

January 8, 2023

Dear South Carolina Federation - Chapter Presidents,

THE 2023 NARFE FEDERATION CONFERENCE IS FAST APPROACHING. Some information about the conference has already been provided at the scnarfe.org website. The upcoming Federation's newsletter which you should be receiving soon will contain some conference information. The conference will be held at the Hilton Garden Inn in Summerville, SC from March 27-29, 2023. Thank you to Summerville and Charleston Chapters for accepting the challenge of hosting the 2023 Conference.

It is important for chapter officers, especially, and those who might be recruited to officer positions to attend. I do hope each chapter President will look at their financial resources and consider using some of their funds to offset a portion of the costs for chapter members to attend the conference. **To assist chapters, the federation is not collecting per capita dues again this year from chapters and is offering some additional funding to subsidize attendance from chapters (see the Grant Program attachment).**

Information about other fun events in the greater Charleston/Summerville area will be provided to you soon because we hope you will consider taking some extra time while visiting the Low Country. We have much to be proud of in South Carolina and don't need to get on a plane to go see it. Check out <https://discoversouthcarolina.com/charleston>.

Conference registration will start at 12:00 noon on Monday, March 27, 2023. Exhibitors will be set up and this will be a splendid time to visit and thank them for helping to make our conference possible. The state conference will open with a welcome ceremony at 4:00 pm on Monday. There will be a President's reception Monday evening starting at 6:30 pm. All day Tuesday, March 28 will be reserved for various training and webinar updates on national NARFE information to be followed by the annual federation banquet that evening starting at 6:00 pm. At the banquet, we'll honor a very special member who has been selected as our Judy Kemp award winner. Anyone may nominate a member for the Judy Kemp award. John Geiger is the chairperson for the award. Contact John for questions and to submit nominations. The conference will end no later than noon on Wednesday, March 29, 2023. Below is information you need to know:

- 1. Registration Form:** The form will be included within our latest newsletter. The registration form is attached with this letter and has also been posted on the federation's web site at www.scnarfe.org. All registrations must be received with payment by **March 11, 2023**. We have unfortunately had to increase the registration fee to \$85.00. This is regrettable, however, due to increased conference costs this is a necessity. The fee includes two meal functions – the President's Reception on Monday evening and the annual Federation Banquet on Tuesday evening. In room wi-fi and self-parking are also complimentary for our group at the hotel. Those who attend the conference will be responsible for lunch either at the hotel or nearby restaurants.
- 2. Election Ballot:** The 2023 ballot will be included within the newsletter. You will also find a copy posted at scnarfe.org. The ballot must be received by March 15, 2023. Please stress the importance of voting to your chapter members. Voting may be done via email or US Mail. Mail to Blaine Lotz
- 3. Room Reservations:** If you'd like to get ahead of the game and make a hotel reservation now, go online to www.hilton.com (or call hotel directly at 843-832-1304 and reference Group Name NARFE Annual meeting 2021 or group code NARFE. When you arrive on the website (or get an operator), select the Hilton Garden Inn Hotel in Summerville, and use the **group code NARFE** so you'll receive the NARFE special rate of \$139.00 per night plus 12% taxes. Please note that hotel reservations must be made no later than Monday, **February 24, 2023**. Standard reservation policies will apply, and each person is responsible for their own lodging arrangements. Late reservations are subject to availability and prevailing rate. Information regarding how to make a reservation is also included on the registration form.
- 4. Alzheimer's:** A letter to chapter presidents and Alzheimer's contacts from our Federation Alzheimer's Chair, Olivia Williams, is included with this mailing. It is important for the Alzheimer's coordinators to

follow these directions carefully. Please contact Olivia if you have questions. Begin to sell these tickets at your next chapter meeting. Members may also purchase tickets at the conference.

5. **Deceased Members:** The names of our members who have passed away since the last conference are being provided separately by excel spreadsheet. Chapter presidents are to verify the names from their respective chapters on the list and notify Clara Gillentine of any corrections or changes no later than **March 1, 2023** so names can be printed in the conference program. After I've received the final verified list of names and provided them to the printer, **NO** further changes may be made. This is a **firm** deadline because of printing requirements.
6. **Program Ad:** As is customary, we are asking each chapter to consider purchasing an ad in the conference program booklet. This helps defray the cost of printing and a few other conference incidentals, thereby keeping the overall conference expenses to a minimum. The rate for ads is \$100 for a full page, \$50 for a half page, or \$25 for a quarter page. The chapter ad form is attached and is on the scnarfe.org web site. The deadline to receive the ad copy and payment is **March 11, 2023. Ads in color do not reproduce well, so please submit your ads in black and white.**
7. **Chapter Check-off List:** Attached is a check-off list for you to use to make sure all items are covered for the conference.
8. **Bylaws & Guideline Amendments or Resolutions:** Instructions and blank form are attached for your use.
9. **Other Information:** As additional information becomes available, I will forward it and post on the federation web site, as applicable.

