by the assembly.

5) BYLAWS AMENDMENTS

No proposed bylaws amendments were submitted by the deadline prescribed in VFC Bylaws Article V, Section 7.B. Therefore, the Constitution & Bylaws Committee, chaired by Helen Willis, Midlothian Chapter 2265, will not have any recommendations to report to the Convention attendees and a secret ballot will not be required for Bylaws Amendments.

6) CONVENTION THEME

VFC: Preserving our Future!

7) DRESS CODE

The dress code for Convention business and workshop sessions is business casual and the dress code for the Convention banquet is jacket and tie for men and pant suit or cocktail dress for women.

8) CONVENTION PROGRAM

A draft of the Convention agenda is attached. The final agenda will be included in the Convention Program Book, which will be available at the Convention Registration table. .

9) LIST OF SPEAKERS

- The Honorable Robert Scott (D) (invited)
- Senator Mark Warner (D) (invited)
- Dick Thissen, NARFE President (confirmed)
- Jessica Klement, NARFE Legislative Director (confirmed)
- Bill Shackelford, Region X Vice President (confirmed)

Chapters are encouraged to support the Convention by bringing their chapter banner for display at the convention.

Chapters are also encouraged to place a chapter ad and to solicit ads from commercial businesses, political incumbents or challengers in our 2017 Program Book. See Convention Documents for information on where to send the program book ads. The deadline is March 1, 2017.

I look forward to meeting and talking with you at the 2017 VFC Convention in Williamsburg. Our 2017 theme, "**VFC – Preserving our Future!**" is what all VFC members should keep in mind to enable us to continue to push legislation to protect our earned benefits, to maintain and improve our membership, and to enjoy our times with one another. This theme will be fresh in the minds of those who attend the 2017 National Legislative Conference in March.

In addition to Caucus Meetings and Program Committee Meetings, there will also be a number of special sessions presented at this Convention. Information will be posted near the Registration Desk on specific programs and room locations. We will also have time for networking during the Meet and Greet Reception and the Welcome Reception.

Kathy Arpa

Kathy Arpa
VFC President

Attachments:

1. Convention Committee Chairs List
2. Draft Convention Agenda
3. Chapter Voting Proxy Form (VFC/PVD-63)
4. Proposed Resolution 63-1
5. Proposed Resolution 63-2

2017 VFC Convention Committee Assignments

Attachment 1

Convention Responsibilities	Name	Chapter	Email	Phone
Convention Coordinator	Leslie Ravenell	Colonial Beach 595	nell8211@gmail.com	804-224-3069
Convention Chairs	Area I, Jeanne Garrison, Area II, Alex Adkins Area IV, Ray Orland	Williamsburg 685 Virginia Beach 974 Suffolk 1741	jewg@verizon.net AHAdkins@cox.net Raymondngail@aol.com	757-229-0978 757-464-3383 757-934-4303
Convention Secretary	Richard Giangerelli	Herndon 1241	Narfe1241@gmail.com	703-860-4490
Convention Treasurer	Raphael Wong	McLean-Great Falls 489	wongr@ieee.org	948-0090
Committee Secretary				
Exhibitor Tables	B.J.McMillian	Northern Neck 1823	bjthommc@va.metrocast.net	804-580-8666
Supporters	Pat Taylor Hazel Braxton	Peninsula 682 Peninsula 682	m spat1942@aol.com	757-599-5408
Data Base Manager	Alex Adkins	Virginia Beach 974	ahadkins@cox.net	757-464-3383
Program Book	Larry McIlwee Carol McIlwee Jim Landrum Nellie Landrum	Northern Neck 1823 Northern Neck 1823 Northern Neck 1823 Northern neck 1823	jim.landrum@yahoo.com	
Advertising/Sales	Marilyn Riddle Jeff Fratter	Williamsburg 685	mriddle@cox.net jeff.fratter@gmail.com	757-229-2177 703-507-2375
Name Badges	Alex Adkins	Virginia Beach 974	ahadkins@cox.net	757-464-3383
Registration	Betty Mitchell	Metro 5	longroadtohome@yahoo.com	757-650-6650
Banquet, Reception and Decorations Meet & Greet	Bobbie & Barbara Whittington Ray Orland Dillard Horton H. Edgar Owens, Jr.	Chesapeake 1682 Suffolk 1743 Suffolk 1743 Suffolk 1743	B_Whitt33@cox.net raymondngail@aol.com Papadhh@gmail.com	757-393-7504 757-934-3403 757-539-5403 757-539-3686
Credentials	Donald Warren	Virginia Beach 974		757-498-0915
Ballot and Tellers	Alex Adkins	Virginia Beach 974	ahadkins@cox.net	757-464-3383
Entertainment	Pat Taylor Joyce Rosser	Peninsula 682 Peninsula 682	m spat1942@aol.com RosserJ1@verizon.net	757-599-5408
Facilities Management	Arlene & Johnny Arthur	Tidewater 66	arlenebw@gmail.com	757-567-1790
Audio Visual/Internet	Stan Palen	Colonial Beach 595	stan@vanarfe.org	540-775-7027
Sergeant at Arms	Steve Dansker	Shenandoah 2358	sdansker2002@yahoo.com	540-856-2506
Greeters	Carol & Stanley Brown		Stan-carol.brown@hotmail.com	804-453-7502
Memorial Services	Dr. Constance & John Bails	Fairfax 737	ctbails@aol.com , jbails@aol.com	703-802-7344
Alzheimer's Auction	Donna Shackelford	Fairfax 737	kamiahn@aol.com	703-830-6590

