

POCKET GUIDE TO THE NALC CONVENTION



**NALC 74TH BIENNIAL
CONVENTION**

AUGUST 3-7, 2026

**LOS
ANGELES**

NALC THANKS

LOS ANGELES BRANCH 24

FOR HOSTING THE 74TH BIENNIAL CONVENTION

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VICE PRESIDENT—MARCOS GARCIA

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TRUSTEES—

ANITA GUZIK, JOSE GONZALEZ, CHARLES SCOTT

SERVICE RELATIONS—

MIKE POBLANO, ALEJANDRO NUÑEZ, GARY NG

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HEALTH BENEFIT REP—MATTHEW KOZLO

SERGEANT-AT-ARMS—TONY JONES

ILL & INJURED STEWARD—MAURICE KIRKWOOD

MBA-NSBA INSURANCE REP—TRACYE SANFORD

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LAURA TAVE

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RONALD DOUGLAS

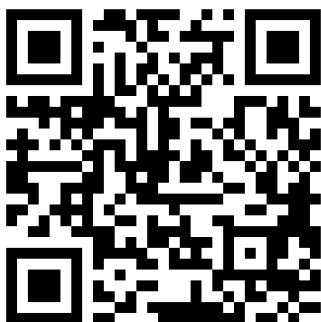
JOHNNY HARRIS

MAURICE KIRKWOOD

MATTHEW KOZLO

CONTENTS

Welcome.....	2
About the convention center.....	3
Getting around Los Angeles	4
Blood drive	4
Attendees with disabilities	5
Treating illness or injury	6
NALC hotels.....	7
Shuttle bus schedule.....	8
Schedule of events.....	10
Workshops.....	12
Workshops at a glance.....	28
Exhibitors area	30
Convention and standing committees...	32
NALC Auxiliary Convention	35
How to be recognized by the Chair.....	36



Use this QR code to access the *Pocket Guide* on your phone or tablet anytime throughout the convention.

WELCOME

Welcome to Los Angeles and the 74th 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 59th 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 Los Angeles more enjoyable. Put it in your pocket and refer to it often.

Again, a hearty welcome to Los Angeles to all delegates attending the NALC's 74th Biennial Convention.

CONVENTION CENTER

NALC's 74th Biennial National Convention and workshops are being held at the Los Angeles Convention Center (LACC), 1201 S. Figueroa St., Los Angeles, CA 90015. Signs will direct delegates to the general sessions and workshops.

Convention registration: South Lobby
Saturday, Aug. 1, 12 p.m. to 5 p.m.
Sunday, Aug. 2, 9 a.m. to 5 p.m.
Monday, Aug. 3, 8 a.m. to 10 a.m.

After this, registration will continue in the NALC Headquarters/Finance Office, Room 304AB:
Mon., Aug. 3, 12 p.m. to 4 p.m.
Tues., Aug. 4, through Thurs., Aug. 6, 8 a.m. to 4 p.m.
Fri., Aug. 7, 8 a.m. to 12 p.m.

General sessions: Exhibit Hall GH—Level 1

Exhibits: Exhibit Hall J—Level 1
Saturday, Aug. 1, 12 p.m. to 5 p.m.
Sunday, Aug. 2, 9 a.m. to 5 p.m.
Mon., Aug. 3, through Thurs., Aug. 6, 8 a.m. to 4 p.m.
Fri., Aug. 7, 7 a.m. to 12 p.m.

NALC's Headquarters/Finance Office: 304AB

NALC Health Benefit Plan Office: 306A

Host Branch 24 Office: 304C

NALC Auxiliary convention registration: South Lobby

NALC Auxiliary Office: 404A

NALC Auxiliary general sessions: 404B

Business Center: Located in the Concourse Hall corridor next to the vending machines. It is operated and managed by Image Quest Plus, an L.A.-based business services company. Services available include copying, printing, faxing, scanning, banners/signs, small package shipping and receiving, and office supplies. Its phone number is 213-765-4210. Hours: Monday, Aug. 3, through Thursday, Aug. 6, 8 a.m. to 4 p.m.; Friday, Aug. 7, 8 a.m. to 1 p.m.

CONVENTION CENTER

Parking at the LACC: Hours for the West Hall, South Hall and Venice garages are 5 a.m.-9 p.m. at a rate of \$30. No overnight parking is permitted. Credit and debit cards (Visa, MasterCard, American Express, and Discover) are accepted.

Getting around Los Angeles

The Los Angeles Metro is affordable, relatively easy to use and services most of Los Angeles County and its top attractions. The public transit system consists of Metro buses, DASH buses and Metro Rail trains.

To ride these buses, trains and subways, it is recommended to purchase a reusable TAP Card. These are easily available at TAP machines located within the bus or subway stations. You can load a preset cash value onto the card and travel across all three systems as needed. It's also super easy to add extra cash if you're running low.

