



Herb Farrington
Association President

Chevron Retirees Association
13936 Grambling Circle
Westminster CA 92683
Phone: 714/ 904-5825
Email: herbf76@msn.com

August 5, 2021

VIA EMAIL DISTRIBUTION

To: **All CRA Directors***

Re: **Chevron Retirees Association Annual Meeting
October 17 - 19, 2021**

The Chevron Retirees Association (CRA) 2021 Annual Meeting will commence with registration on Sunday, October 17 and conclude after lunch on Tuesday, October 19 at the Sonesta Los Angeles International Airport Hotel, 5985 W Century Blvd, Los Angeles, CA. 90045.

I hope you, and if applicable, your spouse or guest will join us this year. Randy Albers, Southern California Area Vice President, has made every effort to make this another great Annual Meeting.

Meeting Registration - We will again be utilizing the Centralized Meeting Administration Committee (CMAC) procedures. The registration forms for the meeting, dinners and tour are attached and should be completed and submitted **by September 17, 2021**. Details are in the General Information Packet.

Hotel Reservations - Each attendee should make his/her own hotel reservations by contacting the Sonesta Hotel using the hotel reservation instructions in the attached General Information Packet.

We hope you will plan to arrive on Sunday, October 17, in time to attend that night's reception and dinner. Most CRA Directors will be free to depart the Annual Meeting on the afternoon of Tuesday, October 19. However, National Officers & Officers-Elect, Area Vice Presidents & Vice Presidents-Elect, Committee Chairs (incumbents and incoming) and Association Past Presidents are asked to attend the President's Planning Session that will be held on Tuesday afternoon.

Meeting Format – The meeting overview/schedule is at the back of the attached General Information Packet. We want to have an efficient and effective business meeting that allows adequate time for reports, presentations and comments from invited corporate guests, as well as comments from CRA Directors. It is important that you review the Committee reports and Mid-Year Meeting Minutes distributed June 21, prior to the Annual Meeting.

*** Directors are National Officers, Area Vice Presidents, Committee Chairs, Past Presidents and Chapter Presidents.**

The Chevron Retirees Association is not a subsidiary of the Chevron Corporation but an independent organization comprised of retired employees of Chevron or its predecessor companies.

Officer and Committee Reports – National Officers and Committee Chairs should report on their activities and issues in 2020-2021 and into the near future. I ask that each speaker concisely make his/her presentation. Any recommendations for CRA approval may be made by the speaker. If seconded, a discussion will follow and then a vote will be taken on the recommendation/motion.

Area Executive Committee (AEC) Meetings – AEC meetings should be held in each Area at least once a year. This gives Chapter Presidents an opportunity to share their chapters' concerns, successes, and challenges with their counterparts and improve communications between Chapters in that Area and with the AVP.

Area Vice Presidents (AVPs) are responsible for calling and conducting the AEC Meeting for their Area. If holding an AEC Meeting is not feasible due to dates, distance, or cost, then the AEC Meeting may be held at the start of the Annual Meeting. For 2021, that would be Sunday, October 17. In this event, the AVP must notify Randy Albers so that arrangements can be made. The Area that is currently scheduled to have their AEC Meeting in Los Angeles is the Midwest. If your Area needs to have your AEC at the Annual Meeting, please contact Randy Albers (randyalbers@gmail.com) immediately. Meeting rooms for AEC Meetings will be arranged.

Chapter Presidents and Area Vice Presidents should discuss Committee Reports and recommendations at their AEC Meeting. If Areas have suggestions for changes to the Committee Reports, such suggestions should be reported to the appropriate Committee prior to the Business Session of the Annual Meeting.

Chapter Forum Session at the Business Session – A Chapter Forum "open" time on the agenda will be reserved for whatever appropriate subjects the Directors/Alternates may wish to put before the meeting. If a Director knows prior to arriving in Los Angeles that they would like to speak during this time, please advise me so we can better schedule the Forum's timing. Should Members-at-Large, who are present at the Annual Meeting, wish to present or discuss an appropriate subject, they should ask me for time on the agenda after advising the subject and its importance to the CRA. This request should be made prior to the Chapter Forum session.

We will not vote on complex matters that have not been thoroughly studied by the appropriate Committee and National Officers. We do ask that if you bring up matters of concern, you have specific details to discuss. This will help keep us on schedule. As a reminder, all unscheduled speakers should limit their comments to no more than three minutes.

President's Planning Session – Scheduled for Tuesday afternoon, 1:30-4:00 pm, to review President-Elect Brad McCullough's CRA goals and objectives for 2021-22. Those asked to attend include the National Officers, AVPs & AVPs Elect, Committee Chairs (incumbents and incoming) and Association Past Presidents.

Proxies – Directors who will be unable to join us in Los Angeles will be missed. It is important that you complete a proxy and send copies to me, the Association Secretary (Debbi Semenick), your AVP, and Central Meeting Administration Committee (CMAC). You can name your AVP or anyone whom you know will be attending the AM to represent you as an Alternate. A copy of the Proxy form is also attached.

Alternates – Chapter Presidents who are unable to attend, and have named an Alternate to represent them, should forward this letter and attachments to that individual as soon as possible so that meeting, hotel, and air reservations can be made in a timely manner. Please also forward the Committee Reports, presentation slides and Mid-Year Meeting Minutes that were emailed to you on June 21.

Members-at-Large – All members of the CRA are welcome to attend our Annual Meeting business sessions, as well as other scheduled activities. It is essential that each Member-at-Large register in a timely manner as described in the General Information Packet. Chapter Presidents should provide the attached information and Member-at-Large Registration Form to chapter members planning to attend. Members-at-Large will not be eligible to vote on CRA motions.

Meeting Minutes – The Association Secretary will prepare the Minutes of the Annual Meeting and distribute them via email to all Directors in November.

If you have concerns about the meeting format or significant CRA issues, please contact me at herbf76@msn.com or (714) 904-5825.

I look forward to seeing you at the CRA 2021 Annual Meeting.

Herb

Attachments – General Information Packet, Registration Forms, Proxy Form