

Update from the Office of Travel & Conference Planning;

During 4th Quarter, OTCP will continue to work on the Biennial Mission Summit.

- 1) Hotel Contracts have been signed at the DoubleTree Virginia Beach, Holiday Inn & Suites, The Westin and the Wyndham
- 2) Annie has negotiated a contract with the city for additional hotels. Attendees will be able to book through Expedia, use points or “do their own thing”. We will capture this information through the registration process and the number of rooms will be applied to our contract with the convention center. This means that we will not sign additional contracts and risk additional attrition.
- 3) Meal pricing will be negotiated for the various Board Meetings, as well as, pricing at the Virginia Beach Convention Center.
- 4) Lists for potential Meal Event Sponsors and Exhibitors have been given to the NEC for their approval prior to our mailings going out. Once our listings have been approved, details about available meal slots and exhibitor pricing will be distributed.
- 5) Work will continue with the Local Arrangements Committee.
- 6) Information will begin to be gathered for the paper Registration Form.
- 7) Registration will be set up in Cvent for both Board and BMS.
- 8) A third person, Sharese Shedrick, has been hired in OTCP where the main concentration is and will be Registration.
- 9) The Fall is a busy time with meetings for OTCP. Board and Executive Committee Meetings, Luncheons, Space for Grace, to name only a few.
- 10) Effective September 1, Annie will move to a part-time status, only working 19-1/2 hours per week. This will give OTCP the budget that is needed for a third person. Details of Annie’s part time status will be confirmed on September 4th. Annie has been available to ABC 24/7 for many years and is looking forward to cutting back.

Update (9/5) Annie has agreed to stay full time until Lee returns to the office. Her main focus will be the biennial.