



Law Enforcement Records and Information Association

2023 Conference Committee Meeting Minutes

Date	August 10, 2022	Online/TEAMS
Time	1300-1500	

Members in attendance:

<input checked="" type="checkbox"/>	Chair	Candice Mauracher	<input checked="" type="checkbox"/>	Member	Lisa Edlin
<input checked="" type="checkbox"/>	Secretary	Kirsty Jones	<input checked="" type="checkbox"/>	Member	Stephanie Scott
<input type="checkbox"/>	Member	Cathy Munoz	<input type="checkbox"/>	Member	Danielle Burnett-Roberts
<input type="checkbox"/>	Member	Hannah Zabel	<input checked="" type="checkbox"/>	Member	Amy Ebenal
<input checked="" type="checkbox"/>	Member	Chris Leyda	<input type="checkbox"/>	Member	Dawn Castle
<input checked="" type="checkbox"/>	Member	Heather Ging	<input type="checkbox"/>	Member	Allie Copeland

1) Call to order & Attendance – Candice Mauracher @ 1302

2) Secretary – Kirsty Jones

- a. Approval of minutes from 7/7/22 Conference Committee meeting – see attachment C.
- b. No edits. Minutes approved by majority vote.

3) Review budget/decide on registration fee – see attachment A

- a. Registration fees
 - i. Agreed on these fees
 - 1. Early bird: \$375 Member/\$425 Non-member
 - 2. Regular: \$400 Member/\$450 Non-member
 - 3. Late: \$450 Member/\$500 Non-member
 - ii. Cancellations/Refunds
 - 1. Already agreed that cancellations need to be requested at least two weeks before the conference
 - 2. Suggested that refund be limited to 50% of registration fee if requested less than a month before the conference
- b. Notification/Save the Date to members
 - i. Eboard will send ASAP. Save the Date will include dates, location, estimated registration fees, & estimated registration dates
- c. Discounted costs for Committee members
 - i. Goal is to recognize/reward Committee members for their contributions with a discounted registration fee

- ii. Current LEIRA Bylaws say that each host agency will receive two free registrations for a training
- iii. This is set to be discussed by the Eboard at their next meeting (September) to adjust for the Conference Committee

4) Select theme (Oktoberfest or Halloween)

- a. Oktoberfest won by a majority vote

5) Assign committee roles – see attachment B

- a. Set tasks/deadlines for each role
- b. Training – Heather, Kirsty, Cathy
- c. Entertainment – Candice
- d. Registration – Lisa, Heather, Cathy
- e. Check-In – Dawn, Lisa, Stephanie
- f. Sponsor/Vendor Liaison – Chris, Lisa, *need one more*
- g. Hospitality – Amy, Candice
- h. Advertising – Heather

Also discussed was that the absent attendees to this conference may want to add their name to one or more of these roles and we can discuss that at the next meeting, or you can send Candice an email prior to the next meeting, and I will add it to the next agenda.

6) Discuss menu/food trucks – see attachment A

- a. Heather explained the 2022 menu was used for budgeting. Propose 3 breakfasts, 2 lunches, and 2 snack receptions with water/coffee/tea service throughout the day
 - i. Breakfasts were basic – continental or boxed breakfast sandwich
 - ii. One lunch was plated and one was boxes
- b. 2023 Menu will be released in October; will need to update budget then
- c. Food trucks will supplement the snack receptions and also offer attendees options other than the onsite restaurant (with limited seating) and the offsite restaurant (with limited seating and operations)
 - i. Possibly look for food trucks that follow the Oktoberfest theme
 - ii. Need to request advance permission in writing from Semiahmoo

7) Schedule next meeting

- c. September or October online?
 - i. Agreed to meet monthly online
 - ii. Candice will schedule September & October meetings
 - iii. November meeting will be 11/9 at Semiahmoo
- d. Propose joint meeting w/ Eboard at their regularly scheduled meeting Nov 7-9 @ Semiahmoo – will give Committee on-site preview of venue

8) Kirsty & Amy to meet with Semiahmoo staff tomorrow (8/11 @ 1500) to cover the following:

- a. Request photo/PR package from Semiahmoo (for Heather)
- b. Look at renovated rooms/update on renovations
- c. Discuss AV needs/pricing
- d. Review options for classroom/ballroom set-ups
- e. Request permission for food trucks
- f. Request breakdown of rooms – singles vs doubles

Kirsty and Amy did meet with Semiahoo staff and attached hereto as “D.” This will be included in the next meeting agenda but because Kirsty was kind enough to get this out so quick I thought I would include herein for your early review.

9) Meeting adjourned – Candice Mauracher @ 1405

LEIRA 2023 Conference Committee Budget Considerations/Discussion

ATTACHMENTS

- 2023 Semiahmoo Contract
- 2022 Semiahmoo Catering Menu (*updated to remove extraneous pages*)
- 2019 Conference Budget (2 versions)
- January 2020 Treasurer's Report
- NAGARA Annual Conference Expense & Benefits Worksheets