The bus system offers 200 different lines that cross the entire city and beyond.

The railway system consists of two subway lines, four light-rail lines, and two express bus lines that connect to downtown Los Angeles.

DASH buses are small shuttle buses run by the L.A. Department of Transportation and operate along 33 different routes around the city.

Go to metro.net to plan your trip.

BLOOD DRIVE

The American Red Cross will conduct a blood drive at the LACC on Tuesday, Aug. 4, from 9 a.m.-3 p.m. in room 308B. 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. Closed captioning is available for workshop sessions. A dedicated closed captioning area is located at the front of the room.

Accessible equipment rental

Soaring Scooters is the exclusive scooter rental service for NALC's 74th Biennial Convention. For pricing and reservations, go to soaringscooters.com and select "Knott's Berry Farms" to see all available options. For more information, email info@soaringscooters.com or call 855-981-7627 between the hours of 7 a.m. and 11 p.m. CST. There is a \$50 delivery charge.

Parking

Accessible parking for people with disabilities is available in all Los Angeles Convention Center (LACC) garages, subject to availability. Prevailing parking rates apply. For additional accessibility information, visit laconventioncenter.com/visit/accessibility.

Shuttles

The NALC is providing free shuttle bus service to/from the LACC 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 L.A.

First aid: Located in the South Lobby by the Pico Boulevard entrance.

Hours:

Saturday, Aug. 1	8 a.m.–5 p.m.
Sunday, Aug. 2	8 a.m.–7:30 p.m.
Monday, Aug. 3- Thursday, Aug. 6	7 a.m.–5 p.m.
Friday, August 7	7 a.m.–4 p.m.

NALC HEALTH BENEFIT PLAN EMERGENCY MEDICAL INFORMATION

In-network hospitals and urgent care centers:

- California Hospital Medical Center
1401 S Grand Ave.
213-748-2411
- PIH Health Good Samaritan Hospital
1225 Wilshire Blvd.
213-977-2121
- Concentra Urgent Care
814 Francisco Street
866-944-6046
- Concentra Urgent Care
1313 West 8th Street # 100
866-944-6046

CVS pharmacies:

- 812 S. Grand Ave., 213-627-7925
- 735 S. Figueroa St., 213-330-4544

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

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

AC Hotel Downtown Los Angeles

1260 S. Figueroa St.

The Biltmore Los Angeles

506 S. Grand Ave.

Courtyard by Marriott Los Angeles L.A. Live

901 West Olympic Blvd.

**DoubleTree by Hilton Hotel Los Angeles
Downtown**

120 S. Los Angeles St.

E-Central Downtown Los Angeles Hotel

1020 S. Figueroa St.

Hilton Checkers Los Angeles

535 S. Grand Ave.

Hotel Figueroa

939 S. Figueroa St.

Hotel Indigo Los Angeles Downtown

899 Francisco St.

Hotel Per La, Autograph Collection

649 S. Olive St.

InterContinental Los Angeles Downtown

900 Wilshire Blvd.

JW Marriott Los Angeles L.A. Live HQ

900 W. Olympic Blvd.

Omni Los Angeles Hotel

251 S. Olive St.

Residence Inn Los Angeles L.A. Live

901 W. Olympic Blvd.

Sheraton Grand Los Angeles

711 S. Hope St.

Westin Bonaventure Hotel & Suites

404 S. Figueroa St.

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 LACC 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 LACC or call 310-900-9525. Please call at least 60 minutes prior to desired pick-up time.

Shuttle Schedule

Saturday, Aug. 1:

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

Every 20-30 minutes*

Sunday, Aug. 2:

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. 3, through Thursday, Aug. 6:

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. 7:

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 LACC. 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 LACC at published end time.

Hotels and boarding locations

Route #1 Hotels

InterContinental Los Angeles
Downtown

Westin Bonaventure Hotel
& Suites

Boarding Locations

Curbside on Seventh Street

Curbside on Figueroa Street

Route #2 Hotels

Hilton Checkers Los Angeles

Hotel Per La, Autograph
Collection

Sheraton Grand Los Angeles

The Biltmore Los Angeles

Boarding Locations

Walk to the Biltmore—across
street from entrance on
Grand Avenue

Walk to Sheraton Grand—
curbside on Hope Street

Curbside on Hope Street

Across street from entrance
on Grand Avenue

Route #3 Hotels

DoubleTree by Hilton Hotel
Los Angeles Downtown

Omni Los Angeles Hotel

Boarding Locations

Curbside on Los Angeles
Street

Curbside on Olive Street

Hotels within walking distance of the LACC:

AC Hotel Downtown Los Angeles

Courtyard by Marriott Los Angeles L.A. Live

E-Central Downtown Los Angeles Hotel

Hotel Figueroa

Hotel Indigo Los Angeles Downtown

JW Marriott Los Angeles L.A. Live HQ

Residence Inn Los Angeles L.A. Live

SCHEDULE OF EVENTS

Saturday, Aug. 1

Registration: South Lobby, 12 p.m. to 5 p.m.

