

CONVENTIONS & BOARD MEETINGS
VIRGINIA FEDERATION
August 28, 2007

VIRGINIA FEDERATION CONVENTIONS

- April 22-25, 2007 – Holiday Inn Select, Richmond
- April 21-23, 2008 – Wyndham Hotel, Roanoke
- May 1-3, 2009 – Hyatt Hotel, Reston

VIRGINIA FEDERATION BOARD MEETINGS

- Holiday Inn Select, Richmond
 - July 29-31, 2007
 - October 21-23, 2007

 - January 20-22, 2008
 - July 27-29, 2008
 - Oct. 19-21, 2008

 - Jan 18-20, 2009

CONVENTION MATERIALS – 2007 CONVENTION

- Bulletin #1 Announcing Convention
 - Registration & Banquet Form
 - Advertising Contract
- Call to Convention
- Program Book
- Convention Agenda
- Memorial Book
- Convention Committee Duties
- 2007 Annual Report



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

October 13, 2006

MEMO TO CHAPTER PRESIDENTS

SUBJECT: 2007 NARFE VFC CONVENTION BULLETIN #1

**FROM: R. David Smith, VFC 1ST Vice President
VFC Convention Coordinator
davesmith54@msn.com**

We are expecting the 2007 VFC Convention to be another outstanding one! Encourage your chapter members to start planning now to attend the VFC Convention, **April 22-25** in Richmond. We have planned a Welcoming Reception on Sunday, April 22nd at 5:30 PM. The Convention opening session will begin at 9:00 AM on Monday, April 23rd and end Wednesday, April 25th. The banquet will be held on Tuesday evening. VFC Area Vice Presidents have been requested to appoint area coordinators to assist chapter members in arranging shared lodging and transportation, if desired. We want every NARFE member in Virginia to have an opportunity to attend. Contact your AVP for assistance.

Also, we encourage you to support the Convention by placing a patron and/or Chapter ad in the program book. Chapter members are invited to support the convention, too, by displaying their chapter pride in one of the five categories for convention supporters. As you know, the major source of funding for the Convention comes from the commercial advertising placed in the program book. Please ask your members to help us by reminding your local merchants of this wonderful opportunity to reach out to the NARFE community. Chapters obtaining commercial ads totaling \$500+ will receive a 10% rebate of total sales. It is an easy way to earn some extra money for the Chapter. At the same time, you and your members will help build an awareness of NARFE within the local community and help the VFC in our efforts toward making NARFE a household word in Virginia. We are counting on your Chapter's full participation and support!

1. THE HOST. The eight chapters in Area VIII will host the 2007 VFC Convention. **Unless otherwise indicated, make all checks payable to 2007 NARFE/VFC Convention and use the following mailing address for all convention materials: 2007 NARFE/VFC Convention Committee, P. O. Box 224, Bumpass, VA, 23024-0224.**

2. THE 2007 NARFE/VFC CONVENTION COMMITTEE. **Art Klotz**, Convention Chair (AVP VIII & 2065), **Bob McConahy**, Convention Secretary (1549) and **Mary Ryan**, Convention Treasurer (1885). Subcommittee Chairs: **Jon Baer**, Advertising/Sales (1823); **Barbara Scott**, Ballot & Tellers (1549); **Mary Ryan**, Banquet Seating & Decorations (1885); **Gayle Thompson**, Credentials (1823); **Bill Martin**, Data Base (VFC 2nd VP & 2065); **Gail Martin**, Entertainment (2065); **Jean King**, Facilities Management (2065); **Mike Anderson**, Name Badges (2343); **Ray Siewert**, Program Book (2065); **Annette McDonald** and **Lu Ann Klotz**, Registration & Greeters (2112 & 2065 respectively) and **Elaine Baer**, Hospitality (1823). Assisting the Convention Committee in specific areas: **Bill Martin**, Convention Resolutions Chair (VFC 2nd VP and 2065); **Helen Ahearn**, VFC Constitution & Bylaws Chair (682); **Charles Collins**, VFC Chaplain, Memorial Service & Book (893); **Bill Martin** and **Stan Palen** (595) Audio Visual/Internet; and **Charles Casey**, VFC Sergeant of Arms (180).

NOTE: If you are no longer holding the office of Chapter President or if you will not be President during 2007, please pass this correspondence on to your successor. Thanks.

3. THE CONVENTION THEME. Serving 56 Virginia Chapters!

4. THE HOTEL. The Convention will be held April 22-25, 2007 at the Holiday Inn Koger Center, 1021 Koger Center Blvd., 10800 Block of Midlothian Turnpike, Richmond (Midlothian), VA. 23235. Phone 1-800-397-1034 (toll free) or 1-804-379-3800 (fax is 1-804-379-2763) for room reservations. Ask for the NARFE /VFC Convention Room Rate of \$91 plus tax—credit card will hold reservation. **Make reservations directly with hotel by April 1, 2007.** After that date reservations are subject to availability. A welcoming reception will be held Sunday at 5:30 PM, the Convention opening ceremonies will begin at 9:00 AM on Monday and the Banquet will be held on Tuesday evening.

