



IMPORTANT DATES 2019 – 2020

October 2019

- Oct 10 Make reservations for October Board Meeting
DoubleTree by Hilton Richmond Midlothian
1021 Koger Center Boulevard Richmond VA 23235
Reservations call 804-379-3800 VFN NARFE

- Oct 10 – 13 Suffolk Peanut Festival
(volunteers in the Suffolk area needed to help at NARFE table)
Suffolk Executive Airport, 1410 Airport Road, Suffolk Virginia, 23434

- Oct 17 AVP's with VFN 1st VP, Go to Meeting
Go to Meeting prior to VFN Board Meeting

- Oct No Date Program Chairs Go to Meeting with 2nd VP
Go to Meeting prior to Board Meeting (no date submitted)

- Oct 20 – 22 **Fall VFN Board Meeting at Doubletree by Hilton,
1021 Koger Center Blvd, Richmond, Virginia**

Sunday, Oct 20th
4:00 – 8:00 pm - Executive Committee Meeting

Monday, Oct 21st
VFN Executive Committee meeting con't (will notify)
10:00 am – 5:30 pm – VFN Board Meeting

Tuesday, Oct 22nd
8:30 am - 12:00 pm - VFN Board Meeting
1:00 - 3:00 pm 2020 Conference Planning Committee Meeting
1:00 - 3:00 pm CDL & SSL Meeting

- Oct 31 Deadline for VFN FY-2019 Fall Newsletter Articles submissions
(activities, includes May - October)
Executive Committee to VFN, President
Area Vice Presidents & Electronic Committee to VFN 1st Vice President
VFN Program Chairs to VFN 2nd Vice President
VFN President, 1st Vice President, 2nd Vice President
to Editor, June Staton, j.staton@cox.net



Please Submit Vouchers Within Thirty Days of Event!

November 2019

- Nov 6 **NARFE's National Executive Board Meeting**
All NARAFE members are welcome to attend as observers
Holiday Inn & Suites, 625 First Street, Alexandria, VA
- Nov 20 Fall Newsletter, Editor sends VFN Newsletter to Webmaster Stan Palen

HAPPY THANKSGIVING

December 2019

- Dec 20 Make reservations for January Board Meeting
DoubleTree by Hilton Richmond Midlothian
1021 Koger Center Boulevard Richmond VA 23235
Reservations call 804-379-3800 VFN NARFE
- Dec 27 **Deadline for VFN FY-2019 Newsletter Articles submissions**
Executive Committee to VFN President
Area Vice Presidents & Electronic Committee to VFN 1st Vice President
VFN Program Chairs to VFN 2nd Vice President

January 2020

- Jan 2 AVP's with VFN 1st VP, Go to Meeting
Go to Meeting required prior to VFN Board Meeting
- Jan No Date Program Chairs Go to Meeting with 2nd VP
Go to Meeting required prior to Board Meeting (no date submitted)
- Jan 5 – 7 **VFN Winter Board Meeting at Doubletree by Hilton**
Sunday, Jan 5th
4:00 – 8:00 pm - Executive Committee meeting
- Monday, Jan 6th**
Executive Committee meeting con't (will notify)
10:00 am – 5:30 pm – Full VFN Board Meeting
- Tuesday, Jan 7th**
8:30 am - 12:00 pm - Full VFN Board Meeting
1:00 - 3:00 pm 2020 Conference Planning Committee Meeting
1:00 - 3:00 pm CDL & SSL Meeting

April 2020

- April 2 AVP's with VFN 1st VP, Go to Meeting prior to VFN Board Meeting

April No Date Program Chairs Go to Meeting with 2nd VP
Go to Meeting prior to Board Meeting (no date submitted)

April 5 – 8 **Virginia Federation of NARFE Conference**

Sunday April 5th

Executive Board Meeting
VFN Conference

Mon – Wed April 6th – 8th

VFN Conference

April 5- 8 DoubleTree by Hilton Richmond Midlothian
1021 Koger Center Boulevard Richmond VA 23235
Reservations call 804-379-3800 VFN NARFE

April 30 **Deadline for VFN FY-2019-2020 Spring Newsletter Articles submissions**
(activities, includes Nov - April)
Executive Committee to VFN President
Area Vice Presidents & Electronic Committee to VFN 1st Vice President
VFN Program Chairs to VFN 2nd Vice President
VFN President, 1st Vice President, 2nd Vice President to Editor,
June Staton, j.staton@cox.net

May 2020

May (TBD) **State Legislation Meeting**

May 10 **FY-2020 Budget Submission Deadline**
Executive Committee and Special Appointees to VFN President
Area Vice Presidents to VFN 1st Vice President
VFN Program Chairs to VFN 2nd Vice President

May 16 **Deadline for FY-2020 Proposed Budget Submissions to VFN Treasurer**
(with copy to VFN President)
1st Vice President submission of Area Presidents'
& Electronic Committee budgets
2nd Vice President's submission of VFN Program Chairs' budget(s)

May 20 **Deadline for submission of FY-2019 fourth quarter VFN Expense Vouchers to VFN President** (should cover the period March 15th thru June 20th)

May 20 Deadline for Outgoing Officers & Program Chairs submit final FY-2019 vouchers to VFN President

May 20 Spring Newsletter, Editor sends VFN Newsletter to Webmaster Stan Palen

July 2020

- July 1 **Deadline for VFN FY-2020 Annual Report Articles submissions**
(activities, includes July 1, 2019 – June 30, 2020)
Executive Committee to VFN President
Area Vice Presidents & Electronic Committee to VFN 1st Vice President
VFN Program Chairs to VFN 2nd Vice President
VFN President, 1st Vice President, 2nd Vice President to Editor,
June Staton, j.staton@cox.net
- July 9 AVP's with VFN 1st VP, Go to Meeting
Go to Meeting prior to VFN Board Meeting
- July No Date Program Chairs Go to Meeting with 2nd VP
Go to Meeting prior to Board Meeting (no date submitted)
- July 12 – 14 **Summer VFN Board Meeting VFN Board Meeting**
DoubleTree by Hilton Richmond Midlothian
1021 Koger Center Boulevard Richmond VA 23235
Reservations call 804-379-3800 VFN NARFE
- Sunday July 12th**
4:00 – 8:00 pm VFN Executive Board Meeting
- Mon & Tues July 13 - 14**
VFN Board Meeting
Monday 10:00 am - 5:30 pm - VFN Board Meeting
Tuesday 8:30 am - 12:00 pm - VFN Board Meeting
- July 16 VFN Treasurer to present FY-2020 VFN Budget to VFN Board
- No date GTM prior to Board Meeting, AVPS with 1st VP and Program Chairs with 2nd VP.

August 2020

- Aug 20 VFN Editor to submit VFN FY-2020 Annual Report to Webmaster



Please Submit Vouchers within Thirty Days of Event!

