



ONVERGE '18

*West Virginia Credit Union League 82nd Annual Meeting
Embassy Suites • Charleston, WV
April 19-21, 2018*

Official Call

Featuring



CUNA CEO and
President, Jim Nussle



Meeting registration is available online at wvcu.org

We invite you to attend the 82nd Annual Meeting of the West Virginia Credit Union League, Inc. to be held at the Embassy Suites in Charleston WV on April 19-21 2018.

The business meeting will convene at 10:00 a.m. on Saturday, April 21, 2018 in the Embassy Suites Hotel ballroom which will serve as the official convention headquarters.

Delegates/Alternates

Representation at the annual meeting shall be by member credit unions in good standing as provided by Article VIII, Section 6 of the League Bylaws. Each credit union shall be entitled to be represented by two delegates and two alternates who shall be designated by the Board of Directors of said credit union. The credentials form shall be filed with the President at the League office, 411 Cedar Grove Road, Parkersburg, WV 26104, **no later than thirty (30) days (March 21, 2018)** prior to the opening date of the meeting. The form for certifying delegates and alternates is included with this mailing. All expenses of delegates and alternates must be borne either by the credit union they represent or by the individuals themselves.

Meeting of the Board of Directors

A meeting of the new League Board of Directors will be held immediately after adjournment of the annual meeting as provided by the League bylaws for transaction of any and all business.

Hotel Lodging

ALL ROOM REQUESTS MUST BE MADE BY MARCH 19, 2018 DIRECTLY THROUGH THE EMBASSY SUITES HOTEL. Complete reservation details and instructions are included. Credit applications must be approved by the hotel to arrange direct billing.

Tax Exemption

For sales and occupancy tax exemption, credit unions must pay all bills with a credit union share draft or credit card **and** complete the enclosed city and state tax exemption forms.

Registration

Please refer to the Schedule of Events for registration times and locations. To expedite registration/check-in, credit union officials need to know whether they are a delegate or an alternate. Please advise ahead of time.

When completing the registration form, anyone attending who is not an alternate or delegate should be listed under the "other" category.

MEETING REGISTRATION/CANCELLATION

DEADLINE: March 21, 2018

Registrations and cancellations must be received no later than March 21, 2018. No refunds after March 21, 2018. Substitutions will be accepted at any time.

Your Badge is Your Ticket

Name badges will be distributed to each registrant at the registration tables. Only delegates and alternates will see a designation on their name badges. Your name badge will be the ticket for admission to all paid events this year (excluding the Golf Tournament.)

Paid Events

Individuals attending any or all events are asked to wear their assigned name badge to each event for proper admittance except for the Thursday golf tournament. Admission to paid events may be purchased at the registration table throughout the annual meeting weekend. The Friday Banquet will feature pre-assigned seating, additional seats may be purchased on a first-come, first-served basis due to potential limited seating capacity. A confirmation letter will be mailed to all attending credit unions with a summary of persons attending the paid events.

CULAC Contributions

League staff will be on hand to accept CULAC donations throughout the meeting from eligible credit union representatives. We encourage credit unions to support the Credit Union Legislative Action Council PAC which supports credit union friendly candidates at the federal congressional level. Credit unions may sign a CULAC Permission Agreement at the meeting to become eligible to participate.

Important notes:

-When reserving multiple rooms under one credit card, a hotel credit application must be completed and approved by the hotel in advance along with a reservation form. See enclosed Embassy Suites welcome letter for instructions.

-Individual room reservations are not affected by this requirement.

-For sales and occupancy tax exemption, credit unions must pay all bills with a credit union share draft or credit card **and** complete the enclosed city and state tax exemption forms.

-Room reservations can be made online through the Embassy Suites website. See enclosed letter for details and room reservation code.