5. DELEGATES. Chapter Delegates and Alternates should be elected early in order to take advantage of the lower NARFE rate above. The number of delegates authorized is based on chapter membership as recorded on the December 31, 2006 Annual Membership Report (which will be provided to each Chapter by the VFC Secretary in mid-January 2007). Pursuant to Article V, Section 3 of the VFC Constitution and Bylaws, each Chapter is entitled to one (1) delegate for each 25 members or fraction thereof. Alternates may be selected in a number equal to the total delegate representation.

6. REGISTRATION AND BANQUET. The registration and banquet information (Form VFC 51-1) is included with this Bulletin and may be reproduced, as needed, or printed from the VFC web at www.vanarfe.org. See paragraph 1 of this Bulletin for “check payable to” and mailing instructions. The form has a separate category for Lead Delegate; therefore, please identify the Lead Delegate for your Chapter on the registration form. Each Delegate, Alternate, National Officer, Member or Guest planning to attend the convention must complete and submit a form with payment by check (please do not send cash). Registration fee is \$10 per person (late registration – after March 1 is \$15). Registration forms must be postmarked **NLT March 1, 2007** in order for names to appear in the Convention Program Book. The banquet fee is \$35 per person. Choose one of these entrées: Chicken Wellington, Prime Rib of Beef or Grilled Fresh Salmon. Banquet fees are refundable if requested prior to March 25, 2007. Tables seat 8-10 people. Seating will be assigned after April 1, by chapter, first come first served basis. Special seating requests are not guaranteed but will be considered if requested before April 1. Chapters are encouraged to collect registration/banquet forms with checks and forward to the Convention Committee as soon as possible. Mailings from individual members are welcome, too. Again, see paragraph 1 of this Bulletin for “check payable to” and mailing instructions.

7. ADVERTISING IN PROGRAM BOOK. The letter of introduction for members to use in obtaining ads is included with this Bulletin and may be reproduced, as needed; however, it will not be available on the VFC web. The Chapter President or designated representative should complete and provide the form letter to members seeking advertising on behalf of NARFE VFC. The advertising contract (Form VFC 51-2), which is also included, may be reproduced, as needed, or printed from the VFC web at www.vanarfe.org. See paragraph 1 of this Bulletin for “check payable to” and mailing instructions. Chapters obtaining Commercial ads totaling \$500+ will receive a 10% rebate of the total sold. **All ads must be camera ready and postmarked NLT March 1, 2007.**

- **Chapter Ads**
- **Commercial (products and services) Ads**
- **Patron Ads**

8. CONVENTION SUPPORTERS. An invitation sheet to every chapter member is included with this Bulletin and may be reproduced, as needed, or printed from the VFC web at www.vanarfe.org. Chapter members are invited to show support and chapter pride by contributing in one of the five categories: Super Angel - \$25; Angel - \$15; Cheerleader - \$10; Booster - \$5; and Supporter - \$1. Names of all contributors will be published in the program book provided contributions are received before **March 1, 2007**. Chapters are encouraged to collect convention supporter forms with checks, consolidate into a typed listing and forward to the Convention Committee. Mailings from individual members are welcome, too. See paragraph 1 of this Bulletin for “check

payable to” and mailing instructions.

9. PROGRAM TRAINING. We are planning to extend the Committee meetings for Alzheimer’s, Membership, National Legislation, Public Relations, Service and State Legislation to allow more time for training in these programs. Time will be provided during the general session for demonstration of the information available on the Virginia website, www.vanarfe.org. The program committee would appreciate topic suggestions or possible speakers of interest from the chapters. Please forward any suggestions to Ann Collins, Dave Smith or Bill Martin in the next 60 days so we can consider including your topics of interest.

10. ALZHEIMER’S SILENT AUCTION AND 50/50 DRAWING. Each Chapter is encouraged to donate one or more items for the Alzheimer’s Silent Auction. The items should have a minimum value of \$25 and be in excellent condition. New items are preferred. The donated items should be delivered to the Alzheimer’s table ASAP after arriving at the Convention hotel. A gift receipt will be provided. All items will be displayed with adequate security. The 50/50 Drawing Tickets will be available at the same table. Checks for silent auction items and donations are to be made payable to: **“Alzheimer’s/NARFE.”** All unsold items must be reclaimed by the donor Chapter prior to the close of the Convention. For more information or to volunteer to assist the Alzheimer’s table, contact **Wilton Ward**, VFC Alzheimer’s Chair, 703-256-7946.