Sunday, Aug. 2

Registration: South Lobby, 9 a.m. to 5 p.m.

Welcoming reception: Gilbert Lindsay Plaza, 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 74th Biennial Convention.

Monday, Aug. 3

Registration: 8 a.m. to 10 a.m., South Lobby; then NALC Headquarters/Finance Office, 304AB, 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. 4

Registration: Headquarters/Finance Office, 304AB, 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. 5

Registration: Headquarters/Finance Office, 304AB, 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. 6

Registration: Headquarters/Finance Office, 304AB, 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. 7

Registration: Headquarters/Finance Office, 304AB, 8 a.m. to 12 p.m.

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

- Resolutions
- Awards
- Guest speakers

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 (repeats Wednesday morning)

Location: Petree Hall

Director of City Delivery Christopher Jackson and his staff will provide updates and information on numerous city delivery topics, including Carrier Academy, W2USPS/Orientation, MDD scanners, USPS pilot testing, postal vehicles, electronic keys and organizational activities.

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

Location: 502 A

Director of Safety and Health Manuel L. Peralta will discuss the Employee Assistance Program services and suicide prevention. Peralta, Assistant Secretary-Treasurer Mack Julion and the NALC Headquarters ERT leadership will provide an overview of the ERT program, the benefits of early crisis/trauma intervention, and the positive impact of members helping members.

Contract Administration Unit (CAU) (repeats Thursday morning)

Location: 515 AB

Executive Vice President Paul Barner, Vice President James Henry, Director of Retired Members Dan Toth and their staff will lead this class. The CAU will report on relevant national-level settlements and arbitration awards since the last convention. There will be a review of issues currently being discussed at the Interpretive Step as well as an update on the Dispute Resolution Process, including arbitration. The class will also cover 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: 403 AB

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: 502 B

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.

Military Veterans' Rights

Location: 152 & 153 AB

A large percentage of active and retired members of the National Association of Letter Carriers are veterans. During this workshop, delegates will learn about the rules and regulations found in the *National Agreement*, USPS handbooks and manuals, and the laws that apply to veterans. Various topics of interest to veterans, including the Uniformed Services Employment and Reemployment Rights Act (USERRA), Wounded Warriors Leave (WWL), the Veterans' Preference Act of 1944 and retirement credit for military service will be

WORKSHOPS

covered. This class will provide veterans and NALC representatives with useful information specific to letter carriers who served in the military.

Monday afternoon

Following a Grievance from Start to Finish: Part 1

Location: Petree Hall

This four-day class will cover all aspects of the grievance procedure from the investigation of an incident 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 NALC representatives involved in the creation of the new Informal Step A training program and the development of NALC University will present a series of scenes depicting the various stages of the grievance procedure.

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 prepare to present this grievance.

Managing Branch Finances: A Study in Basic Operations

Location: 152 & 153 AB

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.

Navigating the Legislative Nightmare

Location: 502 B

“Unprecedented” isn’t an exaggeration when describing the chaos that has dominated Washington, DC, the last two years. In 2025, one party took control of the House, Senate and White House, making it a difficult environment for a pro-letter carrier agenda. From the beginning, federal employees’ jobs, benefits, retirements and right to organize have been under attack. Through it all, NALC has fended off innumerable threats to letter carriers, all while pursuing opportunities to advance our priorities. Learn more about how NALC has navigated these challenging times and led the fight to save our jobs, retirements and the entire Postal Service.

Building Retirement Security with the Thrift Savings Plan (TSP)

Location: 150 ABC & 151

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

WORKSHOPS

will provide an update on TSP operations, describe the TSP's mutual fund window, and answer questions of TSP participants.

Local Negotiations (repeats Tuesday afternoon)

Location: 403 AB

This workshop covers the preparation, negotiation process and impasse procedures. It will also provide practical guidance, best practices, and techniques to help make your local negotiations more efficient and effective, as well as the importance of strategy when designing your proposals. The workshop will also address the parties' burden of proof and offer guidance on responding to management's proposals and impasses. An update on the latest round of LMOU cases appealed to arbitration will also be provided.

Navigating Through OWCP Under the New Administration

Location: 515 AB

Under the new administration, OWCP has implemented a number of new changes to its procedures for processing and adjudicating claims. Many of these changes will have an adverse effect on injured letter carriers. This class will explain these changes and will discuss tactics and strategies injured letter carriers and their representatives should employ to successfully navigate the claims process.

