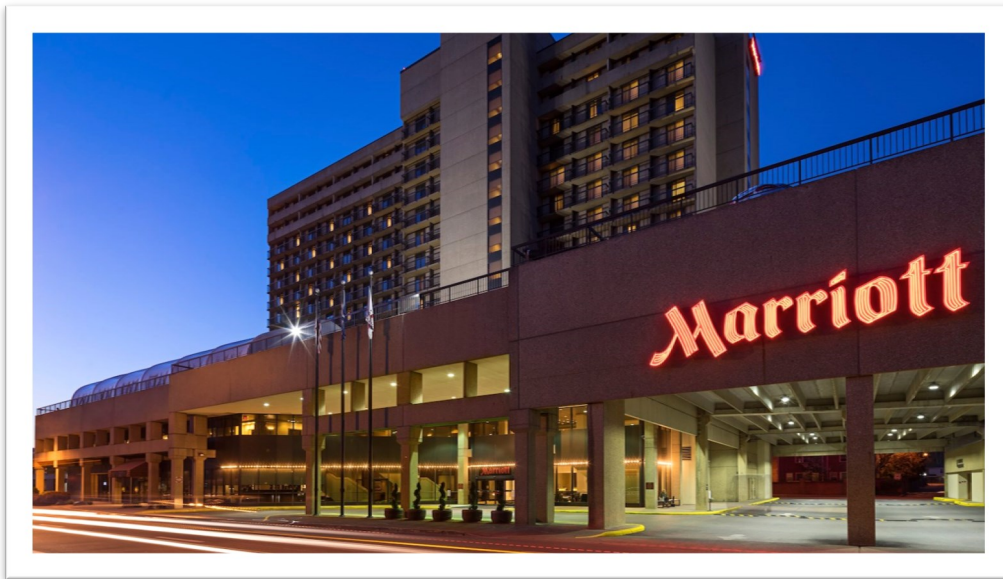




CONVENE '19

*West Virginia Credit Union League 83rd Annual Meeting
Charleston Marriott • Charleston, WV
May 16-18, 2019*



Official
Call

Meeting registration is available online at wvcu.org

**We invite you to attend the
83rd Annual Meeting
of the West Virginia Credit Union League
to be held at the Charleston Marriott in
Charleston, WV on May 16-18, 2019.**

The business meeting will convene at 9:00 a.m. on Saturday, May 18, 2019 in the Marriott 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 (April 18, 2019)** 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 APRIL 24, 2019 BY 6:00 PM. DIRECTLY THROUGH the CHARLESTON MARRIOTT 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. (One state form per credit union and one city form for each occupant)

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: April 18, 2019

Registrations and cancellations must be received no later than April 18, 2019. No refunds after April 18, 2019. 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 about reservations

-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 Marriott 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 Marriott website or by phone. See enclosed letter for details and room reservation code.



West Virginia Credit Union League 83rd Annual Meeting

May 16-18, 2019 Charleston, WV
Charleston Marriott Town Center

2019

Speaker Line-up



Dr. Michael Hudson



Kevin Smith



Jessica Hrubes



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

Banquet Entertainment

The Hobbs Sisters bring a killer combination of big voices, twin sister harmonies and high energy performance to the stage.

Now based out of Nashville, TN, they are originally from Pittsburgh, PA and have played numerous fairs and festivals in the PA, WV and OH region. They have opened for many national acts such as Charlie Daniels, Lady Antebellum, and Brett Eldredge. From their harmony-driven original songs to their unique interpretations of popular country covers, The Hobbs Sisters are making a name for themselves as singers, songwriters and entertainers.

