



NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES
MARYLAND FEDERATION
P.O Box 3527, Laurel, MD 20709

DR. GARY ROUNDTREE SR. PRESIDENT	EDWARD HOLLAND 1 st VICE PRESIDENT LEGISLATION	ED REED 2 nd VICE PRESIDENT MEMBERSHIP	MELODY KEBE SECRETARY	VACANT TREASURER
DR. SUDHA HALEY IMMEDIATE PAST PRESIDENT	DAN MCGRATH PAST PRESIDENT	TED JENSEN PAST PRESIDENT	RON BOWERS PAST PRESIDENT	

TO: Federation Officers, Past Presidents, Committee Chairs, Board Members (Chapter Presidents or Alternates), and Region II Vice President

FROM: Dr. Gary Roundtree, President

SUBJECT: Call to In-Person Federation Board Meeting

DATE: December 28, 2023

1. The next meeting of the NARFE Maryland Federation Board is scheduled as follows:

When: Tuesday, February 6, 2024 / 9:00a.m. – 1:30p.m.
Where: The Comfort Inn and Conference Center, Bowie, Maryland

NOTE: The Executive Committee will meet on Monday, February 5, 2024 / 3:00 – 6:00p.m.

2. TENTATIVE AGENDA: Times, topics, and speakers are subject to change.

8:00 – 9:00a.m.	Registration	Lillie Watson & Rhonda Hackley
	Continental Breakfast	Meeting Room
9:00 – 9:15a.m.	Call to Order	Dr. Gary Roundtree, President
	Invocation	Larry Lange, Chaplain
	Pledge of Allegiance	Ed Reed, 2 nd Vice President
	National Anthem	TBD
	Roll Call	Melody Kebe, Secretary

9:15 – 10:15a.m.	Introduction of Vendors President’s Report Federation Audit Federation 2024-2025 Budget Legislation Report Federal Legislative Report State Legislative Report MD NARFE PAC Report Membership Report Treasurer’s Report Federation Alzheimer’s Report FEEA/Fundraising Report Region II Report	Larry Walton, Region II Vice President Dr. Gary Roundtree, President Dr. Gary Roundtree, President Dr. Gary Roundtree, President & Maria Ray, Budget Officer Edward Holland, 1 st Vice President Frank Lee, FLC Chair Paul Schwartz, SLC Chair Bob Doyle, Coordinator/Treasurer Ed Reed, Membership Chair TBD Virginia Bender, FED Coordinator TBD Larry Walton, Region II Vice President
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10:15-10:30a.m. BREAK

10:30-11:10a.m. Roundtable Discussions
Topics TBC: Best Practices and Tips for Successful Chapter Operations; Mini-Conference Proposed Workshops; and Membership Engagement

11:10-11:30a.m. BREAK FOR LUNCH SET-UP

11:30-12:30p.m. LUNCH

12:35-1:20p.m.	Keynote Speaker	TBD
1:20-1:30p.m.	President’s Closing Remarks Benediction Adjournment	Dr. Gary Roundtree, President Larry Lange, Chaplain Dr. Gary Roundtree, President

3. All addressees are urged to attend this important meeting. Interested Chapter officers, members, guests, and past Chapter presidents are welcome and encouraged to attend. Guests can pay at the door but must have reservations.

4. Travel / Mileage Reimbursement: The Maryland Federation policy for mileage reimbursement is that any registered attendee who drives himself or herself to and from a Federation meeting is entitled to mileage reimbursement (**current rate is .655 cents per mile**). This includes a registered driver who brings other attendees. A sign-up sheet will be available for all registered drivers who attend the meeting to provide the requested mileage information. A mileage reimbursement check will be mailed to those who sign the mileage sheet.

5. Registration Fee: The **Registration Fee of \$60.00** for non-board members and guests includes Continental Breakfast, Lunch, materials/handouts, and meeting room charges.

6. Lunch: Lunch will be served for the addressees and other registrants each day. Guests are welcome to take part in lunch. All members and guests who sign up for lunch on February 6 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 the members and guests attend or not.

Menu

Continental Breakfast: Assorted breakfast pastries and muffins, yogurt, coffee, tea, decaf, and assorted juices.

Lunch: TBD

7. HOTEL: Because of the distance involved, the Federation will reimburse Chapters 306 Hagerstown, 410 West-Mar, 1522 Susquehanna, and 2274 Ocean Area for the night before the meeting (Monday, February 5) at the hotel. Attendees from these chapters are responsible for making their own hotel reservations directly with The Comfort Inn and Conference Center. Make reservations early and identify yourself as part of the NARFE group. The room rate includes a full hot breakfast. To make a reservation for a sleeping room, go to choicehotels.com or call 800-258-2847. Use the NARFE Corporation Number 00801967 and your personal Choice Privileges Number, to get the best rate. 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.

8. Directions to The Comfort Inn and Conference Center, 4500 Crain Highway, Bowie, Maryland 20716 (301-464-0089): US 301 at the Intersection of Route 50 and US 301 South

- **From Route 95N or S:** Take Route 50 East to Exit 13 (about six miles from Washington Beltway). Take US 301 South. Stay in the right-hand lane. Take the first right at the intersection with Harbour Way and the immediate right onto the access road to the hotel.
- **From Route 50 W:** Take US 301 South (Exit 13). Stay in the right-hand lane. Take the first right at the intersection with Harbour Way and the immediate right onto the access road to the hotel.

- **From US 301 N, South of US 50:** Go north past intersection with MD 197, staying in the left-hand lane. Rips Restaurant is on the right. The hotel is about one mile on the left. Turn left at light at Harbour Way. Make an immediate right onto the access road to the hotel.

9. COVID-19 Protocol: Each participant may have to show his or her proof of vaccination card at the registration table and may be required to wear a mask, except to speak or eat. This will depend on Prince George's County COVID regulations at the time.

10. Federation Subsidy: For this Board Meeting, the Federation will **subsidize up to two people per chapter for their registration fee**. These people should be chapter officers or committee chairs and not members who are already covered by the Federation Reimbursement Policy, such as Chapter Presidents, Federation officers and chairs. The subsidy would be **\$60.00** for each of the two subsidized chapter attendees. The Federation will also pay for mileage for trips to and from the hotel based on the reimbursement policy stated in paragraph 4 above.

11. Registration Form: Since we must advise the Comfort Inn of the number of lunch reservations, we ask Chapter Presidents to please register all your chapter attendees and guests on the registration form included as a separate attachment in the Call to October Board meeting email. Please indicate which members are to receive the Federation subsidy. **Mail the form to the Registration Team (address is on the form), as soon as possible, or email the registration information, but it should reach the Registration Team no later than Friday, January 19, 2024. Cancellation without penalty is NOON Tuesday, January 23, 2024.** If you need to cancel, please do the Registration Team the courtesy of letting them know ASAP. Call one of the Registration Team members (Lillie Watson at 301-383-1597 or Rhonda Hackley, 301-335-0493) OR send an email to narfemd22@gmail.com.

The Registration Form is provided separately as an attachment to the Call Letter email. Please read it carefully and submit it by the DEADLINE – Friday, January 19, 2024.