
Pocket Guide

to the

NALC Convention



Boston



NALC 73rd Biennial
Convention

Aug. 5-9, 2024

**Boston Convention
and Exhibition Center**

NALC thanks

Boston Branch 34

For hosting the 73rd Biennial Convention

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Welcome

Welcome to Boston and the 73rd Biennial Convention of the National Association of Letter Carriers.

The decisions we make this week will have far-reaching effects on our efforts to preserve our employer and our jobs, not to mention the letter carrier way of life we have worked so hard to create for ourselves and our families.

Over the next few days, we will participate in setting the NALC's programs and policies for the next two years. We come together ready to rise to the challenges set before us.

We do so drawing upon the sense of tradition passed down through the generations, the solidarity of membership in one of the oldest and largest labor unions in America, and the innovation that helps our craft remain relevant and indispensable.

We will also attend informative and educational workshops and informally discuss how to meet the challenges we face.

A warm welcome also goes out to the NALC Auxiliary, concurrently holding its 58th convention in support of the NALC and its members.

This *Pocket Guide* will help you navigate your way through the convention during the next week. It contains a schedule of events for both the NALC and the Auxiliary, brief descriptions of the workshops, and useful information ranging from emergency medical contacts to transportation tips that will help make your stay in and around Boston more enjoyable. Put it in your pocket and refer to it often.

Again, a hearty welcome to Boston to all delegates attending the NALC's 73rd Biennial Convention.

Grow. Rise. Together.

Convention center

NALC's 73rd Biennial National Convention and workshops are being held at the Boston Convention and Exhibition Center (BCEC), 415 Summer St., Boston, MA 02210. Signs will direct delegates to the general sessions and workshops.

Convention registration: Level 1 North Lobby
Saturday, Aug. 3, 12 p.m. to 5 p.m.
Sunday, Aug. 4, 9 a.m. to 5 p.m.
Monday, Aug. 5, 8 a.m. to 10 a.m.

After this, registration will continue in the NALC Headquarters/Finance Office, Room 160BC:
Mon., Aug. 5, 12 p.m. to 4 p.m.
Tues., Aug. 6, through Thurs., Aug. 8, 8 a.m. to 4 p.m.
Fri., Aug. 9, 8 a.m. to 12 p.m.

General sessions: Hall B

Exhibits: Hall A
Saturday, Aug. 3, 12 p.m. to 5 p.m.
Sunday, Aug. 4, 9 a.m. to 5 p.m.
Mon., Aug. 5, through Thurs., Aug. 8, 8 a.m. to 4 p.m.
Fri., Aug. 9, 7 a.m. to 12 p.m.

NALC's Headquarters Office: 160BC

NALC Health Benefit Plan Office: 157C

Host Branch 34 Office: 160A

Auxiliary convention registration: Level 1 North Lobby
Auxiliary general sessions: 153C

Business Center: Located on Level 1. The center offers a variety of services and office products not available at the NALC Headquarters Office, such as photocopying, office supplies and more. Hours: Monday, Aug. 5, through Friday, Aug. 9, 9 a.m. to 5 p.m.

Convention center

Parking at the BCEC: Valet parking (\$40) is available during most events. To access from Summer Street, turn onto East Side Drive and the valet area will be immediately on your right. The BCEC accepts cash and all major credit cards.

To self-park in the BCEC South Lot, from Summer Street, turn onto East Side Drive, drive past the valet area, and continue straight along the side of the building. At the end of the building, make a right and go down the ramp. At the bottom of the ramp, turn left and you will see the entrance to the South Parking lot in front of you. Parking rates are \$25 for regular sized vehicles and \$50 for oversized vehicles.

Please note: Parking is limited at the BCEC and is available on a first come, first served basis.

Getting around Boston

Boston's public transportation system is operated by the Massachusetts Bay Transportation Authority (MBTA), but locals know it simply as the "T". It offers subway, bus, trolley car, and boat service to just about everywhere in the Greater Boston area and beyond. Subway stops are color-coded – Red Line, Green Line, Blue Line, Orange Line, or Silver Line.

Q: Are taxis available from/at the airport?

A: Taxi service is available throughout the city. From Logan International Airport to most hotels in Boston and Cambridge, current fares are approximately \$25-\$35 one way. You may also book online or call 617-410-7500.

Blood drive

The American Red Cross will conduct a blood drive at the BCEC on Wednesday, Aug. 7 from 9 a.m.-3 p.m. in room 151AB. Appointments are strongly suggested. To make an appointment, visit redcrossblood.org. (That website also contains information regarding eligibility requirements.) And visit redcrossblood.org/rapidpass to learn more about the Red Cross's RapidPass, a tool that helps blood donors save time.

Attendees with disabilities

Accommodations for deaf or hard of hearing delegates

General session video presentations, including podium and floor action, will be open-captioned so that deaf or hard of hearing delegates can sit with their delegations.

Accessible equipment rental

Electric mobility scooters and wheelchairs are available for rent from Scootaround. For reservations or for more information, call 888-441-7575 or go to scootaround.com/en/nalc-73rd-biennial-national-convention.

Parking

Accessible parking for people with disabilities is available in the Boston Convention and Exhibition Center (BCEC) South Parking Lot, located at the south end of the facility. The lot is linked to the facility via an accessible pedestrian pathway.

Shuttles

The NALC is providing free shuttle bus service to/from the BCEC for hotels within the NALC block that are not within walking distance. See page 8. Vehicles equipped with a wheelchair lift will be made available during all convention hours on an on-call basis. Requests for use of this service can be made directly by calling the operations manager on-site. The number will be listed on bus flyers available at all hotels where shuttle service is provided.

Treating illness or injury in Boston

First aid: Located in Room 154.

Hours:

Saturday, Aug. 3	11:30 a.m.–5:30 p.m.
Sunday, Aug. 4	8:30 a.m.–5:30 p.m.
Monday, Aug. 5– Thursday, Aug. 8	7:30 a.m.–4:30 p.m.
Friday, August 9	6:30 a.m.–12:30 p.m.