Tuesday morning

NALC Health Benefit Plan— Whole Health Explained

Location: Petree Hall

Join NALC Health Benefit Plan Director Stephanie Stewart and Health Benefit Plan staff to learn more about the NALC HBP. This workshop integrates preventive care, wellness programs, and sick care, which equals a whole health strategy for your health journey. Discover how we work directly with the Office of Personnel Management each year to provide the most comprehensive care for our members while also following the contractual guidelines outlined by the official carrier letter (policy directions for PSHB programs). Following the presentation, a Q&A session will be offered to all attendees.

Estate and Trust Planning

Location: 408 AB

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 carriers 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.

International Postal Report

Location: 502 A

This workshop will focus on how postal services around the world are grappling with the technological, political and economic forces buffeting postal unions and the global mailing/shipping industry. It will highlight the work of NALC's international federation, UNI Global Union, and discuss how various countries are adapting their laws and regulations on postal services for the future. The session will feature Swedish trade union leader Jens Saverstrom and NALC consultant Jim Sauber.

Safety and Health—A Briefing on our Issues

Location: 152 & 153 AB

Director of Safety and Health Manuel L. Peralta and St. Louis, MO Branch 343 member Richard Thurman will provide a briefing on NALC's activity on relevant issues affecting our craft.

Recruiting and Mentoring Union Activists

Location: 150 ABC & 151

Being a member of NALC allows individuals to become part of a group of hundreds of thousands of dedicated letter carriers, united to protect their jobs and their rights, and to promote the safety and welfare of the members. These common goals create strength and solidarity that allows NALC to achieve great things for letter carriers. NALC offers members a variety of activities and opportunities to get involved so they

WORKSHOPS

can actively participate with their branch, in and outside of the workplace. In this class, participants will learn various tips, strategies and techniques to motivate members to get involved in being activists within their branch. Additionally, the class will focus on how to properly mentor those individuals to keep them involved in the branch's efforts of representing its members and serving their communities.

Risk Management and Branch Policies

Location: 403 AB

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 on branch policies. 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 branch policies segment is designed to identify policies that every branch should have in place.

Tuesday afternoon

Following a Grievance from Start to Finish: Part 2

Location: Petree Hall

On Tuesday, the class will cover the Informal Step A process and explain the steps a steward should take to prepare for the grievance meeting. The class will also explain how to appeal a case to Formal Step A of the grievance process.

Local Negotiations (repeat)

Location: 152 & 153 AB

Ethical Decision Making

Location: 403 AB

Former NALC Executive Vice President Jimmy Williams and former Region 6 NBA Troy Clark will host this workshop. The class will help union activists recognize, evaluate and respond to situations where values, responsibilities and competing interests may come into conflict. Through discussion, real-world scenarios and group problem-solving, members will

examine principles such as fairness, accountability, transparency, solidarity, and the duty to represent all workers with integrity. The class will strengthen members' ability to make thoughtful choices in matters involving grievances, confidentiality, conflicts of interest, member representation and leadership responsibilities. By the end of the session, participants will be better prepared to uphold union values, build trust among members, and make decisions that support both individual rights and the collective good.

The Economic Realities of the Postal Service

Location: 502 A

This workshop will dive into the finances of the Postal Service, explaining the universal service obligation, the economic theory of USPS, and how technological and market changes, plus legislative constraints, have affected the agency's ability to remain self-sufficient. It will also provide a look at the delivery industry and the private companies with which USPS competes for parcel volume. The session will cover how these forces affect the future of the Postal Service and collective bargaining.

OWCP: Claim Basics

Location: 515 AB

When letter carriers sustain on-the-job injuries, both figuring out 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.

Effective Branch Communications

Location: 150 ABC & 151

Branch communications, both in newsletters and websites, 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

WORKSHOPS

or Facebook groups, sharpening the focus and effectiveness of newsletters, and improving branch-wide communications strategies will be discussed. NALC's Branch Publication Competition winners will be announced at this workshop.

Wednesday morning

Navigating Federal Retirement: What Every Letter Carrier Needs to Know

Location: Petree Hall

This educational seminar breaks down the complexities of the Federal Employees Retirement System (FERS), including eligibility requirements, timelines and application processes. Participants will gain clarity on how to prepare effectively and avoid common mistakes. Attendees will also learn how to estimate their retirement income, understand pension and TSP benefits, and make informed decisions about healthcare, survivor benefits and Social Security.