Color Guard	Pat Taylor	Peninsula 682	m spat1942@aol.com	757-599-5408
Convention Photographer				
Program Evaluations				
Convention Theme	All Committee Members			
2017 Search Committee	Leslie Ravenell Alex Adkins Pat Taylor			

CONVENTION AGENDA

**63rd ANNUAL CONVENTION
OF THE
VIRGINIA FEDERATION OF CHAPTERS**

Sunday Afternoon/Evening, April 2, 2017

- 2:00 p.m. – 6:00 p.m.** Registration & Credentials – Auditorium Lobby
Alzheimer’s Room Open – Room 2
- 2:30 p.m. – 3:30 p.m.** VFC Executive Committee Meeting – Room 3
- 3:30 p.m. – 4:30 p.m.** VFC Board Meeting – Room 3
- 6:00 p.m. – 7:30 p.m.** Meet and Greet Reception - Hospitality Suite – Room 3
sponsored by 2017 VFC Convention Committee

Monday, April 3, 2017

- 7:00 a.m. – 5 p.m.** **Registration & Credentials** – Auditorium Lobby
- 8:00 a.m. – 5:00 p.m.** **Silent Auction** – Room 2
- 8:00 a.m. – 5:00 p.m.** **Exhibitors** - Room A & B
- 8:30 a.m. – 12:00 noon** **Opening Ceremonies of 2017 VFC Convention and First
Business Session – Auditorium**

Presiding Officer: Kathy Arpa, VFC President (Vienna-Oakton 1116)

Parliamentarian: Mary Swain - VFC Parliamentarian (Williamsburg 685)

Timekeeper: Richard Giangerelli, Acting VFC Secretary (Dulles 1241)

Call for the Colors Kathy Arpa

Presentation of Colors: Joint Base Fort Eustis/Langley Honor Guard
Langley AFB, VA

Pledge of Allegiance: Pat Taylor, VFC 2nd Vice President (Peninsula 682)

Invocation: Dr Constance Bails, VFC Chaplain (Fairfax 737)