NALC HEALTH BENEFIT PLAN EMERGENCY MEDICAL INFORMATION

In-network hospitals and urgent care centers:

- Tufts Medical Center
800 Washington Street
617-636-5000
- Boston Medical Center
1 Boston Medical Center PL
617-638-8000
- Carbon Health Medical Group
80 Summer Street 1
617-865-2749
- Partners Urgent Care LLC
137 Stuart Street #A-7
617-393-5059

CVS pharmacies:

- 91 Seaport Blvd., 857-350-4646
- 700 Atlantic Ave., 617-737-7232

A handout containing NALC Health Benefit Plan emergency medical information will be available from the HBP office in the BCEC 157C, as well as at the HBP's information booth in Hall A.

NOTES: Some facility-based physicians may not be contracted as in-network providers. Please confirm provider participation prior to your visit. Listing of a provider above does not guarantee their services will be covered by the Plan. For questions regarding covered providers or services, contact the Plan or refer to the NALC Health Benefit Plan brochure RI 71-009 for detailed information regarding your benefits.

NALC hotels

Aloft Boston Seaport District

401-403 D Street

Hilton Boston Park Plaza

50 Park Plaza at Arlington Street

Boston Marriott Copley Place

110 Huntington Avenue

Courtyard Boston Downtown

275 Tremont Street

DoubleTree by Hilton Hotel Boston - Downtown

821 Washington Street

Element Boston Seaport District

391-395 D Street

The Godfrey Hotel Boston

505 Washington Street

Hampton Inn Boston Seaport District

670 Summer Street

Hilton Boston Back Bay

40 Dalton Street

Holiday Inn Express Boston

69 Boston Street

Home2 Suites

5 Jan Karski Way

Homewood Suites by Hilton Boston Seaport District

670 Summer Street

Hotel AKA Back Bay, formerly Loews Boston Hotel

154 Berkeley Street, Back Bay

Hotel AKA Boston Common

90 Tremont Street

Hyatt Place Boston/Seaport District

295 Northern Avenue

Hyatt Regency Boston

One Avenue de Lafayette

Omni Boston Hotel at the Seaport

450 Summer Street

Omni Parker House

60 School Street

Renaissance Boston Waterfront Hotel

606 Congress Street

Revere Hotel Boston Common

200 Stuart Street

Seaport Hotel

One Seaport Lane

Sheraton Boston Hotel

39 Dalton Street

Westin Boston Waterfront

425 Summer Street

Yotel Boston Hotel

65 Seaport Blvd

NALC Shuttle bus schedule

Free shuttle bus service is available for hotels within the NALC hotel block for delegates who reserved their rooms through NALC's official housing company.

NALC also is providing free shuttle bus service to/from the BCEC for hotels within the block that are not within walking distance. To comply with the provisions of the Americans with Disabilities Act (ADA), a vehicle equipped with a wheelchair lift will be made available during all convention hours on an on-call basis. If you have questions about the shuttle or to make a reservation for a wheelchair-accessible shuttle, please see the shuttle supervisor at the BCEC or call (310) 466-4699. Please call at least 60 minutes prior to desired pick-up time.

Shuttle Schedule

Saturday, Aug. 3:

11:30 a.m. to 5:30 p.m.

Every 20-30 minutes*

Sunday, Aug. 4:

8:30 a.m. to 2:30 p.m.

Every 20-30 minutes*

2:30 p.m. to 8:30 p.m.

Every 10-15 minutes

Monday, Aug. 5, through Thursday, Aug. 8:

6:30 a.m. to 10:30 a.m.

Every 10-15 minutes

10:30 a.m. to 3 p.m.

Every 20-30 minutes*

3 p.m. to 6 p.m.

Every 10-15 minutes

Friday, Aug. 9:

6:30 a.m. to 9 a.m.

Every 10-15 minutes

9 a.m. to 12 p.m.

Every 20-30 minutes*

12 p.m. to 1 p.m.

Every 10-15 minutes

*Scheduled departures from the BCEC. Schedule may vary due to traffic and weather conditions. Last bus leaves from hotels 60 minutes prior to published end time. Last bus leaves from the BCEC at published end time.

Hotels and boarding locations

Route #1 Hotels

The Godfrey Hotel

Hotel AKA Boston Common

Hyatt Regency Boston

Omni Parker House

Boarding Locations

Walk to the Hyatt Regency, curbside on Avenue de Lafayette

Walk to Omni Parker House, Across street from hotel on Tremont

Curbside on Avenue de Lafayette

Across street from hotel on Tremont

Route #2 Hotels

Courtyard by Marriott
Downtown

DoubleTree Hotel Boston
Downtown

Hilton Boston Park Plaza
Hotel AKA Back Bay

Revere Hotel Boston Common

Boarding Locations

Walk to the DoubleTree, curbside on Washington St.

Curbside on Washington St.

Columbus Ave. entrance

Walk to Boston Park Plaza, Columbus Ave. entrance

Walk to Boston Park Plaza, Columbus Ave. entrance

Route #3 Hotel

Boston Marriott Copley Place

Hilton Boston Back Bay

Sheraton Boston Hotel

Boarding Locations

Front of the hotel on Huntington Avenue

Walk to Sheraton Boston Hotel, curbside on Dalton St.

Curbside on Dalton St.

Route #4 Hotel

Holiday Inn Express Boston

Home2 Suites Boston South Bay

Boarding Locations

Curbside on Boston St.

Walk to Holiday Inn Express, Curbside on Boston Street

Hotels within walking distance of the BCEC:

Aloft Boston Seaport District

Element Hotel Seaport District

Hampton Inn Seaport District

Homewood Suites Seaport District

Hyatt Place Seaport District

Omni Seaport District

Renaissance Seaport District

Seaport Hotel

Westin Seaport District

Schedule of events

Saturday, Aug. 3

Registration: Level 1 North Lobby, 12 p.m. to 5 p.m.

Sunday, Aug. 4

Registration: Level 1 North Lobby, 9 a.m. to 5 p.m.

Welcoming reception: Hall C, 4:30 p.m.-7:30 p.m.

Come and join NALC members from around the country before the convention business kicks off on Monday morning. Meet old friends and make new ones at this welcome to the 73rd Biennial Convention.

Monday, Aug. 5

Registration: 8 a.m. to 10 a.m., Level 1 North Lobby; then NALC Headquarters/Finance Office, 160BC, noon to 4 p.m.