11. MEMORIAL SERVICE. A Memorial Service will be conducted for those members that passed away during the period January 1, 2006 through December 31, 2006. Any member who passed away previous to January 1, 2006 and has not been recognized in a memorial service may be included in the 2007 Convention service. Please print or type the names of those members and Chapter name and number they belonged to and send to VFC Chaplain, Charles Collins, P. O. Box 2833, Springfield, VA 22152 by **February 1, 2007**. Also, you may send the information by email to Charles at CECOL805@aol.com.

12. RESOLUTIONS. Since there is no NARFE National Convention in 2007, chapters should only submit resolutions that do not require National Convention action. VFC Bylaws state that “All proposed resolutions except Constitution and Bylaws changes shall be submitted to the [VFC] Secretary [Robert Miller] at least 75 days before the convention [NLT February 6, 2007]. All VFC Constitution & Bylaws changes shall be submitted to the Secretary and the Constitution & Bylaws Committee Chairman [Helen Ahearn] at least 100 days before the Convention [NLT January 12, 2007].” Mailing addresses: Robert Miller, 801 Chalfonte Drive, Alexandria, VA 22305 and Helen Ahearn, 925 Ironwood Drive, Yorktown, VA 23693.

13. CHAPTER BANNERS. Each Chapter is encouraged to bring your chapter banner for display in the hotel lobby. Banners should be brought to the convention registration table for hanging. On the last morning of the convention (Wednesday), chapter banners must be picked up at the convention registration area.

THANK YOU in advance for your participation and support. Convention information will be updated in Bulletin #2. Direct questions and comments to the VFC Convention Coordinator at davesmith54@msn.com or (804) 379-6712.

Enclosures:

1. Form VFC 51-1 (Registration and Banquet)
2. Letter of Introduction of NARFE Member (for Ads)
3. Form VFC 51-2 (Ad Contract with sample formats)
4. Form VFC 51-4 Invitation to Members Convention Supporters
5. Form F-3A Proposed Bylaw Amendment/Convention Resolution



National Active and Retired Federal Employees Association Virginia Federation of Chapters

REGISTRATION & BANQUET FORM NARFE/VFC 53rd ANNUAL CONVENTION

APRIL 22 – 25, 2007
(Sunday–Wednesday)

GENERAL INFORMATION:

NARFE ID # _____ Name desired on name tag _____

Name _____ Phone _____
(Last) (First) (Middle Initial) (Area Code + Number)

Address _____

E-Mail Address _____ Chapter Name _____ Chapter # _____

Emergency Name _____ Emergency Phone _____

CONVENTION INFORMATION: (Registrations received by March 1 will be published in Program Book.)

Status (Check One) Lead Delegate Delegate Alternate National HQ
 Delegate-At-Large Member Guest

Committee (Check One) Alzheimer's Membership Nat Legislation Public Relations
 Service Resolutions State Legislation None

BANQUET INFORMATION:

Choice of Entrée (Check One) Chicken Wellington Prime Rib of Beef Grilled Fresh Salmon

Selected entrée comes with Chef's selection of salad, vegetables, rolls, dessert, tea or coffee. Tables seat 8-10 people. Seating will be assigned after April 1, by chapter, first come first served basis. Special seating requests are not guaranteed but will be considered if requested before April 1 to Mary Ryan by email: amahda@yahoo.com or in writing mailed to her at 2007 NARFE/VFC

Convention Committee, P. O. Box 224, Bumpass, VA 23024-0224.

CONVENTION FEE OPTIONS: (Check One)

- Full Registration \$45 (Convention & Banquet)
 Banquet Registration Only \$35 (Banquet)
 Convention Registration Only \$10 (Late Registration – after March 1 is \$15)

REGISTRATION NOTES: (Read Carefully)

1. Each attendee must complete a separate registration form.
2. Advance Registration forms must be postmarked no later than **March 1, 2007** and forwarded with accompanying fees to **2007 NARFE/VFC Convention Committee, P. O. Box 224, Bumpass, VA. 23024-0224.** Make checks payable to **2007 NARFE/VFC Convention.** Convention registration fees are not refundable; banquet fees are refundable if requested prior to March 25, 2007.

HOTEL INFORMATION:

Holiday Inn Koger Center, 1021 Koger Center Blvd., 10800 Block of Midlothian Turnpike, Richmond, VA. 23235.

Phone 1-800-397-1034 (toll free) or 1-804-379-3800 (fax is 1-804-379-2763) for room reservations – Ask for NARFE/VFC

Convention Room Rate: \$91 plus tax – credit card will hold reservation. **Make reservations directly with hotel by April 1, 2007.**

After that date reservations are subject to availability. Convention Welcome Reception is Sunday at 5:30 PM, convention opening ceremonies will begin at 9:00 AM on Monday and the Banquet will be held on Tuesday evening.