Conversion to Career and the Alternate Dispute Resolution Process

Location: 152 & 153 AB

This workshop will discuss the methods by which city carrier assistants attain career status. Attendees will learn the history of relevant memorandums of understanding (MOUs), including the MOU Re: City Carrier Assistants – Conversion to Career Status and the MOU Re: Full-time Regular Opportunities – City Letter Carrier Craft. The session will cover how the agreements interact with other provisions of the *National Agreement* and MOUs. Included in this class will be an explanation of the Alternate Dispute Resolution process created to address CCA and PTF conversion issues.

City Delivery (repeat)

Location: 515 AB

Fraud Prevention and Detection

Location: 403 AB

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. Secretary-Treasurer Nicole Rhine and Dave Dorsey, partner at accounting firm WithumSmith+Brown, will 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.

Research and Resources for Stewards

Location: 408 AB

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, systems and the new NALC University, which are all 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.

Solidarity and Unionism

Location: 502 A

Former NALC Executive Vice President Jimmy Williams and former Region 6 NBA Troy Clark will host this workshop. The class will provide a frank and honest discussion to help members understand that the strength of a union comes from collective actions, shared responsibility, and respect for every member. Learn best practices and techniques for leaders to serve and empower others, the importance of standing together during workplace challenges, and the role each member plays in protecting our union's solidarity. This class will also emphasize communication, unity across our differences, and supporting fellow members so that the union remains strong, active, and prepared to advocate for the common good.

Wednesday afternoon

Following a Grievance from Start to Finish: Part 3

Location: Petree Hall

Wednesday's class will include how to prepare and present a case at Formal Step A, as well as make the

WORKSHOPS

appeal to Step B. As these topics are covered, the case will move through the Formal Step A meeting and Step B and ultimately be appealed by the national business agent to arbitration.

Defenses to Discipline (repeats Thursday afternoon)

Location: 408 AB

Discipline from management is a serious threat to letter carriers and their job security. This workshop will delve into the task of defending carriers against such discipline and will cover everything from the types of discipline issued to management's burden to show just cause, mitigating factors, due process violations, and the steward's role. The class presenters will also provide statistics related to arbitration trends for discipline grievances.

Understanding the LM-3

Location: 502 A

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: 152 & 153 AB

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 this 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.

Legislative and Political Update

Location: 502 B

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 119th Congress and beyond and get an update on the political landscape and upcoming elections.

How Interest Arbitration Works

Location: 403 AB

This workshop will be led by NALC consultant Jim Sauber and will feature two of our union's attorneys—Peter DeChiara and Kate Swearngen of the labor law firm Cohen, Weiss and Simon. It will provide an overview of the binding arbitration process mandated by the Postal Reorganization Act when collective bargaining and mediation do not produce a voluntary contract settlement. It will cover how the tripartite interest arbitration process works, including how the arbitrators are selected, the different stages of the process (briefs, hearings, executive sessions, etc.) and how it differs from rights arbitration. The workshop will also provide a brief history of NALC's past interest arbitrations and discuss the benefits and risks of the process.

Thursday morning

Contract Administration Unit (CAU) (repeat)

Location: Petree Hall

NALC Stamp Out Hunger® Food Drive and Union Plus

Location: 502 B

NALC has a long tradition of giving back to the communities we serve through charitable initiatives. The dedication of our members to those communities

WORKSHOPS

extends far beyond simply delivering the mail. This workshop will include a presentation discussing the National Association of Letter Carriers' annual Stamp Out Hunger Food Drive. Since launching in 1993, the Stamp Out Hunger Food Drive has grown into the nation's largest single-day food drive. The focus will be a discussion surrounding how we maintain our strong partnerships with USPS, national sponsors, food banks, and the communities we serve. The workshop will also include a presentation from the AFL-CIO-founded Union Plus to offer union members and their families money-saving benefits.

Dignity and Respect in the Workplace

Location: 403 AB

In this workshop, Director of Safety and Health Manuel L. Peralta and Region 7 RAA Jason Karnopp will review the *Shop Steward's Guide to Preserving the Right of Letter Carriers to be treated with Dignity and Respect*.

NALC Constitution and Bylaws/Records Management

Location: 502 A

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.

The FMLA and the PWFA: Insights and Guidance for Letter Carriers and Local Leaders

Location: 515 AB

In this workshop, NALC attorney Elizabeth Kott and Assistant to the President for Workers' Compensation Coby Jones will provide an overview

of the Family and Medical Leave Act (FMLA) and the Pregnant Workers Fairness Act (PWFA). They will also cover the nuts and bolts of how the FMLA and the PWFA work and provide guidance for local leaders to assist their members with FMLA and PWFA issues.

