

2018 NARFE PROGRAM CALENDAR

Committee Members: Jerry, Jane and Roz

DATE	COORDINATOR	PROGRAM	NOTES
January 17 Rm B-140 am Rm B-120 pm	Jane	Rob Sax, NCFLL Jason Caris, AFGE Ian Hoffman, AFGE	Ordered lectern PC connection
February 21 Rm B-140 am Rm B-120 pm	Roz	Matt Lasher, Jeremiah O'Brien, WWII Liberty Ship	Need to order PC connection, lectern
March 21	Jerry	Luncheon: Little Skillet near AT&T Park	
April 18 Rm B-140 am Rm B-120 pm	Martha	Social Media	
May 16 Rm B-140 am Rm B-120 pm	Michael	SF Sewer Treatment Plan near SF Zoo	
June 20 Rm B-040 10 - 3 pm	Jon	Staff person from Kamala Harris' or Dianne Feinstein's office	
July 18-----	No Meeting---	No Meeting-----	No Meeting-----
August 15 Reserve Rooms	Coordinator TBD	Luncheon—place TBD: or see June 20 topics	
September 19 Reserve Rooms	Jane	TBD: Coast Guard - from civilian branch	
October 17 Reserve Room	Jane	Ann Lindsay, DOL Benefits officer	
October 15,16 & 17 LOBBY	Michael and Jerry	Annual Membership Drive	Order 2 tables 6 chairs
November 14 Reserve Rooms	Roz	TBD:	
December 12 Reserve Rooms just in case??	Coordinator TBD	Luncheon - place TBD	

Please note:

1. Depending upon the room reservations, Executive Board meetings and General meetings may be held in the same conference room in the basement:

Executive Board meetings start at: 10:30 a.m.

General meetings held: 1:00 – 2:00 p.m.

2. For the annual membership drive: If a member needs to enter the building **BEFORE 8:30 a.m., please let Leslie know so she can fill out a required GSA form.**

3. Conference rooms may **not be reserved more than 6 months in advance.**

CONFERENCE ROOM INFORMATION AND ORDERING EQUIPMENT:

FOR LARGER ROOMS:

Microphone(s); One table in front with chairs for multiple speakers.

Two tables in the back for NARFE information; sign-in sheets and/or snack.

FOR ALL ROOMS:

DVD/VCR equipment available.

No microphones for small rooms.

No PCs to loan.

Only PC laptop connections are available: Specify VGA connection for older PCs, or HDMI connection for newer PCs. Connections for PCs when speaker wants to show a video, slides, or PowerPoint Presentation using the overhead projector.

No available connections for Apple computers. Speaker must bring their own connections.

Request a standalone lectern; table to the side in front of room, as needed.

Revised: January 19, 2018