Workshops: 7:30 a.m. to 9 a.m.

General session: 10 a.m. to 3 p.m. Doors open at 9 a.m.

- **Welcoming ceremony:** Nicole Rhine, Secretary-Treasurer
- **Keynote address:** Brian L. Renfroe, President
- **Resolutions**
- **Awards**
- **Guest speakers**

Workshops: 3:15 p.m. to 4:45 p.m., or 15 minutes after the conclusion of the general session.

Tuesday, Aug. 6

Registration: Headquarters/Finance Office, 160BC, 8 a.m. to 4 p.m.

Workshops: 7:30 a.m. to 9 a.m.

General session: 10 a.m. to 3 p.m. Doors open at 9 a.m.

- **Constitutional amendments**
- **Greetings from the Auxiliary**
- **Awards**
- **Guest speakers**

Workshops: 3:15 p.m. to 4:45 p.m., or 15 minutes after the conclusion of the general session.

Wednesday, Aug. 7

Registration: Headquarters/Finance Office, 160BC, 8 a.m. to 4 p.m.

Workshops: 7:30 a.m. to 9 a.m.

General session: 10 a.m. to 3 p.m. Doors open at 9 a.m.

- Resolutions
- Awards
- Guest speakers

Workshops: 3:15 p.m. to 4:45 p.m., or 15 minutes after the conclusion of the general session.

Thursday, Aug. 8

Registration: Headquarters/Finance Office, 160BC, 8 a.m. to 4 p.m.

Workshops: 7:30 a.m. to 9 a.m.

General session: 10 a.m. to 3 p.m. Doors open at 9 a.m.

- Resolutions
- Awards
- Guest speakers

Workshops: 3:15 p.m. to 4:45 p.m., or 15 minutes after the conclusion of the general session.

Friday, Aug. 9

Registration: Headquarters/Finance Office, 160BC, 8 a.m. to 12 p.m.

General session: 8 a.m. to noon. Doors open at 7 a.m.

- Resolutions
- Awards
- Guest speakers

Note: Schedule of events is subject to change.

Workshops

NOTE: All morning classes are from 7:30 a.m. to 9 a.m. Afternoon workshops will begin at 3:15 p.m. and go until 4:45 p.m. (or beginning 15 minutes after the convention recesses for the day). *The schedule below is subject to change.*

Monday morning

City Delivery

Location: Ballroom East

Director of City Delivery Christopher Jackson and his staff will provide updates and information on numerous city delivery topics, including Informed Facility-TV monitors, wire cages, W2USPS/Orientation, MDD scanners, USPS pilot testing, Geotab Telematics technology in postal vehicles, COTS vehicles, electronic key and Arrow Key accountability.

Emergency Response Team (ERT)/ Employee Assistance Program (EAP)

Location: Ballroom West

Director of Safety and Health Manuel L. Peralta Jr. will address Employee Assistance Program services and suicide. The NALC Headquarters Emergency Response Team leadership will provide an overview of this new program, which began in March 2024.

Contract Administration Unit (CAU)

Location: 205ABC

Executive Vice President Paul Barner and Vice President James Henry will lead this class. CAU will report on relevant national-level settlements and arbitration awards since the last convention. A review of issues currently being discussed at the Interpretive Step as well as an update on the Dispute Resolution Process. Much of the class will focus on trainings offered and how to access and use the various resources NALC has created to assist grievance handlers. A Q&A period will follow, giving delegates the opportunity to seek clarification on issues and to provide comments and feedback to the CAU.

Branch Trustee Training

Location: 210ABC

Under the *NALC Constitution*, branch trustees are required to examine and report the condition of the

branch finances at least once every six months, but trustees may lack a clear understanding of all the intricacies their duties entail. NALC Board of Trustees Chair Larry Brown and Trustees Sandy Laemmel and Charlie Heege will kick off this workshop conducted by Dave Dorsey, partner at accounting firm WithumSmith+Brown, that provides trustees with information and a variety of tools they need to keep their branches on the right track. Among the topics covered will be getting ready for an audit; receipts and disbursements; Labor Management Reporting and Disclosure Act requirements; and overall union finances. There will be an opportunity to have individual questions and concerns answered after the workshop.

Mutual Benefit Association (MBA)

Location: 253ABC

Director of Life Insurance Jim Yates and the staff of the Mutual Benefit Association (MBA) will present a workshop discussing the various insurance and retirement products offered by the MBA. This workshop will cover MBA's Individual Disability Income, Hospital Plus, Retirement Savings Plan, and several Whole and Term Life options. NALC's Group Accidental Death benefit will also be covered along with options available for branches to purchase additional Group Accidental Death or Term Life insurance for their active members.

Finding Your Union Voice

Location: 258ABC

Learn helpful tips to assist you in effectively communicating with your members. This workshop discusses the importance of proper tone, provides tips on finding your union writing voice, and walks through writing processes to help you write clear and meaningful content for the membership in your branch.

Monday afternoon

Following a Grievance from Start to Finish: Part 1

Location: Ballroom East

This four-day class will cover all aspects of the grievance procedure from the investigation of an in-

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cident to the arbitration of a grievance. The classes will be offered Monday through Thursday and are open to all stewards, new or experienced, as well as anyone interested in learning more about the grievance procedure and what a steward does. As the class progresses through the week, stewards will learn about the various aspects of handling grievances from investigating, preparing and presenting grievances at Informal Step A, Formal Step A and Step B of the grievance procedure, as well as what happens when a case goes to arbitration. Although not required, it is recommended that delegates attending this series of workshops be present each day to experience the entire process.

To make the theoretical practical, the class will follow a specific case as it proceeds through the grievance procedure to arbitration. The regional grievance assistants, along with other experienced NALC representatives, will present a series of scenes depicting the various stages of the grievance.

Monday's class will focus on the basics of the grievance procedure and steward rights. As these are discussed, students will observe the incident that gave rise to this grievance and steps the steward takes to investigate, process and present this grievance.

