



NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES MARYLAND FEDERATION

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TREASURER PAST PRESIDENT PAST PRESIDENT IMMEDIATE PAST PRESIDENT
PAST PRESIDENT

JANUARY 10, 2019

TO: Executive Committee, RVP Region II, Chapter Presidents, Committee Chairs and Secretaries

FROM: Dr. Gary Roundtree Sr., President, Maryland Federation of NARFE
410-277-8570 / 443-929-7045 – groundtreesr@hotmail.com

SUBJECT: *Official Conference Call – 44th Maryland Federation Biennial Conference*

Special Note: Please read this conference call letter very carefully and provide all information requested. Also, please note the contacts specified in the letter and respond to them as appropriate.

INTRODUCTION AND OVERVIEW

The Maryland Federation of NARFE will conduct its 44th Biennial Conference Sunday evening, May 5 through Tuesday, May 7, 2019, at the Dunes Manor Hotel, 2800 Baltimore Ave., Ocean City, MD 21842. Phone number is 410-289-1100. The return to Ocean City and to a 2-day format was determined by a vote of the Federation Board and will give attendees an opportunity to fully realize the objectives of the Conference. Special discount rates have been obtained from the Dunes Manor Hotel to allow participants to fully enjoy the facility while fulfilling their responsibilities.

The purpose of the Biennial Conference is to announce the results of the One Member-One Vote voting process on the 2019-2020 Federation Officers and the proposals for Bylaws amendments and resolutions; to install the elected officers for the next two years; to present speakers on educational topics appropriate to our organization; and to exchange views with senior Federal and Maryland State officials on issues related to the protection and enhancement of current and retired Federal employees' earned benefits. There will also be a reception on Sunday evening, May 5, two breakfasts for attendees, a President's Breakfast, two luncheons with speakers, and an Installation Banquet with live entertainment on Monday evening, May 6. We are inviting excellent speakers to present topics of current interest to members and expect lively discussions on innovations that can help the Federation excel.

To date, the **following speakers have been confirmed** for the Maryland Federation Biennial Conference:

1. Assistant Director, National Security Programs, Export Enforcement, Bureau of Industry and Security, U.S. Department of Commerce - **Special Agent Ahmed Salem** and his staff have overseen multiple complex investigations touching Outside Continental U.S. and Continental U.S., bringing to closure international and domestic operations that will possibly never reach the light of day. AD Salem is an expert in this field.

2. Deputy Division Director, Nuclear & Missile Technology Division, Export Administration, Bureau of Industry and Security, U.S. Department of Commerce - **Licensing Officer Ronald Rolfe** and his staff have assisted numerous law enforcement and intelligence agencies with commodity licensing determinations that have been impactful in ongoing enforcement and intelligence matters as it pertains to national security.
3. Maryland Comptroller - **Peter Franchot**
4. Maryland Secretary of State - **John C. Wobensmith**
5. Maryland Secretary of Veterans Affairs - **George Owens**
6. Maryland Book Author - **Faye Green**, "Love of Maryland & Retirement Avocation - Writing"

More speakers have been contacted.

See Attachment #1 - Tentative Schedule.

SUMMARY OF DEADLINES

April 3	Program book advertisement orders are due.
April 4	Deadline for Hotel Reservations
April 4	Federation Treasurer Dick Strombotne must receive Registration Forms.
April 6	Banquet Reservations are due to Federation Treasurer Dick Strombotne.
April 17	Last date to cancel and receive a refund for registration and banquet.

HOTEL

Hotel reservations must be made by April 4, 2019, after which the special NARFE conference discounted rate may not be available. Reservations received after that date will be provided on a space available basis at prevailing rates. The **discounted conference rates** are: All rooms are Ocean View with porch/rocking chairs and the cost is $\$89.00 + 9.35 = \98.35 , for vendors and the NARFE attendees for the entire week. This room rate will be in effect all week if you decide to stay longer than the conference dates. Hotel check-in time is after 3 p.m. on the day of arrival. Check out time is before 11 a.m. on day of departure.

