



NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES

MARYLAND FEDERATION

P.O. Box 3527, Laurel, MD 20709

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LEGISLATIVE DIRECTOR

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May 7-8, 2024, Mini-Conference / Annual Meeting
Bowie Comfort Inn & Conference Center

“Shape the Future with Your Voice”

TO: Federation Officers, Federation Past Presidents, Region II Vice President, Federation Committee Chairs/Officers, and Chapter Presidents

FROM: Dr. Gary Roundtree, President

SUBJECT: Federation Mini-Conference /Annual Meeting

DATE: April 3, 2024

Please mark your calendars to join fellow leaders and members from across the Federation at the 2024 Mini-Conference / Annual Meeting. **All members are encouraged to attend!**

The conference theme **“Shape the Future with Your Voice”** is focused on re-energizing the Maryland Federation’s value of relationships through close support, re-connecting with one another, and preparing for the next generation of NARFE leaders, together.

When: Tuesday, May 7th and Wednesday, May 8th, 2024

Where: Bowie Comfort Inn and Conference Center, 4500 Crain Highway, Bowie, Maryland

TENTATIVE AGENDA

(Speakers, times, and topics are subject to change.)

DAY 1: Tuesday, May 7, 2024

8:15-9:00a.m.	Registration in Foyer Area Continental Breakfast	Lillie Watson & Rhonda Hackley, Regis Team Meeting Room
9:00-9:30a.m.	Call to Order/Welcome Remarks Invocation Pledge of Allegiance National Anthem Brief Announcements Installation of New Chapter Presidents and Officers	Dr. Gary Roundtree, President Larry Lange, Chaplain Edward Holland, 2 nd Vice President To Be Announced Dr. Gary Roundtree, President " "
9:30-10:15a.m.	Opening Speaker	Former Governor Larry Hogan
10:15-10:30a.m.	BREAK	
10:30-11:15a.m.	Guest Speaker	PG County Executive Angela Alsobrooks
11:15-11:30a.m.	BREAK	
11:30-11:45a.m.	Remarks Roll Call Introduction of Vendors Region II Update FEDCON24	Dr. Gary Roundtree, President Melody Kebe, Secretary Larry Walton, Region II Vice President " " Dr. Gary Roundtree, President
11:45-12:00p.m.	BREAK FOR LUNCH SET-UP	
12:00-1:00p.m.	LUNCH	
1:00-1:45p.m.	Guest Speaker	Congressman Steny Hoyer
1:45-2:00p.m.	BREAK	
2:00-2:45p.m.	Guest Speaker	National Secretary/Treasurer Kathryn Hensley
2:45-3:00p.m.	BREAK	
3:00-3:45p.m.	Guest Speaker	Congressman David Trone
3:45-4:00p.m.	Remarks Adjournment	Dr. Gary Roundtree, President " "

May 7-8, 2024, Mini-Conference / Annual Meeting

Tentative Agenda (continued)

DAY 2: Wednesday, May 8, 2024

8:15 – 9:00a.m.	Registration in Foyer Area Continental Breakfast	Lillie Watson & Rhonda Hackley, Regis Team Meeting Room
9:00 – 9:15a.m.	Call to Order / Opening Remarks Invocation Pledge of Allegiance National Anthem Roll Call	Dr. Gary Roundtree, President Larry Lange, Chaplain Edward Holland, 2 nd Vice President To Be Announced Melody Kebe, Secretary
9:15 – 10:15a.m.	Closing Speaker	Department of Veterans Affairs, TBC
10:15 – 10:30a.m.	BREAK	
10:30-11:15a.m.	Remarks Legislation Update Federal Legislative Report State Legislative Report MD NARFE PAC Report Membership Report Alzheimer’s Report	Dr. Gary Roundtree, President Edward Holland, 1 st Vice President Frank Lee, FLC Chair Paul Schwartz, SLC Chair Bob Doyle, Coordinator/Treasurer Ed Reed, Membership Chair Kathy Siggins, Region II Coordinator & Virginia Bender, Federation Coordinator
11:15-11:30a.m.	Closing Remarks Benediction	Dr. Gary Roundtree, President Larry Lange, Chaplain
11:30a.m.	Adjournment	Dr. Gary Roundtree, President

Host Chapter: 1747 Bowie-Crofton, Chapter President Angela Hyman

All addressees are urged to attend the May 2024 Mini-Conference / Annual Meeting. Interested Chapter Officers, members, past Chapter Presidents, and guests are welcome and encouraged to attend. Guests can pay at the door but must have reservations.

Policy on Reimbursement for the Maryland Federation “Mini-Conference” is as follows:

Travel / Mileage Reimbursement:

The Federation will reimburse travel costs at **.655 cents** per mile to members of the Federation Officers, Federation Past Presidents, Appointed Officers, Federation Committee Chairs, Federation Board Members (Chapter Presidents or their Alternates), Federal Legislative Committee Vice Chair, State Legislative Committee Vice Chair, Senate Leaders, and Congressional District Leaders. **The Federation will also reimburse travel costs to each chapter for (only) one driver of a chapter carpool for each day.**

Lunch:

Lunch will be provided on Tuesday for the Federation Officers, Federation Past Presidents, Appointed Officers, Federation Committee Chairs, Federation Board Members (Chapter Presidents or their Alternates), Federal Legislative Committee Vice Chair, State Legislative Committee Vice Chair, Senate Leaders, and Congressional District Leaders. Other registrants and guests are welcome. The Registration Fee of **\$60.00** includes coffee and pastries, lunch, materials, and meeting rooms. All chapter members, no matter how many days they plan to attend, will need to register, just as for any regular Federation Board meeting. All members who sign up for 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 the members attend or not.

Hotel:

The Federation will reimburse hotel charges for Federation Officers and Appointed Officers for two nights of the one and a half-day Mini-Conference. Also, the Federation will reimburse the Board Members [OR Alternates] from the four outlying Chapters - 306 Hagerstown, 410 West-Mar, 1522 Susquehanna, and 2274 Ocean Area for hotel charges for two nights of the one and a half-day Mini-Conference.

If Federation Board Members [or Alternates] and Federation Chairs elect not to stay overnight at the hotel, 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, Bowie. Make reservations early if you intend to stay overnight on the first day of the Mini-Conference. Details on hotel reservations are included in this Call Letter to the Mini-Conference.

When making hotel reservations 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. 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.

Registration Fee:

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

Menus:

Continental Breakfast on May 7 and 8: Assorted breakfast pastries and muffins, yogurt, coffee, tea, decaf, and assorted juices.

Lunch on May 7: To Be Determined.

Address and Directions to the Hotel:

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.

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 an attachment to this Call Letter. Email the registration information or mail the form to the Registration Team (address is on the form), as soon as possible, but it should reach the Registration Team no later than Monday, April 15, 2024. Cancellation without penalty is NOON Tuesday, April 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.

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.

The Registration Form is attached to the email. Please read it carefully and submit it by the DEADLINE – Monday, April 15, 2024.