Please make the information available to chapter members and include in upcoming chapter communications and meetings. Make a few copies of the conference registration form to have available at your upcoming chapter meetings up to the cut-off date. If you do not have a meeting scheduled before the various deadlines, please communicate the information to your chapter officers and members by email or telephone. We are looking forward to a great conference with lots of useful information as well as a chance to make new friends and reconnect with old friends and fellow federal retirees and workers.

Thanks for your hard work!

Patricia (Pat) Whitely, South Carolina NARFE Federation President
pwhitely@sc.rr.com
843-408-3509 (for calls or texts)

List of Attachments

- Checklist
- Deadline dates
- Conference registration form
- Chapter advertisement form for program booklet
- Grant program
- Amendments to bylaws & guidelines instructions and form
- Alzheimer's instructions

NARFE CHAPTER PREPARATION CHECKLIST FOR THE STATE CONFERENCE MARCH 27-29, 2023

The following checklist is provided to assist chapter presidents and other chapter officials to prepare to attend the South Carolina annual federation conference:

___ Federation Per Capita Dues of \$.50 per member have been suspended for the 2023 conference. No chapter action required.

___ Amendments to Bylaws: Follow instructions on attachment that follows.

___ Any Non-Bylaws Resolutions to be presented: Same as above.

___ Publicity within the chapter: Registration form is on scnarfe.org and will be included in the federation's January newsletter to every member. If needed, provide extra copies of registration form at chapter meetings.

___ Reporting deaths of chapter members: Members who have passed away between the 2022 conference and **February 28, 2023**, will be submitted by Clara Gillentined to each chapter by **February 28, 2023** for chapter verification. Chapters need to complete their verification by **March 1, 2023**. Deadline must be met for printing purposes – **no exceptions**. Members passing after February 28, 2023, will be remembered at the next federation conference in 2022.

___ Chapter Ad Order form: size, content, money by **March 11, 2023**. Follow instructions on attached form for submission of ads and payment.

___ Grant Program: Follow instructions on attachment that follows.

___ Encourage all members to vote no later than **March 15, 2023**

___ Alzheimer's Raffle Donation: Sell tickets at Chapter meetings and follow instructions on attached letters from Federation Alzheimer's Chair. Instructions are also posted on scnarfe.org.

___ Chapter Reports/ Input for Area Vice Presidents Report: Submit reports to Area Vice Presidents by **March 1, 2023**

References:

Bylaws, Conference Information, and Operating Guidelines at scnarfe.org

2023 DEADLINE DATES FOR CHAPTERS

Deadline	Item/Action Required
March 1	Submit chapter reports to Area Vice Presidents (formerly DFOs)
March 1	Verify deceased member list with Pat Whitely/Clara Gillintine
March 11	1. Submit chapter program booklet ads to Pat Whitely 2. Submit chapter program booklet ad order forms and checks to John Pennella
March 15	Submit Grant Program funding requests to Pat Whitely
March 27	Send regular Alzheimer's donations to Olivia Williams
March 15	Last day for election ballot to reach Blaine Lotz by mail or e-mail
February 24	Final day to make hotel reservations
March 11	Submit conference registration forms and payment to John Pennella
March 27	Turn over Alzheimer's drawing money and tickets to Olivia Williams at the Hilton Garden Inn Hotel
Any time	Submit resolutions to amend federation bylaws



**2023 SOUTH CAROLINA NARFE FEDERATION CONFERENCE
PROGRAM BOOKLET
AD ORDER FORM FOR SOUTH CAROLINA
FEDERATION CHAPTERS**

Please print or type entries on this form.

Name _____ Title/Chapter # _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone (____) _____ Cell (____) _____

E-Mail _____

The pages in the program booklet are 8 ½” high and 5 ½” wide and will display full page ads 4 ¾” across by 7 ¼” height. Ads should be submitted as Word documents via email. Black and White (or half tone) photographs look best when printed. Color ads should not be submitted. Ads will be printed in black on white paper.

To place your ad, please complete this form, selecting the size of your ad, and e-mail your ad to Pat Whitely @pwhitely@sc.rr.com.

Mail this completed form and check payable to “SC NARFE Fed Conference” to: SCNARFE CONFERENCE, ATTN: John Pennella, 210 Carolinian Drive, Summerville, SC 29485

An acknowledgment will be sent to you upon receipt of your ad.