Method of Reservation: Individuals call-in, 800-523-2888. Reservation must be guaranteed by a Master Account credit card, or advance deposit received 30 days prior to arrival. Reservation will automatically be billed for one night.

Cut-Off Date for Reservations: Reservations must be made by April 4, 2019. Attendees call the hotel directly to make reservations at 800-523-2888.

Hotel Amenities: The Dunes Manor Hotel is centrally located in Ocean City, steps from the Ocean City Boardwalk. The tram for the Boardwalk starts at 28th Street. The hotel offers complimentary Wi-Fi, indoor pool, 24-hour fitness center with key, Coffee with Friends, complimentary Signature Afternoon Tea with scones from 3-4 p.m., Evening Piano on Sunday and Monday from 6-8 p.m., Sunday-Monday bus to Ocean Downs Casino; bus free and receive \$15 in slot play. Crafts available Monday-Tuesday at the Dunes. Monday night Trivia at the Dunes. Jewelry Store. Zippy Bar with Happy Hour prices.

See Attachment #6 – Directions.

Vendors will be located in the center of the first floor.

REGISTRATION

Chapter presidents should compile registration requests on **Attachment #3 – Registration Form, which is a separate file attachment to the Convention Call email**. The cost of registration is \$50 per person and includes the two luncheons (Monday and Tuesday) and two breakfasts (Monday and Tuesday). Checks should be made payable to: Maryland Federation of NARFE. Single day registrants may send \$25, but must specify which day they will attend. **Presidents should consolidate all chapter names and checks and submit them to Dick Strombotne, Treasurer, in time for him to receive them by April 4.** After that date, late registrants may submit registration forms along with a check for \$55 directly to Dick Strombotne. If a chapter president cannot attend the convention, it is important that you designate an alternate, and to identify that person on the chapter registration form. **Persons authorized to receive reimbursement should not include funds for registration and the banquet.**

See **Attachment #2 – Reimbursement Policy.**

SUNDAY RECEPTION

Reception will be held Sunday, May 5, 2019 at 6 p.m. at the hotel. Reception menu: Tiered display of imported and domestic cheeses with fruit, crostini and baguette slices; Passed: Crab Balls, BBQ Meatballs and Teriyaki Chicken Skewers. Cash Bar – Happy Hour Pricing. Entertainment by Shirley Toms on piano.

BANQUET TICKETS

Reservations for the Installation Banquet (Monday evening, May 6), should be compiled on **Attachment #6 – Banquet Tickets** and submitted with a check for \$45 per person made payable to Maryland Federation of NARFE. **Dinner Buffet Menu:** One glass of Red or White Wine served; Minestrone Soup, Caesar Salad, Parmesan shavings and herbed croutons, Tender Chicken Parmesan, Traditional Meat Lasagna, Medley of Squash and Tomatoes; Rolls and Butter; Italian Lemon Cake; Coffees and Teas. Entertainment by Shirley Toms on piano. **Presidents should consolidate chapter names and checks and submit them to Dick Strombotne, Treasurer, in time for him to receive them by April 6. Banquet reservations cannot be canceled after April 17.**

OTHER MENUS

Monday, May 6 Breakfast: Orange Juice, Fresh Sliced Melon, Scrambled Eggs, Bacon and Sausage, Potatoes, Biscuits and Butter, Coffee and Tea.

Monday, May 6 Luncheon Buffet: Plated Salad, choice of dressing, Potato Salad, Cole Slaw, Chicken Salad, Shrimp Salad and Ham/Cheese Stuffed Croissants, Lettuce, Tomato, Onion and Pickle; Apple Pie a la mode; Coffees and Teas.

Tuesday, May 7 President's Breakfast: Chilled Orange Juice, Scrambled Eggs with Spinach and Cheese, Crisp Bacon (2), Sausage (1), Waffle Wedge, Eastern Shore Potatoes, Basket of assorted Danish, Muffins and Biscuits, Butter and Preserves, Coffees and Teas.

Tuesday, May 7 Continental Breakfast Buffet: Orange Juice, Fruit Medley, Yogurt with granola and a variety of toppings, Assorted Mini Pastries, Butter and Preserves, Coffee and Teas.