West Virginia Credit Union League 82nd Annual Meeting

April 19-21, 2018 Charleston, WV — Embassy Suites Hotel

2018



Speaker Line-up



Mark Adams



Rick Olson



David Reed



SHANE RUNION

Shane Runion is an up-and-coming Nashville recording artist (and 2017 CMA “Emerging Artist”) winning over listeners by storm with fresh songs that fans are calling hits in the making. His unique raspy voice, virtuosic guitar playing, and rock-and-roll image make him instantly recognizable, with high-energy live shows that leave audiences wanting more. When his debut single “Two Piece” went Top 40 on the European and Australian charts, it only confirmed what his fans and industry insiders have been predicting all along... an artist on the rise.

*Come to the Friday banquet...
stay for the show...*

Schedule of Events



Thursday, April 19, 2018

| | | |
|-----------------------|--|-------------------------------------|
| 9:00 am | Board of Directors Meeting | |
| 1:00 pm | Golf Tournament (Separate fee and registration) Sponsored by CUNA Mutual Group | Scarlet Oaks Country Club, Poca, WV |
| 7:00 pm — 9:00 pm | Registration and Exhibits open Cocktail reception sponsored by CUNA Mutual Group | Ballroom / Foyer |
| 8:00 pm — 10:00 pm | Sandy Sowell's Game Show Mania | |
| Ticketed Event | Net proceeds to benefit West Virginia League Designated Fund | |

Friday, April 20, 2018

| | | |
|-----------------------|---|-------------------------|
| 8:00 am — 9:30 am | Breakfast with Exhibitors Sponsored by CUNA Mutual Group | Salons C– E |
| 9:00 am — 1:00 pm | Registration Open | Foyer |
| 9:45 am — 11:15 am | Coaching and Leadership Lessons on ESPN and Beyond Mark Adams | Salons A & B |
| 11:30 am — 1:00 pm | Group Luncheon with CUNA CEO & President, Jim Nussle | |
| Ticketed Event | Salons C– E | |
| 1:15 pm — 3:45 pm | From Strategic Planning to Strategic Execution and Creating a World Class Service Credit Union Culture Rick Olson | Salons C-E |
| 1:15 pm — 3:45 pm | Special Breakout Session for Supervisory Committee Members David Reed | |
| 5:00 pm — 6:00 pm | Registration Open | Foyer |
| 6:30 pm — 9:00 pm | Banquet Nashville recording artist Shane Runion will provide the after-dinner entertainment Co-sponsored by Volunteer Corporate CU | Ballroom |
| Ticketed Event | | |

Saturday April 21, 2018

| | | |
|--------------------|---|-----------------|
| 8:00 am — 9:00 am | Breakfast All registered participants are invited to attend a complimentary breakfast | Ballroom |
| 9:00 am — 10:00 am | Business Meeting and Awards Presentation Presentation of all awards and certificates including William Bryan Hawkins & Pacesetter Awards Meeting concludes following Business Meeting | Ballroom |



EMBASSY SUITES

by HILTON™



The management and staff at Embassy Suites Charleston, WV are pleased to serve as the host hotel for the 2018 West Virginia Credit Union League Annual Meeting in April 18, 19, 20, 21, 2018. We are very excited to have you with us. We are making every effort to ensure a smooth reservation process. Please review the information and steps listed below:

