



NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES

MARYLAND FEDERATION

P.O Box 3527, Laurel, MD 20709

DR. SUDHA HALEY PRESIDENT	LARRY WALTON 1 st VICE PRESIDENT LEGISLATIVE DIRECTOR	EDWARD REED 2 nd VICE PRESIDENT MEMBERSHIP DIRECTOR	PATRICIA FARMER SECRETARY	STUART SKLAMM TREASURER
DAVE ROSEMAN ASSISTANT TREASURER	RON BOWERS PAST PRESIDENT	TED JENSEN PAST PRESIDENT	DAN MCGRATH PAST PRESIDENT	DR. GARY ROUNDTREE SR. IMMEDIATE PAST PRESIDENT REGION II VICE PRESIDENT

MARCH 18, 2021

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

FROM: Dr. Sudha Haley, President, Maryland Federation of NARFE
410-535-4998; 5155 Plum Point Road, Huntingtown 20639-9441

SUBJECT: *Official Conference Call – 45th 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 45th Biennial Conference Sunday, May 2 through Tuesday, May 4, 2021, at the Dunes Manor Hotel, 2800 Baltimore Ave., Ocean City, MD 21842. Phone number is 410-289-1100. Special discount rates have been obtained from the Dunes Manor Hotel to allow participants to fully enjoy the facility while fulfilling their responsibilities.

COVID-19 GUIDELINES: The Maryland Federation of NARFE will follow all the CDC and Governor Hogan’s guidelines/restrictions mandated for in-person meetings for this Biennial Conference. This includes wearing masks except when eating, social distancing, and washing hands frequently. We urge all attendees to get their COVID-19 vaccine shots prior to attendance at this conference.

There will be no Hospitality Room.

There will be no reception on Sunday, May 2.

There will be an Executive Committee Meeting on Sunday, May 2 from 2:30 to 5 p.m. in the Victoria North Room, followed by an Executive Committee Dinner at 6 p.m.

The purpose of the Biennial Conference is to announce the results of the One Member-One Vote voting process on the 2021-2023 Federation Officers and 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 NARFE and Maryland State officials on issues related to the protection and enhancement of current and retired Federal employees' earned benefits.

There will be two breakfasts for attendees, a President's Breakfast, two luncheons with speakers, and an Installation Banquet with live entertainment on Monday evening, May 3. We have invited 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:

Monday, May 3:

1. National NARFE President Kenneth Thomas
2. Maryland Secretary of State Gregory Slater
3. Maryland Secretary of Aging Rona Kramer
4. Maryland Senator Mary Beth Carozza, Member, Education, Health and Environment Committee

Tuesday, May 4:

1. President Susan Flashman, MD/DC Alliance for Retired Americans
2. Maryland Senator William Smith, Chair, Judiciary Committee

* Awaiting confirmation from two more speakers.

There will be **two workshops** on Monday, May 3. Topics are: Health in Mind and Elder Law.

See Attachment #1 - Tentative Schedule.

SUMMARY OF DEADLINES

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| April 4 | Deadline for Hotel Reservations |
| April 4 | Federation Registration Committee must receive Registration/Banquet Forms from Chapter Presidents with Chapter attendees. |
| April 6 | Banquet and Registration Checks are due to Federation Treasurer Stuart Sklamm with a copy of the Registration/Banquet Form. |
| April 17 | Last date to cancel and receive a refund for registration and banquet. |

HOTEL

Individuals must make hotel reservations **by April 4, 2021**, after which the special NARFE/MD conference discounted rate may not be available. Reservations received after that date will be provided on a space available basis at prevailing rates. All rooms are Ocean View with porch/rocking chairs and the **total discounted conference cost per room is \$101.66** for vendors and the NARFE/MD 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/Cut-Off Date: Reservations must be made **by April 4, 2021**. Attendees call the hotel directly to make reservations at 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.

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. **These normal hotel amenities may or may not be available because of COVID-19 precautions.**

See Attachment #4 – Directions.

Vendors will be located in the Verrazana Room.

REGISTRATION

Chapter presidents should compile registration list of attendees on Attachment #3 – Registration/Banquet Form, which is a separate file attachment to the Conference Call email. The cost of registration is \$55 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 on the Registration Form and send it to: NARFE/MD Registration Committee, P.O. Box 1016, Bowie, MD 20718 or email form to: narfemdreg2019@gmail.com.

Chapter Presidents should consolidate all associated Registration and Banquet checks and submit them to Treasurer Stuart Sklamm, 15040 Wellwood Road, Silver Spring, MD 20905-5764 in time for him to receive them by April 6. After that date, late registrants may submit registration forms along with a check for \$60 directly to Stuart Sklamm. If a chapter president cannot attend the convention, it is important that he/she 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.

BANQUET TICKETS

Reservations for the Installation Banquet Monday evening, May 3, should be compiled by Chapter Presidents on **Attachment #3 – Registration/Banquet Tickets Form.** Checks (**\$45 per person**) and a copy of the form should be submitted to the Treasurer Stuart Sklamm by April 6. Checks should be made payable to Maryland Federation of NARFE. All persons attending the Banquet must have a prepaid reservation. **Chapter/groups desiring to sit together (5 to a table) must so indicate on the Registration/Banquet form.**

Banquet 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. Music by Vintage Entertainment.

Banquet reservations cannot be canceled after April 17.

OTHER MENUS

Monday, May 3 Breakfast: Orange Juice, Fresh Sliced Melon, Scrambled Eggs, Bacon and Sausage, Potatoes, Biscuits and Butter, Coffee and Tea.

Monday, May 3 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 4 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 4 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 4 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.

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/MD members. Please let Secretary Pat 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 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/Banquet Form (attached to Call to Conference email)

Attachment #4 - Hotel Directions

**Attachment #1 – Tentative Schedule
45th Maryland Federation Biennial Conference
May 2 - May 4, 2021**

Executive Committee Meeting Sunday, May 2, 2:30 – 5 p.m., followed by dinner at 6 p.m.

Registration	Sunday, May 2	3:00 p.m. to 5:00 p.m.
	Monday, May 3	8:00 a.m. to 9:30 a.m.
	Tuesday, May 4	8:45 a.m. to 9:45 a.m.

Plenary Sessions	Monday, May 3	9:30 a.m. to 4:30 p.m.
	Tuesday, May 4	9:45 a.m. to 2:30 p.m.

Banquet	Monday, May 3	7:00 p.m. to 10:00 p.m.
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Music by Vintage Entertainment

President’s Breakfast	Tuesday, May 4	8:30 a.m. to 9:30 a.m.
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Speakers from George Washington University on Six Sigma

Attendee Luncheons	Monday, May 3	12:00 p.m. to 1:30 p.m.
	Tuesday, May 4	11:45 p.m. to 1:15 p.m.

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

NOTE: Prior to close of the Conference, there will be drawings for gift cards and door prizes.

The Executive Committee will hold a Conference Wrap-Up Meeting on Tuesday, May 4 from 2:30 to 3:30 p.m.

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 2021 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 Monday, 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
MDNARFE- 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 through their Chapter President and make their own hotel reservations. All persons attending the Banquet must have a prepaid reservation. Chapter/groups desiring to sit together (5 to a table) must so indicate on the Registration/Banquet form. Receipts and vouchers for hotel and mileage expenses should be sent to **Stuart Sklamm, Treasurer, 15040 Wellwood Road, Silver Spring 20905-5764.**

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

Attachment #4 – 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.