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

**2007 CONVENTION COMMITTEE
PROGRAM BOOK ADVERTISEMENT CONTRACT**
(Please type or print clearly)

Name of Company: _____ Date: _____

Address: _____

Company Representative Name: _____ Title: _____

Phone Number: () _____ Email: _____

Please select one ad size and cost:

AD SIZE AND COST: (see sample formats enclosed)

- Cover (front inside) **(Reserved)**.....\$275
- Cover (back inside) **(Reserved)**.....\$275
- Cover (back outside) **(Reserved – Anthem BCBS)**.\$350
- Full Page, 4 1/2"x 7"\$110
- Three Quarter Page, 4 1/2"x 5 1/4".....\$85
- Half Page, 4 1/2"x 3 1/2".....\$65
- Quarter Page, 4 1/2"x 1 3/4" (Horizontal).....\$35
or 2 1/4"x 3 1/2" (Vertical).....\$35
- Eighth Page, 4 1/2"x 7/8" (Horizontal).....\$25
or 2 1/4"x 1 3/4" (Vertical).....\$25

Please select one ad category:

- PRODUCTS/SERVICES AD**
- PATRON AD**
- CHAPTER AD**

My camera ready copy is attached.

Make check payable to: **2007 NARFE/VFC Convention.**

- Mail to: **2007 NARFE/VFC Convention Committee
P. O. Box 224, Bumpass, VA. 23024-0224**

NOTE: Ad with check must be received by March 1, 2007 in order to be included in program book.

Name: _____ Phone number: () _____

Email: _____ NARFE Chapter: _____

VFC CONVENTION BUDGET VS ACTUAL - 2007

			2007	2007			2007	2007
			Budget	Actual			Budget	Actual
Projected Income					Projected Expenses			
Program Book Ads					Hotel Contract - Space	3,100		
Inside Front		275			Less Room Rebate \$2x280	-560		
Back Cover		350			Net for Convention Space		2,540	2,695
Inside Back		275						
Full Page	38x110	4,180			Banquet Meals			
1/2 Page	25x65	1,625			175 x \$34 - Prime Rib of Beef	5,950		
1/4 Page	19x35	665			85 x \$24 - Chicken	2,040		
1/8 Page	9x25	225			Total Meal Cost		7,990	6,843
Total Ads			7,595	8,795				
					Reception		1,000	1,319
Chapter Supporters					4 choices + cash bar setup			
Super Angels	40x25	1,000						
Angels	33x15	495			Equipment Rental		500	420
Cheerleaders	72x10	720			Hospitality		300	260
Boosters	146x5	730			Entertainment		475	300
Supporters	345x1	345						
Total Member Support			3,290	4,188	Decorations		200	113
Exhibit Tables	7x125		875	1,325	Printing - Program Bk, Mini Sch, Conv Min, Mem Bk, etc.		2,400	2,508
Registrations - 287	300x10		3,000	2,915				
					Convention Comm Expenses		2,700	688
Banquet - 234 Actual	260x35		9,100	8,190	Banquet refunds		0	630
					Rebates for Chapter Ad Sales			540
VFC Conv. Advance				1,000	Return VFC Advance			1,000
Alzheimer's Contribut.				1,003	Alzheimer's Contributions			1,003
Total Revenue			23,860	28,250	Total Expenses		18,105	18,319
					Estimated Excess Income over Expenses		5,755	9,764

Notes:

Convention Committee Expenses Includes: printing & postage for bulletins 1,2,3; badges & ribbons; signs, placards, post office box, paper, envelopes, transportation, hospitality, and other misc expenses.

2007 NARFE/VFC CONVENTION COMMITTEE RESPONSIBILITIES

Meeting August 28, 2006

CONVENTION CHAIR – Art Klotz, Area VIII Vice President

Oversight of Convention Committee Responsibilities.

CONVENTION SECRETARY – Bob McConahy (Warrenton/Fauquier 1549)

Prepare minutes of convention committee meetings and minutes of the convention business sessions (prepared from tape recording and notes taken during sessions).

CONVENTION TREASURER – Mary Ryan (Lake of the Woods 1885)

Prepare budget, maintain necessary records and open checking account for 2007 NARFE/VFC Convention for receipt and disbursement of funds.

ADVERTISING / SALES – Jon Baer (Northern Neck 1823)

(with All 8 Area VIII Chapters Participating)

Under the direction of the Treasurer, obtain the necessary funding for the activities of the Convention. Secure the necessary funding for printing and publication of the Convention Program, minutes of the convention, entertainment, and other necessary expenditures. Fund raising activities should include the following: Sale of boosters, chapter and commercial ads, and other fund raising activities.

EXHIBITORS – Mike Anderson (Falls Run 2343)

Solicit commercial vendors to sponsor tables during the convention (7-10)

BALLOT AND TELLERS – Barbara Scott (Warrenton/Fauquier 1549)

Coordinate voting by ballot for election of officers where there is more than one person per position to be filled.

BANQUET, RECEPTION AND DECORATIONS – Mary Ryan (Lake of the Woods 1885)

Banquet - Determine serving time, menus and costs. Provide tickets, conduct ticket sales, record reservations. Deliver tickets to the Registration Sub-committee.