Welcome to the Leslie Ravenell, VFC 1st Vice President and Convention

Convention	Coordinator (Colonial Beach 595) and Pat Taylor
Welcome to Williamsburg:	Chairman, James County Board of Supervisors
Introduction of Past VFC Presidents & National Officers:	Kathy Arpa
Introduction of Keynote Speaker:	Maggie Keator (Peninsula 682)
Guest Speaker:	Congressman Bobby Scott (D) Congressional District 3
Parliamentarian Comments:	Mary E. Swain
Roll Call of Officers:	Richard Giangerelli
Report of Registration Committee:	P.J. Adkins (Virginia Beach 974)
Credentials Report:	Donald Warren (Virginia Beach 974)
Presentation of Convention Standing Rules:	Steve Dansker, VFC Sergeant of Arms (Shenandoah 2358)
Appointment of Committee to Approve Convention Minutes:	Kathy Arpa
Presentation of Convention Program:	Leslie Ravenell
BREAK	
Presentation of Convention Voting Procedures:	Richard Giangerelli
Nominating Committee Report:	William Martin (Louisa 2065)
Call for Nominations from the Floor:	Kathy Arpa
<i>(Nominating speeches = 3 minutes - Seconding speeches = 2 minutes)</i>	
Election by Voice Vote for Uncontested Offices	
Nominees for Contested Offices	(Speeches = 5 Minutes)
Report of the Constitution And Bylaws Committee:	Helen Willis, Committee Chair (Midlothian 2265)
Introduction of Guest Speaker:	Donna Shackelford (Fairfax 737)
Guest Speaker:	Representative Alzheimer's Association Chicago, IL

Announcements:

Steve Dansker

**12:00 noon – 1:30 p.m. LUNCH ON YOUR OWN
Visit Exhibitors & Silent Auction**

1:30 p.m. – 2:15 p.m. First Business Session Reconvenes

Introduction of
Guest Speaker:

Steve Ledford, VFC Legislative Chair
(Annandale 1159)

Guest Speaker:

Jessica Klement, NARFE Legislative Director

Adjournment

2:30 p.m. – 3:15 p.m. Area Caucus Meetings

Area I

Area VI

Area II

Area VII

Area III

Area VIII

Area IV

Area IX

Area V

Area X Room 3

3:15 p.m. – 3:30 p.m. BREAK – Visit Exhibitors & Silent Auction

**3:15 p.m. – 3:30 p.m. VFC Secretary Meeting with Newly Elected
Nominating Committee (Primary & Alternates) – Sales Office**

3:30 p.m. – 4:30 p.m. Committee Meetings
(Check signage for changes in committee meeting locations)

Alzheimer's Room 3

Membership

National Legislation

Public Relation

Resolutions

Service

State Legislation

Ballot & Tellers Sales Office

4:30 p.m. – 5:00 p.m. Visit Exhibitors & Silent Auction

5:30 p.m. – 7:00 p.m. Welcoming Reception – Adams Ballroom

Entertainment by Harpist Diana Dunnavant

**Contributing Sponsors
GEHA and GEICO**

7:00 p.m.

DINNER ON YOUR OWN

Tuesday April 4, 2017

7:00 a.m. - 8:00 a.m.	Voting for Contested VFC Offices– Room 3
7:00 a.m. – noon	Registration – Auditorium Lobby
8:00 a.m. – 5:00 p.m.	Silent Auction – Room 2
8:00 a.m. – 5:00 p.m.	Exhibitors – Room A & B
8:30 a.m. – 12:00 noon	Second Business Session – Auditorium
Presiding Officer:	Kathy Arpa
Parliamentarian:	Mary E. Swain
Timekeeper:	Richard Giangerelli
Registration Report:	P.J Adkins
Credentials Report:	Donald Warren
Ballot Results	Results to be announced after being certified by Ballot & Tellers Committee
Report of the Treasurer:	Raphael Wong (McLean-Great Falls 489)
Report of the President:	Kathy Arpa
BREAK	Time TBD (approximately 9:30 a.m.) Visit Exhibitors
Memorial Service:	Dr. Constance Bails and John Bails
Music	To Be Announced
Introduction of Guest Speaker	To Be Announced
Guest Speaker	To be Announced
Committee Reports:	
Resolutions	Leslie Ravenell – Chair
(Discussion and voting on proposed Resolutions will follow)	
National Legislation:	Steve Ledford – Chair
State Legislation:	Maggie Keator – Chair
Service	Connie and John Bails – Co-Chairs
Membership: & Awards	B. J. Thomas-McMillan – Chair
Public Relations:	Gaston Gianni – Chair
Alzheimer’s Research	Donna Shackelford – Chair

12:00 noon – 1:30 p.m.