Managing Branch Finances: A Study in Basic Operations

Location: Ballroom West

This workshop taught by Dave Dorsey, partner at accounting firm WithumSmith+Brown, will focus on the proper division of responsibility within a branch for financial matters and will discuss the authorizations and protocols that should be used by branch officers as they discharge their responsibilities under the *NALC Constitution* and the Labor Management Reporting and Disclosure Act of 1959. Topics covered will include the authorization to spend branch funds; the proper process for the receipt and disbursement of branch money; the role and responsibility of each branch officer; reporting to the membership and regulatory agencies; establishing checks and balances; avoiding conflicts of

interest; and understanding the role of the branch trustees. There will be an opportunity to have individual questions and concerns answered after the workshop.

Next Generation Delivery Vehicle (NGDV)

Location: 205ABC

This session will cover the history of NALC's involvement in the development of the Next Generation Delivery Vehicle (NGDV) since Oshkosh Defense was selected to design and build the vehicle. An explanation of the various tests the NGDV was subjected to prior to production will also be explained during the session. During this workshop, delegates will hear from the NALC members who reviewed the initial design of the NGDV and gave their feedback based on their experiences as letter carriers. Delegates will also hear about the changes made to the initial design of the NGDV based on this feedback. In conjunction with this workshop, a prototype NGDV will be on display during the length of the convention, allowing members the opportunity to see the final configuration of the vehicle.

NALC Bargaining History and Strategies

Location: 210ABC

A special presentation of the workshop developed for the NALC Leadership Academy on the history of collective bargaining with the Postal Service since the Postal Reorganization Act of 1970 will be presented. The workshop covers 15 rounds of contract negotiations between 1971 and 2020, focusing on how the terms and conditions of NALC's National Agreement developed over time and how NALC adapted its strategies to changing conditions as it negotiated and arbitrated contracts with the U.S. Postal Service.

Introduction to Diversity, Equity and Inclusion

Location: 253ABC

A diverse and inclusive NALC strengthens our efforts to represent our members and builds solidarity. Sensitivity to multicultural interests in all aspects of our work will help increase participation by all

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letter carriers. Attendees will gain new perspectives and practical tools to building diversity, equity and inclusion (DEI) into our union at all levels.

Legislative and Political Update

Location: 258ABC

NALC continues to engage and educate legislators and the administration on issues important to letter carriers. Learn about our legislative agenda in the remainder of the 118th Congress and beyond and get an update on the political landscape and upcoming elections.

Tuesday morning

NALC Health Benefit Plan and Postal Service Health Benefits

Location: Ballroom East

Join NALC Health Benefit Plan Director Stephanie Stewart, Plan staff and special guests from Health Equity as we provide updates regarding the Postal Service Health Benefits (PSHB) program. This workshop will focus on behind the scenes preparations your health plan has engaged in with the Office of Personnel Management to ensure a seamless transition for the PSHB. Workshop presenters will also highlight benefits that can be used by branch leaders to promote the NALC Health Benefit Plan during this historic event. Following the presentation, a question-and-answer session will be offered to all attendees.

Estate and Trust Planning

Location: Ballroom West

Director of Life Insurance Jim Yates will host a workshop with a concentration on estates and trusts. This educational workshop will provide details on estate and trust planning, including the necessary documentation you will need. The purpose is to give a better understanding of these legal options and aid letter carriers and their families in planning for their future. A better understanding of estates and trusts can shift a family's decision-making from a time when emotions are high to the present, when more rational decisions can be made.

New Employee Experience Retention and Mentoring Program

Location: 205ABC

In March 2021, a subcommittee of the joint NALC-USPS City Delivery and Workplace Improvement Task Force began creating and implementing two pilot programs designed to improve the onboarding experience, provide a mentoring program, and increase retention rates for new letter carriers. Since then, NALC and the Postal Service have launched the two joint pilot programs in almost 900 offices throughout the country. The New Employee Experience and Retention Program modifies how new letter carriers are utilized, mainly in the beginning stages of their USPS careers, and provides them with the necessary resources and equipment to transition into their new job. The New Employee Mentoring Program provides newly hired city letter carriers the opportunity to have mentoring relationships with experienced city carriers. This workshop, presented by the subcommittee members from NALC Headquarters, will provide participants with a detailed explanation of how each program works, where the pilots are currently deployed, potential expansion plans for the future, and the positive results of the two programs so far.

Safety and Health—A Briefing on our Issues

Location: 210ABC

Director of Safety and Health Manuel L. Peralta Jr. will provide a briefing on NALC's activity on relevant issues affecting our craft.

Effective Branch Communications

Location: 253ABC

Branch communications, both digital and print, can be a formidable force for informing and activating NALC members. This workshop will provide tips for producing first-class, direct-to-the-member communications. Ways of improving branch websites or Facebook groups, sharpening the focus and effectiveness of newsletters, and improving branch-wide communications strategies will be discussed. NALC's Branch Publications

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Competition winners will be announced at this workshop.

NALC Community Services and Member Support

Location: 258ABC

NALC has a long tradition of giving back to the communities we serve through charitable initiatives. The dedication of our members to those communities extends far beyond simply delivering the mail. This workshop will include a presentation from the NALC's primary charity—the Muscular Dystrophy Association (MDA). NALC has partnered with MDA since 1952 in its fight to find cures for neuromuscular diseases. The focus will be on providing insight into ways to increase fundraising for that worthy charity. The workshop will also include presentations on the NALC Disaster Relief Foundation, created in 2018 to provide relief to members of NALC who have been negatively affected by natural disasters, as well as programs through the AFL-CIO-founded Union Plus partnership that offer benefits to NALC members.

Tuesday afternoon

Following a Grievance from Start to Finish: Part 2

Location: Ballroom East

On Tuesday, the class will cover how to thoroughly investigate a grievance and how to prepare and present a grievance at Informal Step A.

Mail Counts and Route Inspections Under Chapter 2 of the M-39

Location: Ballroom West

This workshop provides delegates an overview of Chapter 2, *Handbook M-39, Management of Delivery Services*, process of inspecting and adjusting city letter carrier routes. It will cover the basics for both office and street duties performed by letter carriers and provide a basic knowledge of the forms used in the inspection and adjustment process. The workshop will explain management's responsibilities and examiner's duties when Chapter 2 mail counts and inspections are performed. Grievance

handlers will hear about what violations to be on the lookout for before, during and after the mail count and adjustment.

