

**VIRGINIA FEDERATION BOARD
IMPORTANT DATES
2017 – 2018**

April 2017

April 21 Deadline for 3rd Quarter FY-2017 VFC Notes articles submissions
 Executive Committee to VFC President
 Area Vice Presidents & Electronic Committee to VFC 1st Vice President
 VFC Program Chairs to VFC 2nd Vice President

May 2017

May 1 Deadline for VFC Secretary to submit F-7A Report for VFC Board to NARFE HQ

May 8 Deadline for Outgoing Officers / Program Chairs submit final FY-2017 vouchers to
VFC President

May 15 Deadline for VFC Chapters with fiscal year January – December to file
e-postcard IRS form 990N with IRS

May 17 VFC State Legislation Planning Meeting (10:00 am – 3:00 pm)
(Every AVP is encouraged to attend with SL Chairs from Chapters from their Area)
 DoubleTree by Hilton at Koger Conference Center
 1021 Koger Center Boulevard
 Richmond, Virginia 22401

May 29 Deadline for VFC President and Secretary to file 2017 VFC Convention Report
with NARFE HQ

May 31 Deadline for Chapters to make payment of 2017 VFC Chapter dues to
VFC Treasurer

June 2017

June 2 FY-2018 Budget Submission Deadline
 Executive Committee and Special Appointees to VFC President
 Area Vice Presidents to VFC 1st Vice President
 VFC Program Chairs to VFC 2nd Vice President

June 16 Deadline for FY-2018 Proposed Budget Submissions to VFC Treasurer
(with copy to VFC President)
 1st Vice President's submission of Area Presidents' & Electronic
 Committee budgets
 2nd Vice President's submission of VFC Chairs' budgets

June 20 Deadline for submission of FY-2017 fourth quarter VFC Expense Vouchers to
VFC President (should cover the period March 15th thru June 20th)

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June 2017 (cont.)

- June 27 Deadline for VFC FY-2017 Annual Report articles submissions
 Executive Committee to VFC President
 Area Vice Presidents & Electronic Committee to VFC 1st Vice President
 VFC Program Chairs to VFC 2nd Vice President
- June 29 Deadline for VFC Treasurer to provide a consolidated FY-2018 draft budget to
VFC President for review
- June 30 VFC Treasurer will close the books for FY-2017

July 2017

- July 7 VFC FY-2017 Annual Report articles to the VFC Editor
- July 10 - 14 Federation Presidents Meeting (Hyatt Regency, Jacksonville, Florida)
- July 30 – Aug 1 Summer VFC Board Meeting at Doubletree by Hilton, Charlottesville, Virginia
- Sunday, July 30th
 4:00 – 5:00 pm – Joint Board Meeting
 5:00 – 6:00 pm 1st Vice President meeting with Area Vice Presidents
 5:00 – 6:00 pm - 2nd Vice President meeting with VFC Program Chairs
 7:30 – 10:00 pm - Executive Committee meeting
- Monday, July 31st
 9:00 am – 5:00 pm - Full VFC Board meeting
- Tuesday, Aug 1st
 9:00 am – 12:00 noon - Full VFC Board meeting
- July 31 VFC Treasurer to present FY-2018 VFC Budget to VFC Board

August 2017

GRASS ROOTS ADVOCACY MONTH

September 2017

- Sep 1 Registration Deadline for Region X Conference

October 2017

- Oct 1 Cutoff date for Oct Board meeting hotel reservations
- Oct 6 Deadline for submission of FY-2018 1st quarter VFC Expense Vouchers to
VFC President (should cover the period July 1 thru Sept 30th)
- Oct. 10 - 12 Region X Conference (Hilton Garden Inn, Martinsburg, West Virginia)
Travel days: Monday, 9 October and Friday, 13 October
- Oct 18 Deadline for submission of VFC FY-2018 first quarter VFC notes articles
 Executive Committee to VFC President
 Area Vice Presidents to 1st Vice President

VFC Program Chairs to VFC 2nd Vice President

Oct 22 - 24 Fall VFC Board Meeting at Doubletree by Hilton, Richmond, Virginia

Sunday, Oct 22

4:00 – 6:00 pm - 1st Vice President meeting with Area Vice Presidents

4:00 – 6:00 pm - 2nd Vice President meeting with VFC Program Chairs

8:00 – 10:00 pm - Executive Committee meeting

Monday, Oct 23

9:00 am – 5:00 pm - Full VFC Board meeting

Tuesday, Oct 24

9:00 am – 12:00 noon - Full VFC Board meeting

November 2017

Nov 15 Deadline for VFC Chapters with fiscal year July-June to file e-postcard
IRS form 990N with the IRS

December 2017

Dec 1 Deadline for submission of nominations for the VFC Executive Board

Dec 8 Deadline for hotel reservations for Jan Board Meeting

Dec 30 Deadline for submission of proposed VFC By-Laws Amendments to the VFC
Constitution & Bylaws Committee for consideration at the 2018 VFC Convention

January 2018

Jan 7-9 Winter VFC Board Meeting at Doubletree by Hilton, Charlottesville, Virginia

Sunday, Jan 7

4:00 – 6:00 pm - 1st Vice President meeting with Area Vice Presidents

4:00 – 6:00 pm - 2nd Vice President meeting with VFC Program Chairs

8:00 – 10:00 pm - Executive Committee meeting

Monday, Jan 8

9:00 am – 5:00 pm - Full VFC Board meeting

Tuesday, Jan 9

9:00 am – 12:00 noon - Full VFC Board meeting

Jan 7 Deadline for submission of FY-2018 2nd quarter VFC Expense Vouchers to
VFC President (should cover the period Oct 1 thru Dec 31)

Jan 7 Deadline for submission of VFC FY-2018 2nd quarter VFC notes articles
Executive Committee to VFC President
Area Vice Presidents to 1st Vice President
VFC Program Chairs to VFC 2nd Vice President

Jan 25 Deadline for Chapters to file the F-7

Jan 24 Deadline for submission of proposed resolutions for consideration at the
2018 VFC Convention

February 2018

- Feb 1 Deadline for submissions for VFC Management Award to 2nd VFC Vice President
- Feb 23 VFC President issues 2018 VFC Call to Convention

March 2018

- Mar 1 Convention Deadlines: See Bulletin #1 and Bulletin #2
- Mar 12 Cutoff Date for Convention Hotel Reservations

April 2018

- Apr 7 Deadline for submission of FY-2018 3rd quarter VFC Expense Vouchers to VFC President (should cover the period Jan 1 thru Mar 31)
- Apr 8 Spring Board Meeting
Doubletree by Hilton
Charlottesville, VA

2:30 – 3:30 VFC Executive Board Meeting
3:30 – 4:30 Full VFC Board Meeting
- April 8-11 64th VFC Annual Convention
Doubletree by Hilton
990 Hilton Heights Rd
Charlottesville, VA 22901
- April 11 Full VFC Board Meeting (new board)
Doubletree by Hilton
Charlottesville, VA
12:00 noon – 1:00 pm

For Future Planning:

65th VFC Annual Convention/Conference
Doubletree by Hilton
Charlottesville, Virginia
April 7-10, 2019