1. Guestroom rates for the convention are \$134.00 per night for single/double occupancy plus applicable 7% sales tax and 7% city business and occupancy tax. In order to be exempt from these taxes, payment must be made through a credit union company check, credit union company credit card or by direct billing. **If credit unions are tax exempt, we have two options to collect the tax exemption certificates:**
 1. You may fax your forms in 5-7 days prior to conference @ 304-345-8276, ATTN: Devon Lopez.
 2. You may bring a completed copy of the enclosed state tax exemption certificate and a completed city tax exemption certificate for each individual reservation and present to the front desk at check-in.**Taxes WILL NOT be removed without the appropriate payment method and exemption paperwork.**
2. **If your credit union is requesting direct billing privileges for hotel room or incidental charges, please submit the enclosed direct billing application to the Accounting Department prior to your arrival. All direct bill applications will need to be submitted at least 45 days prior to the event. A copy of your W-9, state and city tax exemption paperwork must be included with the application.**
3. Reservations must be made by Monday, March 19, 2018 to receive the \$134.00 rate.
4. Reservations must be made by the following methods:
 - a) Calling 304-347-8700 and asking for the **group code WCU or WV Credit Union League Annual Meeting**. A credit card will be required to secure the reservation but will not be charged. You may present your credit union check/credit card upon check-in for payment.
 - b) Visit our website at www.embassysuitescharlestonwv.com and enter the **group code WCU** in the group code field. A credit card will be required to secure the reservation but will not be charged. You may present your credit union check/credit card upon check-in for payment.
5. If guests would like to upgrade their room types, additional room types are available at additional costs. Please contact the hotel reservations for availability and room pricing. Please note rooms will still count towards the group block only at a higher price.
6. Our current **parking fee is \$6.00 for self-overnight parking**. This fee will be added to each guest's room folio. Guests are responsible for these charges at the prevailing rate.
7. **Any cancellations will need to be made 48 hours prior to the guest's arrival to avoid penalty.**

Should you have any questions or concerns, please feel free to contact **Devon Lopez, Sales Manager, at the Embassy Suites at (304) 720-5564.**

Changes to Sales Tax Exemption Procedures for Embassy Suites 2018 League Annual Meeting

In order to obtain the hotel lodging city and state sales tax exemption, the Embassy Suites Charleston has requested that credit unions paying with a credit union check or credit card complete both the City of Charleston and West Virginia Streamlined Sales and Use Tax Agreement included in the Official Call.

Direct Billing Option

If your credit union has arranged direct billing , the forms will to be completed and sent in advance to the hotel. (Usually done by CUs with multiple rooms)

Pay at time of check-in option

Credit unions paying upon check-in will bring the completed forms and submit to the Embassy Suites upon check-in. (Typically done by credit unions with less than five rooms and bring credit union payment with them.)

City Sales Tax Exemption Form (One form per guest room)

One guest per hotel room will need to complete and sign the City of Charleston form and turn it at the hotel registration desk. This guest would be the credit union official or staff.

State Sales Tax Exemption Form (One form per credit union)

Only one form needs to be completed per credit union and turned in at the hotel registration desk.

Please feel free to contact Rich Schaffer (rschaffer@wvcul.org) (1-800-642-1946) at the League office in advance with any questions.



City of Charleston Office of the City Collector

915 Quarrier Street, Suite 4 • Charleston, West Virginia 25301 • Phone: 304-348-8024 • Fax: 304-347-1810
www.charlestonwv.gov • Email: citycollector@cityofcharleston.org

HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE

Instructions for Applicant:

All hotels located within the City of Charleston are required to impose a six percent (6%) occupancy tax on any consumer occupying a hotel room in the city. Rooms **paid directly** by the Federal government, State of West Virginia or one of its political subdivisions are exempt from the tax. 501(c)(3) non-profit corporations, churches or other non-profit organizations that may be exempt from state sales tax **ARE NOT** exempt from the occupancy tax.

Check the appropriate reason for your tax exemption in Section I, and provide all of the information requested in Section II. Sign and date the certificate, and present to the desk clerk upon your check-in at the hotel. **You must present a tax exemption certificate for each stay no matter how often you may frequent a hotel.**

Section I (Please check one of the following):

- I am an **employee** of the United States government staying at this hotel on business related to my job with the occupancy charges **billed to and paid directly** by the United States government.
- I am an **employee** of the State of West Virginia, or one of its political subdivisions staying at this hotel on business related to my job with the occupancy charges **billed to and paid directly** by the State of West Virginia or one of its political subdivisions. (Use of a government issued purchase card "P-Card" applies.)
- I am an **employee** of a state or federal credit union staying at this hotel on business related to my job with the occupancy charges **billed to and paid directly** by the applicable state or federal credit union.

