

**VIRGINIA FEDERATION BOARD
IMPORTANT DATES
2019 – 2020**

May 2019

- May 15 Deadline for VFN Chapters with fiscal year January – December to file E-postcard IRS form 990N with IRS
- May 21 VFN State Legislation Planning Meeting (10:00 am – 3:00 pm)
(Every AVP is encouraged to attend with SL Chairs from Chapters from their Area)
 The Timbers Restaurant
 8026 Prosperity Way
 Ruther Glen, Virginia
- May 29 Deadline for VFN President and Secretary to file 2019 VFN Conference Report with NARFE HQ
- May 31 Deadline for Chapters to make payment of 2018 VFN Chapter dues to VFN Treasurer

June 2019

- June 10 FY-2020 Budget Submission Deadline
 Executive Committee and Special Appointees to VFN President-Elect
 Area Vice Presidents to VFN 1st Vice President-Elect
 VFN Program Chairs to VFN 2nd Vice President
- June 16 Deadline for FY-2020 Proposed Budget Submissions to VFN Treasurer (with copy to VFN President-Elect)
 1st Vice President-Elect's submission of Area Presidents' & Electronic Committee budgets
 2nd Vice President's submission of VFN Chairs' budgets
- June 20 Deadline for submission of FY-2019 fourth quarter VFN Expense Vouchers to VFN President (should cover the period March 15th thru June 20th)
- June 20 Deadline for Outgoing Officers / Program Chairs submit final FY-2019 vouchers to VFN President
- June 27 Deadline for VFN FY-2019 Annual Report articles submissions
 Executive Committee to VFN President-Elect
 Area Vice Presidents & Electronic Committee to VFN 1st Vice President-Elect
 VFN Program Chairs to VFN 2nd Vice President

VIRGINIA – CHANGING FOR THE FUTURE

June 2019 (cont.)

- June 23 Deadline for hotel reservations for July VFN Board Meeting
- June 29 Deadline for VFN Treasurer to provide a consolidated FY-2020 draft budget to VFN President for review
- June 30 VFN Treasurer will close the books for FY-2019
- June 30 Deadline for VFN Secretary to submit F-7A Report for VFN Board to NARFE HQ

July 2019

- July 7 VFN FY-2019 Annual Report articles to the VFN Editor
- July 8-10 Federation Presidents Meeting (Scottsdale, AR)
- July 21 VFN Editor to submit VFN FY-2019 Annual Report to Webmaster
- July 14 – 16 Summer VFN Board Meeting at Doubletree by Hilton, Midlothian, Virginia
- Sunday, July 14th^h
7:00 – 10:00 pm - Executive Committee meeting
- Monday, July 15th^t
8:30 am – 10:00 am – Executive Committee meeting
11:00 am – 5:30 pm – Full VFN Board Meeting
- Tuesday, July 16th
8:30 am – 1:00 pm - Full VFC Board meeting
- July 16 VFN Treasurer to present FY-2020 VFN Budget to VFN Board
- **** GTM to take place prior to Board Meeting, AVPS with 1st VP and Program Chairs with 2nd VP.

September 2019

- Sept 23 - 27 Region X Conference (North Carolina)
Hawthorne Inn, Winston-Salem, NC

October 2019

- Oct 20 – 22 Fall VFN Board Meeting at Doubletree by Hilton, Midlothian, Virginia
- Sunday, Oct 20th
7:00 – 10:00 pm - Executive Committee meeting
- Monday, Oct 21st^t
8:30 am – 10:00 am – Executive Committee meeting
11:00 am – 5:30 pm – Full VFN Board Meeting
- Tuesday, Oct 22nd
8:30 am – 1:00 pm - Full VFC Board meeting
- **** GTM to take place prior to Board Meeting, AVPS with 1st VP and Program Chairs with 2nd VP