Make seating arrangements, including head table with advice and consent of the Convention Coordinator and the VFC President.

Decorations - Provide appropriate decorations for all convention events.

Provide a means of displaying chapter and federation banners during the convention.

Provide appropriate table decorations for the banquet and President's Reception.

Provide decorations for the Memorial Service, if requested by the Chaplain.

Reception – Welcome convention attendees when arriving.

REGISTRATION – Annette McDonald (Caroline/Bowling Green 2112) and Lu Ann Klotz (Louisa 2065)

The committee shall provide for convention delegates, alternates and visitors appropriate badges and ribbons. Arrange for a registration area. Conduct registration including distribution of badges, ribbons, program booklets, ditty bags and any other assembled information and materials. Give a registration report at the three business sessions.

CREDENTIALS – Gayle Thompson (Northern Neck 1823)

Issue credential reports and make oral reports to the assembled convention. Provide authorization for chapter voting to lead delegate from each chapter. Provide authorization for proxy votes. Provide authorization for delegate at large votes. Reissue authorization when events warrant it.

DATABASE MANAGER – Bill Martin (Louisa 2065)

Maintain the convention database for registrations, credentials and banquet on computer.

NAME TAGS – Don Shiffert (Falls Run 2343)

From information gathered from registration prepare nametags for each delegate, Alternate and guest, etc. Nametags need to be identified by ribbons or by other means (approved by the Convention Coordinator) to identify Delegates-at-Large, Delegates, Alternates, Past Presidents, Guest & Members and National Officers.

PROGRAM BOOK – Ray & Maureen Siewert (Louisa 2065)

Prepare and publish a Convention Booklet that contains the program schedule for the convention, as well as, the Rules of the Convention, the list of deceased for the Memorial Service, the boosters, the ads and other pertinent convention information.

ENTERTAINMENT- Gail Martin (Louisa 2065)

Arrange for entertainment including performers and music, etc. for the banquet and President's reception.

FACILITIES MANAGEMENT – Jean King (Louisa 2065)

Prior to and during the convention check on the housing and facility arrangements with the hotel. Ascertain that appropriate room sizes and locations for all events have been made. Ensure there is proper storage for records, signs, equipment and material. Ensure that equipment and facilities available include sufficient tables, chairs, lecterns, podiums, public address systems, recording equipment, water and glasses (required for all meetings).

Arrange seating for delegates, alternates and visitors during business sessions.

Provide for appropriate public address systems including microphones at the lectern, head table and in the audience.

Arrange for taping the business sessions to facilitate the preparation of convention minutes. Provide the presiding officer with a gavel at the business sessions and banquet. Provide for the convention headquarters and a pre-banquet VIP room for the speakers and head table.

Provide the necessary signs and placards for the convention.

HOSPITALITY – Elaine Baer (Northern Neck 1823)

Plan and staff a hospitality room for convention attendees to stop by for refreshments and conversation during the convention. Times open to be determined by the committee with agreement of the Convention Co-Chairs and Convention Coordinator.

Approved by: R. David Smith, VFC 1st Vice President and 2007 NARFE/VFC Convention Coordinator



National Active and Retired Federal Employees Association Virginia Federation of Chapters

MEMO TO: Board of Directors , Chapter Presidents and Secretaries

SUBJECT: 2007 CALL TO CONVENTION

FROM: Ann Collins, VFC President
NARFE893@aol.com

Pursuant to Article V, Section 2, of the Virginia Federation of Chapters (VFC) Bylaws, this is the official announcement of the 53rd Annual National Active and Retired Federal Employees Association (NARFE), VFC Convention. It will be held April 22 - 25, 2007 at the Holiday Inn Select - Koger Conference Center; 1021 Koger Center Boulevard; Richmond (Midlothian), VA; telephone 1-800-397-1034 (toll free) or 1-804-379-3800. For additional information concerning hotel accommodations and other Convention arrangements, please refer to the 2007 VFC Convention Bulletins 1 and 2, previously provided and also available on the VFC web site, www.vanarfe.org. The hosts are the VFC Area VIII Chapters. The VFC Convention Coordinator is VFC 1st Vice President, R. David Smith; phone 804-379-6712; E-Mail: davesmith54@msn.com.

1) DELEGATES

The VFC Bylaws provide that each chapter is entitled to one Convention delegate for each 25 members or fraction thereof. This will be based on the "2007 Voting Strength and Federation Dues" report sent to chapters by the VFC Secretary. Further, alternates may be selected in a number equal to the total delegate representation for each chapter.

Delegates may register from 1:00 – 5:00 p.m. on Sunday, April 22; 8:00 a.m. – 5:00 p.m. on Monday, April 23; and 9:00 a.m. – 4:00 p.m. on Tuesday, April 24, at which time the Registration will close.