Check the size and cost of your ad:

____ Full Page \$100 (4 ¾” by 7 ¼” on Word document)

____ Half Page \$50 (4 ¾” by 3 ¼” on Word document)

____ Quarter Page or Business Card \$25 (4 ¾” by 2” on Word document)

Please keep a copy of your order for your records. Your ad placement in our program is greatly appreciated and will help reduce registration fees for NARFE members attending the conference.

Questions or comments, please contact Pat Whitely, telephone (843) 408-3509, or e-mail pwhitely@sc.rr.com

WE MUST RECEIVE ADS AND PAYMENT BY MARCH 11, 2023



APPROVED 2023 GRANT PROGRAM

The grant program was approved by the federation executive board during the 2018 annual conference. Grant funds are for chapter use to assist members to attend the 2023 federation conference. Rules for the program are summarized below for your information and execution. Go find people who you determine meet the criteria and let us know who they are, and we'll forward the money to your treasurer. No other paperwork is required.

1. Provide two grants for each of our 13 chapters at \$135.00 per grant. Grants would provide \$85.00 to cover conference registration plus \$50.00 to offset some other travel expenses.
2. In addition to the \$135.00 grant, the traditional per capita charge for chapters is suspended for the 2023 conference as it was for previous conferences. The last year per capita charges were assessed was in 2017 and it was 50 cents per member as specified in our current bylaws.
3. The money has some strings attached. Chapters will be asked to give the money to either (1) a new member attending their first conference, (2) a current member attending their first conference, or (3) a member who agrees to serve in an officer position (with special emphasis on members agreeing to serve as a treasurer, newsletter editor, membership chair or president). If you have chapter members who you feel are deserving but do not meet the above criteria, it is your discretion to request a grant for specific situations you deem appropriate. Your discretion, no questions asked. The purpose of the grant is to encourage conference attendance.
4. One additional \$135.00 grant is available for larger chapters with 100 or more members. Five chapters meet this criterion. The chapters are Chapter 72, Greater Charleston Area; Chapter 87, Columbia; Chapter 1015, Myrtle Beach; Chapter 1082, Summerville; and Chapter 2258, Hilton Head/Bluffton.
5. The estimated cost to finance this program is about \$3,000.00 and is included in the current Federation budget.
6. Submit requested grants by March 15, 2023 to Pat Whitely, at pwhitely@sc.rr.com



Resolutions to Amend South Carolina Guidelines or Federation Bylaws

South Carolina NARFE Federation bylaws and guidelines may be amended in accordance with guidance described below:

Proposed amendments to the federation bylaws or guidelines may be initiated by any member of the federation using the South Carolina Federation Resolution form (attached).

Resolution forms will be submitted to the Bylaws and Guidelines Coordinator, Robbie Ann White, anytime during the year. Because of implementation of one member, one vote, resolutions will not be approved at the federation's annual conference. The Coordinator will review proposed resolutions to verify all required information has been provided, ensure there is no conflict with National Bylaws and assign resolution numbers/dates. The Coordinator will distribute copies of all resolutions to the Federation Executive Board members for their review and approval.

Subsequently, resolutions approved for release by the Federation's Executive Board will be mailed to all federation members for their vote in the annual federation newsletter mailed out in January each year. Each member will be entitled to one vote. A suspense date will be included in the newsletter advising members when their votes must be returned.

A two-thirds (2/3) vote of approval by the members voting is required to adopt resolutions. Resolutions approved by the federation membership shall become effective upon approval by the National Secretary.

SPECIAL NOTE:

If you have a bylaw or guidelines change you want to suggest, **please don't wait to submit it.** Send it in when you have it ready on the attached resolution form. **The latest federation bylaws and guidelines are available to you on the federation's scnarfe.org website.** You should review the bylaws or guidelines as you develop a proposed change.



**SOUTH CAROLINA RESOLUTION TO AMEND
FEDERATION BYLAWS & GUIDELINES**

Initiator of Resolution: _____

Title of Resolution: _____

WHEREAS:

NOW THEREFORE BE IT RESOLVED: That the federation bylaws/guidelines be amended as follows:

ARTICLE ____, paragraph ____. Present: _____

ARTICLE ____, paragraph ____. Proposed: _____

(Add any additional Present and/or Proposed Articles, paragraphs that are affected.)

REASON THE CHANGE SHOULD BE ADOPTED: _____

Estimated Cost: _____

=====

For Federation Use and Action

Bylaws Officer Resolution No: _____ **Date:** _____

Vote by Membership: Adopt _____ Reject _____

Adopted by the South Carolina NARFE Federation: Date: _____

ATTEST

(Name), SC Federation President

(Name), SC Federation Secretary



2023 INSTRUCTIONS FOR ALZHEIMER'S 50/50 DRAWING



Dear Chapters Presidents and/or Alzheimer's Coordinators,

We trust and pray that each are doing fine and staying safe during this COVID-19 Pandemic.

