**Official Membership Contact List**

**Potomac Chapter (PCNFB)**

**National Federation of the Blind of Virginia (NFBV)**

**Version: As of November 3, 2016**

**Andrade, Rosario**

**2021 N. Nelson Street, Apt. 303**

**Arlington, VA 22207**

**Phone: 703 528 2506**

**Email: none**

**Berman, Jo Anne**

**6347 Cavalier Corridor**

**Falls Church, VA 20044**

**Phone: 703 354 0193**

**Cell: 703 915 1897**

**Email:** [**jo.berman@yahoo.com**](mailto:jo.berman@yahoo.com)

**Biggs, Windall (Kale)**

**54 Rickenbacher Avenue, Apt 101**

**Alexandria, VA 22204**

**Phone: 703 725 1163**

**Email:** [**djkale@msn.com**](mailto:djkale@msn.com)

**Blumberg, Sarah**

**2677 Avenir Place Apt 3205**

**Vienna, VA 22180**

**Cell: 202 427 4814**

**Email:** [**sarahblumb@gmail.com**](mailto:sarahblumb@gmail.com)

**Booker, Barry**

**15850 Livingston Road**

**Accokeek, MD 20607**

**Cell: 202 486 6295**

**Email:** [**bbooker54@verizon.net**](mailto:bbooker54@verizon.net)

**Braxton, Wayne**

**6958 Hanover Parkway Apt. 301**

**Greenbelt, MD 20770**

**Home: 301 220 1109**

**Work Cell: 202 359 1525**

**Cell: 301 919 3757**

**Email:** [**garfway@comcast.net**](mailto:garfway@comcast.net)

**Brown, Charlie**

**6563 Williamsburg Boulevard**

**Arlington, VA 22213**

**Home: 703 534 0747**

**Cell: 703 300 5870**

**Email:** [**charliebrownlaw@comcast.net**](mailto:charliebrownlaw@comcast.net)

**Brown, Jacki**

**6563 Williamsburg Boulevard**

**Arlington, VA 22213**

**Home: 703 534 0747**

**Work: 703 241 5786**

**Email:** [**jacquelinestonebrown@comcast.net**](mailto:jacquelinestonebrown@comcast.net)

**Carmona, Marisol**

**1600 S. Eads Street Apt 1210N**

**Arlington, VA 22201**

**Phone: 239 682 6427**

**Email:** [**Marisol.carmona@aol.com**](mailto:Marisol.carmona@aol.com)

**Castillo, Alexander**

**900 N. Stuart St. Apt 1018**

**Arlington, VA 22203**

**Phone: 917 532 7439**

**Email:** [**Alexandera.castillo@gmail.com**](mailto:Alexandera.castillo@gmail.com)

**Chan, Justin**

**1111 Army Navy Drive Apt 1035**

**Arlington, VA 22202**

**Phone: 941 585 9503**

**Email:** [**justinbchan@gmail.com**](mailto:justinbchan@gmail.com)

**Coney, Beverly**

**2142 Hilltop Place**

**Falls Church, VA 22043**

**Home: 703 536 2337**

**Cell: 703 582 8266**

**Email:** [**beverlyconey@cox.net**](mailto:beverlyconey@cox.net)

**Covington, Sharmain**

**3123 Adams Mill Road, N.W.**

**Washington, DC 20010**

**Cell: 202 907 3600**

**Work: 703 415 3067**

**Email:** [**Sharmies.cafe@gmail.com**](mailto:Sharmies.cafe@gmail.com)

**DeAtley, Heather**

**4309 Ashford Lane**

**Fairfax, VA 22032**

**Parents Home: 703 503 5797**

**Email:** [**couragetomove@gmail.com**](mailto:couragetomove@gmail.com)

**DeLuca, Sam**

**1320 N Veitch Street Apt 1216**

**Arlington, VA 22201**

**Cell: 615 397 8497**

**Email:** [**Samuel.I.deluca@gmail.com**](mailto:Samuel.I.deluca@gmail.com)

**DeLuca, Stephanie**

**1320 N Veitch Street Apt 1216**

**Arlington, VA 22201**

**Cell: 256 810 2138**

**Email:** [**sjhhirst@gmail.com**](mailto:sjhhirst@gmail.com)

**Denmark, Darron**

**5733 Leverett Court Apt. 170**