IMPORTANT NOTE TO CHAPTER PRESIDENTS AND CHAPTER SECRETARIES: If you are not the current Chapter President or Secretary, please give this memorandum to your successor immediately. Chapter officers who receive this memorandum should take responsibility for the duplication and dissemination with all enclosures, including the resolutions, to all chapter delegates and alternates so they may review materials before attending the convention.

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National Active and Retired Federal Employees Association Virginia Federation of Chapters

Delegates registering after the initial registration cutoff date of March 1 will pay a late fee and receive a committee assignment but those names will not be included in the Convention Program Book.

Chapter Presidents are requested to appoint a "lead" delegate to cast the voting strength of their Chapter. Those Chapter Presidents who are unable to send at least one delegate to the Convention are encouraged to give their voting proxy, by using form VFC/PVD Rev 1-07 (Enclosure 1), to an attending delegate or delegate-at-large. No delegate may carry more than two proxies. Contact VFC Secretary Robert H. Miller, vivmiller801@netzero.net for information on the procedures for voting by proxy.

Chapter-designated lead delegates, delegates-at-large and proxy holders should report to the Convention Credentials Committee table to obtain: (1) voting instructions and (2) a voting credential. This form must be presented to gain access to the voting area and to complete the balloting process. It will also be used on the floor of the convention to cast the voting strength of your Chapter, if necessary.

2) ELECTIONS

The Nominating Committee (Attachment - 2), composed of representatives from all areas and chaired by Janie C. Michel, Chapter 682, Area I, has presented the following slate of officers (*indicates incumbent):

President	R. David Smith	Chapter 2265	Area III
1st Vice President	William F. Martin	Chapter 2065	Area VIII
2nd Vice President	James C. Nobles	Chapter 1011	Area V
Secretary	Robert H. Miller *	Chapter 232	Area IX
Treasurer	Darlene Myer Rhodes *	Chapter 893	Area IX

Following the Nominating Committee report to the Convention, there will be a call for additional nominations from the floor. If there are additional nominations, single nominating and seconding speeches limited to three minutes and two minutes, respectively, will be allowed for each candidate nominated from the floor.

IMPORTANT NOTE TO CHAPTER PRESIDENTS AND CHAPTER SECRETARIES: If you are not the current Chapter President or Secretary, please give this memorandum to your successor immediately. Chapter officers who receive this memorandum should take responsibility for the duplication and dissemination with all enclosures, including the resolutions, to all chapter delegates and alternates so they may review materials before attending the convention.

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National Active and Retired Federal Employees Association Virginia Federation of Chapters

Each opposing candidate will be given an opportunity to speak to the convention for no longer than five minutes.

Article IV, Section 3 of the 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." Where there is more than one member running for a position, there will be a handwritten ballot based on Chapter strength, with a Ballot and Tellers Committee member present to count the ballots.

For those positions having more than one candidate, the candidates may wish to consider a short visit to each caucus, no more than five minutes, to answer questions.

3) RESOLUTIONS

A listing of Convention Committee Chairs is enclosed is enclosed. Convention Committees may amend, reject, or combine similar resolutions and will report to the Convention delegation with their recommendations.

The only resolution received by the prescribed deadline for consideration, with an indication of committee assignment, is included with this Call to Convention.

Resolutions crafted after the prescribed deadline for receipt by the VFC Secretary and before April 23, 2007 (the date of the official opening ceremony) must be submitted in writing to VFC Secretary Robert H. Miller before the official opening ceremony begins. If applicable, the first order of convention business will be a call for vote by the delegation as to whether or not to accept the resolution(s) for consideration. A majority vote is required for acceptance. In order to conduct the business of the Convention within time constraints and in an efficient manner, should the resolution(s) be accepted by the delegation for consideration, and without objection, the VFC President will assign the resolution(s) to a committee for consideration along with other resolutions already assigned. To clarify this provision, the Convention Standing Rules have been expanded in the Convention Program Book, as follows:

Rule 3: Resolutions:

IMPORTANT NOTE TO CHAPTER PRESIDENTS AND CHAPTER SECRETARIES: If you are not the current Chapter President or Secretary, please give this memorandum to your successor immediately. Chapter officers who receive this memorandum should take responsibility for the duplication and dissemination with all enclosures, including the resolutions, to all chapter delegates and alternates so they may review materials before attending the convention.

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National Active and Retired Federal Employees Association Virginia Federation of Chapters

b. All resolutions must have been submitted in writing to the VFC Secretary. Other requests for action, not already received in a timely manner as required by the bylaws, may be made at the opening session of the convention as follows: by a qualified constituent representative, in writing, to the Secretary. The convention, by majority vote, can then consider that question immediately or can order a committee to report on the resolution at a specified time. Such requests are to be limited to emergency items or action "for the good" of the organization and its objectives.

4) AMENDMENTS TO VFC CONSTITUTION & BYLAWS (C&B)

The C&B Committee Chair, Helen Ahearn, reported that as of the prescribed deadline, there were no C&B proposed amendments submitted to the Committee nor proposals crafted separately by the Committee for consideration by the 2007 VFC Convention delegates.