CONSIDERATIONS/DISCUSSION

- **Semiahmoo Contract**
 - Room rate
 - \$199/night throughout the conference
 - \$15 resort fee per room per night
 - Does not include applicable taxes
 - Room attrition
 - Have entire venue (196 rooms) booked for 10/2, 10/3, and 10/4
 - Have 10 rooms booked for 10/1 and 10/5 (for Eboard before/after conference)
 - Guaranteed guest room revenue minimum is \$120,992
 - Group may reduce 10% of contracted minimum guest room revenue 30 days prior to contracted arrival date, on cut-off date
 - Direct bill/installment payment schedule
 - Application approved in 2022. Will need to re-apply in 2023.
 - Deposit of \$43,498 paid 11/18/21 (non-refundable)
 - Balance of \$9,502 for master account charges (food/beverage and AV minimums) PLUS any outstanding guest room revenue minimum is due 11/6/23
 - Maximum occupancy
 - Contract lists maximum room set-up at 250 people
 - *Question in to Semiahmoo if this is the actual maximum*
 - Need to determine maximum number of attendees allowed to guide conference fee
- **2019 Costs**
 - The Jan 2020 treasurer's report shows \$61,536.29 in revenue from the 2019 conference and total costs for the conference at \$60,318.02 for a profit of \$1,218.27
 - Goal is to break even
 - Registration fee was \$275 for the full conference and included 2 lunches and 2 evening receptions (one night with hors d'oeuvres and one with dessert only)
 - Room rates were \$113/night and included breakfast
- **Sponsorships**
 - Total sponsorships for 2019 were ~ \$6,500
 - \$4,500 cash
 - \$2,000 in kind (printing from Correctional Industries)
 - Expect ~ \$15K in sponsorships for 2023
- **Eboard Costs**
 - Eboard covers food, lodging, travel, and conference registration costs for Eboard members to attend the conference

- May decide to cover (partially or fully) food and conference registration costs for Conference Committee members. All but 1 are local to Whatcom County and shouldn't need reimbursement for travel or lodging.
- Wanda Wareharm Memorial Scholarship(s) – covers conference registration and lodging for recipient. Awarded at the discretion of the Eboard with no minimum/maximum number of scholarships to be awarded
- **Food/Beverage**
 - Minimum is \$48,000
 - *Question in to Semiahmoo if this minimum includes the service charge*
 - 2023 catering prices will be released in October/November 2022 but should be similar to current 2022 prices
 - Bartending
 - \$60 per hour bartender labor fee with a two-hour minimum and one bartender per 75 guests
 - Money spent by guests on alcohol will count toward LEIRA's food/beverage minimum (estimate from Semiahmoo is that conferences of our size with a 2-hour cash bar average around \$5,000 in food/beverage)
 - No outside food/beverage allowed without prior written permission from Semiahmoo. A recent LE event brought in food trucks, although any food truck revenue probably wouldn't count towards the food/beverage minimum
 - Food/beverage charges are subject to a mandatory 23% service charge
 - Historically included meals
 - Day 1 – Lunch, Hors d'oeuvres in lieu of a plated dinner (reception)
 - Day 2 – Breakfast, Lunch, Dinner
 - Day 3 – Breakfast
- **A/V**
 - Minimum is \$5,000
 - *Question in to Semiahmoo if this is for equipment only or includes labor (full service) – earlier quote from Semiahmoo stated this did not include labor or the service fee.*
- **Other Costs**
 - Taxes (*question in to Semiahmoo as to what these tax rates currently are*)
 - State
 - Local
 - Occupancy
 - Resort fee of \$15 per night per room
 - Credit card processing fees
 - What is current % charged through Memberclicks? Need to estimate what fees LEIRA will be billed based on what we charge for conference registration
 - Total 2021 fees charged to LEIRA were ~ \$1,200
 - Room rental fees (\$18,000) waived by Semiahmoo if food/beverage minimum
 - Included in Semiahmoo resort fee:
 - Parking
 - Internet access in guest rooms & meeting space
 - Entertainment options including nightly s'mores and movie theatre rental
 - Bike rental
 - Fitness center (including fitness classes)
 - Aquatic center (pool, hot tub, steam room, sauna)
 - Security (off duty officers)? WCSO's current rate is \$92/hr with a 4-hour minimum

- **Trainers' Costs**
 - 1 night's lodging for each day of classes taught (for 2023 would be \$199 + \$15 resort fee + tax)
 - Travel reimbursed @ GSA/WA mileage rates (currently \$0.62/mi for vehicles and \$1.81/mi for flights; 2023 rates will be released on 7/1/23)
 - All meals included at the conference for each day of classes taught
 - Notes
 - There is nothing in the budget, trainer contract, etc. that I can find that references an actual training fee. It seems that we basically negotiated x number of hours of training in exchange for lodging, meals, and travel expenses
 - For some trainers that are with state agencies (FBI, WSP – ACCESS/NICS, State Archives), the agency may cover some travel costs
 - For 2019, PRI paid for their own travel, didn't charge an instructor fee, and gave a \$2,500 sponsorship.
- **Expenses/Benefits Worksheets**
 - See attached Conference Expenses Worksheet and Benefits Worksheet from NAGARA. These were provided to members to help explain and justify costs and benefits to a supervisor or as part of a training request
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**LEIRA
2019 CONFERENCE - Marcus Whitman
MASTER ACCOUNT - ROOMS**

<u>Instructors</u>	<u>Date Arriving</u>	<u>Nights</u>	<u>Note</u>
TOTAL Rm Nights		0	
Eboard			
Sara	9/23-9/26	3	Will be staying in the complimentary suite
Julie	9/23-9/26	3	1 night will go towards Eboard Line Item
Lisa	9/23-9/26	3	1 night will go towards Eboard Line Item
Jeanne	9/23-9/26	3	1 night will go towards Eboard Line Item
Josh	9/23-9/26	3	1 night will go towards Eboard Line Item
Joan	9/23-9/26	1	1 night will go towards Eboard Line Item
Janelle Knight	9/23-9/26	3	1 night will go towards Eboard Line Item
Cathy	9/23-9/26	3	1 night will go towards Eboard Line Item
Chris	9/23-9/26	3	1 night will go towards Eboard Line Item
TOTAL Rm Nights		25	

LEIRA CONFERENCE
(Proposed Budget & Registration Fee)

REVENUES

Conference Registrations @ 150 paying attendees	\$ 41,250.00
Sponsor Fees	\$ 6,000.00
Sub-Totals	\$ 47,250.00