**Alexandria, VA 22311**

**Home: 571 527 0808**

**Cell: 803 508 3405**

**Work: 703 310 0542**

**Email:** [**dbdenm@aol.com**](mailto:dbdenm@aol.com)

**De Regt, Marian**

**400 Madison Street Apt. 301**

**Alexandria, VA 22314**

**Home: 703 684 0498**

**Cell: 703 801 9158**

**Email:** [**Mariande@verizon.net**](mailto:Mariande@verizon.net)

**Diaz, Jessica**

**5030 Eisenhower Avenue Apt. 104**

**Alexandria, VA 22304**

**Cell: 703 310 0544**

**Work: 703 350 7669**

**Email:** [**savedbygrace0421@gmail.com**](mailto:savedbygrace0421@gmail.com)

**Doherty, Brigid**

**2311 Pimmit Drive, Apt. 1202**

**Falls Church, VA 22043**

**Cell: 703 439 0758**

**Work: 202 962 2794**

**Email:** [**brigid.m.doherty@gmail.com**](mailto:brigid.m.doherty@gmail.com)

**Droppers, Patty**

**5901 3rd Street South**

**Arlington, VA 22204**

**Home: 571 527 0707**

**Work: 240 737 5103**

**Cell: 703 981 3363**

**Email:** [**pattyandseton@thedroppers.com**](mailto:pattyandseton@thedroppers.com)

**Droppers, Seton**

**5901 3rd Street South**

**Arlington, VA 22204**

**Home: 571 527 0707**

**Cell: 703 587 0970**

**Email:** [**pattyandseton@thedroppers.com**](mailto:pattyandseton@thedroppers.com)

**Everdale, Debbie**

**5219 North 11th Street**

**Arlington, VA 22205**

**Home: 703 528 7881**

**Email:** [**Deverdale@gmail.com**](mailto:Deverdale@gmail.com)

**Fish, C. J.**

**8 West Lancaster Road**

**Richmond, VA 23222**

**Home: 804 222 7068**

**Cell: 252 916 4655**

**Email:** [**cjwfish07@yahoo.com**](mailto:cjwfish07@yahoo.com)

**Fish, Michael**

**8 West Lancaster Road**

**Richmond, VA 23222**

**Home: 804 222 7068**

**Cell: 716 353 5986**

**Email:** [**mafish09@gmail.com**](mailto:mafish09@gmail.com)

**Forrest, Patrick**

**6347 Cavalier Corridor**

**Falls Church, VA 20044**

**Cell: 703 772 2887**

**Email:** [**pjdforrest@yahoo.com**](mailto:pjdforrest@yahoo.com)

**Carolena Garrison**

**1104 Hertford St**

**Herndon, VA 20170**

**Phone: 703 401 4673**

**Email:** [**garrisonlena1@gmail.com**](mailto:garrisonlena1@gmail.com)

**Gibson, A. L.**

**5550 Columbia Pike, Apt. 851**

**Arlington, VA 22204**

**Home: 703 379 7888**

**Cell: 703 447 4500**

**Email:** [**mike1patty@verizon.net**](mailto:mike1patty@verizon.net)

**Gibson, Nell**

**5550 Columbia Pike Apt. 851**

**Arlington, VA 22204**

**Home: 703 379 7888**

**Cell: 703 992 5855**

**Email:** [**mike1patty@verizon.net**](mailto:mike1patty@verizon.net)

**Goraya, Deepa**

**616 E Street NW #1014**

**Washington, DC 20004**

**Cell: 909 964 3699**

**Email:** [**deepa.goraya@gmail.com**](mailto:deepa.goraya@gmail.com)

**Grandstaff, Jeremy**

**5270 Duke Street #414**

**Alexandria, VA 22304**

**Home: 614 519 3026**

**Email: jwg@gendeavors.com**

**Halverson, John**

**810 22nd Street South**

**Arlington, VA 22202**

**Home: 703 379 1141**

**Work: 202 260 7162**

**Cell: 703 867 6400**

**Email:** [**Johnh50@verizon.net**](mailto:Johnh50@verizon.net)

**Halverson, Sandy**

**810 22nd Street South**

**Arlington, VA 22202**

**Home: 703 379 1141**

**Cell: 703 400 6890**

**Email:** [**Sandyh50@verizon.net**](mailto:Sandyh50@verizon.net)