Next Generation Delivery Vehicle (NGDV) (repeat)

Location: 205ABC

Encounters with OWCP: Claim Basics

Location: 210ABC

When letter carriers sustain on-the-job injuries, both navigating the procedures of the Office of Workers' Compensation Programs (OWCP) and dealing with USPS management and its occupational health specialists can be a daunting process. In this workshop, the NALC regional workers' compensation assistants will examine various scenarios commonly encountered by injured letter carriers—from filing claims and getting them accepted, to receiving COP, wage-loss compensation and schedule awards—and discuss strategies to ease their OWCP journey.

Fraud Prevention and Detection

Location: 253ABC

The Labor Management Reporting and Disclosure Act of 1959 requires officers to design and establish financial controls to protect branch assets from theft and misappropriation. This workshop will explore the motivations for stealing, what to look for, and best practices for protecting your member's money. Dave Dorsey, partner at accounting firm WithumSmith+Brown, will also discuss how branches become victims of fraud and steps officers can take to both detect fraud if it is occurring and also to prevent fraud in the first place.

The Changing Mail Industry and USPS Delivering For America Plan

Location: 258ABC

The Postal Service is undertaking a major transformation of its network with the implementation of its new RPCD and S&DC system, a major element of the agency's 10-year strategic plan, the Delivering for America plan. This workshop will explore the theory behind the plan: the Postal Service's attempt to reverse

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years of deferred investment and to respond to a changing economy, consumer expectations, and mail volumes to bring parcel volume into the USPS network. The workshop will also look at the successes—and failures—of the plan’s progress three years in.

Wednesday morning

City Delivery (repeat)

Location: Ballroom East

What You Need to Know about Sorting and Delivery Centers

Location: Ballroom West

This workshop will provide an overview of USPS’s implementation of Sorting and Delivery Centers (S&DCs) and what NALC members need to know if they are involved in an S&DC. During the workshop, we will explain the various methods of movement and related contractual provisions for city carrier assignments into an S&DC and what happens with local memorandums of understanding (LMOUs) and representation when multiple NALC branches are involved. Additionally, the workshop will describe USPS facility renovations, potential safety concerns, route adjustments, and other topics related to the implementation of S&DCs.

Risk Management and Innovations

Location: 205ABC

This workshop, taught by Executive Vice President Paul Barner and Secretary-Treasurer Nicole Rhine, will offer an analysis of risk management considerations and provide an overview of technological innovations incorporated in the Members Only portal on the NALC website. The risk management segment will include information to assist in identifying, analyzing and mitigating possible liability exposures that branches may incur beyond what required bonding insurance covers. The technology innovations segment will review all automated membership resources available to certain branch officers through the Members Only portal, including an overview of the new billing dashboard.

FMLA 2024: Insights and Guidance for Letter Carriers and Local Leaders

Location: 210ABC

In this workshop, NALC's worker's compensation specialists will provide an overview of the Family and Medical Leave Act (FMLA), its history, and recent developments. They will also cover the nuts and bolts of how FMLA works and provide guidance for local leaders to assist their members with FMLA issues.

Amazon Delivery— Domestic and International Labor Practices

Location: 253ABC

Amazon is the world's largest e-commerce company and the second largest U.S. employer. It is both the Postal Service's largest customer and one of its stiffest competitors in the delivery business, having developed its own logistics network and delivery workforce in the last 10 years. This workshop will detail Amazon's expansion into the delivery industry, how this expansion threatens the financial stability of USPS and the quality of letter carrier jobs, and what the labor movement is doing about it. The workshop will also feature an international perspective from Marcio Monzane, regional secretary of UNI Americas, part of UNI Global Union, NALC's international federation, about how unions worldwide must work together on strategies to overcome Amazon and other multinational delivery company's anti-union and anti-competitive practices with the long-term goal of helping those workers unionize and secure collective-bargaining rights, raising the wages and working conditions for all workers in those industries.

Women's Mentorship Roundtable Discussion

Location: 258ABC

Women make up 40 percent of NALC membership, a number that will continue to rise. Join NALC leaders for a roundtable to discuss how we can support women to strengthen NALC.

Workshops

Wednesday afternoon

Following a Grievance from Start to Finish: Part 3

Location: Ballroom East

Wednesday's class will include how to prepare and present a case at Formal Step A as well as make the appeal to Step B. As these topics are covered, the case will move through the Formal Step A and Step B meetings and ultimately be appealed by the national business agent to arbitration.

Mail Counts and Route Inspections Under Chapter 2 of the M-39 (repeat)

Location: Ballroom West

OWCP: Making OWCP User/Claimant Friendly

Location: 205ABC

Since the last convention, OWCP has not only implemented many changes that streamline the adjudication process, but it has also created new programs that have gone a long way toward fixing many of the issues involved in claim maintenance in accepted cases. The new Escalations Program, for example, has created an expedited process to resolve issues involving wage-loss compensation, authorization for medical procedures and medications, medical billing problems, claim expansion to include new diagnoses, issues involving federal health and life insurance, and dealing with overpayments. Christopher Godfrey, the director of OWCP at the Department of Labor, and his staff who spearheaded these changes, will teach this workshop outlining the many recent changes and describing in detail how the new programs and procedures work.

Understanding the LM-3

Location: 210ABC

This workshop will help participants understand and complete the Form LM-3. Dave Dorsey, partner at accounting firm WithumSmith+Brown, will review the form with participants to determine what information the Department of Labor is really asking for and what details must be included with those answers. Among the areas to be covered

are the proper way to complete Item 24, listing all officers and disbursements to officers, and where to report the different kinds of receipts and disbursements. A completed LM-3 for a hypothetical branch will be covered to help branch leaders in preparing and reviewing their own branch LM-3 filing. There will be an opportunity to have individual questions and concerns answered after the workshop.