The Letter Carrier Political Fund —Successful Branch Practices

Location: 150 ABC & 151

The Letter Carrier Political Fund (LCPF) plays a vital role in protecting the interests of letter carriers by supporting the NALC's legislative and political efforts at every level of government. This workshop will examine the importance of the LCPF from both a national and local perspective and highlight why member participation is essential to our union's success. Attendees will hear from successful branch leaders who will share their experiences discussing the LCPF with members. These branch leaders will discuss strategies that have produced positive results, lessons learned from challenges they've faced, and practical approaches that branches can adapt to increase participation. NALC legislative and political organizers will provide a broader perspective on the political and legislative landscape, highlighting successful outreach efforts from across the country and discussing how branches and state associations can strengthen their political engagement. Participants will leave the workshop with new ideas, proven best practices, and actionable strategies to help improve LCPF participation in their own branches and state associations. The workshop will also recognize outstanding achievements by presenting LCPF awards to branches and individuals whose exceptional commitment and dedication have helped strengthen the LCPF and advance the legislative priorities of letter carriers.

Thursday afternoon

Following a Grievance from Start to Finish: Part 4

Location: Petree Hall

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

WORKSHOPS

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

Raising Awareness— NALC Disaster Relief Foundation & MDA

Location: 150 ABC & 151

The NALC has a proud tradition of supporting both the communities we serve and our fellow members through meaningful charitable efforts. Our commitment to helping others extends far beyond delivering the mail—it reflects the compassion, solidarity, and service that define our union. This workshop will highlight two important organizations that embody those values: the NALC Disaster Relief Foundation and the Muscular Dystrophy Association (MDA). Established in 2018, the NALC Disaster Relief Foundation provides financial assistance to NALC members affected by natural disasters. The workshop also will showcase NALC’s longstanding partnership with MDA, which began in 1952 and continues to support research, care, and the search for cures for neuromuscular diseases. Participants will learn about the impact of these organizations, hear success stories, and explore practical strategies for increasing fundraising efforts to support both MDA and the NALC Disaster Relief Foundation. Together, we can continue making a meaningful difference in the lives of our members and the communities we serve.

‘The Revolt of the Good Guys’

Location: 515 AB

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 co-producer, Jim Sauber, will show the video and host a brief discussion of the strike’s enormous legacy for America’s city letter carriers, past and present.

Defenses to Discipline (repeat)

Location: 403 AB

The Effective Use of Social Media

Location: 408 AB

Social media is one of the most powerful tools available to letter carriers and branches for reaching members, telling our stories, and raising awareness about the issues that matter most to us. This workshop provides an overview of the knowledge and skills needed to use social media effectively, from the characteristics of strong posts to key do's and don'ts around privacy, professionalism and accurate messaging. Participants will learn best practices for creating compelling content, platform-specific strategies for Facebook, Instagram and TikTok, and guidance for navigating misinformation. Whether you're an experienced user or just getting started, you'll leave with practical skills to inform, engage and mobilize online audiences in a way that strengthens our union and amplifies the work letter carriers do every day.

Influential Women of the Labor Movement

Location: 152 & 153 AB

Women have played a crucial role in the labor movement, advocating for workers' rights, better working conditions, and gender equality throughout history. Join this strong group of female NALC Leadership Academy graduates as they present a compelling, biographical tribute to a collection of famous women who have energized the labor movement.

MONDAY (8/3)

MORNING

City Delivery

Location: Petree Hall

This class repeats on Wednesday.

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

Location: 502 A

Contract Administration Unit (CAU)

Location: 515 AB

This class repeats on Thursday.

Branch Trustee Training

Location: 403 AB

Mutual Benefit Association (MBA)

Location: 502 B

Military Veterans' Rights

Location: 152 & 153 AB

TUESDAY (8/4)

MORNING

NALC Health Benefit Plan—Whole Health Explained

Location: Petree Hall

Estate and Trust Planning

Location: 408 AB

International Postal Report

Location: 502 A

Safety and Health—A Briefing on our Issues

Location: 152 & 153 AB

Recruiting and Mentoring Union Activists

Location: 150 ABC & 151

Risk Management and Branch Policies

Location: 403 AB

AFTERNOON

Following a Grievance from Start to Finish: Part 1

Location: Petree Hall

Managing Branch Finances: A Study in Basic Operations

Location: 152 & 153 AB

Navigating the Legislative Nightmare

Location: 502 B

Building Retirement Security with the Thrift Savings Plan (TSP)

Location: 150 ABC & 151

Local Negotiations

Location: 403 AB

This class repeats on Tuesday.

Navigating Through OWCP Under the New Administration

Location: 515 AB

AFTERNOON

Following a Grievance from Start to Finish: Part 2

Location: Petree Hall

Local Negotiations

Location: 152 & 153 AB

Same as Monday.

