



**NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES  
MARYLAND FEDERATION**

**DR. GARY ROUNDTREE SR.** PRESIDENT  
**DR. SUDHA HALEY** 1<sup>st</sup> VICE PRESIDENT LEGISLATIVE DIRECTOR  
**EDWARD REED** 2<sup>nd</sup> VICE PRESIDENT MEMBERSHIP DIRECTOR  
**PATRICIA FARMER** SECRETARY  
**RICHARD STROMBOTNE** TREASURER PAST PRESIDENT  
**RON BOWERS** PAST PRESIDENT  
**TED JENSEN** PAST PRESIDENT  
**DAN MCGRATH** IMMEDIATE PAST PRESIDENT

January 15, 2018

TO: Federation Officers, Federation Past Presidents, Region II Vice President, Federation Chairmen, Federation Board Members [OR Alternate in lieu of Board Member]

FROM: Dr. Gary Roundtree Sr., President – 410-277-8570 (H), 443-929-7045 (C), [groundtreesr@hotmail.com](mailto:groundtreesr@hotmail.com)

SUBJECT: Federation Board Meeting [Mini-Conference] - April 30-May 1, 2018

Chapter Presidents are encouraged to have their Chapter Officers, Chairmen and other members attend.

Federation Board Meeting - Mini-Conference  
Comfort Inn Conference Center, Bowie, Md.

**Tentative Agenda**

Monday, April 30, 2018

8:30 a.m. Registration Coffee, Danish, Bagels	Marty Strombotne, Registrar
9:30 a.m. Call to Order Invocation Pledge of Allegiance National Anthem  Keynote Roll Call Introduction of Vendors/Sponsors Installation Region II Update Treasurer's Report National Conference Plans	Dr. Gary Roundtree Sr., President Larry Lange, Chaplain To Be Announced Gordon Brown, Past NARFE Secretary To Be Announced Pat Farmer, Secretary Eleanor Kaul, Vendor Chair Dr. Gary Roundtree, Sr. Evelyn Kirby, RVP Dick Strombotne, Treasurer Dr. Gary Roundtree, Sr.

Luncheon: 12 – 2 p.m.

Guest Speaker	To Be Announced
Bylaws ~ Resolutions	Saj Durrami and John Stackpole Co-Chairs
50/50 Drawings	Jennifer Ramsey, Chair, Ways & Means

4:30 p.m. Adjournment

Social Gathering Monday after Adjournment  
Room to be announced – Snacks and Drinks

Tuesday, May 1, 2018

8:30 a.m. Registration Coffee, Danish, Bagels	Marty Strombotne, Registrar
9:30 a.m. Call to Order Pledge of Allegiance National Anthem	Dr. Gary Roundtree, Sr., President TBD Gordon Brown, Past NARFE Secretary
Roll Call Membership	Pat Farmer, Secretary Ed Reed, Membership Director

Luncheon: 12 – 2 p.m.

We will extend the luncheon from 12 – 2 p.m. with our guest speaker taking up the latter half of that time.

Guest Speaker	To be announced
Legislative Report	Dr. Sudha Haley, Legislative Director
FLC	Dr. Bruce Fowler, Chairman
NARFE-PAC	Dr. Sudha Haley, Coordinator;
SLC	Paul Schwartz, Chairman
MD/PAC	Paul Schwartz, Coordinator; Dave Roseman, Treasurer
Other Committee Reports	
Old Business	
New Business	
Good of the Federation	
Drawing for Prizes	Jennifer Ramsey, Ways & Means
Benediction	Larry Lange, Chaplain

4:30 p.m. Adjournment

NOTE: We will provide some time in the schedule for brief remarks from candidates for National NARFE offices who may be present.

### **Date, Time and Place**

The Maryland Federation Board Meeting [Mini-Conference] will convene on Monday, April 30 and continue on Tuesday, May 1, 2018. A Tentative Agenda is included above. This extended Board meeting will be at the Comfort Inn Conference Center, Bowie, Md., on US 301 at the intersection of Route 50 and US 301 South. Directions, address, etc., included below.

### **Travel**

The Federation will reimburse travel costs @45c per mile to addressees. The Federation will reimburse travel costs to a chapter for one driver of a car pool for each day; there will be no double reimbursements for individual drivers.

**NOTE: The reimbursement rate is being considered for an increase at the Feb. 6, 2018 Board meeting. If it is increased, a notice will be distributed.**

### **Lunch**

Lunch will be provided for the addressees and other registrants each day. Guests are welcome. Registration fee of \$20 per day includes coffee and pastries, lunch, materials and meeting rooms. All chapter members, no matter how many days they plan to attend, will need to sign up as instructed in this Call, just as for any regular Federation Board meeting. All members who sign up for lunch on Monday and/or lunch on Tuesday will be responsible for attending. All chapters will be responsible for and will be billed for any No Shows. The Federation is charged for the full lunch count whether or not the members attend.

### **Social Get-Together**

Monday, April 30 after adjournment. Details will be announced Monday during the meeting.