Tuesday, May 7 Luncheon Buffet: Plated Salad, choice of dressing, Cucumber, Tomato and Onion Salad, Macaroni Salad and Baked Beans, Maryland Style Fried Chicken, Crab Cakes (Buffet Attendant), Virginia Baked Ham, Cornbread, Rolls and Butter; Strawberry Shortcake; Coffees and Teas.

PROGRAM BOOK ADVERTISEMENTS

We are soliciting sponsors to advertise in the program book.

Cost of Program Booklet Advertisements:

Large Business and Large Nonprofit Ads:

Full page ad - \$300; centerfold ad - \$450; front inside ad - \$450; back inside ad - \$450; back outside ad - \$450.

Small Business and Small Nonprofit Ads:

Full page ad - \$75; centerfold ad - \$150; front inside ad - \$150; back inside ad - \$150; back outside ad - \$150.

The procedure for placing advertisements is provided in **Attachment #5 – Program Book Advertisements**.

CHAPTER REPRESENTATION

There will be no delegates to this conference, since the Maryland Federation has gone to One Member – One Vote. If a Chapter President is not able to attend the conference, he or she must designate an Alternate to vote on business that may come up during the conference and to address matters of importance to NARFE members. Please let Secretary Farmer know of any designated alternates. The conference is also an opportunity to socialize with friends, but conference attendees have a duty to give first priority to the business of the conference by attending each session and participating as appropriate.

The Conference Planning Committee also seeks your cooperation in getting the word out to your chapter via newsletters, emails and chapter meetings. We urge you to forward this Conference Call to your key members so that they are aware of all details.

GIFT CARD DONATIONS

As in conferences past, chapters are asked to bring along a **\$25 Gift Card**, which can be used for daily door prize drawings. Gift cards should be from a chain store in Maryland, so they can be redeemed anywhere in the State.

Attachments:

- Attachment #1 - Tentative Schedule
- Attachment #2 - Reimbursement Policy
- Attachment #3 – Registration Form (attached to Call to Conference email)
- Attachment #4 - Banquet Tickets
- Attachment #5 - Program Booklet Advertisements
- Attachment #6 - Hotel Directions

Attachment #1 – Tentative Schedule
44th Maryland Federation Biennial Conference
May 5 - May 7, 2019

Executive Committee Meeting	Saturday, May 4	3 p.m.
Registration	Sunday, May 5	3:00 p.m. to 5:00 p.m.
	Monday, May 6	8:00 a.m. to 9:30 a.m.
	Tuesday, May 7	8:45 a.m. to 9:45 a.m.
Reception	Sunday, May 5	6:00 p.m. to 8:00 p.m. Piano Music by Shirley Toms
Plenary Sessions	Monday, May 6	9:30 a.m. to 4:30 p.m.
	Tuesday, May 7	9:45 a.m. to 2:30 p.m.
Banquet	Monday, May 6	7:00 p.m. to 10:00 p.m. Piano Music by Shirley Toms
President’s Breakfast	Tuesday, May 7	8:30 a.m. to 9:30 a.m.
Attendee Luncheons	Monday, May 6	12:00 p.m. to 1:30 p.m.
	Tuesday, May 7	11:45 p.m. to 1:15 p.m.

All registrants – Breakfast and Luncheon costs are included in Registration Fee.

Attachment #2- Reimbursement Policy

Many volunteers help to plan and conduct the Maryland NARFE's Biennial Conference. Maryland NARFE will reimburse some or all of the Conference-related expenses of individuals who participate in activities that are essential to the planning and operating of the 2019 Conference. Subject to further refinement, the reimbursement policy is outlined below. The Federation President may authorize additional individuals to receive reimbursement on a case-by-case basis.

Three nights of lodging, Saturday through Tuesday, plus registration, banquet & mileage

Executive Committee members
Host Chapter President
Conference Committee Chair
Sergeant at Arms
Registration Chair

Two nights of lodging, Sunday and Monday, plus registration, banquet & mileage

Registration Committee members
Ballot & Teller Chair & Committee members
Banquet Coordinator
Ways and Means Chair & Committee members
Alzheimer's Committee Chair
NARFE PAC Chair
MD PAC Chair
Assistant Sergeants at Arms
Nominating Committee Chair & Committee members
Resolutions Committee Co-Chairs
Federation Photographer
Federation Parliamentarian
Chapter Presidents or Alternates
Federation Committee Chairs & Co-Chairs
Resolutions Committee members

Registration, banquet & mileage

FLC Committee members
SLC Committee members

Carpooling is encouraged.