**Hartt, Robert (Bob)**

**1227 Quaker Hill Drive**

**Alexandria, VA 22314**

**Home: 703 845 3436**

**Email:** [**bobmhartt@gmail.com**](mailto:bobmhartt@gmail.com)

**Hobson, Joe**

**1111 Army Navy Drive, Apt. 419**

**Arlington, VA 22202**

**Home: 703 553 8484**

**Cell: 202 669 5557**

**Email:** [**joehobson@comcast.net**](mailto:joehobson@comcast.net)

**Kamel, Suzanne**

**220 20th Street South Apt. 613**

**Arlington, VA 22202**

**Cell: 214 395 0166**

**Email:** [**Suzkam2@gmail.com**](mailto:Suzkam2@gmail.com)

**Kessler, Mary Ann**

**1919 N. Inglewood Street**

**Arlington, VA 22205**

**Home: 703 241 9517**

**Cell: 703 967 6055**

**Email:** [**Mak910w@verizon.net**](mailto:Mak910w@verizon.net)

**Knoettner, Carl**

**2311 Pimmit Drive, Apt. 1413**

**Falls Church, VA 22043**

**Home: 703 876 0466**

**Cell: 703 225 9996**

**Email:** [**carl\_knoettner@verizon.net**](mailto:carl_knoettner@verizon.net)

**Kyriazis, Jessica**

**1111 N. Randolph Street, Apt. 6**

**Arlington, VA 22201**

**Phone: 571 970 4872**

**Email:** [**JessicaKyriazis@aol.com**](mailto:JessicaKyriazis@aol.com)

**Lane, Cynthia R.**

**3400 Pearl Drive, Apt. 104**

**Suitland, MD 20746**

**Phone: 301 669 6730**

**Email:** [**cynlane52@gmail.com**](mailto:cynlane52@gmail.com)

**Leysath, Priscilla**

**1204 South Washington Street. Apt. 022W**

**Alexandria, VA 22314**

**Email:** [**cooperp@ymail.com**](mailto:cooperp@ymail.com)

**Leysath, Quan**

**1204 South Washington Street. Apt. 022W**

**Alexandria, VA 22314**

**Cell: 803 917 9810**

**Work: 703 310 0548**

**Email:** [**Quan.Leysath@gmail.com**](mailto:Quan.Leysath@gmail.com)

**Magnussen, Lorraine**

**3352 South Second Street**

**Arlington, VA 22204**

**Home: 703 685 8895**

**Work: 703 521 1219**

**Email:** [**Lwmagnussen@hotmail.com**](mailto:Lwmagnussen@hotmail.com)

**Manners, Derek**

**3409 Wilson Blvd Apt 407**

**Arlington, VA 22201**

**Cell: 903 271 6494**

**Email:** [**derekmanners@gmail.com**](mailto:derekmanners@gmail.com)

**McDaniel, Heather**

**1911 S. Nelson Street**

**Arlington, VA 22204**

**Home: 703 271 4129**

**Cell: 571 215 3290**

**Email:** [**heathermcdaniel35@gmail.com**](mailto:heathermcdaniel35@gmail.com)

**McMahon, Sean**

**2677 Avenir Place Apt 3205**

**Vienna, VA 22180**

**Cell: 520 247 2197**

**Email:** [**Sean.mcmahon.dc@gmail.com**](mailto:Sean.mcmahon.dc@gmail.com)

**Miller, Brian**

**2251 Eisenhower Avenue, Apt. 819**

**Alexandria, VA 22314**

**Home: 703 664 0369**

**Work: 202 245 7241**

**Cell: 703 785 9929**

**Email:** [**Brianrmiller88@gmail.com**](mailto:Brianrmiller88@gmail.com)

**Neely, Rodney**

**2881 Kelly Square**

**Vienna, VA 22181**

**Phone: 703 389 2782**

**Email:** [**blindlion@hotmail.com**](mailto:blindlion@hotmail.com)

**Noizet, Jihan**

**2008 N. Emerson Street**

**Arlington, VA 22207**

**Phone: 214 395 0165**

**Email:** [**jihannoizet@gmail.com**](mailto:jihannoizet@gmail.com)

**O'Connor, Briley (nee: Pollard)**

**2900 Irving Avenue S. Apt 207**

**Minneapolis, MN 55408**

**Cell: 703 380 8876**

**Email:** [**brileyoc@gmail.com**](mailto:brileyoc@gmail.com)