Strategic Planning for New Branch Leaders

Location: 253ABC

Are you a new branch leader? Does “winging it” or “flying by the seat of my pants” feel like it happens too much for your liking with branch projects and responsibilities? Are you looking for best practices and tips to make your branch more successful, better organized, and more effective? If you answered “yes” to any of these questions, then Strategic Planning for New Union Leaders is the class for you. Gaining knowledge on what to plan for and the resources available can make your life as a union leader less stressful and your branch more dynamic. This class will help you understand that advanced planning for your branch’s future is the key to success. Get guidance from fellow leaders with experience in developing a “we”—not “me”—attitude. This workshop will prepare you to navigate the ins and outs of your local branch leadership, educate you on available resources, and help you create a plan that will benefit you and your membership no matter the size of your branch.

‘The Revolt of the Good Guys’

Location: 254AB

This workshop features a screening of the NALC’s award-winning documentary on the Great Postal Strike of 1970, first shown at the 2022 Chicago convention to celebrate the strike’s 50th anniversary. The film’s producers will show the video and host a brief discussion of the strike’s enormous legacy for America’s city letter carriers, past and present.

Workshops

Thursday morning

Dignity and Respect in the Workplace

Location: Ballroom East

In this workshop, we will review the *Shop Steward's Guide to Preserving the Right of Letter Carriers to be treated with Dignity and Respect*.

Retirement Plus—Know Your Benefits

Location: Ballroom West

A healthy retirement involves multiple benefits all with complex rules and multiple considerations. Navigating the Federal Employees Retirement System (FERS), the Federal Employees Health Benefits (FEHB)/Postal Service Health Benefits (PSHB), Federal Employees Group Life Insurance (FEGLI), and the Thrift Savings Plan (TSP) takes knowledge and patience. The Retirement Plus—Know Your Benefits class, presented by Director of Retired Members Dan Toth, will show you the road map to these benefits and help you make informed decisions whether you are a new hire or ready to hand in your retirement application and hit the door.

Contract Administration Unit (CAU) (repeat)

Location: 205ABC

The Letter Carrier Political Fund— Successful Branch Practices

Location: 210ABC

This class will take a look at the importance of the Letter Carrier Political Fund on a national basis, and at the local level. It includes a discussion with successful branch leaders on what has worked well and what hasn't worked when they talk about LCPF to give attendees ideas what may work to improve their LCPF numbers in their branches and state associations. The legislative and political organizers will add to the discussion with the larger picture of what they see that has worked well at events and what hasn't.

Research and Resources for Stewards

Location: 253ABC

Throughout the years, NALC Headquarters has created many resources to assist contract enforcers

with their duties representing our members on the workroom floor. This workshop will focus on the numerous manuals, guides, publications and systems designed to help assist stewards in their day-to-day role of defending the National Agreement. The class will cover the various resources available, how to access those resources, how to utilize them to learn about specific issues, and how to research ideas to defend a letter carrier's rights on a certain topic.

NALC Constitution and Bylaws/Records Management

Location: 258ABC

This workshop will be taught by Secretary-Treasurer Nicole Rhine and Assistant Secretary-Treasurer Mack Julion. The constitution and bylaws segment will provide a general overview of the *NALC Constitution*, discussion on the process for amending bylaws from the origination of a proposed change to the review by the Committee of Laws, including how to upload proposed amendments through the Members Only portal, and will also cover common problems the Committee of Laws finds when reviewing submissions. The records management segment will provide an overview of how long certain records must be maintained and will also cover what the Department of Labor expects when considering converting from paper to electronic record keeping.

Thursday afternoon

Following a Grievance from Start to Finish: Part 4

Location: Ballroom East

On Thursday, the class will be devoted solely to the presentation of a live mock arbitration of the case. Students will observe the union and management advocates present opening statements to the arbitrator, direct and cross-examine witnesses, and offer closing arguments as they use the evidence and arguments that were developed in the case. At the conclusion of the hearing, the arbitrator will render a decision on the case. The arbitrator will explain how the evidence was developed during

Workshops

the processing of the case and how testimony presented at the hearing affected the result.

What You Need to Know About Sorting and Delivery Centers (repeat)

Location: Ballroom West

Training Opportunities for NALC Representatives

Location: 205ABC

This workshop will cover the upcoming changes members will see regarding training opportunities for NALC Representatives. One part of the session will cover the steps being taken to create an online learning platform to allow NALC to deliver training to members. The workshop will explain the process being used to convert the current in-person training offered by NALC at the national level to e-learning classes members can access on their time. The delegates will learn how NALC members will be able to access the online classes once they become available. The second part of the workshop will cover the ongoing project to create a standardized Shop Steward Training program. This program, which will be available in both in-person and online formats, is a comprehensive course designed to give new and experienced NALC representatives a complete understanding of the grievance-arbitration procedure and the National Agreement. During the session, delegates will get a preview of one learning module which has already been developed pertaining to the Informal Step A.

Building Retirement Security with the Thrift Savings Plan (TSP)

Location: 210ABC

A representative from the Federal Retirement Thrift Investment Board (FRTIB), the agency that manages the Thrift Savings Plan (TSP), will offer a workshop on the latest developments with the retirement savings program for federal and postal employees. In addition to reviewing the TSP's tools available for planning and saving for retirement, the workshop will provide an update on TSP operations, describe the TSP's mutual fund window, and answer questions of TSP participants.

Communicating Our Message

Location: 253ABC

This workshop will focus on how to deliver our message via the news media so that we can inform the public and politicians/policymakers about postal issues and the best policies moving forward. Getting the facts out and dispelling the myths is key to our future. NALC Communications and Media Relations Department staff will cover various aspects of communications, including speaking to reporters for news stories and making our own voices heard through letters to the editor or commentary pieces. The topics will range from broad media strategy to practical tips on dealing with journalists.

The Effective Use of Social Media

Location: 258ABC

Understanding how to effectively utilize this technology to engage NALC members is an increasingly essential tool for building and strengthening our union. Additionally, it offers a way of spreading the word to the wider public about issues that affect letter carriers. As an online-based form of communication, social media provides opportunities to reach, educate and mobilize online audiences rapidly through a variety of audio and visual formats not available through traditional print communications. This workshop will provide an overview of the knowledge and skills needed to use social media to its fullest potential in a way that provides clear, accurate information and raises awareness about important issues relevant to NALC members. Among the topics covered will be NALC's social media program, the benefits of social media, characteristics of strong social media posts, "Dos and Don'ts" of social media, and more. Whether you are an experienced social media user or someone who is just getting online, this workshop will help you better understand and use this exciting and ever-evolving method of communication.

