



Blacks In Government®

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June 25, 2018

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To: Regional Council and Chapter Presidents

From: Honorable Dr. Doris P. Sartor, BIG National President

Subject: Call for Delegate and Alternate Information

The 2018 National Delegates Assembly (NDA) will be held on one day, Sunday, August 12, 2018, at the Hilton Riverside New Orleans Hotel in New Orleans, Louisiana. The National Credentials Committee requests your assistance and support in obtaining delegates and alternates information from each chapter within the region.

ACTION: Please review the enclosed information and adhere to all action items and deadlines.

- 1.) **Delegate Strength** – You have received your delegates' strength information from the BIG National Assistant Treasurer. If you know your chapter's delegates' strength, you may submit your information now.
- 2.) **Financial Eligibility** - Delegates and alternates **must** meet the financial eligibility requirements provided by the BIG National Treasurer 60 days prior to the NDA. All names will be checked for financial eligibility with the BIG National Office. If a delegate or alternate **does not** meet the requirements, they will not be credentialed until it has been cleared with the BIG National Office. You may replace a name from your alternate's list to meet your chapters' voting strength.

In the event of a membership dispute, please bring copies of cancelled checks, membership roster, letter of renewal, or any other documentation to verify your delegate's membership is current. The National Assistant Treasurer and National Membership Chair will be present to resolve membership concerns and collect membership dues (if applicable). **The National Assistant Treasurer and National Membership Chair are the only persons authorized to collect membership dues.**

- 3.) **Delegate and Alternate Forms** - Please provide the names of your chapter's delegates and alternates along with the additional information requested shown on the attached appropriate form. The committee requests you **ONLY** use the attached form(s). **PLEASE VERIFY THE SPELLING OF DELEGATES' NAMES MATCH WITH THE BIG NATIONAL OFFICE'S SPELLING. THIS WILL ENSURE PROPER CREDENTIALING OF YOUR DELEGATES.** (See Attachment 1 and 2)
- 4.) **Submission of forms** – In order to provide prompt and quality service, please review your authorized delegate's strength according to the national records and send your completed delegate and alternate forms to **BOTH**, Trek Powell at trek.powell.gowh@statefarm.com and Pinkie L. Mason at pinkie.mason@att.net.

Forms **must** be submitted or postmarked no later than **Friday, July 27, 2018**. If e-mail is not available, forms can be mailed to: **Pinkie Mason, 347 McMurtry Dr., Arlington, TX, 76002.**

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If the information is not received by Friday, July 27, 2018, please bring to onsite credentialing starting Friday, August 10, 2018.

- 5.) **Chapter Appointee Forms** –Chapter presidents, if you are unable to attend the 2018 Delegates Assembly, please submit the name of an appointee (Attachment 3) who will have authority to make changes and address any concerns regarding your chapter during the credentialing process. *The name of the appointee must be sent to Honorable Trek Powell at trek.powell.gowh@statefarm.com.* Please include your phone number in the event you must be contacted during the NDA.

The appointee form must also be submitted by COB on **FRIDAY, JULY 27, 2018. NOTE: THERE ARE NO EXCEPTIONS TO THIS RULE---NO CHANGES CAN BE MADE DURING THE NDA IF WE DO NOT HAVE AN APPOINTEE FORM.**

If you have any questions, please feel free to contact any member of the National Credentials Committee. Thank you in advance for your cooperation, and we look forward to another successful National Delegates Assembly.

Enclosures: **Attachment 1 (Primary Delegate Forms)**
 Attachment 2 (Alternate Delegate Form)
 Attachment 3 (Appointee Form)
 Attachment 4 (Credentials Schedule)
 Attachment 5 (Special instructions for Delegates/Alternates)

cc: Honorable David Groves, National BIG Delegates Assembly Chair
 Audrey McCray, National Board of Directors Liaison
 Norma Samuel, BIG National Treasurer
 Rochelle Bryant, BIG National Assistant Treasurer
 Johnny Barideaux, Web Administrator

Honorable Trek Powell
2018 National Credentials Chair
E-mail: trek.powell.gowh@statefarm.com
(512) 560-0391 c

Pinkie L. Mason
2018 National Credentials Co-Chair
E-mail: pinkie.mason@att.net
(816) 510-3632 c or (817) 557-2620 h

B. J. Parker
2018 National Credentials Co-Chair
E-mail: betty.parker@va.gov
(910) 644-3837 c or (910) 497- 8596h

Vivian L. Buckner
2018 National Credentials Co-Chair
E-mail address: docvivian@aol.com
(816)510-7577 c

ATTACHMENT 2

ALTERNATE DELEGATES FORM

Please complete all requested information. If not completed, you will be contacted for the required information. This form may be copied if additional names are submitted. Please return by FRIDAY, JULY 27, 2018. Submissions after this date must be brought onsite. Submit to Chair Hon. Trek Powell at trek.powell.gowh@statefarm.com, with copies to: Pinkie L. Mason via e-mail at pinkie.mason@att.net

REGION # _____ (Region and Chapter Name - Required Information)

CHAPTER NAME _____

PLEASE MAKE SURE THE SPELLING OF DELEGATES' NAME MATCHES WITH THE NATIONAL OFFICE SPELLING. THIS WILL ENSURE PROPER CREDENTIALING OF YOUR DELEGATES.