Section II

Name of Exempt Organization: _____

Name of Occupant: _____ Phone No.: _____

Method of Payment (please circle): Credit Card / Check

First Four Digits of Credit Card: _____ Sixth Digit of Credit Card: _____

Name on Checking Acct: _____ Check No: _____
(Must match organization name above)

| <u>Occupant Declaration</u> | |
|---|---------------|
| By signing below, I do hereby certify, declare and attest, under penalty of perjury that I am exempt from the City of Charleston Hotel Occupancy Tax for the reason checked in Section I above. | |
| _____ Signature | _____ Date |

| <u>Hotel Use</u> |
|----------------------|
| Hotel Name: _____ |
| Received By: _____ |
| Date Received: _____ |

This form must be presented to the desk clerk upon check-in and retained at the hotel.

This is a multi-state form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or the data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

1. Check if you are attaching the Multi-state Supplemental form.
 If not, enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption.
2. Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.

3. **Please print**

Name of purchaser _____

| | | | |
|------------------------|------------|-------------|----------------|
| Business Address _____ | City _____ | State _____ | Zip Code _____ |
|------------------------|------------|-------------|----------------|

| | | |
|---------------------------------|----------------------|------------------------|
| Purchaser's Tax ID Number _____ | State of Issue _____ | Country of Issue _____ |
|---------------------------------|----------------------|------------------------|

| | | | |
|--|------------|--|-------------------------------|
| If no Tax ID Number Enter one of the following: | FEIN _____ | Driver's License Number/State Issued ID Number State of Issue: _____ Number _____ | Foreign diplomat number _____ |
|--|------------|--|-------------------------------|

Name of seller from whom you are purchasing, leasing or renting _____

| | | | |
|------------------------|------------|-------------|----------------|
| Seller's address _____ | City _____ | State _____ | Zip code _____ |
|------------------------|------------|-------------|----------------|

4. **Type of business.** Circle the number that describes your business
- | | |
|---|--|
| 01 Accommodation and food services | 11 Transportation and warehousing |
| 02 Agricultural, forestry, fishing, hunting | 12 Utilities |
| 03 Construction | 13 Wholesale trade |
| 04 Finance and insurance | 14 Business services |
| 05 Information, publishing and communications | 15 Professional services |
| 06 Manufacturing | 16 Education and health-care services |
| 07 Mining | 17 Nonprofit organization |
| 08 Real estate | 18 Government |
| 09 Rental and leasing | 19 Not a business |
| 10 Retail trade | 20 Other (explain) <u>Credit Union</u> |

5. **Reason for exemption.** Circle the letter that identifies the reason for the exemption.
- | | |
|---|---|
| A Federal government (department) _____ | H Agricultural production # _____ |
| B State or local government (name) _____ | I Industrial production/manufacturing # _____ |
| C Tribal government (name) _____ | J Direct pay permit # _____ |
| D Foreign diplomat # _____ | K Direct mail # _____ |
| E Charitable organization # _____ | L Other (explain) <u>12 USC Sect 1751</u> |
| F Religious or educational organization # _____ | |
| G Resale # _____ | |

6. **Sign here.** *I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.*

| | | | |
|---|-----------------------|-------------|------------|
| Signature of Authorized Purchaser _____ | Print Name Here _____ | Title _____ | Date _____ |
|---|-----------------------|-------------|------------|

CREDENTIALS

RETURN THIS FORM TO THE LEAGUE BY MARCH 21, 2018

To: WV Credit Union League
411 Cedar Grove Road
Parkersburg, WV 26101

OR

Fax To: (304) 485-0573

Email: mtant@wvcul.org

82nd ANNUAL MEETING WEST VIRGINIA CREDIT UNION LEAGUE

CREDIT UNION: _____

TO: CREDENTIALS COMMITTEE CHAIRMAN

This is to certify the persons designated below are the Official Delegates and Alternates and are authorized to represent this credit union at the 81st Annual Meeting of the West Virginia Credit Union League on April 19 – 21, 2018

DELEGATES

Name: _____ Address: _____

Name: _____ Address: _____

ALTERNATES

(List only if alternates are attending)