**LUNCH ON YOUR OWN
Visit Exhibitors and Silent Auction**

1:30 p.m. – 3:30 p.m. Second Business Session Reconvenes – Auditorium

Unfinished Committee Reports

Introduction of
Guest Speaker:

Leslie Ravenell

Guest Speaker

Dick Thissen, NARFE National President

Announcements:

Steve Dansker

Adjournment

3:30 – 3:45 p.m.

**BREAK
Visit Exhibitors & Silent Auction**

3:45 – 5:00 p.m.

Special Seminars & Workshops

Chatting with Kathy:

Room 3

Chapter Presidents Meeting with VFC President

Social Media: B.J. McMillan

Websites: Stan Palen

Auditorium

Ageing Well Naturally: Sheri Thoman, BSNS, HHP

Long Term Care: What's next? To Be announced

Medicare Part B; Getting The Facts: Lisa Walker
BayAging

5:00 p.m. Exhibits Close - (We encourage those who are not attending seminars to visit the exhibitors.)

5:30 p.m.

Silent Auction Closes – pick up items in Room 2

RECEPTION AND BANQUET – Auditorium

6:00 p.m. – 6:30 p.m.

Social (Cash Bar)

Lobby

6:00 p.m. – 6:30 p.m.

Chapter and Group Photo Op

Lobby

6:35 p.m.

Pre-seating – Special needs

Auditorium

6:40 p.m.	General Seating	Auditorium
6:50 p.m.	Introduction of Dais and Special Guests	Leslie Ravenell Convention Chair
7:00 p.m.	Installation of VFC Officers/Photos	
7:15 p.m.	Banquet Blessing	John Bails (Fairfax 737)
7:20 p.m.	Dinner Served with entertainment by The Sterling Strolling Strings	
7:30 p.m. – 9:30 p.m.	After Dinner Entertainment: Bryan Forrest	
(Around 8:30 p.m.)	Special Presentations	Kathy Arpa

Wednesday, April 5, 2017

8:30 a.m. – 12:00 noon **Third Business Session – Auditorium**

Presiding Officer:	Kathy Arpa
Parliamentarian:	Mary E. Swain
Timekeeper:	Richard Giangerelli
Registration Report:	P.J. Adkins
Special Recognitions:	Donald Warren
Unfinished Business from Tuesday:	Kathy Arpa
Awards/Drawings:	Donna Shackelford
Introduction of NARFE Region X Vice President:	Leslie Ravenell
Remarks of NARFE Region X Vice President:	Bill Shackelford (Fairfax 737)

BREAK:

Time TBD

Report of 2017 VFC Convention Committee:	Leslie Ravenell
Report of 2018 VFC Convention Search Committee:	Maureen Nolet (Fredericksburg 90)
Discharge of Committee Chairs and Special Committee Chairs:	Kathy Arpa
Remarks by Incoming VFC President:	Incoming VFC President

Introduction of new Committee Chairs
and Special Committee Chairs:

Announcements:

Benediction:

Adjournment Sine Die

Incoming VFC President

Steve Dansker

Dr. Constance Bails

VFC BOARD MEETING IMMEDIATELY FOLLOWING ADJOURNMENT



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

**2017 VFC CONVENTION PROXY VOTING DESIGNATE
Williamsburg, Virginia**

TO CONVENTION CREDENTIALS COMMITTEE:

This is to certify that _____, (Name of
Proxy Holder)

a member of Chapter _____ Area _____ has been duly

designated to act as a Proxy Voting Representative for Chapter _____,

Area _____, and cast at the 2017 Convention _____ votes for the Chapter,
(Number of votes)

in accordance with Article V, Section 3, (C) (3) of the VFC Bylaws.

