



**September 29, 2019**

**CALL TO MARYLAND FEDERATION TRAINING DAY  
THURSDAY, OCT. 31, 2019 - COMFORT INN CONFERENCE CENTER, BOWIE, MD**

**TO:** Federation Executive Committee, Region II VP, Region II State Presidents,  
Federation Committee Chairs, Chapter Presidents and Chapter Secretaries

**FROM:** Dr. Gary Roundtree Sr., President – 443-929-7045c,  
groundtreesr@hotmail.com

**SUBJ: MARYLAND FEDERATION TRAINING DAY – OCTOBER 31, 2019**

**DEADLINE:** Pre-register with Registration Committee, by Monday, Oct. 21, 2019

**AGENDA:**

8:30 a.m.	Registration Coffee, Danish	Federation Registration (Louise Cole, Chiquitta Thomas and Lillie Watson)
9:15 a.m.	Call to Order	Dr. Gary Roundtree Sr., President
	Invocation	Larry Lange, Chaplain
	Pledge of Allegiance	Ed Reed, 2 <sup>nd</sup> VP / Membership Director
	National Anthem	Gordon Brown, Past National Secretary, or Stu Sklamm, Assistant Treasurer
	Announcements	President Dr. Gary Roundtree Sr.
9:30-10 a.m.	Keynote Speaker	Maryland Lt. Governor Boyd Rutherford
10:30 a.m.	Membership Workshop	Dr. Constance Bails, VA Federation President

11:45 a.m.	Break for Lunch	
12:00 p.m.	- Lunch -	
12:45 p.m.	Luncheon Speaker	George W. Owings III, Maryland Secretary of Veterans Affairs
1:30 p.m.	Change Management Workshop	Nancy E. Gaither, Executive Coach, S.O.A.R. Consulting; Leadership Expert
2:45 p.m.	Benediction	Larry Lange, Chaplain
2:50 p.m.	Adjournment	

**MAKE SURE YOU COMPLETE THE EVALUATION FORM BEFORE LEAVING MEETING.**

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For this event, the cost of registration, including lunch, will be borne by the Federation for all attendees from the Maryland Federation. In other words, the event is **FREE for NARFE/MD members**. Attendees from outside Maryland will have to pay the \$20 registration/lunch fee. One driver from each Maryland chapter will be reimbursed for mileage at 54 cents per mile. Carpooling is strongly encouraged.

Pre-registration is required. Please inform the **Federation Registration Committee** promptly of your plans to attend this training. The Registration Form is below. **Send your registration form by email to [narfemdreg2019@gmail.com](mailto:narfemdreg2019@gmail.com)** or by postal mail to P.O. Box 1016, Bowie, Md. 20718. **Call one of the Registration Committee (Louise Cole at 410-353-1283 or Lillie Watson at 301-383-1597 or Chiquitta Thomas at 301-367-8989) if you have questions. Be sure to note on the Registration Form if you are a driver and who is riding with you. Deadline for registering is Monday, October 21.**

**\*Chapters will be billed for payment of No Shows\***

Because of the distance involved, 125 miles or more, the Federation will reimburse Chapters 410 West-Mar and 2274 Ocean Area for **one or more rooms (up to 4) for the night of October 30 at the hotel** as necessary. These chapters should make their own reservations with the Comfort Inn.

To make a reservation for a sleeping room, use [choicehotels.com](http://choicehotels.com) 800 #, 800-258-2847. Use the NARFE Corporation No. 00801967 and your individual Choice Privileges Number. (This 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](http://choicehotels.com). While you need

to give a personal credit card to confirm your reservation, our Treasurer will most likely ask the hotel to consolidate the room charges and pay them on the Federation's credit card. In this case, you will be responsible for only other charges to your room, if you have made any, and will not have to submit a reimbursement claim to the Treasurer.

***All attendee names are needed on the Registration Form so that accurate lunch arrangements can be made and a proper number of training materials can be prepared.*** Chapter Presidents: Please gather names of your members attending and include them on the Registration Form.

***Carpooling is strongly recommended.***

**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 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 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 the light at Harbour Way, then immediate right onto access road

**Registration Form for Federation Training Day follows.**

**This form or an email or a telephone call must be *received no later than Monday, October 21, 2019* by:**

**NARFE/MD Registration Committee**

**[narfemdreg2019@gmail.com](mailto:narfemdreg2019@gmail.com)**

**P.O. Box 1016, Bowie, MD 20718**

**Registrar Contacts:** Lillie Watson - 301-383-1597; Louise Cole - 410-353-1283; and Chiquitta Thomas - 301-367-8989

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**Training Day**

**Thursday, October 31, 2019**

**Chapter Number \_\_\_\_\_**

**Name and Phone Number of Member Filling Out Form**

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**Attendees and titles (President, Member, Membership Officer, etc.)**

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**Car Pooling**

**Driver and Phone Number \_\_\_\_\_**

**Passengers**

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