**O'Connor, Corbb**

**2900 Irving Avenue S. Apt 207**

**Minneapolis, MN 55408**

**Cell: 703 309 4884**

**Email:** [**corbbo@gmail.com**](mailto:corbbo@gmail.com)

**O'Day, Bonnie**

**1227 Quaker Hill Drive**

**Alexandria, VA 22314**

**Home: 703 845 3436**

**Email:** [**bonnoday@gmail.com**](mailto:bonnoday@gmail.com)

**Povinelli, Larry**

**121 Cork Aly**

**Madison, AL 35758-3106**

**Home: 256 325 4120**

**Cell: 703 969 6476**

**Office: 703 933 0100**

**Email 1:** [**lpovinelli@aol.com**](mailto:lpovinelli@aol.com)

**Email 2:** [**Lorenzo.Povinelli@gmail.com**](mailto:Lorenzo.Povinelli@gmail.com)

**Povinelli, Susan**

**121 Cork Aly**

**Madison, AL 35758-3106**

**Cell: 703 340 0694**

**Work: 256 450 6561**

**Email:** [**skpovinelli@gmail.com**](mailto:skpovinelli@gmail.com)

**Rahimi, Amir**

**900 N. Stuart St. Apt 1018**

**Arlington, VA 22203**

**Phone: 301 385 2277**

**Email:** [**amirhossein1@gmail.com**](mailto:amirhossein1@gmail.com)

**Ramsay, Chris**

**4465 Forest Glen Court**

**Annandale, VA 22003**

**Home: 703 750 3915**

**Email:** [**cramsay@cox.net**](mailto:cramsay@cox.net)

**Riley, Franklyn**

**3110 Mt Vernon Ave Apt 407**

**Alexandria, VA 22305**

**Phone: 505 249 8869**

**Email:** [**friley914@gmail.com**](mailto:friley914@gmail.com)

**Rosfeld, Joanne**

**6202 Joe-Klutsch Drive**

**Fort Washington, MD 20744**

**Home: 301 278 7161**

**Cell: 703 595 3424**

**Email:** [**Peachin13@comcast.net**](mailto:Peachin13@comcast.net)

**Ruhf, Louise**

**1110 West Maryland Ave**

**Lot 10**

**Phoenix, AZ 85013**

**Home: 602 319 2382**

**Email:** [**louiseruhf@gmail.com**](mailto:louiseruhf@gmail.com)

**Schlank, Alan**

**1881 N. Nash Street, Apt. 702**

**Arlington, VA 22209**

**Home: 703 312 6373**

**Work: 202 461 5200**

**Cell: 703 340 5350**

**Email:** [**aschlank@verizon.net**](mailto:aschlank@verizon.net)

**Schlank, Billie Ruth**

**1881 North Nash Street Apt. 702**

**Arlington, VA 22209**

**Home: 703 312 6373**

**Cell: 703 340 5351**

**Work #1: 202 488 1212**

**Work #2: 202 737 9415**

**Email:** [**aschlank@verizon.net**](mailto:aschlank@verizon.net)

**Shaffer, David J.**

**8756 Susquehanna Street**

**Lorton, VA 22079**

**Cell: 202 210 7424**

**Work: 202 962 2820**

**Email:** [**davidshaffer511@gmail.com**](mailto:davidshaffer511@gmail.com)

**Silverman, Arielle**

**3003 Van Ness St NW**

**Washington, DC 20008**

**Phone: 602 502 2255**

**Email:** [**arielle71@gmail.com**](mailto:arielle71@gmail.com)

**Soforenko, Sharon**

**1511 N. Jackson Street**

**Arlington, VA 22201**

**Home: 703 522 8182**

**Work: 571 227 6521**

**Email:** [**Sharon.soforenko@verizon.net**](mailto:Sharon.soforenko@verizon.net)

**Soforenko, Tracy**

**1511 N. Jackson Street**

**Arlington, VA 22201**

**Home: 703 522 8182**

**Work: 202 326 4100, ext. 3943**

**Cell: 202 285 4595**

**Email:** [**tracy.soforenko@verizon.net**](mailto:tracy.soforenko@verizon.net)

**Sousa, Francisco**

**P.O. Box 5241**

**Arlington, VA 22205**

**Cell: 703 785 9248**

**Email:** [**fcnsousa@aol.com**](mailto:fcnsousa@aol.com)

**Takeguchi, Kevin**

**4141 N