

CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE NO. 16 (H)
PREPARATIONS AND MANAGEMENT OF FEDERATION CONVENTIONS

COMMITTEES AND RESPONSIBILITIES
CHAPTER 3 APPENDIX C

SAMPLE CALL TO CONVENTION LETTER



CALIFORNIA STATE FEDERATION OF CHAPTERS
NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION



2007 CONVENTION HOST COMMITTEE
COSTA MESA HILTON - MAY 18 - 20, 2007

RESPECTING THE PAST - EMBRACING THE FUTURE

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November 20, 2006

FROM: 2007 Convention Host Committee

TO: All Chapter Presidents, Secretaries and Treasurers

SUBJ: 2007 NARFE/CSFC FIRST BIENNIAL CONVENTION

ENCL: (1) Hotel Information Sheet
(2) Biennial Convention Registration CSFC Form #4
(3) Program Book Ad Information Sheets
(4) Booster List Sheet
(5) Meals Cancellation/Refund Form

Your Federation Executive Board cordially invites your Chapter to Costa mesa to attend the First Biennial NARFE California State Federation of Chapters Convention. This Historic Event will be held at the Costa mesa Hilton Hotel, 3050 Bristol Street, Costa Mesa, CA 92626, phone 714-540-7000.

This is considered a historic event not only because it is our first biennial State Convention, but also because our Association's very first woman to be elected to the office of National President, Margaret Baptiste, will be attending our convention and will be our Keynote Speaker. In addition, we will have NARFE's Legislative expert, either Judy Park or Dan Adcock, in attendance to present an update on National Legislative Issues.

The elegant Costa Mesa Hilton Hotel is located in Orange County between Newport Beach and Anaheim, which is essentially midway between Los Angeles and San Diego. Costa Mesa has the advantage of being in a coastal region while offering immediate freeway access to all of Southern California's attractions and is only minutes away from John Wayne Airport.

Nearby attractions include; Disneyland and Knott's Berry Farm with an easy freeway drive of about 20 -3 30 minutes; Laguna Beach of about a 15 - 20 minute drive; Hollywood and Universal Studios of about a 45 - 60 minute drive; and Sea World in San Diego of about a 1-1/2 hour drive.

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Costa Mesa's South Coast Plaza offers shopper's and sight see-ers more than two million square feet of marquee retailers which is considered a distinction unto itself and which attracts visitors, royalty and celebrities from around the world.

Some members have already complained about the cost of lodging at the Hilton Hotel saying they cannot afford to attend the convention and that the National Convention in New Mexico was only \$89.00 for lodging at the Hyatt Regency.

Please bear in mind that getting a convention site in California for less than \$100 is almost unrealistic in today's market. The committee had convention bids of \$99 to \$169. The \$99 bid was in northern California city, and keeping with the tradition of alternating convention sites between the northern and southern part of the state, and in fairness to members of the northern and southern parts of the state, the Costa Mesa bid was actually the lowest. The committee is also handicapped in negotiating a price when we can only guarantee 350 – 400 attendees. On the other hand, National guarantees about 1,500 attendees at a convention and they can obtain bids from all 50 states.

IMPORTANT REMINDERS

February 18

Advertising Forms and Chapter Booster Lists are due at this time to Prepare the Convention Program Book

March 19

Convention registration for Delegates, Alternates and Guests should be completed. Please refer to the Second Packet of the Call to Convention as issued by Federation Secretary Vivian Nathanson.

April 27

Reservations for Costa Mesa Hilton Hotel must be made by this date. Any reservations received after this date will be on a space available only basis. Be sure to mention our organization by full name (i.e., National Active and Retired Federal Employees Association). Do not use the acronym "NARFE" when making your reservation.

May 13

Deadline for requesting refunds for meals.

We look forward to reacquaint ourselves with any of our NARFE members and friends, and to met with new first time Delegates and members to our convention.

If you have any questions, do not hesitate to call Lea or Bob.



LEA ZAJAC
Chair
707-644-7565

BOB DAVIDSON
Vice Chair
760-432-0081

IF YOU ARE NO LONGER THE CHAPTER PRESIDENT, SECRETARY OR TREASURER – AS APPROPRIATE – PLEASE FORWARD THIS PACKET IMMEDIATELY TO THE PRESENT OFFICE HOLDER FOR ACTION.

**NOTE: THIS IS PRESENTED IN SMALL TYPE AS A SAMPLE ONLY –
THE ACTUAL LETTER SHOULD BE IN AT LEAST 12 FONT.**