Paid Attendees

EXPENSES

<u>ITEM</u>	<u>Conf. Cost</u>
Hotel Room Attrition	\$0.00
Meeting Space	\$4,500.00
Hotel AV	\$2,500.00
Hotel Food & Beverage (Minimum)	\$12,000.00
Vendor Tables	\$200.00
Training / Instructor Fees	\$3,000.00
Comp. Rooms (Instructors)	\$1,380.00
Sponsor Plaques	\$150.00
Swag-notebook, mug, ect..	\$1,000.00
Instructor Gifts	\$350.00
Program/Printed Material	\$400.00
Eboard Basket	\$100.00
1st Timers Basket	\$100.00
Networking Event	\$2,500.00
Executive Board rooms	\$5,400.00
Postage/shipping fees	\$200.00
Sub-Totals	\$33,780.00

CONFERENCE TOTALS	\$13,470.00
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Eboard Budget

Comp Rms-1 night each	\$ 1,800.00
Mileage	

LEIRA CONFERENCE
(Proposed Budget & \$175 Registration Fee)

REVENUES

	<u>Paid Attendees</u>
Conference Registrations @ 150 paying attendees	\$ 26,250.00
Sub-Totals	\$ 26,250.00

EXPENSES

<u>ITEM</u>	<u>Conf. Cost</u>
Hotel Room Attrition	
Meeting Space	\$4,500.00
Hotel AV	\$2,441.25
Hotel Food & Beverage	\$15,620.11
Training / Instructor Fees	\$1,500.00
Comp. Rooms (Instructors)	\$500.00
Miscellaneous	
Sub-Totals	\$20,061.36

CONFERENCE TOTALS **\$6,188.64**

Eboard Budget

Comp Rms-1 night each	\$ 1,000.00
Mileage	

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REVENUES

Paid Attendees-Full Conference

Conference Registrations @ 100 paying attendees	\$	17,500.00
Sub-Totals	\$	17,500.00

EXPENSES

<u>ITEM</u>	<u>Conf. Cost</u>
Hotel Room Attrition	
Meeting Space	\$4,500.00
Hotel AV	\$2,441.25
Hotel Food & Beverage**	\$12,000.00
Training / Instructor Fees	\$1,500.00
Comp. Rooms (Instructors)	\$500.00
Miscellaneous	\$500.00
Sub-Totals	\$16,941.25

CONFERENCE TOTALS **\$558.75**

**This is the min f&b charges-I don't know if the min includes tax

Eboard Budget

Comp Rms-1 night each	\$	1,000.00
Mileage		

**LEIRA
2019 CONFERENCE - Pasco Red Lion
MASTER ACCOUNT - ROOMS**

<u>Instructors</u>	<u>Date Arriving</u>	<u>Nights</u>	<u>Note</u>
PRI	23-Sep	2	
Connie	24-Sep	2	
Michelle Bennett	25-Sep	1	
Mary w/ Kennewick	23-Sep	1	

TOTAL Rm Nights 6

Eboard

Lezlie	9/23-9/26	3	Will be staying in the complimentary suite
Julie	9/23-9/26	3	1 night will go towards Eboard Line Item
Lisa	9/23-9/26	3	1 night will go towards Eboard Line Item
Jeanne	9/23-9/26	3	1 night will go towards Eboard Line Item
Josh	9/23-9/26	3	1 night will go towards Eboard Line Item
Joan	9/23-9/26	1	1 night will go towards Eboard Line Item
Sara	9/23-9/26	3	1 night will go towards Eboard Line Item
Janelle Knight	9/23-9/26	3	1 night will go towards Eboard Line Item
Cathy	9/23-9/26	3	1 night will go towards Eboard Line Item
Chris	9/23-9/26	3	1 night will go towards Eboard Line Item

TOTAL Rm Nights 28



LEIRA

BUDGET VS. ACTUALS: FY2019 - FY19 P&L

January - December 2019

	TOTAL	
	ACTUAL	BUDGET
Revenue		
Conference-Fall	61,536.29	60,000.00
Earned Interest	42.06	30.00
Membership	14,700.00	14,000.00
Miscellaneous Income	9.92	
Regional Training		11,000.00
02 Reg Trng-Feb	1,700.00	
04 Reg Trng-Apr	3,350.00	
07 Reg Trng-Jul	6,253.18	
Total Regional Training	11,303.18	11,000.00
Total Revenue	\$87,591.45	\$85,030.00
GROSS PROFIT	\$87,591.45	\$85,030.00
Expenditures		
Awards and Plaques	131.64	500.00
Conference Expenses	60,318.02	60,000.00
Credit Card Payments Fees	1,310.07	1,000.00
Executive Board	8,772.42	10,000.00
Legislative	75.00	500.00
Membership Promotions		600.00
Miscellaneous Expenses	22.01	
Benevolent	85.18	
Total Miscellaneous Expenses	107.19	
Office Supplies	18.44	100.00
Presidents Expense	2,268.85	4,000.00
Professional Services fees	2,379.82	3,000.00
Regional Trainings		3,100.00
02 Regional Training-Feb	293.53	
04 Regional Training-Apr	1,570.34	
07 Regional Training-Jul	1,167.89	
Total Regional Trainings	3,031.76	3,100.00
Scholarship		650.00
Training Committee	266.24	300.00
Total Expenditures	\$78,679.45	\$83,750.00
NET OPERATING REVENUE	\$8,912.00	\$1,280.00
NET REVENUE	\$8,912.00	\$1,280.00



GROUP AGREEMENT

9565 Semiahmoo Parkway
Blaine, WA 98230

AGREEMENT DATE:	Monday, November 8, 2021	BOOKING ID #:	0036256
ARRIVAL DATE:	Sunday, October 1, 2023		
NAME OF EVENT:	LEIRA Fall Conference 2023		
ORGANIZATION:	Law Enforcement Information and Records Association (LEIRA)		
ADDRESS:	516 3rd Avenue Seattle, WA 98104		
CONTACT NAME:	Kirsty Jones	SALES CONTACT:	Desi McCoy
TELEPHONE:	(425) 454-7187	TELEPHONE:	(360) 318-2067
EMAIL:	kirsytmajones@gmail.com	EMAIL:	dmccoy@semiahmoo.com

This Group Agreement ("Agreement") is between the above-named Organization/Contact Name ("Group") and Semiahmoo Resort ("Facility") managed by Columbia Hospitality, Inc. ("Columbia"). Facility and the Group agree to arrangements outlined below. This Agreement will be a definite commitment when signed by both parties by **Thursday, November 18, 2021** and the deposit is received.

