



**VIRGINIA FEDERATION OF
NATIONAL ACTIVE AND RETIRED
FEDERAL EMPLOYEES (VFN)**

2024 VFN Conference
Hotel Madison & Shenandoah Valley Conference Center
710 S. Main Street, Harrisonburg, VA 22801
April 7-10, 2024

“TOGETHER WE WILL SUCCEED”

President

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CONFERENCE BULLETIN # 1

The Virginia Federation of National Active and Retired Federal Employees (VFN) Conference will be held, April 7-10, 2024, in Harrisonburg, Virginia. The hotel location and information are listed below. We encourage all VFN members, retired and active Federal employees to join us. The following is some important preliminary information:

Conference Dates: April 7-10, 2024

- **Registration Hours:** Sunday, April 7, 2:00 pm-5:00 pm; Monday, April 8, 7:30 am- 9:00 am, 12 noon-1:00 pm, 2:00 pm-5:00 pm; Tuesday, April 09, 8:00 am-12:00 noon
- **Opening Session:** Monday, April 8, 9:00 am
- **Welcoming Reception:** Monday, April 8, 7:00 pm
- **Banquet:** Tuesday, April 9: Social Hour, 6:00-7:00 pm; **Banquet, 7:00 to 10:00**
- **Closing Session:** Wednesday, April 10, 2024, 9:00 am-12 noon

HOTEL INFORMATION

Hotel Name	Hotel Madison and Shenandoah Valley Convention Center	710 S. Main Street Harrisonburg, Virginia 22801
Telephone	(540) 564-0200	
Room Rate	\$107.00 per night plus tax	Deadline for reservations - March 7, 2024
Group Name	Virginia Federation of NARFE	
Group Code	Virginia Federation of NARFE	
Check-In	Sunday, April 7, 2024	
Check Out	Wednesday, April 10, 2024	

HOSTS: The hosts for this Conference are members of the VFN Board of Directors and Area VII Vice President, Chapter Officers and members.

AGENDA DEVELOPMENT: The Program Committee would appreciate suggestions for topics and speakers for the Conference. Looking for interesting presentations that will peak the interest of all attendees. Please submit additional suggestions to: Larry McIlwee, the Conference Coordinator, joseph.mcilwee@verizon.net, 804-450-3919, or Melissa “Missy” Groppe, Conference Chair, mgroppe@gmail.com. 202-316-5127, no later than February 15, 2024.

CONFERENCE THEME: The Conference Theme is “TOGETHER WE WILL SUCCEED” for 2024. **It promotes teamwork.**

MEMORIAL SERVICE: A Memorial Service will be conducted for members who have passed away during 2023. If you know of any member who passed prior to January 1, 2024, who has not been recognized in a memorial service at a previous Conference, he or she may be included during the 2024 Memorial Program. Each Chapter is requested to forward a list of members via their Area Vice President to be recognized in the Memorial Book to: Wanda Ware, Chaplain, at 94 Kessling Ave, Salem, Va 24153-2138, or redrwanda@aol.com, 540-389-7985, no later than March 1, 2024.

REGISTRATION & BANQUET: The registration and banquet information are listed on the enclosed VFNC Conference Registration/Banquet form (Form VFNC 24-1). The form may be reprinted as needed and is also available on the VFN website at www.vanarfe.org. We are offering an “Early Bird Special” if you register by February 15, 2024. Final registration deadline is March 15, 2024. **You will be able to fill out your form, pay by credit card, and send your registration directly from the website.** <https://vanarfe.org/conference2024>. OR, you may send your completed registration form, together with a check covering the cost of registration and banquet, to: Jim Little, Database Manager, 11759 Buckley Court, Woodbridge, VA 22192-5725, or jimlittlex@comcast.net.

BANQUET: Reserved seating will **NOT** be available for the banquet. Special Dietary requests must be clearly marked on the Registration Form (VFNC 24-1). Please indicate your choice of entree. If you have any questions/concerns: Larry McIlwee, Conference Coordinator, 804-450-3919 or joseph.mcilwee@verizon.net.

