



November 24, 2025

SUBJECT: 2026 Virginia Federation of NARFE Conference Bulletin #1

It is time to start making plans to attend the **71st Annual Virginia Federation of NARFE Conference** and to encourage members to attend as well. The following is important preliminary information:

Conference Dates: April 13 – 15, 2026

Annual Meeting: Monday, April 13, 2026

Welcoming Reception: Monday April 13, 2026

Banquet: Tuesday, April 14, 2026

Closing Session: Wednesday, April 15, 2026

The Conference will be held at the **Hotel Madison, 710 S. Main Street, Harrisonburg, VA 22801.**

Hotel Booking Link: <https://reservations.travelclick.com/110365?groupID=4711158>

The room block will be active until **March 11th, 2026 (3/11/2026).**

HOSTS: The host for this Conference is the VFN Board of Directors.

AGENDA DEVELOPMENT: The Program Committee would appreciate suggestions for topics and speakers for the Convention. Suggestions from the 2025 VFN Conference evaluations are being considered. Please provide your ideas that may be useful and of general interest to **Deborah Fisk** (valeg@vanarfe.org) or **Doris McAdams** (dmac200592@msn.com).

CONVENTION THEME: Every VFN Conference has a special theme. The selected theme for the 2026 VFN Conference is, “**Your Voice, Your Future, Our Mission.**”

MEMORIAL SERVICE: A memorial service will be held to honor the lives and contributions of our fellow NARFE members who passed away during 2025. Also, if you know of any member who passed away prior to January 1, 2025, who has not been recognized in a memorial service at a previous Conference, they may be included in the 2026 VFN Conference memorial service. Each Chapter is requested to forward by **March 1, 2026**, a list of members to be recognized in the memorial service to: Ellie Long (lalaw1986@gmail.com).

REGISTRATION: The **2026 Registration is \$125** and includes full conference, Welcome reception, Conference Banquet, lunch on Tuesday and Wednesday, and several generous AM/PM snack breaks, access to all sessions, workshops, and presentations. There will be additional Karaoke night for fun and fellowship and a Hospitality Room, open at designated times for relaxed conversation, refreshments, and networking.

Form **VFN26-01-Registration** can be sent together with a check for \$125 must be postmarked by **March 9, 2026**, to Treasurer, Jim Little; **11759 Buckley Court, Woodbridge, VA 22192-5725**, jlittle@vanarfe.org. or **ONLINE** transaction at: <https://www.narfe.org/va/conference-forms/>

RESOLUTIONS: Members can prepare resolutions for consideration at the 2026 VFN Conference. This is especially important since the NARFE National Convention will also be conducted in 2026. A resolution can address any issue, operation, or procedure of the VFN or NARFE National that is not specifically addressed by the VFN Bylaws or the NARFE National Bylaws. The resolutions must be submitted on the enclosed VFN Resolution form (Form VFN26-3A, Proposed Convention Resolutions), for receipt at least 75 days prior to the start of the VFN Conference (i.e. **January 27, 2026**) **ONLINE** at: <https://www.narfe.org/va/conference-forms/> or hard copy to:

Karen Cheatwood, VFN Secretary
292 David Road, Mineral, Virginia 23117-4604
karenlaurasara@gmail.com

PROPOSED BYLAWS AMENDMENTS: A proposed Bylaws amendment may be submitted by any Virginia Federation Chapter member for consideration at the 2026 VFN Conference. A Bylaws amendment can address any issue, operation, or procedure that is specifically addressed in the VFN Bylaws or the NARFE National Bylaws. A proposed Bylaws amendment must be submitted on the enclosed VFN Bylaws Amendment form (Form VFN26-F-3C, Bylaw Amendment), for receipt at least 100 days prior to the start of the VFN Conference (i.e. **January 3, 2026**) **ONLINE** at: <https://www.narfe.org/va/conference-forms/> or hard copy to:

Karen Cheatwood, VFN Secretary
292 David Road, Mineral, Virginia 23117-4604
karenlaurasara@gmail.com

All submitted proposed Bylaws amendments will be reviewed by the VFN Bylaws Committee, will be available for discussion at the 2026 VFN Conference, and will be voted by ballot at the Annual Member Meeting **Monday, April 13, 2026**, provided a quorum is established. A two-thirds majority vote of all votes cast is required for approval of any proposed Bylaws Amendment.

ELECTION OF OFFICERS: Per an amendment change in 2025, to the Virginia Federation of NARFE Bylaws, Article V, Officers, Section 2 terms for elected executive officers' elections will be held biennially, in odd numbered years. There will be no election of executive officers in 2026. There was no change to Area Vice Presidents, and those elections will be held at the Conference Caucus meeting or as determined by the Area Vice President.

CHAPTER BANNERS: The old NARFE logos were **officially retired in 2019**, and all chapters and federations are **strongly encouraged to rebrand** using the current official NARFE logo and color standards. Consistent branding helps strengthen NARFE's identity and recognition across all levels of the organization. If your chapter needs assistance creating or updating **marketing materials, flyers, or digital graphics** using the new logo, please contact your **Area Vice President** or any **VFN Board member** for guidance and resources. Designated display areas will be available in the main conference hall for chapter representation.