Between now and decision due date, unless both parties have agreed upon and fully executed this Agreement, should another organization request the dates and be able to confirm immediately, we will advise you and you will have three (3) business days to confirm on a definite basis. If this Agreement is not mutually executed by **Thursday, November 18, 2021** the room block, and function space may be automatically released.

GUEST ROOM ACCOMMODATIONS/RATES:

This Agreement applies to the following block of rooms:

Property	Room Block	Room Type	Sun 10/01/2023	Mon 10/02/2023	Tue 10/03/2023	Wed 10/04/2023	Thur 10/05/2023	Total
Semiahmoo Resort	LEIRA Fall Conference	Run of House	10	196	196	196	10	608
			\$199.00	\$199.00	\$199.00	\$199.00	\$199.00	\$199.00
Booking Total			10	196	196	196	10	608

All room rates are quoted exclusive of applicable state, local and occupancy tax.
A resort/hotel fee of \$15.00 per night, per room will be assessed at checkout.

SCHEDULE OF EVENTS AND FUNCTION SPACE RENTAL:

Facility reserves for Group the following Function Space, reflecting the precise times and reserved based on the requirements as Group has indicated them. Any changes to the Schedule of Events and Function Space must be authorized through a Facility representative.

Date	Time	Event Class	Room	Setup	AGR
Sun, 10/01/23	2:00 PM - 11:45 PM	Breakout	San Juan Ballroom & Pre-Function	Theatre	250
Sun, 10/01/23	2:00 PM - 11:45 PM	General Session	Semiahmoo Ballroom	Rounds	250
Sun, 10/01/23	2:00 PM - 11:45 PM	Exhibits	Semiahmoo Pre-Function	Exhibits	10
Sun, 10/01/23	8:00 AM - 11:45 PM	Office	Boardroom	Existing	10
Mon, 10/02/23	12:00 AM - 11:45 PM	Breakout	San Juan Ballroom & Pre-Function	Theatre	250

Mon, 10/02/23	12:00 AM - 11:45 PM	General Session	Semiahmoo Ballroom	Rounds	250
Mon, 10/02/23	12:00 AM - 11:45 PM	Exhibits	Semiahmoo Pre-Function	Exhibits	10
Mon, 10/02/23	12:00 AM - 11:45 PM	Office	Boardroom	Existing	10
Mon, 10/02/23	4:00 PM - 9:00 PM	President's Reception	Tent Pavilion	Reception	250
Tue, 10/03/23	12:00 AM - 11:45 PM	Breakout	San Juan Ballroom & Pre-Function	Theatre	250
Tue, 10/03/23	12:00 AM - 11:45 PM	General Session	Semiahmoo Ballroom	Rounds	250
Tue, 10/03/23	12:00 AM - 11:45 PM	Exhibits	Semiahmoo Pre-Function	Exhibits	10
Tue, 10/03/23	12:00 AM - 11:45 PM	Office	Boardroom	Existing	10
Wed, 10/04/23	12:00 AM - 11:45 PM	Breakout	San Juan Ballroom & Pre-Function	Theatre	250
Wed, 10/04/23	12:00 AM - 11:45 PM	General Session	Semiahmoo Ballroom	Rounds	250
Wed, 10/04/23	12:00 AM - 11:45 PM	Exhibits	Semiahmoo Pre-Function	Exhibits	10
Wed, 10/04/23	12:00 AM - 11:45 PM	Office	Boardroom	Existing	10
Wed, 10/04/23	4:00 PM - 9:00 PM	Networking Reception	Tent Pavilion	Reception	250
Thu, 10/05/23	12:00 AM - 7:00 PM	Breakout	San Juan Ballroom & Pre-Function	Theatre	250
Thu, 10/05/23	12:00 AM - 7:00 PM	General Session	Semiahmoo Ballroom	Rounds	250
Thu, 10/05/23	12:00 AM - 7:00 PM	Exhibits	Semiahmoo Pre-Function	Exhibits	10
Thu, 10/05/23	12:00 AM - 7:00 PM	Office	Boardroom	Existing	10
Fri, 10/06/23	12:00 AM - 6:00 PM	Office	Boardroom	Existing	10

The total **room rental is WAIVED** for use of the Function Space.

CONCESSIONS/PRICING/INCLUSIONS:

- Resort Fee to \$15 per night, reduced from \$25 per night (value of \$6,080)
- Waived Room Rental if contracted Food & Beverage Minimum is achieved (value of \$12,000)
- Complimentary use of our Boardroom as a staff office (value of \$6,000)
- Complimentary high-speed wireless internet in guest rooms and meeting space
- Complimentary parking for all guests

CUT-OFF DATE:

The “cut-off date” for accepting reservations into this room block is **Friday, September 1, 2023** Reservation requests received after 5:00 p.m. local time at the Facility on the cut-off date will be accepted at best prevailing rate, based on room type availability.

GUEST RESERVATION PROCEDURE:

Guest(s) will be responsible for their own room and tax and incidentals (i.e., telephone calls, honor bar items, movies, spa services, room service and retail store purchases).

Guests will be required to provide a credit card for guarantee of the reservation. Should the guest no-show for the reservation or cancel after **Friday, September 1, 2023** the credit card on account will be charged for one- night room and any applicable taxes.

Any reservation requests made after **Friday, September 1, 2023** will be confirmed, if possible, at the best prevailing rate at the time of reservation.

FOOD AND BEVERAGE:

Once food and beverage functions have been established, they will be detailed on Event Orders (“EOs”) and sent to Group by Facility. At the time EOs are prepared, the Event Manager will advise Group if the food and beverage selections achieve minimum (based on those selections). If not, the Event Manager will provide Group with options that would achieve the minimum. Group will then have the option of either altering their selections or paying the difference as room rental.