MONDAY (8/5)

MORNING

City Delivery

Location: Ballroom East
This class repeats on Wednesday.

Emergency Response Team (ERT)/Employee Assistance Program (EAP)

Location: Ballroom West

Contract Administration Unit (CAU)

Location: 205ABC
This class repeats on Thursday.

Branch Trustee Training

Location: 210ABC

Mutual Benefit Association (MBA)

Location: 253ABC

Finding Your Union Voice

Location: 258ABC

TUESDAY (8/6)

MORNING

NALC Health Benefit Plan and Postal Service Health Benefits

Location: Ballroom East

Estate and Trust Planning

Location: Ballroom West

New Employee Experience Retention and Mentoring Program

Location: 205ABC

Safety and Health—A Briefing on our Issues

Location: 210ABC

Effective Branch Communications

Location: 253ABC

NALC Community Services and Member Support

Location: 258ABC

AFTERNOON

Following a Grievance from Start to Finish: Part 1

Location: Ballroom East

Managing Branch Finances: A Study in Basic Operations

Location: Ballroom West

Next Generation Delivery Vehicle (NGDV)

Location: 205ABC
This class repeats on Tuesday.

NALC Bargaining History and Strategies

Location: 210ABC

Introduction to Diversity, Equity and Inclusion

Location: 253ABC

Legislative and Political Update

Location: 258ABC

AFTERNOON

Following a Grievance from Start to Finish: Part 2

Location: Ballroom East

Mail Counts and Route Inspections Under Chapter 2 of the M-39

Location: Ballroom West
This class repeats on Wednesday.

Next Generation Delivery Vehicle (NGDV)

Location: 205ABC
Same as Monday.

Encounters with OWCP: Claim Basics

Location: 210ABC

Fraud Prevention and Detection

Location: 253ABC

The Changing Mail Industry and USPS Delivering For America Plan

Location: 258ABC

WEDNESDAY (8/7)

MORNING

City Delivery

Location: Ballroom East
Same as Monday.

What You Need to Know About Sorting and Delivery Centers

Location: Ballroom West
This class repeats on Thursday.

Risk Management and Innovations

Location: 205ABC

FMLA 2024: Insights and Guidance for Letter Carriers and Local Leaders

Location: 210ABC

Amazon Delivery—Domestic & International Labor Practices

Location: 253ABC

Women's Mentorship Roundtable Discussion

Location: 258ABC

AFTERNOON

Following a Grievance from Start to Finish: Part 3

Location: Ballroom East

Mail Counts and Route Inspections Under Chapter 2 of the M-39

Location: Ballroom West
Same as Tuesday.

OWCP: Making OWCP User/Claimant Friendly

Location: 205ABC

Understanding the LM-3

Location: 210ABC

Strategic Planning for New Branch Leaders

Location: 253ABC

'The Revolt of the Good Guys'

Location: 254ABC

THURSDAY (8/8)

MORNING

Dignity and Respect in the Workplace

Location: Ballroom East

Retirement Plus—Know Your Benefits

Location: Ballroom West

Contract Administration Unit (CAU)

Location: 205ABC
Same as Monday.

The Letter Carrier Political Fund—Successful Branch Practices

Location: 210ABC

Research and Resources for Stewards

Location: 253ABC

NALC Constitution and Bylaws/Records Management

Location: 258ABC

AFTERNOON

Following a Grievance from Start to Finish: Part 4

Location: Ballroom East

What You Need to Know About Sorting and Delivery Centers

Location: Ballroom West
Same as Wednesday.

Training Opportunities for NALC Representatives

Location: 205ABC

Building Retirement Security with the Thrift Savings Plan (TSP)

Location: 210ABC

Communicating Our Message

Location: 253ABC

The Effective Use of Social Media

Location: 258ABC

Exhibitors area

Delegates will be able to visit the NALC Store and a wide range of other exhibitors in Hall A.

Exhibits schedule:

Saturday, Aug. 3, 12 p.m. to 5 p.m.

Sunday, Aug. 4, 9 a.m. to 5 p.m.

Mon., Aug. 5, through Thurs., Aug. 8, 8 a.m. to 4 p.m.

Fri., Aug. 9, 7 a.m. to 12 p.m.

The NALC Store features a wide variety of NALC merchandise, including a souvenir convention T-shirt and other apparel and collectible items. Delegates can pay for purchases with credit cards, personal checks (payable to NALC Secretary-Treasurer) and, of course, cash.

Branch Sales section: Individual branches are on hand to sell union-made-in-the-USA items to raise funds for the Muscular Dystrophy Association or the Postal Employees' Relief Fund (PERF).

Community Service: This booth will provide useful information about NALC's community services and events, such as the Letter Carriers' Stamp Out Hunger Food Drive, the Disaster Relief Foundation, Muscular Dystrophy Association (MDA), the Veterans Group, heroes, Postal Employee Relief Fund (PERF), Union Privilege, Carrier Alert, and more.

The Country Store: The NALC Auxiliary's "Country Store" offers a wide variety of crafts and other items.

Health Benefit Plan: Representatives from the NALC Health Benefit Plan located in Ashburn, VA, will be available each day to help members with general questions, Plan programs, Plan benefits and specific claims by using a direct computer link to the Plan's Virginia office. Stop by our booth or office to receive information and say hello to our staff.

Leadership Academy: Started in 2005, the NALC Leadership Academy reflects the national leadership's belief in the importance of developing and

preparing current and future NALC leaders for the challenges of today and those that are surely ahead. NALC representatives will be available to answer questions about the program's curriculum and application process.

Letter Carrier Political Fund: Staffers and volunteers will be on hand to discuss the upcoming elections and to inform members on the various ways they can become involved this cycle.

Mutual Benefit Association: Staff members from NALC's life insurance organization will explain insurance products and answer individual policy questions.

Nalcrest: NALC's retirement community in central Florida has been around for more than half a century, and Nalcrest representatives will be on hand to provide interested delegates with information on recent renovations, amenities and availability of rental units.

The Office of Workers' Compensation Programs: RWCAs will have information for members with questions on workers' compensation issues.