Schedule of Events

Thursday, May 16, 2019

9:00 am	Board of Directors Meeting	
1:00 pm	Golf Tournament (Separate fee and registration) Sponsored by CUNA Mutual Group	Little Creek Country Club, So. Chas.
7:00 pm — 9:00 pm	Registration and Exhibits open Cocktail reception sponsored by CUNA Mutual Group	Ballroom / Foyer
9:00 pm — 10:00 pm	Live Charity Auction	
Ticketed Event	Net proceeds to benefit <i>CU Learning</i> project at WVU Medicine Children's Hospital	



Friday, May 17, 2019

8:00 am — 9:30 am	Complimentary Breakfast with Exhibitors Sponsored by CUNA Mutual Group	Salons A-D
9:00 am — 1:00 pm	Registration Open	Foyer
9:45 am — 11:15 am	Step Up, Show Up, & Speak Up Dr. Michael Hudson	Salons E-F
11:30 am — 1:00 pm	Group Luncheon	
Ticketed Event	Open Your Eyes to a Credit Union - National CU Awareness Campaign Jessica Hrubes, CUNA	Salons A-D
1:15 pm — 2:30 pm	The Board Calibration Process: Alignment for Higher Performance Kevin Smith, TEAM Resources	Salons E-F
2:45 pm — 4:00 pm	Leveraging the Credit Union Difference Facilitated by West Virginia Credit Union Development Educators	
5:00 pm — 6:00 pm	Registration Open	Foyer
6:30 pm — 9:00 pm Ticketed Event	Banquet (Doors open at 6:00 pm) The Hobbs Sisters - Twin sister harmonies straight out of Nashville Co-sponsored by Volunteer Corporate CU	Ballroom

Saturday, May 18, 2019

8:00 am — 9:00 am	Complimentary Breakfast All registered participants are invited to attend a complimentary breakfast Co-sponsored by ATM Solutions	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



**MARRIOTT
CHARLESTON
TOWN CENTER**

Welcome to the Charleston Marriott Town Center! We look forward to delivering a memorable hotel experience during your travels for the 2019 West Virginia Credit Union League on May 15th, 16th, 17th & 18th, 2019. Please allow our hosts to assist with any requests you may have. Enjoy your stay!

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 \$129 per night for single/double occupancy plus applicable 7% sales tax and 6% 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 paying by credit union credit card or check to receive the tax exemption, we have two options to collect the tax exemption certificates:

- a) You may fax your forms in 5-7 business days prior to the conference @ 304-353-3720, ATTN: Emilie Muserlian
- b) You may bring a completed copy of the enclosed state tax exemption certificate (one per credit union) 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 appropriate payment method and exemption paperwork****

2. Reservations must be made by **Wednesday April 24th, 2019** prior to 6pm to receive the rate of \$129.
3. Reservations can be made by the following methods:
 - a) Calling (304) 353-3700 and asking for the WV Credit Union League Room Block. 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. ****If unable to present your credit union credit card upon check-in, please submit a completed Credit Card Authorization form and Tax Exempt Company Payment Verification form prior to arrival (see attached forms)****
 - b) Use the link provided: [Book your group rate for West Virginia Credit Union League](#) 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.
4. Our Current parking fee is \$6.00 for self-overnight parking. This fee will be added to each guest's room. Guests are responsible for these charges at the prevailing rate.
5. **Any cancellations will need to be made 72 hours prior to the guest's arrival to avoid penalty.**
6. Attached you will find the following forms:
 - Credit Card Authorization Form
 - Tax Exempt Company Payment Verification
 - Certificate of Exemption & Hotel Occupancy Tax Exemption Certificate

Should you have any questions or concerns, please feel free to contact **Emilie Muserlian, Events Manager at the Charleston Marriott Town Center at (304) 741-2905 or Emilie.Muserlian@Marriott.com**



CREDIT CARD AUTHORIZATION FORM

Name _____ Credit Union _____

I hereby authorize the Charleston Marriott Town Center, located in Charleston, WV, TO CHARGE MY CREDIT CARD ACCOUNT FOR PAYMENT OF THE FOLLOWING:

- _____ All Charges
- _____ Long Distance Phone Calls
- _____ Room & Tax
- _____ Local Phone Calls
- _____ Incidental Charges
- _____ Food
- _____ Others (please specify below)
- _____ Beverage