Ethical Decision Making

Location: 403 AB

The Economic Realities of the Postal Service

Location: 502 A

OWCP: Claim Basics

Location: 515 AB

Effective Branch Communications

Location: 150 ABC & 151

WEDNESDAY (8/5)

MORNING

Navigating Federal Retirement: What Every Letter Carrier Needs to Know

Location: Petree Hall

Conversion to Career and the Alternate Dispute Resolution Process

Location: 152 & 153 AB

City Delivery

Location: 515 AB

Same as Monday.

Fraud Prevention and Detection

Location: 403 AB

Research and Resources for Stewards

Location: 408 AB

Solidarity and Unionism

Location: 502 A

THURSDAY (8/6)

MORNING

Contract Administration Unit (CAU)

Location: Petree Hall

Same as Monday.

Stamp Out Hunger® Food Drive and Union Plus

Location: 502 B

Dignity and Respect in the Workplace

Location: 403 AB

NALC Constitution and Bylaws/Records Management

Location: 502 A

The FMLA and the PWFA: Insights and Guidance for Letter Carriers and Local Leaders

Location: 515 AB

The Letter Carrier Political Fund—Successful Branch Practices

Location: 150 ABC & 151

AFTERNOON

Following a Grievance from Start to Finish: Part 3

Location: Petree Hall

Defenses to Discipline

Location: 408 AB

This class repeats on Thursday.

Understanding the LM-3

Location: 502 A

Strategic Planning for New Branch Leaders

Location: 152 & 153 AB

Legislative and Political Update

Location: 502 B

How Interest Arbitration Works

Location: 403 AB

AFTERNOON

Following a Grievance from Start to Finish: Part 4

Location: Petree Hall

Raising Awareness—NALC Disaster Relief Foundation and MDA

Location: 150 ABC & 151

‘The Revolt of the Good Guys’

Location: 515 AB

Defenses to Discipline

Location: 403 AB

Same as Wednesday.

The Effective Use of Social Media

Location: 408 AB

Influential Women of the Labor Movement

Location: 152 & 153 AB

EXHIBITORS AREA

Delegates will be able to visit the NALC Store and a wide range of other exhibitors in Exhibit Hall J—Level 1.

Exhibits schedule:

Saturday, Aug. 1, 12 p.m. to 5 p.m.

Sunday, Aug. 2, 9 a.m. to 5 p.m.

Mon., Aug. 3, through Thurs., Aug. 6, 8 a.m. to 4 p.m.

Fri., Aug. 7, 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.

The Emergency Response Team: Come learn more about this important program to assist letter carriers when they need it most. When a critical incident affects a station, the ERT provides emotional first aid and connects members to the resources they need.

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

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Nicole Rhine	Secretary-Treasurer
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Elise Foster	Br. 11, Chicago, IL
Anita Guzik	Br. 24, Los Angeles, CA
Michael O'Neill	Br. 38, New Jersey Mgd.
Julie Quilliam	Br. 650, Great Falls, MT
Paul Rozzi	Br. 84, Pittsburgh, PA
Michael Willadsen	Br. 86, Hartford, CT

CONVENTION SITE COMMITTEE

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Keisha Lewis	Br. 1100, Garden Grove, CA
Ted Thompson	Br. 43, Cincinnati, OH

Standing Committee

ELECTION COMMISSIONER

Andrew Weiner	Br. 562, Jamaica, NY
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Kelsey Crosbie	Br. 78, Columbus, OH
BaLynda Croy	Br. 822, Appleton, WI
Benjamin Dixon	Br. 1, Detroit, MI

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Ethel Ford
Leslie Greene
Sonny Guadalupe
Peter Handjojo
Mike Hansen
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Kunga Jinpa
Jeff Kranz
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Frank Ramirez
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Sara Schawl
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Dominic Walton
Jerry White
James Williams
Latonya Williams

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Br. 283, Houston, TX
Br. 22, New Castle, PA
Br. 36, New York, NY
Br. 1100, Garden Grove, CA
Br. 111, Salt Lake City, UT
Br. 1100, Garden Grove, CA
Br. 521, Burlington, VT
Br. 143, Findlay, OH
Br. 4, Nashville, TN
Br. 9, Minneapolis, MN
Br. 562, Jamaica, NY
Br. 540, Camden, NJ Mgd.
Br. 132, Dallas, TX
Br. 578, Savannah, GA
Br. 53, North FL
Br. 1681, Casper, WY