Food and Beverage Minimum:	\$48,000.00
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Given that food and beverage prices fluctuate in accordance with market conditions, menu prices for food and beverage functions will be established **sixty (60) days** prior to the Event. At that time, Facility will confirm menu prices for the planned food and beverage functions.

LABOR FEES & MISC:

The following Labor Fees will be assessed and charged at prevailing rates. Final total will be noted on the EOs:

- Bartender fee, charged at prevailing hourly rates, with a two (2) hour minimum anytime alcohol is provided.
- After guarantee date, an additional cost per person may be added to orders.

AUDIO-VISUAL EQUIPMENT AND SERVICES:

Facility maintains an exclusive full service, on-site audio/visual provider. All equipment and services are exclusively supplied through this provider and Group will be billed accordingly. There is a 48-hour cancellation requirement on any audio/visual.

Audio Visual Minimum:	\$5,000.00
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OUTSIDE SUPPLIERS:

Outside suppliers of services must have prior approval from Facility. Supplier must have minimum liability insurance requirements and sign a vendor code of conduct release a minimum of thirty (30) days prior to event date.

MASTER ACCOUNT CHARGES:

Master Room and Tax and Individual Pays Own

Charges applied to the master account will be:

- Room, Taxes and Resort/Lodge Fee for specific rooms identified by guest.
- All Function Charges
- Attrition/No Show/Cancellation
- Individual guest is required to provide credit card details at the time reservation is confirmed.

AGREEMENT REVENUE MINIMUM SUMMARY:

Agreement Revenue Minimum (“Revenue Minimum”) is the required spend based on the specific outlined categories. This Revenue Minimum will be used to calculate the deposit and Liquidated Damages and does *NOT* include guest room occupancy tax, resort/lodge fee, mandatory service charge, facility fee, admin fee, or applicable sales tax. Based on final selections made, by Group, during the planning process the price may exceed the Agreement Value (i.e., number of attendees, audio visual equipment and services/labor, food and beverage selections, décor items, etc.) plus service charges and required tax. Figures below are used to determine the Minimum Required Revenue Spend of Group and do not represent any costs or prices guaranteed by Facility.

All charges including, but not limited to, room rental, labor fees, food and beverage, audio visual, information technology and specialty rentals, are subject to (depending on Facility) charges such as facility fee, mandatory service charge or admin fee and applicable sales tax. (Specific details related to the allocation of these fees are in the Terms and Conditions and are subject to change without notice.)

Facility has offered the negotiated rates and concessions in Agreement based upon the total Revenue Minimum. The following chart illustrates the Revenue Minimums for Group.

Guest Room Revenue Minimum:	\$120,992.00
Food & Beverage Revenue Minimum:	\$48,000.00
Audio Visual Revenue Minimum:	\$5,000.00
AGREEMENT REVENUE MINIMUM:	\$173,992.00

DEPOSIT SCHEDULE/FINAL PAYMENT TERMS:

For Agreement to be considered definite, an initial deposit represented in the schedule below, must accompany the signed Agreement. This deposit is **non-refundable** if the Event is cancelled or postponed for any reason, except in the case of force majeure. All deposits must be in the form of an approved/accepted credit card charge, check, or wire transfer. In the case of force majeure, deposit will be refunded using the original payment method.

Transaction Type	Charge Type	Date	Amount
Charge	Initial Deposit	Thursday, November 18, 2021	\$43,498.00

Charge	Final Payment	Monday, November 6, 2023 in accordance with Direct Billing Clause below	\$9,502.00
Balance Due Based on Master Account Charges			\$53,000.00

Final pre-payment is due to Facility prior to arrival and will encompass all details that will be charged to the **Master Account** which would include any additional charges or anticipated additional charges (i.e., additional attendees, audio visual, food, beverage, decor items, service charges and taxes) and therefore may require prepayment of 10-15% over your estimated total. Should payment not be made according to this schedule, Facility may terminate this Agreement and collect Liquidated Damages as outlined in the “**CANCELLATION**” section.

DIRECT BILLING:

For Direct Billing to be considered Group must complete and return the credit application within twelve (12) months prior to the arrival date. Once the process has been completed Group will be notified, in writing, of the approved amount and any remaining deposits or final pre-payment required, if applicable. Invoices are due within thirty (30) days from the date of billing. The above deposit schedule will be amended to reflect the direct billing terms.

If Group disputes any charges an itemized list must be submitted within seven (7) days of the receipt of the final invoice, or all disputes are waived. All undisputed amounts will be paid within thirty (30) days and the parties agree to work in good faith to resolve the disputed charges in a timely manner, and the Group agrees to pay the remaining balance due immediately upon resolution.

CANCELLATION/CHANGES POLICY:

Group agrees to pay Facility Liquidated Damages the amounts set forth in the schedule below, based on the Revenue Minimum, when the following may occur: 1) release or cancellation of Scheduled Event date(s) or guest rooms after the Agreement has been signed, or 2) change to the Event or guest room block after the Agreement has been signed. Intent to cancel or change details in Agreement must be made in writing. For changes to be valid both parties must sign an addendum to Agreement. For cancellation both parties must sign a cancellation document nullifying Agreement, until the document is signed Agreement is still in effect.

