



NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES
MARYLAND FEDERATION

DR. GARY ROUNDTREE SR.
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1st VICE PRESIDENT
LEGISLATION

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2nd VICE PRESIDENT
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PAST PRESIDENT

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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, Sr., PhD, President

SUBJECT: Call to In-Person Federation Board Meeting / February 2025

DATE: January 1, 2025

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

When: Tuesday, February 4, 2025 / 9:00a.m. – 1:30p.m.

Where: The Comfort Inn and Conference Center, Bowie, Maryland

NOTE: The Executive Committee will meet on Monday, February 3, 2025 / 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 – 9:30a.m.	Call to Order	Dr. Gary Roundtree, President
	Invocation	Larry Lange, Chaplain
	Pledge of Allegiance	Ed Reed, 2 nd Vice President
	National Anthem	Jeanette Brown, Treasurer
	Roll Call	Melody Kebe, Secretary

9:30 – 10:30a.m.	Introduction of Vendors	TBD
	President's Update	Dr. Gary Roundtree, President
	Legislation Report	Edward Holland, 1 st Vice President
	Federal Legislative Report	Frank Lee, FLC Chair
	State Legislative Report	TBD
10:30-10:45a.m.	BREAK	
10:45-11:30a.m.	MD NARFE PAC Report	Bob Doyle, Coordinator/Treasurer
	Membership Report	Ed Reed, 2 nd VP & Membership Chair
	Federation Alzheimer's Report	Virginia Bender, FED Coordinator
	Region II Report	Paul Schwartz, Region II Vice President
11:30-12:30p.m.	LUNCH	
12:30-1:15p.m.	Guest Speaker	TBD
1:20-1:30p.m.	President's Closing Remarks	Dr. Gary Roundtree, President
	Benediction	Larry Lange, Chaplain
	Adjournment	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. Registration Fee: The Registration Fee of \$60.00 for non-board members and guests includes Continental Breakfast, Lunch, materials/handouts, and meeting room charges.

5. Food & Beverage.

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

Lunch: Lunch will be served for the addressees and other registrants each day. Guests are welcome to take part in lunch.

NOTE: All members and guests who sign up for lunch on February 4 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.

6. Policy on Reimbursement for Maryland Federation Board Meetings (as of January 3, 2022):

The cost of lunch, and travel at **65.5 cents** per mile, will be borne by the Federation for Federation Officers and Chairs, Appointed Officers, and Board Members (Chapter Presidents) or an Alternate Board Member [when attending in lieu of the Chapter President]. Registration, including lunch, will be \$30 for each guest, payable at registration. ***Chapters will be billed for payment of no shows.*** Per person costs to the Federation now exceed \$40. The below-cost registration fee of \$30, is an incentive from the Federation to increase attendance at the Board meetings and inform more members about Federation operations.

All chapter attendees are encouraged to carpool. Carpool drivers will be reimbursed at the rate of **65.5 cents** per mile. Because of the travel distance involved, the *Federation will reimburse Chapters 306 Hagerstown, 410 West-Mar, 1522 Susquehanna, and 2274 Ocean Area for one night at the hotel* so they can come the day before the Board Meeting.

7. Hotel: Attendees 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. 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 February Board meeting email. 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 24, 2025. Cancellation without penalty is NOON Tuesday, January 28, 2025.** 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.