Attached, you will find the Instructions Sheet for the 50/50 Alzheimer's Drawing which is rapidly approaching us that will take place at our 57th State Federation Conference on March 27-29, 2023, the Hilton Garden Inn Hotel in Summerville, SC. If you are no longer the Chapter President or Chapter Alzheimer's Coordinator, please forward this instruction sheet to the newly elected person.

Also, please let each Chapter Alzheimer's Coordinator know that the New Updated Chapter Alzheimer's Coordinator Manual dated November 2022 and it is on the NARFE website to be downloaded for the Chapter President, Treasurer and Chapter Alzheimer's Coordinator for their use. The National Alzheimer's Committee recently updated this Manual, so please make sure you are using the most recent issue with the latest changes.

*Let me give huge thanks again to all the Chapters for your assistance in helping us to reach our previous National Goal of \$15 Million by December 31, 2024. However, we reached it in August 2022. **Our new National Goal is \$16Million and has been extended to reach by December 31, 2025. This is great especially, due to the Coronavirus and many NARFE Chapters have not been meeting. We can do this with everyone's help!!!***

Also, thanks to those Chapters that participated in the recent 2022 Walks to End Alzheimer's disease, along with the Longest Day which totals will come out in January 2023 National Reports. However, in 2021 \$3,960.00 was raised for the Longest Day donations. We also raised Nationwide \$79,778.98 for the Walk to End Alzheimer's which was very good. Our 2023 Goal is to raise \$100,000.00 with 100% Chapter participation.

Please refer your Chapters to see the Alzheimer's Article in the December 2022 NARFE Magazine with a thank you from me to all the NARFE Members. However, the new 2022 four Grants totaling \$600,982.00 that were awarded at our NARFE Alzheimer's 3rd Virtual National Committee Annual Training, which

was held October 20-21, 2022, will appear in the March Issue of the NARFE Magazine. Please use this information to encourage the members to give more toward this dreadful disease that is affecting so many people.

Thanks again for all you and your Chapter did this year towards our National Goal even though many Chapters were unable to meet face-to-face, due to the Coronavirus. Although, some Chapters did meet virtually by Zoom, Free Conference Call, Dial-In by phone, etc. Hopefully, all our Chapters will be able to start back meeting soon. However, until that time, remember there are other options in which to meet.

Looking forward to seeing all of you at our SC Federation Conference to be held on **March 27-29, 2023**. However, should you have any questions or concerns, please do not hesitate to contact me.

Olivia A. Williams

SC Federation Alzheimer's Coordinator, PO Box 8722, Columbia, SC 29202,

Phone: 803-783-6825HM 803-318-7890Cell

2023 INSTRUCTIONS FOR ALZHEIMER'S 50/50 DRAWING

This year at the March 27-29, 2023, South Carolina Federation 57th Annual Conference, Hilton Garden Inn, Summerville, SC, we will have a 50/50 drawing for Alzheimer's disease Research. Alzheimer's Research will receive 50% of the total ticket sales; 1st prize will be 50% of the remaining sales; 2nd and 3rd prize winners will split the remaining 50% with each winner getting 25%.

Please sell tickets for this drawing in your chapter meetings before the conference in March 27-29, 2023. However, we will also be selling tickets at the Conference. Remember, you do not have to be present to win.

Please follow these instructions:

1. Sell tickets at chapter meetings—\$1.00 each, 6 tickets for \$5.00, 15 tickets for \$10.00.
2. Have the buyers legibly write their name and chapter number on the back of the tickets sold before returning them to you. The use of address labels is encouraged and is an easier way to go. Again, remember, you do not have to be present to win.
3. Place all tickets sold at chapter meetings in a zip lock bag and label it with your chapter name and number. (EXAMPLE: Spartanburg #560). Please bring the sold tickets to the Conference in the zip lock bag. Tickets sold at the convention will be combined with all your tickets before the drawing and funds recorded as sold at Conference in addition to the tickets that were already previously sold at your meetings.
4. Keep the drawing money separate from any other regular Alzheimer's donations. Place it in another labeled zip lock bag with Chapter Name/number and Form 1 to the Conference.
5. Turn both zip-lock bags over to me at the Conference, only if you bring other funds.

Good luck—you can be a winner! 15 tickets for \$10.00 is a real bargain. Remember, 1/2 of all money collected goes for NARFE Alzheimer's Research!

Also, Awards will be made to the various Chapters for the highest amount of funds raised during the past year.

Should you have any questions or concern, please do not hesitate to contact me.

Thanks for your assistance in this matter and best regards,