Alternate's Name	Phone Number(s)

Chapter President _____
Signature

President's E-Mail Address(es) _____

Appointee _____
Signature

Appointee's E-Mail Address(es) _____

ATTACHMENT 3



CHAPTER APPOINTEE FORM

If the Chapter President is unable to attend the 2018 National Delegates Assembly, he/she must designate someone to be their appointee. This includes the Regional Council President. ****NO EXCEPTIONS. In the absence of a president, no changes will be allowed if this form is not on file.**

Please complete the form below and return to the National Credentials Chair, Hon. Trek Powell at trek.powell.gowh@statefarm.com, no later than FRIDAY, JULY 27, 2018.

*Region # _____ *Chapter Name _____

(Region and Chapter Name - Required Information)

Chapter President _____
(Typed Name)

President's Signature _____

President's e-mail address _____

President's Home Telephone Number _____

President's Office Telephone Number _____

President's Other Telephone Number _____

Chapter Appointee _____
(Typed Name)

Appointee's Signature _____

Appointee's e-mail address _____

Appointee's Home Telephone Number _____

Appointee's Office Telephone Number _____

Appointee's Other Telephone Number _____

ATTACHMENT 4



2018 BIG National Credentials Schedule

Date	Time (CST)	Location	Topics
Thursday, July 26	7:00 pm	Webinar	Credentials Committee Training
Thursday, August 2	7:00 pm	Webinar	Credentials Committee Training
Friday, August 10	9am – 7 pm	Hilton Riverside New Orleans St. James (3rd Fl)	Credentials Team setup: Assembly of Delegate Bags and Badges
Saturday, August 11	9am – 7pm	Hilton Riverside New Orleans St. James (3rd Fl)	Registration of Delegates Problem resolution: Chapter Presidents or Appointee can make revisions or address concerns
Sunday, August 12	7am - until	Hilton Riverside New Orleans St. James (3rd Fl)	Registration of Delegates Problem resolution: Chapter Presidents or Appointee can make revisions or address concerns

ATTACHMENT 5



SPECIAL INSTRUCTIONS FOR DELEGATES AND ALTERNATES

Please share this **IMPORTANT** information with your chapter Delegates and Alternates. We request that each Delegate/Alternate is given a copy of this sheet.

- 1.) Delegates/Alternates must have a pictured ID (i.e. driver's license, military ID, state ID or passport) to be credentialed. There are "NO" exceptions to this rule.
- 2.) If a Delegate/Alternate's badge or material is lost during the NDA, the Delegate/Alternate must request a replacement from the National Delegates Assembly floor.
- 3.) If you are in the process of being credentialed and the Chair or the NDA requests a count of registered delegates, the credentialing process must come to a complete stop. This will allow the Credentials Committee to obtain an accurate count of delegates. This procedure will eliminate any conflicts with the credential's report of the number of Delegates authorized and registered at the time the report is being called by the Chair of the NDA.
- 4.) Any changes made to a Delegate/Alternate status must be completed on a change request form by the chapter president or chapter appointee. Scheduled time prior to the opening of the assembly will be available to make any changes and/or address any concerns regarding the credentialing of your chapter Delegates/Alternates. Change request forms can only be authorized by the Credentials Chair or Co-Chairs. For any membership concerns, the National Asst. Treasurer and Membership Chair will be at onsite Credentials.
- 5.) All Delegates/Alternates must meet the eligibility requirements as provided by the National Constitution and the BIG National Treasurer. All names will be checked for these requirements with the BIG National Office. If a Delegate/Alternate does not meet the requirements, his/her name will not be processed. A replacement can be substituted in order for the chapter to meet its authorized voting strength.
- 6.) Verify the spelling of all submitted delegate names is correct; specifically hyphenated names or name changes due to marriage. If a name is not listed exactly as the National Membership roster, your delegate will **NOT** be certified until verification of name is confirmed. This also eliminates the incorrect name printed on a badge.

Thank you in advance and we look forward to seeing you in New Orleans during the 2018 National Delegates Assembly.