Note: Attendees must register and sign up for the banquet and make their own hotel reservations. Receipts and vouchers for hotel and mileage expenses should be sent to **Dick Strombotne, Treasurer, 310 High Gables Drive, Apt 205, Gaithersburg, MD 20878-7424**

Attachment #3 – Reservation Form
Provided as separate attachment to Conference Call email

Attachment #4 – Banquet Tickets

Date Received by Treasurer _____.

This form must include all banquet attendees and be mailed by chapter presidents to reach **Dick Strombotne, Treasurer, 310 High Gables Drive, Apt #205 Gaithersburg, MD 20878, by April 6, 2019.** Checks must be made payable to: Maryland Federation of NARFE.

Cost \$45 per person. All persons attending the Banquet must have a prepaid reservation. Chapter/groups desiring to sit together (10 to a table) must so indicate on this form. Please print or type names, email addresses and phone numbers. Special medical diets should be specified below.

Banquet Dinner Menu: One Glass of Red or White Wine served; Minestrone Soup, Caesar Salad, Parmesan shavings and herbed croutons, Tender Chicken Parmesan, Traditional Meat Lasagna, Medley of Squash and Tomatoes, Rolls and Butter; Italian Lemon Cake; Coffees and Teas

Submitted by: _____ . Phone: _____.

Chapter Number and Name:
_____.

Name	Email Address	Phone	

Special Medical Diets:

Attachment #5 – Program Book Advertisements

Date Received by Treasurer _____.

Payments for Program Book Advertisements should be sent to Dick Strombotne, Federation Treasurer, 310 High Gables Drive, Apt 205 Gaithersburg, MD 20878, by April 3, 2019.

At the same time, please send a CD containing the color advertisement in PDF, JPG, or TIFF format to Ted Page, 10830 Piney Island Drive, Bishopville, MD 21813. For questions regarding advertisements, please call Ted Page, at 410-352-3749 or email him at tpage66303@aol.com. Submitting organizations names should be clearly marked on the CD.

From: _____ Phone: _____
(Name of organization submitting ad)

(Address) (Street, City, State, ZIP)

Contact: _____ Phone: _____

Chapter number and name (if applicable): _____.

Enclosed is a CD containing my color commercial Copy Ready ad(s) for publication in the all color 2019 Program Book of the Maryland Federation of NARFE Biennial Conference, to be released May 5, 2019 at the Conference in Ocean City, Maryland.

Enclosed with this form is a check for \$_____, made payable to Maryland Federation of NARFE, to cover the cost of the following ad(s). Please check the size and cost of each ad.

(Signature)

**Program Book Commercial Ad Order Price List
(Program Book will be in full color.)**

Large Business and Large Nonprofit Ads:

- () Full page ad \$300
- () Centerfold ad \$450
- () Front inside ad \$450
- () Back inside ad \$450
- () Back outside ad \$450

Small Business and Small Nonprofit Ads:

- () Full page ad \$75
- () Centerfold ad \$150
- () Front inside ad \$150
- () Back inside ad \$150
- () Back outside ad \$150

Attachment #6 – Hotel Directions

Directions to Dunes Manor Hotel – 2800 Baltimore Ave., Ocean City, Maryland 21842

From Route 95 N or S, Washington DC Beltway

1. Take the US-50E exit towards Ocean City.
2. Stay straight to go onto US-50E / Ocean Gateway.
3. Right exit on to Route 90 toward North of 33rd St., Ocean City.
4. Keep straight on MD-90.
5. Turn right onto MD-528S/Coastal Highway.
6. Turn left onto 28th Street.
7. Arrive at 28th Street on left
8. The last intersection is N Baltimore Avenue; if you reach N Boardwalk, you have gone too far.