5) CONVENTION THEME – Serving 56 Chapters!

6) CONVENTION PROGRAM (Tentative agenda, only minor changes anticipated)

Sunday, April 22: 1 :00 - 5:00 pm Registration
 5:30 - 6:30 pm Welcome Reception
(Margaret L. Baptiste, NARFE National President, will be a special guest
for the duration of the Convention)

IMPORTANT NOTE TO CHAPTER PRESIDENTS AND CHAPTER SECRETARIES: If you are not the current Chapter President or Secretary, please give this memorandum to your successor immediately. Chapter officers who receive this memorandum should take responsibility for the duplication and dissemination with all enclosures, including the resolutions, to all chapter delegates and alternates so they may review materials before attending the convention.

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National Active and Retired Federal Employees Association Virginia Federation of Chapters

Monday, April 23:

9:00 am - 12:15 pm

Morning Session Includes:

Official Opening Ceremony

Keynote Speaker –

The Honorable Robert F. McDonnell

Attorney General of Virginia (invited)

"TRIAD/Outreach Programs for Seniors"

Remarks - NARFE Region X VP Joseph Beaudoin

Election by Voice Vote for Uncontested Offices

Memorial Service

12:15 - 1:15 pm

On Your Own

1:15 - 5:15 pm

Afternoon Session Includes:

Area Caucus Meetings

Committee Meetings and Program Orientation

- National Legislation

- State Legislation

- Membership

- Public Relations

- Service

- Alzheimer's

- Resolutions

5:15 - 6:15 pm Electronic Communications Committee

6:15 - 7:30 pm

On Your Own

7:30 - 9:00 pm

Reception hosted by

The Honorable Thomas M. Davis, III.

Eleventh Congressional District, Virginia

US House of Representatives

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NARFE – YOUR FUTURE – OUR FOCUS



National Active and Retired Federal Employees Association Virginia Federation of Chapters

Tuesday, April 24: 7:00 - 9:00 am Voting - Contested Offices

9:00 am - 1200 noon

Morning Session Includes:

Report of the VFC President - Ann M. Collins

Convention Committee Reports

- National Legislation
- State Legislation
- Alzheimer's

Keynote Speaker –

The Honorable Julie Christopher,
Virginia Commissioner for the Aging
"No Wrong Door"

12:00 Noon - 1:30 pm

On your Own

1 :30 - 5:00 pm

Afternoon Session Includes:

More Convention Committee Reports

- Public Relations
- Membership
- Electronic Communications
- Resolutions
- Services

NARFE Member Guest Speaker-

Jacqueline Richards (Falls Run Chapter 2343)
"The Red Book"

Senior Navigator Liaison Report - Dick Murphy,
"Update on VFC/SeniorNavigator Partnership"

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NARFE – YOUR FUTURE – OUR FOCUS



National Active and Retired Federal Employees Association Virginia Federation of Chapters

5:00 - 6:00 pm On Your Own

6:00 - 9:00 pm Social Hour
 Banquet
 Entertainment
 Banquet Speaker
 Margaret L. Baptiste
 NARFE National President

Wednesday, April 25 9:00 am -1200 noon
 Unfinished Business
 Keynote Speaker
 Jerry Burke, CFP, Underhill Financial Advisors
 "Financial Facts for Retirees"
 Report of the 2008 and 2009 Conventions
 R. David Smith, VFC 1st VP
 Announcement of Balloting Results (as applicable)
 Carolyn Wilson, Chair, Ballots and Tellers
 Discharge of Committee Chairs and Special Committee Chairs
 Ann M. Collins
 Installation of Officers
 Margaret L. Baptiste
 National President
 Remarks by Newly Elected VFC President
 The 53rd VFC Convention will adjourn

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National Active and Retired Federal Employees Association Virginia Federation of Chapters

As noted, above, the speakers' topics focus on areas of interest to VFC Federation and Chapter leaders in serving our 56 Chapters. We hope the curiosity generated by these topics will be an incentive for you and your chapter members to attend. Also, the NARFE Program Committee sessions will provide sufficient time for an orientation of basic information as well as updates, Q&A, and many handouts.

I hope you will agree that the 2007 Convention provides a balanced program offering delegates an opportunity to socialize with fellow NARFE members; to meet our NARFE National President; to hear updates from some of our legislators and state officials; to get more personal financial planning information; participate in discussions and voting on the attached resolutions and to become empowered with NARFE knowledge to take back to their home chapters to educate, encourage, and energize others as we continue to move forward in raising the awareness of NARFE. Working together, we can make a difference and make NARFE a household name in Virginia. I look forward to seeing you in April at the 2007 VFC Convention!

