

**VIRGINIA FEDERATION BOARD**  
**IMPORTANT DATES**  
**2018 – 2019**

**May 2018**

- May 1                      Deadline for VF Secretary to submit F-7A Report for VF Board to NARFE HQ
- May 8                      Deadline for Outgoing Officers / Program Chairs submit final FY-2018 vouchers to VF President
- May 15                     Deadline for VF Chapters with fiscal year January – December to file e-postcard IRS form 990N with IRS
- May 9                      VF State Legislation Planning Meeting (10:00 am – 3:00 pm)  
(Every AVP is encouraged to attend with SL Chairs from Chapters from their Area)  
6528 Old Chesterbrook Rd  
McLean, Virginia 22101
- May 29                     Deadline for VF President and Secretary to file 2017 VF Convention Report with NARFE HQ
- May 31                     Deadline for Chapters to make payment of 2018 VF Chapter dues to VF Treasurer

**June 2018**

- June 2                     FY-2019 Budget Submission Deadline  
Executive Committee and Special Appointees to VF President  
Area Vice Presidents to VF 1<sup>st</sup> Vice President  
VFC Program Chairs to VF 2<sup>nd</sup> Vice President
- June 16                    Deadline for FY-2019 Proposed Budget Submissions to VF Treasurer (with copy to VF President)  
1<sup>st</sup> Vice President's submission of Area Presidents' & Electronic Committee budgets  
2<sup>nd</sup> Vice President's submission of VF Chairs' budgets
- June 20                    Deadline for submission of FY-2018 fourth quarter VF Expense Vouchers to VF President (should cover the period March 15<sup>th</sup> thru June 20<sup>th</sup>)
- June 22                    Deadline for hotel reservations for July Board meeting, Double Tree by Hilton Charlottesville, VA

**VIRGINIA LEADING THE WAY**

## **June 2018 (cont.)**

- June 27           Deadline for VF FY-2018 Annual Report articles submissions  
                          Executive Committee to VF President  
                          Area Vice Presidents & Electronic Committee to VF 1<sup>st</sup> Vice President  
                          VF Program Chairs to VF 2<sup>nd</sup> Vice President
- June 29           Deadline for VF Treasurer to provide a consolidated FY-2019 draft budget to  
                          VF President for review
- June 30           VF Treasurer will close the books for FY-2018

## **July 2018**

- July 7            VF FY-2018 Annual Report articles to the VF Editor
- July 21           VF Editor to submit VF FY-2018 Annual Report to Webmaster
- July 22 – 24      Summer VF Board Meeting at Doubletree by Hilton, Charlottesville, Virginia
- Sunday, July 22<sup>th</sup>  
                                  4:00 – Executive Committee arrives at hotel
- Monday, July 23<sup>rd</sup>  
                                  7:30 am to 10:30 am – Executive Committee meeting  
                                  11:00 am – 5:30 pm - Full VFC Board meeting
- Tuesday, July 24<sup>th</sup>  
                                  8:00 am – 2:30 pm - Full VFC Board meeting

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GoToMeeting to take place prior to Board Meeting, AVPs with 1<sup>st</sup> VP and  
Program Chairs with 2<sup>nd</sup> VP

- July 23           VF Treasurer to present FY-2019 VF Budget to VFC Board

## **August 2018**

- Aug 25           Federation President's Meeting: Hyatt Regency Hotel, Jacksonville, FL
- Aug 26-28       FEDCON18, Hyatt Regency Hotel, Jacksonville, FL

## **September 2018**

- Sep 21           Deadline for Hotel reservations for October Board Meeting, Doubletree by Hilton  
                          Charlottesville, VA

## **October 2018**

- Oct 20-22       Fall VF Board Meeting at Doubletree by Hilton, Charlottesville, Virginia
- Sunday, Oct 20  
                                  4:00 – 6:00 pm - Executive Committee arrives
- Monday, Oct 21  
                                  7:30 am – 10:30 am – Executive Committee Meeting  
                                  11:00 am – 05:30 pm - Full VFC Board meeting

Tuesday, Oct 22

8:00 am – 2:30 pm - Full VFC Board meeting

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GoToMeeting to take place prior to Board Meeting, AVPs with 1<sup>st</sup> VP and Program Chairs with 2<sup>nd</sup> VP

Oct 22

Deadline for Fall FY-2018 VF Notes articles submissions  
Executive Committee to VF President  
Area Vice Presidents & Electronic Committee to VF 1<sup>st</sup> Vice President  
VF Program Chairs to VF 2<sup>nd</sup> Vice President

**November 2018**

Nov 1

Newsletter Editor sends VFC Notes to Webmaster

**January 2019**

Jan 6-8

Winter VFC Board Meeting; Location TBD

Sunday, Jan 6th

4:00 – 6:00 pm - Executive Committee arrives

Monday, Jan 7th

7:30 am – 10:30 am – Executive Committee Meeting

11:00 am – 05:30 pm - Full VFC Board meeting

Tuesday, Jan 8 8:00 am – 2:30 pm - Full VFC Board meeting

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GoToMeeting held in advance: AVPS & Committee Chairs

**April 2019**

April 7-10

65<sup>th</sup> Annual VF Conference  
Double Tree by Hilton, Charlottesville, VA