Name: _____ Address: _____

Name: _____ Address: _____

Signature of Credit Union Board President

Signature of Credit Union Board Secretary

WV Credit Union League's 82nd Annual Meeting - Registration Form

Online registration is now available at wvcul.org

Fax: 304-485-0573 or email: mtant@wvcul.org

Credit Union: _____

Contact: _____

Please list each individual(s) from your credit union. Print name to appear on badge - anyone attending from your credit union must be registered including League Directors, Credit Union Board of Directors, Committee Members, Credit Union Employees, and spouses/guests. Check boxes for each function they plan to attend.

Advance registration is required for all paid events. Please copy the registration form if more space is needed. THANK YOU!

| Credit Union Employees Volunteers / Board of Directors | Delegate | Alternate | Volunteer / Board CU Employee | Thursday, April 19 | | | Friday, April 20 | | | Spouse / Guest / Other | Thursday, April 19 | | | Friday, April 20 | | |
|---|----------|-----------|----------------------------------|--------------------|-----------------|----------|------------------|-----------------|-----------------|------------------------|--------------------|---------|-----------------|------------------|----------|---------|
| | | | | Golf Tournament | Game Show Mania | Luncheon | Banquet | Golf Tournament | Game Show Mania | | Luncheon | Banquet | Golf Tournament | Game Show Mania | Luncheon | Banquet |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

| Paid Events Summary | | | |
|--------------------------------|-----------------|-------------|--|
| Event | Cost per Person | # Attending | |
| Golf Tournament | \$75 | | |
| Game Show Mania | \$25 | | |
| Friday Luncheon | \$30 | | |
| Friday Banquet & Entertainment | \$50 | | |
| | | Total | |

Please remit payment to:
 West Virginia Credit Union League
 411 Cedar Grove Road
 Parkersburg, WV 26104

Please select payment method below:
 Total Enclosed \$ _____
 Bill my credit union in the amount of \$ _____
 ACH Option: Financial Institution _____ DDA/SAV
 Routing # _____ Account # _____
 in the amount of \$ _____
 By signing this agreement, I authorize WV Credit Union League to initiate DB/CR entries to the account indicated above.

Registration/Cancellation Deadline
March 21, 2018

[Click "here" to register online at wvcul.org](http://wvcul.org)

 Authorized Signature Required

29th Annual Ronald R. Smurthwaite Memorial Golf Tournament



2 Man Scramble Format
Scarlett Oaks Country Club – Poca, WV
Thursday, April 19, 2018 – 1:00 p.m.

Net proceeds to benefit WV Foundation Scholarships

Prize awarded to two-person team with lowest gross score.
Hole prizes: Closest to the Pin and & Longest Drive

No need for separate registration! Please indicate golfers on the Annual Meeting Registration form. Three ways to register: fax, email to mtant@wvcul.org , or online at wvcul.org

Every effort will be made to arrange golfing “foursomes”. WVCUL reserves the right to arrange golfing “foursomes” as it sees fit for the good of tournament play.

Golfers must submit signed score cards to the clubhouse following play in order to be eligible for awards. In the event of a tie after 18 holes, score cards will be matched for the score on the last nine holes, last six holes (if needed), last three holes (if needed), and finally the last hole (if needed).

The participation fee is \$75 per person and is due no later than March 21, 2018.

All USGA rules apply except where local club rules apply.

Directions to Scarlet Oaks:

- Turn on Court St. toward Washington St E
- Take first left onto Washington St E/US-60W
- Turn left onto US-119 S / Pennsylvania Ave
- Merge onto I-64 W ramp toward Huntington
- Proceed about 13 miles on I-64 W until taking exit 45 toward Nitro
- Turn right at 1st Avenue/WV 25
- 1st Ave/WV 25 becomes WV-62
- Turn right at Dairy Road and follow signs to Scarlet Oaks (2 Dairy Road, Poca, WV 25159)
- Telephone: (304) 755-8079