Schedule of Liquidated Damages

Prior to Arrival	Liquidated Damages	Estimated
Up to 6 months prior to arrival	50% of Agreement Revenue Minimum	\$86,996.00
179 – 90 days prior to arrival	65% of Agreement Revenue Minimum	\$113,094.80
89 -31 days prior to arrival	80% of Agreement Revenue Minimum	\$139,193.60
30 days prior to arrival	100% of Agreement Revenue Minimum	\$173,992.00
14 days prior to arrival	Total Value of Event Orders and Guest Rooms including all Service Charges and Taxes	

GUEST ROOM REVENUE/LIQUIDATED DAMAGES:

Group agrees to provide the Facility a minimum of **\$120,992.00** in guest room revenue (“Guest Room Revenue Minimum”), excluding taxes, other fees, and service charges. (Actual guest room revenue may exceed this amount depending on the number of guest rooms occupied by Event attendees.) Group may reduce **10%** of contracted minimum guest room revenue **30** days prior to contracted arrival date, on cut-off date. The parties agree that, notwithstanding the guest rooms occupied by Group during the Event, in the case the actual guest room revenue generated by the Event (the “Actual Guest Room Revenue”) is less than the Guest Room Revenue Minimum, Group will pay the Facility the Actual Guest Room Revenue plus the difference between the Actual Guest Room Revenue and the Guest Room Revenue Minimum. The parties further agree that (i) the difference between the Guest Room Revenue Minimum and the Actual Guest Room Revenue generated by the Event is a reasonable estimate of the Facility’s damages in the event the Actual Guest Room Revenue for the Event does not meet or exceed the Guest Room Revenue Minimum, (ii) the Liquidated Damages set forth in this paragraph are a reasonable estimate of Facility’s damages resulting from the Group’s failure to fully utilize the Guest Rooms and do not constitute a penalty.

This section shall not waive any statutory limitations of liability available to either party, including innkeeper's limitation of liability laws, nor shall it waive any defenses a party may have with respect to any Claim. This section shall survive any termination or expiration of this Agreement.

MUTUAL INDEMNIFICATION:

Group assumes full responsibility for the conduct of all persons in attendance at the Event and for any damage done to any part of Facility during any time such premises are in use by Group or Group's attendees, guests, invitees, employees, or independent contractors employed by Group, which damage is caused by any of said persons.

To the fullest extent permitted by law, Group agrees to protect, indemnify, defend and hold harmless Facility, and their respective owners, commissioners, directors, officers, managers, partners, subsidiaries, affiliates, employees and agents, from and against any and all claims, losses, or damages to persons or property, governmental charges or fines, penalties, liabilities and costs (including reasonable attorney's fees, including fees of paralegals), and whether by reason of personal injury, death, property damage, or otherwise, in any way arising out of or relating to the Event that is the subject of this Agreement but only to the extent any such Claim(s) arise out of negligence, gross negligence or intentional misconduct of Group's employees, agents, contractors, or attendees, or a violation or breach of any of the terms and conditions of this Agreement by Group or any related act or failure to act by Group, including but not limited to the obligation of compliance with applicable laws or regulations. Nothing in this indemnification shall require Group to indemnify Facility Indemnified Parties for the portion of any Claim arising out of the negligence, gross negligence, or intentional misconduct of Facility Indemnified Parties. This section shall survive any termination or expiration of this Agreement.

To the fullest extent permitted by law, Facility agrees to protect, indemnify and hold harmless Group, Group's owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents (collectively, the "Group Indemnified Parties"), from and against any and all Claims (as such term is defined above) arising out of or relating to the Event that is the subject of this Agreement to the extent any such Claim(s) arise out of the negligence, gross negligence or intentional misconduct of Facility employees, agents, or contractors. Nothing in this indemnification shall require Facility to indemnify any of Group Indemnified Parties for that portion of any Claim arising out of the negligence, gross negligence, or intentional misconduct of Group Indemnified Parties.

DISPUTE RESOLUTION:

The parties will use their commercially reasonable efforts to informally and timely resolve any dispute concerning any matter related to this Agreement by presenting the dispute to senior representatives of Facility and Group for their discussion and possible resolution in the order set forth herein; provided, however, a dispute relating to patents, trademarks, trade dress, copyrights, trade secrets, and /or infringement of intellectual property rights shall not be subject to this provision. All negotiations pursuant to this section are confidential and shall be treated as compromise and settlement negotiations for purposes of applicable rules of evidence. If within a period of thirty (30) calendar days after submission of a disputed matter in accordance with this clause, the respective senior representatives are unable to agree upon a resolution of such dispute, then the dispute will be resolved in State or Federal court in state in which the property resides or Washington State where Columbia Hospitality operates. The parties expressly waive the right to a jury trial.

IMPOSSIBILITY OF PERFORMANCE/FORCE MAJEURE:

This Agreement will terminate without liability to either party if substantial performance of either party's obligations is prevented by an unforeseeable cause reasonably beyond that party's control. Such causes include, but are not limited to, acts of God; regulations or orders of governmental authorities; fire, flood, or explosion; war, disaster, civil disorder, curtailment of transportation facilities or services necessary to hold the meeting; any delay in necessary and essential construction or renovation of Facility; strike, lockout; or work stoppage or other restraint of labor, either partial or general, from whatever cause.

PANDEMIC EXCEPTION:

The parties acknowledge that this Agreement is subject to existing and ongoing state and federal guidelines, requirements, proclamations, regulations, and/or laws in connection with any presidentially declared national emergency, health threat recognized by the World Health Organization or the Centers for Disease Control, globally recognized pandemic or health emergency, or health emergency recognized by any local government authority or health agencies, which may affect the parties' ability to perform under this Agreement. Where any of those factors, circumstances, situations, dissuade, or unreasonably delay Facility, or where any of them makes it illegal, impossible, inadvisable, or commercially, impracticable to hold the Event or to fully perform the terms of the Agreement, the parties hereby agree that either party may provide the

other notice and supporting documents of its inability to perform its obligations pursuant to this exception and terminate this Agreement without penalty. If the event is cancelled for this reason, Facility shall refund all deposits and/or prepayments made by Group within thirty (30) days of the notice of termination. The application of this provision shall be based on prevailing conditions at any time within sixty (60) days of the Event.