(Signature of Proxy Holder)

(Signature of Chapter President/Secretary) Chapter

Area

Date _____

Provide one copy of this completed form to each of the following:

- 1. Proxy Holder
- 2. VFC Secretary, 2710 Viking Drive, Herndon, VA 20171-2400
- 3. NARFE VFC Convention, 4113 Roenker Lane, Virginia Beach, VA 23455-5653

**National Active and Retired Federal Employees (NARFE)
Virginia Federation of Chapters (VFC)**

Proposed Convention Resolution 63-1

Date: January 17, 2017

1. **SUBJECT:** Updating the NARFE Mission Statement

2. **ADOPTED BY CHAPTER:**

Chapter Number: 2065 Chapter Name: Louisa

3. **WHEREAS:**

- a) The current NARFE mission statement is, “To support legislation . . . To promote the general welfare . . . To cooperate with other organizations and associations in furtherance of these general objectives” and does not address the engagement of members talents and capabilities and to increase NARFE name recognition at the local level.
- b) Recent strategic planning does not appear to consider the current mission and/or expanded member activities as a means to strengthen the organization, promote its potential, and increase interest from federal employees and retirees.
- c) Federal employees, active and retired, have a unique range of experiences and talents from their training, education and work experiences. NARFE can use this resource as a mechanism to enhance public awareness, expand name recognition, and attract members, by allowing chapters (and states as appropriate) to expand activities under the NARFE name. Activities might involve Alzheimer’s groups, local volunteer and welfare activities, and such, but in a more formalized fashion. A good example is the growing focus on STEM – science, technology, engineering, and math – in many school systems, and NARFE members are perfect to assist in planning and mentoring.
- d) The VFC has moved in this direction, via its objective to “support civic and patriotic activities . . . deemed to uphold American institutions and ideals.” In practice, many Chapters across Virginia already carry out this type of outreach in a public and open fashion, and contribute to the benefit of their local community.

4. **BE IT RESOLVED:**

That the VFC propose to modify the third element of the NARFE Mission Statement to read:

“To cooperate with other organizations in furtherance of these objectives, as well as with activities upholding American institutions and ideals.”

5. **ESTIMATED ANNUAL COST:**

TBD – Expected to be administrative costs only, and dependent on specific implementations of the changes.

6. **COMMITTEE RECOMMENDED ACTION:**

Adopt Adopt as Amended Reject

National Active and Retired Federal Employees (NARFE)
Virginia Federation of Chapters (VFC)

Proposed Convention Resolution 63-2

Date: January 12, 2017

1. **SUBJECT:** Annual Audit Presented to Chapter Presidents

2. **ADOPTED BY CHAPTER:**

Chapter Number: 1241 Chapter Name: Dulles

3. **WHEREAS:**

- a) The annual report presented at, or soon after the annual convention and presented to chapters has been generally only a 9 month accounting of the VFC finances;
- b) The past experience has been that the audit reports when done are presented only to the Board members;
- c) The reports have included only the income and expenses for the year, and not the complete financial position of the VFC;
- d) Most chapters require that their members be provided with an annual audit report; and
- e) Proper fiducial responsibility requires the full disclosure of assets and liabilities.

4. **BE IT RESOLVED:**

Appoint an Audit committee annually to audit the VFC books at the end of every fiscal year and present a complete Audit report of all monies of the VFC which will be submitted to the VFC Board at their October meeting and, after acceptance by the Board, have copies sent to all Federation chapter presidents and secretaries, as well as have the report posted on the VFC website.

5. **ESTIMATED ANNUAL COST:**

No more than \$100.00 in addition to current costs to prepare the report for submission to the VFC Board.

6. **COMMITTEE RECOMMENDED ACTION:**

Adopt Adopt as Amended Reject

VFC-NARFE

Return Service Requested
Virginia Federation of Chapters NARFE
2717 Bowling Green Drive
Vienna, VA 22180-7034

Non-Profit Org.
U.S. Postage
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If you receive this document and are no longer serving on the Board of either a Chapter or the Federation, please give to the Board Member who replaced you.