Br. 439, Greenville, SC
Br. 124, New Orleans, LA
Br. 57, Newport, RI
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Br. 3331, Roanoke Rapids, NC
Br. 219, Aurora, IL
Br. 359, Huntington, WV
Br. 233, Columbia, SC
Br. 1433, Medford, OR
Br. 34, Boston, MA
Br. 213, Stockton, CA
Br. 12, Worcester, MA
Br. 79, Seattle, WA
Br. 40, Cleveland, OH
Br. 825, Oak Brook, IL
Br. 24, Los Angeles, CA
Br. 5, Omaha, NE
Br. 1111, Greater East Bay, CA
Br. 284, Erie, PA
Br. 2819, Virginia Beach, VA
Br. 2810, Arlington Heights, IL
Br. 283, Houston, TX
Br. 1071, South Florida
Br. 5516, Kailua Kona, HI
Br. 27, Memphis, TN
Br. 434, Ann Arbor, MI
Br. 126, Clinton, IA
Br. 115, Wilkes-Barre, PA
Br. 2225, Decatur, GA
Br. 294, Flushing, NY
Br. 294, Flushing, NY
Br. 30, Kansas City, MO
Br. 38, New Jersey Mgd.
Br. 920, Bux-Mont, PA
Br. 11, Chicago, IL
Br. 530, Birmingham, AL

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Elisabeth Goodwin*
Lakeyshon "Keisha" Bryant
Al Friedman
Angela Kalmuk
Patrick VanEgeren

Br. 283, Houston, TX
Br. 1080, Greenwood, MS
Br. 2008, Clearwater, FL
Br. 330, South Bend, IN
Br. 619, Green Bay, WI

* *chairperson*

CONVENTION AND STANDING COMMITTEES

MILEAGE & PER DIEM COMMITTEE

Antonia Shields*	Br. 530, Birmingham, AL
Kenneth Montgomery	Br. 210, Rochester, NY
Josiah Morse	Br. 92, Maine Mgd.
Jose Romero	Br. 504, Albuquerque, NM
Ryan West	Br. 522, Bloomington, IL

COMMITTEE ON THE PRESIDENT'S REPORT

Alvin Matsumura*	Br. 860, Honolulu, HI
Brian Doerr	Br. 491, Sioux Falls, SD
Louise Jordan	Br. 421, San Antonio, TX
Sylvin Stevens	Br. 545, Charlotte, NC
Andy Tuttle	Br. 104, Lawrence, KS

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Darren Connors	Br. 2689, Spacecoast FL
April Litty	Br. 908, South Jersey, NJ
Robert McDonald	Br. 1358, Tulsa, OK
Troy Scott	Br. 129, Baton Rouge, LA

NALCREST TRUSTEES

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Starr Hunter	Br. 1690, W. Palm Beach, FL
Fred Rolando	Br. 2148, Sarasota, FL

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Lamanda Bradshaw	Br. 1291, Modesto, CA
Ciria Dineyazhe	Br. 1902, Arizona Mgd.
Sam Hill	Br. 938, Hattiesburg, MS
John Long	Br. 562, Jamaica, NY

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Carly Hook	Br. 1427, Santa Clara, CA
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Brooks Bennett	Br. 79, Seattle, WA
Doug Gulley	Br. 78, Columbus, OH
Mary Halford	Br. 1902, Arizona Mgd.
April Hines	Br. 142, Washington, DC

MUTUAL BENEFIT ASSOCIATION

Eric Matras*	Br. 82, Portland, OR
Desiray Anderson	Br. 906, Southern Delaware
Mark Follet	Br. 704, Tucson, AZ
Mark Godbee	Br. 5050, Ballwin, MO
George Laham	Br. 86, Hartford, CT

HEALTH BENEFIT PLAN

Tom Nelson*	Br. 36, New York, NY
Pete Bednarz	Br. 38, New Jersey Mgd.
Lydia Caffrey	Br. 52, Central CA Coast
Tom Dlugolenski	Br. 134, Syracuse, NY
Kieaunta Roberson	Br. 39, Indianapolis, IN

PUBLIC RELATIONS

Cory Carter	<i>Standing Committee</i> Br. 205, Fargo-W. Fargo, ND
Karen Evans	Br. 60, Stamford, CT
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): South Lobby

Saturday, Aug. 1: 12 p.m.-5 p.m.

Sunday, Aug. 2: 9:30 a.m.-4 p.m.

Monday, Aug. 3: 8:30 a.m.- 9:30 a.m.

General Sessions: 404B

Mon., Aug. 3, 10 a.m. to 3 p.m.

Tues., Aug. 4, 9 a.m. to 3 p.m.

Wed., Aug. 5, 9 a.m. to 3 p.m.

Thurs., Aug. 6, 9 a.m. to 3 p.m.

Monday, Aug. 3

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

Tuesday, Aug. 4

- Memorial service
- Continuation of bylaws and resolutions
- Speaker

Wednesday, Aug. 5

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

Thursday, Aug. 6

- Committee reports
- Unfinished business
- Swearing in of officers
- Meeting of new officers and old officers

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.

RESIDENT OFFICERS

BRIAN L. RENFROE, PRESIDENT

PAUL BARNER, EXECUTIVE VICE PRESIDENT

JAMES D. HENRY, VICE PRESIDENT

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