ENTIRE AGREEMENT:

Upon execution by both parties, this Agreement will be binding upon and shall inure to the benefit of both Facility and the Group and their respective successors. If the foregoing arrangements meet with Group’s approval, sign, and return:

- The Agreement
- The required deposit, in the form of a check, credit card or wire transfer

Upon execution hereof by their authorized representatives, Facility and Group shall have entered into a legally enforceable Agreement. By doing so, the parties’ authorized representatives will have confirmed these arrangements to be definite and agreed that the date of the signature hereon by Facility’s representative shall become the effective date of Agreement.

If this Agreement is signed by Group as a corporation, partnership, association, club, society, or similar organization, the person signing represents and warrants to Facility that (s)he has full authority to sign such Agreement, and in the event (s)he is not so authorized, (s)he will be personally liable for the faithful performance of this Agreement.

This Agreement represents the complete understanding of the parties and may only be modified by a mutually executed written Agreement. In entering into this Agreement, the Parties represent to each other that it has not relied upon any representation whether verbally or in writing which is not contained herein.

This Agreement, together with the **Standard Terms and Conditions** (attached hereto and incorporated herein by reference), appendices, addenda and exhibits attached hereto (if any), upon signature by both parties below, constitutes the entire A greement between the parties and may not be amended or changed unless done in writing and signed by the parties. If this Agreement or any attachments thereto are returned signed but with changes, it shall not constitute an acceptance, but rather a counteroffer by Group that may be accepted or rejected in writing by Facility in its sole discretion. Once both Group and Facility sign this Agreement, all provisions reserved on the Group’s behalf will be confirmed and therefore subject to the terms of this Agreement.

GROUP

FACILITY

Law Enforcement Information and Records Association (LEIRA)

Semiahmoo Resort

Signature: 
 E-Signed: 11/09/2021 10:50 AM CST
 kirstymajones@gmail.com
 IP: 216.57.213.187
 Name: Kirsty Jones
 DocID: 20211108153700779

Signature: 
 E-Signed: 11/17/2021 09:53 AM CST
 dmccoy@semiahmoo.com
 IP: 76.104.207.15
 Name: Desi McCoy
 DocID: 20211108153700779

Title: Board President

Title: Associate Director of Sales

11/09/2021
Date signed: _____

11/17/2021
Date signed: _____

STANDARD TERMS AND CONDITIONS

ADVERTISING:

The Group shall not use the name, trademark, logo or other proprietary designation of Resort in any advertising or promotional materials without the prior written approval of Resort. Resort shall accept the same restrictions with respect to the use of the Group’s name, trademark, logo and other proprietary designations. The Group’s requests for any Resort advertising materials should be directed to the Event Manager.

ASSIGNABILITY; SUBLEASING:

This Agreement is not assignable or transferable by the Group. The Group may not sublease any portion of Resort.

ASSIGNMENT OF FUNCTION SPACE:

The Schedule of Events listed on this Agreement indicates the space that is tentatively being held for the Group and will be held on a definite basis upon the signing of this Agreement by both parties and receipt of deposit.

The selection of Function Space is based on the anticipated number of attendees at the effective date of the Agreement. Resort reserves the right, in its sole discretion, to reassign the Function Space if the expected attendance of the Event increases or decreases, or in order to accommodate both the Group and other groups that are utilizing the Resort during the date(s) of the event.

ATTENDANCE GUARANTEE:

Group must inform Resort of the exact number of people who will attend the event functions ten (10) days prior to first event, which will be the final guarantee, by contacting the assigned Event Manager by email or phone. If adjustments are required, Group has until 72 hours (3 days) prior to the first event. For example, if the event is to start on a Friday, Resort must be notified of the guaranteed number of attendees by Tuesday at 12:00 p.m. Resort prepare 3% above this guaranteed minimum.

After the final guarantee is given ten (10) days prior, guarantee increases are subject to availability of menu product. Resort will make every effort to serve attendees the same meal selection; however, substitutions may be required. Additional service fees and food costs may be charged.

ATTORNEY’S FEES/COSTS:

If any action is brought by either party against the other in connection with or arising out of the Agreement, the prevailing party shall be entitled to recover from the other party its reasonable out-of-pocket costs and expenses, including, without limitation, reasonable attorneys’ fees and other third party expenses, incurred in connection with the prosecution or defense of such action.

CLEANING AND DAMAGES:

All function space used must be returned in the condition given. After the event takes place, the Event Manager will assess if there has been any damage done to the property or additional extensive cleaning must take place to return it to its original condition. The Group will be immediately informed of such cleaning or damages and cleaning or damage fee may be assessed.

CONDUCT OF EVENT:

The Group agrees to begin the event promptly at the scheduled time on the start date and agrees to have its attendees, guests, invitees, and other persons vacate the designated Function Space at the closing hour indicated. The Group will conduct the event in an orderly manner in full compliance with applicable laws, regulations and Resort policies.

DECORATING:

Resort will not permit the Group to affix anything to the walls, floors, ceilings or the rooms of Resort with nails or staples. Decorations, signs, or displays brought into Resort for use outside of the meeting rooms must be approved by Resort prior to the start date of the event. All displays, exhibits and decorations will comply with the City Building Code(s) and applicable fire prevention ordinances.

EVENT SERVICES:

- The Sales Manager will introduce the Group to the assigned Event Manager six months prior to event. The Event Manager

will review and re-confirm the details for the event, including menus, audio visual, decorations, entertainment and beverage service. Resort require that final menu selections and room set specifications be completed and received at least thirty (30) days prior to the Group's arrival day.

- If for any reason final menu selections and room set specifications are not provided to Resort fourteen (14) days prior to the Group's arrival date, Resort may, in its sole discretion, make selections for the Group, and the Group agrees to accept such substitutions.
- Any estimates that were provided to the Group were for the sole purpose of providing a sample of event costs and do not reflect Agreement pricing. The estimate document is meant to assist the Group in its budgeting and is meant to be used for estimation purposes only.
- Upon review of the Group's final menus and event requirements, Event Orders ("EOs") will be sent by Resort to the Group within five (5) days to confirm all final arrangements and prices. Once signed, the EO will become a binding part of this agreement. If the Group does not advise Resort of any changes on the EOs by the date requested by Resort, the Group agrees that the EOs will be considered accepted by the Group as correct and will be billed accordingly.
- No outside food or beverages shall be brought into Resort by the Group or attendees at the event without prior written approval by an Event Manager. Resort prohibits the removal of food and beverages from the property. Special dietary requirements for Event attendees should be outlined by the Group to the Event Manager.