ELECTION OF OFFICERS: The five officers on the VFN Executive Committee (i.e., President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer) will not be elected until after the 2024 Conference. Only the eight Area Vice Presidents will be elected during the Area Caucus meetings at the conference. The functions and responsibilities of these positions are listed in the VFN Organizational Handbook, posted on the VFN website, at www.vanarfe.org.

NOMINATIONS: If any member is interested in being considered by the Nominating Committee for any of the elected positions, please contact the VFN Nominating Committee Chairperson. A brief biography must be submitted, by January 9, 2024, to: Luther Santiful, Nominating Chair, santiful@aol.com or 540-331-6012. Interested members may also be nominated from the floor during the annual meeting at the conference.

CHAPTER BANNERS: Each Chapter is encouraged to bring their Chapter banner to the Conference for display. Chapter banners may be hung from the upper level railing; wire ties will be provided to hang your banner from the upper level railing, or on stands in the conference room; please bring your own stands. On the last day of the conference, all Chapter banners must be removed. For questions, contact: John Bails, Banner/Facilities Chair, 571-220-2860 or email JBails@gmail.com.

CONFERENCE SUPPORTERS: Each year, the VFN supports its members by subsidizing annual conference registration for its members but additional funding resources are required. One of the resources of funding is from members who become Conference Supporters. The names of all Supporters will be listed in the Program Book, which will be distributed to each attendee. Members are invited to show their support by contributing in one of the following categories:

Platinum (\$100.00)	Gold (\$75.00)	Silver (\$50.00)	Super Angel (\$25.00)
Angel (\$20.00)	Cheerleader (\$15.00)	Booster (\$10.00)	Supporter (\$5.00)

A supporter form will be required for each individual member (Form VFNC 24-2) and a supporter form for groups of members are required (Form VFNC 24-3). The forms can be found on the www.vanarfe.org website under 2024 VFN Conference Documents . Chapter coordinators please ensure that the names are printed or typed clearly, so that proper recognition can be given in the Conference Program Book. The completed form together with a check made payable to “2024 VFN Conference ” must be sent to: Kathy Arpa , Supporter Chair , 2717 Bowling Green Drive , Vienna , Virginia 22180 -7034 . For additional information, please call 703-205-9041, mkarpa@hotmail.com.

EXHIBITORS : Another source of funding is from exhibitors . Past and new exhibitors are welcome , and are required to submit Exhibitor Contract Form VFNC 24-5B) along with a Facilities Requirement Support form, VFNC 24-4 and any additional information. VFNC 24-5 can be used as the invitation to be an exhibitor. VFNC 24-5A can be used to invite exhibitors to attend the reception and or banquet . The form is also at www.vanarfe.org . Please send your form and check made payable to “2024 VFN Conference ”: Ted Pasek , Exhibitor Chair , 6714 Colewood Estate Road , Clifton , VA 20124 -1635 703-424-5751 or tedpasek@verizon.net.

NON -COMMERCIAL ADVERTISERS : Another source of conference funding are advertisements placed by our Virginia Federation members , groups of members , Chapters , and groups of Chapters who are not advertising a commercial operation or business . A completed Form VFCN 24-7A must be sent , postmarked no later March 1, 2024 together with a copy of the advertisement and appropriate payment payable to “VFN 2024 Conference,” to: Dr. Leon F. Vinci, Advertisement Chair, 1912 Arden Rd, Roanoke , VA 24015 , LFV6@aol.com or 913 -535 -3091 . An electronic file with the advertisement in PDF format , if possible , is to be sent to: Deborah Fisk, Program Book Chair (who is available to assist with ad designing January and February 2024), at valeg@vanarfe.org, c-804-641- 1655, desk-804-748-8722.