Retirement: NALC's Retirement Department staff will be on hand to provide information and hand out helpful books on retirement and other related topics.

Social Security: Representatives from the Social Security Administration will be available to answer your questions and provide useful information as well as appropriate handouts.

Thrift Savings Plan: TSP representatives will be available to talk with members about saving for retirement and to answer specific questions for members who invest in TSP funds.

Convention and standing committees

AFL-CIO DELEGATES

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Nicole Rhine	Secretary-Treasurer
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Elise Foster	Br. 11, Chicago, IL
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Paul Rozzi	Br. 84, Pittsburgh, PA
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Andrew Weiner	Br. 562, Jamaica, NY
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Br. 1107, Wilmette, IL
Br. 245, Rockford, IL
Br. 352, Central IA
Br. 1427, Santa Clara, CA
Br. 294, Flushing, NY
Br. 124, New Orleans, LA
Br. 30, Kansas City, MO
Br. 358, Northeastern NY
Br. 38, New Jersey Mgd.

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Lakeyshon "Keisha" Bryant
Al Friedman
Emery Johnson
Patrick VanEgeren

Br. 283, Houston, TX
Br. 1080, Greenwood, MI
Br. 2008, Clearwater, FL
Br. 3126, Royal Oak, MI
Br. 619, Green Bay, WI

* *chairperson*

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Denise Howard	Br. 522, Bloomington, IL
Amanda Mitchell	Br. 44, NH Mgd.
Kenneth Montgomery	Br. 210, Rochester, NY
Jose Romero	Br. 504, Albuquerque, NM

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Sylvin Stevens	Br. 545, Charlotte, NC
Andy Tuttle	Br. 104, Lawrence, KS

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Troy Scott	Br. 129, Baton Rouge, LA

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Tony Diaz	Br. 599, Tampa, FL
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Mary Halford	Br. 1902, Arizona Mgd.
Jo Ann Pyle	Br. 79, Seattle, WA
John Walsh	Br. 29, Albany, NY

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Bruce Bailey	Br. 134, Syracuse, NY
Jacob Morgan	Br. 1111, Greater East Bay, CA
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Karen Evans	Br. 60, Stamford, CA
Eric Jackson	Br. 725, Southeast PA Mgd.
Matt Leger	Br. 51, Fall River, MA
Carolyn Zorn	Br. 2200, Pasadena, CA

* *chairperson*

Auxiliary Convention



Officers:

Cynthia Martinez, President

Crystal Bragg, Secretary

Samantha Yerg, Treasurer

Registration (hours strictly adhered to): Level 1 Noth Lobby

Saturday, Aug. 3: 12 p.m.-5 p.m.

Sunday, Aug. 4: 9 a.m.-4 p.m.

Monday, Aug. 5: 8:30 a.m.- 9:30 a.m.

General Sessions: 153C

Mon., Aug. 6-Tues., Aug. 7, 10 a.m. to 2 p.m.

Wed., Aug. 8, 9:30 a.m. to 11 a.m.

Thurs., Aug. 9, 10 a.m. to 2 p.m.

Monday, Aug. 6

- 9:30–10 a.m.: Rules and credential committee meets
- 10 a.m.: Convention convenes
- Committee assignments
- Bylaws and resolutions
- Keynote speaker

Tuesday, Aug. 7

- Memorial service
- Continuation of bylaws and resolutions
- Speaker

Wednesday, Aug. 8

- Muscular Dystrophy Association donations
- Letter Carrier Political Fund
- Luncheon

Thursday, Aug. 9

- Committee reports
- Unfinished business

How to be recognized by the chair

1. Rotate small wheel to indicate why you wish to be recognized. Microphone signs are arranged so the Chair sees the same sign on the large top of the microphone stanchion that the delegate standing at the microphone sees on the small platform at eye level.
2. To be recognized, activate the light in the numbered cube at the top of the stanchion by holding down the button on the small platform. Release button when recognized by the Chair.
3. The Chair will recognize “Privilege” before “Information,” and “Information” before “For” or “Against.”
4. The Chair will alternate between “For” and “Against” signs.
5. The “precedence” of motions will be in accordance with *Robert’s Rules of Order*.

ONCE YOU HAVE BEEN RECOGNIZED BY THE CHAIR, IDENTIFY YOURSELF AND YOUR BRANCH NUMBER AND CITY BEFORE BEGINNING TO SPEAK.

Microphone signs



FOR: The use of the “For” sign is limited to those who wish to speak *in favor of a pending motion*. It may not be used for any other reason.



AGAINST: The use of the “Against” sign is limited to those who wish to speak *in opposition to a pending motion*. It may not be used for any other reason.



INFORMATION: The use of the “Information” sign is limited to those who wish to address a question to, or through, the Chair. This may be a technical “parliamentary inquiry” or a traditional “Point of Information.” It must be a question, seeking information. It may *not* be used by a speaker wishing to offer general advice, or to provide information, or to argue for or against a motion. Such questions are not debatable and do not result in votes.



PRIVILEGE: The “Privilege” sign is to be used by delegates wishing to make a “privileged” motion under *Robert’s Rules of Order*, and for actions not covered under the “For,” “Against” or “Information” signs. A few traditional examples of privileged motions are:

- **A Question of Privilege** (sometimes called “personal privilege”). Questions of Privilege are generally restricted to urgent matters of immediate importance—for example: “the sound system is not working.” They take precedence over main motions. Non-debatable. No vote.
- **Point of Order.** Used to raise a question as to whether there has been a breach of the *Rules*. Must be raised promptly. Non-debatable. No vote.
- **Call the Question.** A call for a vote on a pending motion. Non-debatable. Vote.
- **A Motion to Amend.** Debatable. Vote.

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Paul Barner, Executive Vice President
James D. Henry, Vice President
Nicole Rhine, Secretary-Treasurer
Mack I. Julion, Assistant Secretary-Treasurer
Christopher Jackson, Director of City Delivery
Manuel L. Peralta Jr., Director of Safety and Health
Daniel Toth, Director of Retired Members
James W. "Jim" Yates, Director of Life Insurance
Stephanie M. Stewart, Director, Health Benefits

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Region 11: Mark S. Camilli
Region 12: Brian Thompson
Region 13: Vada E. Preston
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