Name on Reservation: _____

Confirmation Number: _____

Name on Reservation: _____

Confirmation Number: _____

Name on Reservation: _____

Confirmation Number: _____

Credit Card Number: _____ Exp. Date: _____

Name on Card (please print): _____

Signature: _____

Today's Date: _____ Phone Number: _____

Please send to this secured fax line: (304) 353-3738

MARRIOTT CONFIDENTIAL AND PROPRIETARY INFORMATION - This communication contains information from Marriott International, Inc. that may be confidential. Except for personal use by the intended recipient, or as expressly authorized by the sender, any person who receives this information is prohibited from disclosing, copying, distributing, and/or using it. If you have received this communication in error, please immediately delete it and all copies, and promptly notify the sender. Nothing in this communication is intended to operate as an electronic signature under applicable law



CHARLESTON MARRIOTT TOWN CENTER
200 LEE STREET EAST, CHARLESTON WV 25301 USA
P: 304.345.6500
F: 304.353.3722

Tax Exempt Company Payment Verification

In order to qualify for a tax exempt status, your stay must be paid for by a government or tax exempt corporation's credit cards. **Stays paid for by personal cards for later re-imbursement are NOT eligible for tax exempt status.**

By signing this form, you are confirming that the credit card being used to pay for your stay is a **Government or Tax exempt Corporation's card.**

Print Guest Name(s)

Signature

Company Name

Address

Phone number

Email address

Last 4 digits of Credit Card

Marriott Associate Signature

(For associates only)
ACCT(S) #

PLEASE COMPLETE THIS FORM PER CREDIT UNION

Streamlined Sales and Use Tax Agreement

Certificate of Exemption

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

If no Tax ID Number	FEIN	Driver's License Number/State Issued ID Number	Foreign diplomat number
Enter one of the following:			
State of Issue:		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
- | | |
|---|--|
| <p>01 Accommodation and food services</p> <p>02 Agricultural, forestry, fishing, hunting</p> <p>03 Construction</p> <p>04 Finance and insurance</p> <p>05 Information, publishing and communications</p> <p>06 Manufacturing</p> <p>07 Mining</p> <p>08 Real estate</p> <p>09 Rental and leasing</p> <p>10 Retail trade</p> | <p>11 Transportation and warehousing</p> <p>12 Utilities</p> <p>13 Wholesale trade</p> <p>14 Business services</p> <p>15 Professional services</p> <p>16 Education and health-care services</p> <p>17 Nonprofit organization</p> <p>18 Government</p> <p>19 Not a business</p> <p>20 Other (explain) <u>Credit Union</u></p> |
|---|--|

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

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
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PLEASE COMPLETE THIS FORM PER ROOM



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 or representative 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)

Occupant Declaration
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

Hotel Use
Hotel Name: _____
Received By: _____
Date Received: _____

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

CREDENTIALS

RETURN THIS FORM TO THE LEAGUE BY APRIL 18, 2019

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

OR

Fax To: (304) 485-0573

Email: mtant@wvcul.org

83rd 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 83rd Annual Meeting of the West Virginia Credit Union League on May 16 – 18, 2019

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 83rd 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, May 16	Golf Tournament	Live Charity Auction	Friday, May 17	Luncheon	Banquet	Spouse / Guest / Other	Thursday, May 16	Golf Tournament	Live Charity Auction	Friday, May 17	Luncheon	Banquet

Paid Events Summary			
Event	Cost per Person	# Attending	
Golf Tournament	\$75		
Live Charity Auction	\$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
 April 18, 2019**

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

 Authorized Signature Required

30th Annual Ronald R. Smurthwaite Memorial Golf Tournament



2 Man Scramble Format
Little Creek Golf Course
Thursday, May 16, 2019 – 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 April 18, 2019.

All USGA rules apply except where local club rules apply.

Directions to Little Creek: 99 Fairview Drive, Charleston, WV 25309 (304) 746-4653

- Head southwest on Court Street toward Lee Street East
- Turn right onto Quarrier Street
- Continue onto Randolph Street
- Take I-64 to Kanawha Turnpike in South Charleston; Take exit 55 from I-64 West
- Turn left onto Pennsylvania S
- Use the left lane to take the US 119 S/Interstate 64W ramp to Huntington
- Merge onto I-64 W/US 119 S
- Take Exit 55 (towards VA-601
- Continue onto Kanawha Turnpike
- Turn left onto Spring Hill Avenue
- Continue straight onto Rumbaugh Road
- Little Creek on the left