### **Hotel**

The Federation will reimburse hotel charges for Federation Officers for Sunday, April 29 and Monday, April 30. Also, the Federation will reimburse the Board Members [OR Alternates] from the two outlying chapters, 410 West-Mar and 2274 Ocean Area, for hotel charges for Sunday, April 29 and Monday, April 30. If Federation Board Members [OR Alternates] and Federation Chairmen elect not to stay overnight at the hotel on Monday, April 30, they will be entitled to mileage for the second day, the amount not to exceed the cost of the hotel room. The Federation may also reimburse specific persons whose attendance is required.

Attendees are responsible for making their own reservations with the Comfort Inn. Make reservations early if you intend to stay overnight on Monday, April 30. Identify yourself as part of the NARFE group when making reservations. The room rate includes a full hot breakfast. Check-in time is 3 p.m.; Checkout time is 11 a.m.

To make a reservation for a sleeping room, you should use choicehotels.com 800 #, 800-258-2847. Use the NARFE Corporation No. 00801967 and your individual Choice Privileges Number, to get the best rate on average. The Choice Privileges card is a rewards program card, not a credit card. If you do not have a Choice Privileges card, you can sign up at choicehotels.com. You will need to give a personal credit card to confirm your reservation.

Board members should let the Treasurer know ahead of time if they will be claiming one (1) or two (2) days of mileage. The Treasurer will prepare your mileage reimbursement check in advance and have it for you at the meeting. In this way you will not have to submit a claim for mileage reimbursement.

### **More on the Meeting**

Speakers for the Mini-Conference will be announced at a later date.

This will be an important meeting. In addition to our regular business, we will have a general discussion on proposed NARFE resolutions, which will be voted on by individual members; and possibly conduct a workshop discussion on membership issues. There will also be time to hear from candidates for National NARFE office and to prepare for the National Conference in Jacksonville, Florida, Aug. 26-30, 2018. This will be an excellent opportunity for new or potential leaders to learn about critical issues and processes.

Although primarily a business meeting, we will spice it up a bit with door prizes and special 50/50 drawings as we have in previous years. A number of vendors will be present to provide useful information and giveaways. These exhibitors pay for the privilege of placing their tables at our meeting. That helps us keep our costs down. All the vendors ask in return is a reasonable amount of exposure to our delegates. There will be a separate room for vendors this year and time built in to visit the vendors.

Chapter volunteers will staff tables to collect for Alzheimer's, MD/PAC, NARFE-PAC and FEEA. Attendees are encouraged to bring contributions from chapter members who cannot attend. There will also be a Membership table.

### **Gift Cards**

We are asking **EACH chapter to contribute a \$25 Gift Card** to be used as door prizes. Please purchase the Gift Card from a chain facility so that the recipient can redeem it anywhere in Maryland. A staffed table will be outside the meeting room for receipt of your Gift Card. Be sure to note your Chapter Number on the envelope.

### **Registration**

Please use the form below for registration, as we do for all our Board meetings. Using this form ensures that we get all the necessary information the first time and

makes the registration process work better for everyone. For other information you may contact Marty Strombotne at 240-632-9881 or martystrom@comcast.net.

**Directions to Comfort Inn**

**4500 Crain Highway, Bowie, MD 20716 — 301-464-0089**

**From Route 95 N or S**

Take Route 50 East to Exit 13 (about six miles from Washington Beltway).

Take US 301 South.

Stay in right-hand lane.

Make first right at intersection with Harbour Way and immediate right onto access road to hotel.

**From Route 50 W**

Take US 301 South (Exit 13).

Stay in right-hand lane.

Make first right at intersection with Harbour Way and immediate right onto access road to hotel.

**From US 301 N, south of US 50**

Go north past intersection with MD 197, staying in left-hand lane. Rips Restaurant is on the right.

Hotel is ahead about one mile on left.

Turn left at light at Harbour Way.

Make an immediate right onto access road to hotel

**Reservations:**

This form/information below must be received by postal mail or email  
**no later than 20 April 2018** by:

Marty Strombotne, Registrar  
 310 High Gables Drive Apt 205, Gaithersburg 20878-7424  
 Phone: 240-632-9881 Email: [martystrom@comcast.net](mailto:martystrom@comcast.net)

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**Registration Form for Federation Board Meeting – Mini-Conference**

Day(s) Attending: Monday, April 30 \_\_\_\_\_ Tuesday, May 1 \_\_\_\_\_ Both Days \_\_\_\_\_

\_\_\_\_\_  
 Name of Preparer Chapter No. Phone Email address

Federation Officer [  ]  
 Federation Committee Chairman [  ]  
 Federation Board Member [  ]  
 Federation Alternate Board Member [In Lieu of Board Member] [  ]

Guest(s) - \$20 each day; \$40 total, payable at Registration [  ]  
*Chapters will be billed for payment of no shows.*

**List Guests and days of attendance**

**Check days**

Name (Print)	Phone	Monday	Tuesday	Both

**List Car Pool Driver and Passengers**

**Check days**

Driver's Name (Print)	Phone	Monday	Tuesday	Both
Passengers' Names (Print)				

Copy form as needed.