

## 2018 NARFE PROGRAM CALENDAR

Committee Members: Jerry, Jane and Roz – updated 9/25/18

DATE	COORDINATOR	PROGRAM	NOTES
January 17	Jane	Rob Sax, NCFL Ian Hoffman, AFGE	Ordered lectern PC connection
February 21	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	Martha	Social Media	
May 16 Rm B-140 Rm B-120	Jerry	A.M. & P.M. mtgs. No afternoon speaker— open meeting for all	
June 20 Rm B-040 10 – 3 pm	Jon	Chris Cunnie, labor advisor, from Senator Kamala Harris' office	10:30 – 12:30 pm 1:00 – 2:00 pm
July 18---	No Meeting---	No Meeting-----	No Meeting-----
August 15 B-120	Jerry	Mozzarella Di Bufala Pizzeria, 69 West Portal	Canceled room on July 25.
Sept 19 B-120 all day	Jane	Open mtg including Bonnie Macaraig DOL- OASAM	10:30 – 12:30 am 1:00 – 2:00 pm
Oct 17 B-040 all day	Jane	Ann Lindsay, DOL Benefits officer	NO A.M. MTG 1:00 – 2:00 pm
October 15,16 & 17	Michael & Jerry & volunteers	Annual Membership Drive	Ordered 2 tables 6 chairs in lobby.
Oct 15-16	Mon-Tues	8:30 – 1:00	
Oct 17	Wed	8:30 – noon	
Nov 14 B-140 & B-120	Roz	Speaker from the Presidio Trust	10:30 – 12:30 pm 1:00 – 2:00 pm
Dec 12	Jerry	Luncheon – Olive Garden Stonestown Mall, SF	

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 held: 10:30 a.m.- 12:30 p.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, if required.

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

FOR ALL ROOMS:

DVD/VCR equipment available.

Lectern 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.

Dated: Sept 18, 2018