Henderson Road #1012**

**Arlington, VA 22203**

**Cell: 703 864 5322**

**Home: 703 243 1756**

**Email:** [**kevin.takeguchi@gmail.com**](mailto:kevin.takeguchi@gmail.com)

**Taylor, Wanda**

**257 South Picket Street, Unit 301**

**Alexandria, VA 22304**

**Home: 703 212 7392**

**Cell: 703 395 3409**

**Email:** [**wptaylor13@gmail.com**](mailto:wptaylor13@gmail.com)

**Thompson, Donald**

**9222 Topaz Street**

**Fairfax, VA 22031**

**Home: 703 591 1000**

**Fax: 703 591 1001**

**Cell 1: 571 201 3477**

**Cell 2: 703 400 9519**

**Email:** [**Underseaworld1@netscape.net**](mailto:Underseaworld1@netscape.net)

**Torres, Sonia**

**710 Roeder Road**

**Silver Spring, MD 20910**

**Cell: 301 523 9996**

**Work: 202 349 8487**

**Email:** [**stores@torresfoundation.org**](mailto:stores@torresfoundation.org)

**Valdez, Evelyn**

**5701 Dunster Court Apt. A  
Alexandria, VA 22311**

**Cell: 908 803 4891**

**Email:** [**Evelyn.Valdez@va.gov**](javascript:window.top.ZmObjectManager.__doClickObject(document.getElementById(%22OBJ_PREFIX_DWT1265_com_zimbra_email%22));)

**Whalen, Sean**

**5 Cowperthwaite Street Apt 501**

**Cambridge, MA 02138**

**Cell: 608 332 4147**

**Email:** [**smwhalenpsp@gmail.com**](mailto:smwhalenpsp@gmail.com)

**Wilson, Harold**

**401 Holland Lane, Apt 108**

**Alexandria, VA 22314**

**Cell: 410 404 5255**

**Email:** [**haroldwilson02@gmail.com**](mailto:haroldwilson02@gmail.com)

**Wilson, Joanne**

**401 Holland Lane, Apt 108**

**Alexandria, VA 22314**

**Cell: 410 206 7024**

**Email:** [**wilsonjm05@gmail.com**](mailto:wilsonjm05@gmail.com)

**Willis, William**

**5509 31st Street North**

**Arlington, VA 22207**

**Home: 703 534 1059**

**Email:** [**baddbill@verizon.net**](mailto:baddbill@verizon.net)

**Yeager, Gerald**

**203 Yoakum Parkway, Apt. 1511**

**Alexandria, VA 22304**

**Cell: 703 328 9743**

**Email:** [**Gyeager12@gmail.com**](mailto:Gyeager12@gmail.com)

**Yeager, Nancy**

**3800 Fairfax Drive, Apt. 1605**

**Arlington, VA 22203**

**Home: 703 812 0953**

**Cell: 703 283 2524**

**Email 1:** [**Nancyyeager542@comcast.net**](mailto:Nancyyeager542@comcast.net)

**Email 2:** [**Brlteacher13@gmail.com**](mailto:Brlteacher13@gmail.com)

**2015-2016 PCNFB Officers and Board Members:**

**John Halverson, President**

**Stephanie Deluca, First Vice President**

**Justin Chan, Second Vice President**

**Evelyn Valdez, Recording Secretary**

**Deepa Goraya, Corresponding Secretary**

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**Line 3: City, state (state abbreviation in caps) zip**

**Line 4: Phone type (Cell:/Home:/Work:) followed by number**

**Each phone type should be on a separate line**

**The phone number should be in format xxx xxx xxxx**

**Note that there is a space between each part of the**

**phone number, not a hyphen**

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**Do not put part of an entry on one page and the rest of the next page; if the entry won’t fit on a page, then put blanks (carriage return) before the entry until the entry is completely on the next page.**

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