COMMERCIAL ADVERTISERS : Another source of advertisements is political incumbents, challengers, and commercial businesses . Please also send an electronic file , in PDF format if possible , to: Program Book Chair, Deborah Fisk, valeg@vanarfe.org, c-804-641-1655, desk-804-748-8722 (who is available to assist with ad designing January and February 2024) with details included on the completed form . A completed Form VFNC 24-7B must be sent , postmarked no later March 1, together with a paper copy of the advertisement and appropriate payment, checks payable to “2024 VFN Conference,” to Dr. Leon F. Vinci, 1912 Arden Rd, Roanoke, VA 24015, Advertisement Chair, LFV6@aol.com or 913-535-3091.

As an incentive to advertise , all advertisements that cost at least \$215 are eligible to be posted on the VFN website thru May 31 st, 2024 . A letter of introduction for members to use in obtaining advertisements is attached , Form (VFNC 24-7) with this bulletin and may be reproduced , as needed . The Chapter President , or any other designated Chapter Officer , should complete and provide this form letter to members seeking advertisements for the 2024 VFN Conference Program Book. Now is the time to pursue advertisers . We ask that each Chapter appoint a person to serve as advertisement/ convention supporter coordinator and to submit the name of the coordinator to: Dr. Leon F. Vinci, Advertisement Chair, 1912 Arden Rd, Roanoke, VA 24015, LFV6@aol.com or 913-535-3091.

2023 LEADERSHIP AWARD: Each year the VFN recognizes a member for their outstanding contributions to the VFN. The award criteria are listed on the VFN website www.vanarfe.org. Submit nominations to: Frances E. Boatman, VFN President, 5260 Crossbow Circle Unit 5C, Roanoke, VA, or 540-774-3031, or feboatman@live.com.

SILENT AUCTION & 50/50 DRAWING: A silent auction and a 50/50 drawing will be held to obtain contributions for Alzheimer’s Research. Each Chapter is encouraged to donate one or more items for the Silent Auction. Some of the smaller chapters may want to coordinate with other chapters to create an “area basket” for the auction. The donated items should have a minimum value of \$50.00. Items that have been popular in the past are jewelry, wine, original paintings, timeshares, gift cards and baskets. The donated items should be delivered to the Alzheimer’s room, upon your arrival. A receipt for tax deductions will be provided and all items will be displayed. The auction and 50/50 drawing tickets will be available in the Alzheimer’s room. For more information, please contact: Donna Shackelford, VFN Alzheimer’s Chair, 703-830-6590, or kamiahn@aol.com.

Thank you in advance for your support and participation. Conference information will be updated and sent to the membership as needed. Please direct any questions or comments to Larry McIlwee, 2024 VFN Conference Coordinator at joseph.mcilwee@verizon.net 804-450-3919, or Melissa “Missy” Groppe, 2024 VFN Conference Chair, mgrouppe@gmail.com. 202-316-5127. Virginia Federation of NARFE Conference fillable forms are available at www.vanarfe.org.

Joseph Larry McIlwee

Joseph L. (Larry) McIlwee

VFN 1st Vice President VFN and 2024 Conference Coordinator

Attachments (11)

<ol style="list-style-type: none"> 1. Form VFNC 24-1, Conference Registration/Banquet 2. Form VFNC 24-2, Invitation to Individual Members and Conference Supporters 3. Form VFNC 24-3, Multiple Supporter Listing 4. Form VFNC 24-4, Facilities Requirement 5. Form VFNC 24-5, Letter of Invitation for Exhibitors 6. Form VFNC 24-5A Invitation to Exhibitors Reception/Banquet 	<ol style="list-style-type: none"> 7. Form VFNC 24-5B, Exhibitors Contract 8. Form VFNC 23-6, Memorial Book List 9. Form VFNC 24-7, Letter of Introduction for Advertisements 10. Form VFNC 24-7A, Advertisement Contract – Member & Chapter 11. Form VFNC 24-7B, Advertisement Contract Commercial & Patron
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