CONVENTION SUPPORTERS: Sources of funding are required to fund the VFN Conference. One of those sources is from Chapter members who become Conference Supporters. Conference Supporters will be listed in the Conference Program Book. All Chapter members are invited to show their support, and their Chapter pride by contributing in one of the following categories: Platinum (\$100), Gold (\$75), Silver (\$50), Bronze (\$25), Super Angel (\$20), Cheerleader (\$15), Booster (\$10), or Supporter (\$5). A Supporter Form for individual members (**VFN26-02-Individual-Supporter**) and a Supporter Form for groups (**VFN26-03-Multiple-Supporter**) is attached to this document. The complete forms together with a check for the appropriate payment must be postmarked by **March 9, 2026**, to Treasurer, Jim Little; **11759 Buckley Court, Woodbridge, VA 22192-5725**, jlittle@vanarfe.org or **ONLINE** transaction at: <https://www.narfe.org/va/conference-forms/>

Please contact **Lynn Osborne** (jcolmo68@comcast.net), **Conference Supporter Chair** with any questions or comments.

PROGRAM BOOK ADVERTISING: A second source of funding is VFN Conference Advertising in the Conference Program Book. Sources of ads come from Federation members, groups of members, Chapters, groups of Chapters who are not advertising a commercial operation of a business. A completed Form **VFN26-07A-Contract-Members-Chapters** must be received by **March 9, 2026**, together with a copy of the advertisement and appropriate payment to: Treasurer, Jim Little; **11759 Buckley Court, Woodbridge, VA 22192-5725**, jlittle@vanarfe.org Please make checks payable to the 2026 VFN Conference or **ONLINE** at: <https://www.narfe.org/va/conference-forms/> . An electronic file with the advertisement, if possible, is to be sent to Program Chairperson, Deborah Fisk, at valeg@vanarfe.org. Any questions about ad formats, contact Deborah Fisk or **Cindy Graunke** (cgraunke14001@comcast.net) is the **Advertisement Chair**

COMMERCIAL ADS: Another source of advertisements are political incumbents, challengers, and commercial businesses. A completed Form **VFN26-07B-Contract-Ads-Commercial** must be sent and received by **March 9, 2026**, together with a paper copy of the advertisement and appropriate payment to Treasurer, Jim Little; **11759 Buckley Court, Woodbridge, VA 22192-5725**, jlittle@vanarfe.org. Please make checks payable to the 2026 VFN Conference or **ONLINE** at: <https://www.narfe.org/va/conference-forms/>. Also, please send an electronic file, in PDF format, if possible, to: Program Book Chairperson, Deborah Fisk, valeg@vanarfe.org with written details in the email from the completed form. **Cindy Graunke** (cgraunke14001@comcast.net) is the **Advertisement Chair**.

EXHIBITORS: If you have any suggestions for exhibitors, please contact them. Forms **VFN26-05-Exhibitor-Invitation**, **VFN26-05B-Exhibitor-Contract** along with a Facilities Requirement Support form, **VFN26-04-Facilities** are provided. There is a Form VFN26-Exhibitor-Thank-You that is used once there is a commitment which also give information of social events and prices. Send your form and check made payable to 2025 VFN Conference to: Treasurer, Jim Little; 11759 Buckley Court, Woodbridge, VA 22192-5725, jlittle@vanarfe.org or **ONLINE** at: <https://www.narfe.org/va/conference-forms/>. **Cindy Graunke** (cgraunke14001@comcast.net) is the **Advertisement Chair**

As an incentive to commercial businesses, all advertisements purchased for Exhibitor Tables or Full-page ads will be acknowledged on the VFN website. A letter of introduction for members to use in

obtaining advertisements is attached, Form **VFN26-07-Ad-Intro-Letter** is included to send to potential vendors. The Chapter President, or any other designated Chapter Officer, should complete and provide this form letter to members and vendors who may be interested in an advertising partnership for the 2026 VFN Conference Program Book. Since many organizations prepare their 2026 budgets in the fall, now is the time to approach potential advertisers.

SILENT AUCTION & 50/50 DRAWING: A silent auction and a 50/50 drawing will be held during the Conference to raise contributions for Alzheimer's Research. Each Chapter is encouraged to donate one or more items for the Silent Auction. The donated items should have a minimum value of \$50 and must be in excellent condition. New items are preferred. The donated items should be delivered to the Alzheimer's table as soon as possible after registering at the Conference Registration table. The 50/50 drawing tickets will be available in the same area. For more information please contact Donna Shackelford, VFN Alzheimer's Chair, (703) 830-6590.

2025 Management Award: Each year the VFN recognizes a member for their outstanding contributions to the VFN. The award criteria are listed on the form attached (VFN 2025 Management Award). Please forward nominees to Deborah Fisk, VFN President, 3433 West Point Court, Richmond, VA 23235-1994 by **March 1, 2026**.

Thank you in advance for your support and participation. More details will be updated in Bulletin #2. Please direct questions and comments to **Deborah Fisk** (valeg@vanarfe.org) or **Doris McAdams** (dmac200592@msn.com).

Deborah O. Fisk

Deborah O. Fisk, VFN President
Virginia Federation of NARFE

Enclosures:

1. 2026 VFN Convention Committee Chair List
2. Form VFN26-01 Registration **Under Development**
3. Form VFN26-02-Individual Supporter
4. Form VFN26-03-Multiple Supporters
5. Form VFN26-04, Facilities **Under Development**
6. Form VFN26-05, Exhibitor Invitation
7. Form VFN26-05A, Exhibitor Contract
8. Form VFN26-05B Exhibitor Thank You **Under Development**
9. Form VFN26-06, Memorial Book
10. Form VFN26-07, Ad Intro Letter
11. Form VFN26-07A, Contract Members/Chapters
12. Form VFN26-07B, Contract Ads Commercial
13. Form VFN26-3A, Proposed Convention Resolutions
14. Form VFN26-F-3C, Bylaw Amendment
15. VFN 2025 Management Award