

2019 NARFE PROGRAM CALENDAR

Committee Members: Jerry, Jane and Roz – updated 8/1/19

DATE	COORDINATOR	PROGRAM	NOTES
January 16	Martha	Webinar from NARFE website	Rms: B-140 a.m. B-120 p.m.
February 20	Roz	Angela Smith: retirees and contributing to CFC	Rms: B-140 a.m. B-120 p.m.
March 20	Jerry	Lunch at Little skillet	No rooms required.
April 17	Jane	Curt Fallin, Assist. Spec Agent in Charge DEA	Rms: B-140 a.m. B-120 p.m.
May 15	Roz	Judy Lynn, retired USPS employee	Rms: B-140 a.m. B-120 p.m.
June 19	Jerry	Lunch at Mozzarella Di Bufala, West Portal District	Summer lunch
July 17	No Meeting	No Meeting	No Meeting
August 21	Jerry	Tori Freeman, Project Wreckless	Rms: B-140 a.m. B-120 p.m.
Sept 16	Mike, Jerry, Volunteers	Membership outreach	FOB Lobby 8:30 – 1:00
Sept 17	Mike, Jerry, Volunteers	Membership Outreach	FOB Lobby 8:30 – 1:00
Sept 18	Mike, Jerry, Volunteers	Membership Outreach	FOB Lobby 8:30 – NOON
Sept 18	Jerry	Maria Harlan from Kaiser & other FEHB providers. Re: Medicare	NO a.m. mtg B-040 in p.m.
Oct 16	Jane	Ann Lindsay, Dir, Office of Retirement and Benefits Services, DOL	Rms: B-140 a.m. B-120 p.m.
Nov 20	Roz	TSA, National Parks....	Rms: B-140 a.m. B-120 p.m.
Dec 11	Jerry	Olive Garden in Stonestown Mall, SF	Holiday lunch

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 the 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 snacks.

FOR ALL ROOMS:

DVD/VCR equipment available.

Lectern available.

No microphones for smaller rooms, i.e., B-110, B-120 or B-130

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.

(Note: 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: August 1, 2019