Enclosures:

1. Listing of VFC Convention Committee Chairs
2. Resolution for consideration by 2007 VFC Convention
3. Proxy Voting Designate Form

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NARFE – YOUR FUTURE – OUR FOCUS



National Active and Retired Federal Employees Association Virginia Federation of Chapters

Alzheimer's Committee

Wilton Ward, Chair
7116 Jayhawk Street
Annandale, VA 22003-5831
E-Mail: WiltonWard@verizon.net
Telephone: 703-256-7946
Chapter 1159

Membership Committee

Dennis R. Martin, Chair
8330 Wickham Road
Springfield, VA 22152-1739
E-Mail: dkmartin@netscape.com
Telephone: 703-451-9481
Chapter 893

National Legislation Committee

Charles T. Delaplane, Chair
205 Yoakum Parkway #926
Alexandria, VA 22304-3834
E-Mail: cdelaplane@verizon.net
Telephone: 703-461-9663
Chapter 893

Public Relations Committee

Carolyn E. Wilson, Chair
6123-C Duncan Road
Petersburg, VA 23803
E-Mail: Cwilson1940@aol.com
Telephone: 804-915-6650
Chapter 1472

Resolutions Committee

William F. Martin, Chair
294 Tyler Point Lane
Bumpass, VA 23024-4633
E-Mail: NARFE2065@hughes.net
Telephone: 504-872-3345
Chapter 2065

Service Committee

Sue and Jim Righter, Co-Chairs
11244 Harbor Court
Reston, VA 20191-4338
E-mail: Twobrownbears@starpower.net
Telephone: 703-966-1122
Chapter 1241

State Legislation Committee

William A. Schmidt, Chair
5707 Ottawa Road
Centreville, VA 20120-1441
E-Mail: billschmidt39@yahoo.com
Telephone: 703-968-9837
Chapter 1241

Constitution & By-Laws Committee

Helen J. Ahearn, Chair
925 Ironwood Drive
Yorktown, VA 23693-5563
E-Mail: hjaheam@cox.net
Telephone: 757-877-7770
Chapter 682

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NARFE – YOUR FUTURE – OUR FOCUS

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

Proposed Convention Resolution

(Please follow instructions on reverse side of this form)

Date: January 4, 2007

1. Subject: Electronic (E-Mail) Dissemination of NARFE Information

2. Adopted by Chapter:

Chapter Number: 1827 **Chapter Name:** Virginia Beach (Seaside)

3. Whereas: All NARFE members want to be kept up-to-date on issues and concerns that deal with pay (current employees) or annuities (retirees), health benefits and other results of their-or their spouse's-federal employment; and

Whereas: Virtually all NARFE members who have provided their e-mail addresses have, by doing so, implicitly indicated a willingness to receive NARFE-based information and other communications; and

Whereas: An increasing number of our members have an e-mail capability-in NARFE VFC, for example, only 35 members had an e-mail capability in 1994, but by 2006 we had 4,250 members with known e-mail addresses; and

Whereas: The NARFE magazine's information, while VERY useful, is months old when we get it; and

Whereas: Only a small percentage of NARFE members actually attend chapter meetings, e.g., 15 of 300 members in a chapter, 90 of 1,800 members in another chapter, even when chapter presidents or other chapter officials receive e-mail disseminated information, few NARFE members hear it since the current (mid-2005 to mid-2007) VFC system for further disseminating e-mail-available info is that ONLY chapter presidents and/or other selected chapter officers are even to receive this e-mail disseminated information, and then ONLY THEY are to disseminate it to the rest of the members of their chapters; some presidents may do this, but most don't-who wants to "bore" members with reading long, (even, if) well-drafted emails, but e-mails whose info can be better read by members individually than being read aloud to those few members who attend chapter meetings-this is not a "chain-of-command" issue; a question some might raise is: Why are we keeping this info from our members?; and the point of this resolution is: Let ALL e-mail possessors.at least be informed members; therefore

4. **Be It Resolved:** That, except for personal, i.e., person-to-person e-mails, all NARFE VFC officers and committee chairs routinely should include, as e-mail addresses for all "general interest" e-mails (such as those dealing with national or state legislation, alerts about imminent and/or pending legislative, significant executive branch actions-whether national or state-or other items of concern to NARFE members), all NARFE VFC members who have provided NARFE with their e-mail addresses; and

5. **Be It Further Resolved:** That this guidance be incorporated in our NARFE VFC Standing Rules/Handbook, but not in our bylaws.

6. **Estimated Annual Cost:**To be determined by the Committee.

7. **Referred To:**_____Committee

8. **Committee Recommended Action:**

_____Adopt _____Adopt as Amended _____Reject



National Active and Retired Federal Employees Association Virginia Federation of Chapters

2007 VFC CONVENTION PROXY VOTING DESIGNATE Richmond, 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 2007 Convention _____ votes for the Chapter, in
(Number of votes)

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

(Signature of Proxy Holder)

(Signature of Chapter President/Secretary)

Chapter _____

Area _____ Date _____

Mail proxy form to:
Robert H. Miller
VFC Secretary
801 Chaifonte Drive,
Alexandria, VA 22305