FACILITY FEE:

All food and beverage functions are subject to a mandatory 23% service charge, of which 100% is retained (and not distributed as a tip or gratuity to the Resort's employees) by the Resort. The Facility Fee may be subject to sales or other taxes, which may change from time to time without notice. If you or your attendees wish to provide an additional tip to the Resort's staff, please feel free to do so. The mandatory Facility Fee will be posted to your Master Account.

GOVERNING LAW:

The Agreement will be governed by and interpreted pursuant to Washington State laws.

RESORT FEE:

Includes wireless internet access throughout the resort, self-parking, first hour bike rental, access to the Discovery Theater (200+ Movie Library), access to the public Beach Bonfires and S'mores, access to Spa for Pool, Hot Tub, Steam Room & Sauna, access to the Fitness Center and Fitness Classes.

MUSIC LICENSING:

Both parties agree that Resort is not responsible for music licensing, which may be required by use of any music by the Group during the Event. The Group shall indemnify, defend and hold Resort harmless from any claims or liabilities in this regard.

NO SMOKING FACILITY:

Resort is a non-smoking facility. Smoking of cigarettes and cigars are allowed on the outer decks. No cannabis products of any kind are allowed on Resort property.

OUTDOOR EVENTS:

Resort reserves the right to make the decision to move any outdoor function to available indoor backup space if any of the following conditions exist: wind gusts in excess of 40 mph, temperatures below 60 degrees, and/or 30% or higher chance of precipitation in the area. The Group will be advised of its options for the event at a minimum of 24 hours in advance of the function. Resort decision is final.

PANDEMIC/EPIDEMIC MANDATES:

Group, and group's attendees, agree to abide by all Washington State, Whatcom County and City of Blaine jurisdiction mandates related to a pandemic or epidemic such as coronavirus.

PARKING:

Parking is available for all events at Resort.

SECURITY AND LIABILITY:

Except for liabilities arising out of Resort's indemnification obligations set forth above, Resort assumes no responsibility or liability whatsoever for personal injury to, or death of, or for damage to or loss of any article left by, the Group or its officers, employees, attendees, guests, invitees, or independent contractors on or in the Resort prior to, during, or after the Event. All goods and materials brought into Resort by the Group must be shipped out or removed upon the conclusion of the event, Resort has no storage facilities for this purpose.

SEVERABILITY:

If any section, subsection, clause, or provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable for any reason, the remaining provisions hereof shall not be affected by such determination of invalidity and shall remain in full force and effect.

GOOD MORNING

Accompanied by regular & decaffeinated Starbucks™ coffee, hot Tazo® tea selection.
 Minimum of 15 guests. For groups under 15, a supplemental food charge may apply.
 Priced per person unless otherwise noted.

Semiahmoo Spread \$20
 hard boiled eggs, bakery basket, whole fruit, fruit juice Veg, GF available

Upgrade Your Spread:

Berry Parfait Veg, DF available \$7

Smoothie Shooters Veg, GF, DF, V available \$9

Oatmeal Bar \$8
 dried fruit, brown sugar, candied pecans V, GF, DF, nuts

On the Go Hot Breakfast Box \$26
 egg + bacon + cheese sandwich, whole fruit, hot coffee, & bottled juice
 gluten-less bread & vegan sandwich options available

Basic Breakfast \$30
 scrambled eggs with cheese, bacon, breakfast potatoes, sliced fruit,
 bakery basket GF available

Build-Your-Own Breakfast \$34
 served with sliced seasonal fruit v & bakery basket Veg
 choice of one from each category

EGGS: scrambled with cheese, baked frittata Veg, GF/DF available
 MEATS: chicken apple sausage, sliced roast ham, bacon GF
 POTATOES: potatoes O'Brien with peppers & onions, whole roasted baby red potatoes v
 GRIDDLE: French toast, pancakes Veg, GF available

Scrambled & I Like It \$34
 served with breakfast potatoes v, sliced fruit v, bakery basket Veg
 choice of two for all guests, inquire for plated options
 veggie enthusiasts Veg triple cheese Veg
 three meat GF short rib hash GF
 pacific smoked salmon GF chorizo + pepper GF

Plated Breakfast \$38
 For the Table | bakery basket, honey butter & seasonal preserves
 Main Course | served with breakfast potatoes v, sliced fruit v
 choice of one or pre-selected choice of two for an additional \$6 per person

THE CLASSIC: scrambled eggs, bacon GF
 SIMPLE BY THE SEA: smoked salmon lox, toasted bagel + cream cheese Veg, GF available
 BISCUITS + GRAVY: scrambled eggs, biscuits, sausage gravy Veg available
 VEGGIE: baked vegetable frittata Veg, GF available

MORNING MIXOLOGIST - Attendant required \$30 per hour, per 50 guests.

Mimosa	\$12 per drink	Bloody Mary	\$12 per drink
orange juice, house sparkling wine		crafted bloody mary mix, tomato juice, vodka	
Mock-Mosa	\$8 per drink	Virgin Mary	\$8 per drink
orange + pineapple juice, Perrier L'Orange sparkling		crafted bloody mary mix, tomato juice	

Veg: Vegetarian | V: Vegan | GF: Gluten-Less | DF: Dairy-Free

All food and beverage items are subject to a current taxable facility fee. 100% will be retained by the property.
 Menu items can be customized to enhance your experience. Please connect with your event contact to confirm group menu.

2 All dietary concerns must be disclosed prior to guarantee due date or we cannot guarantee accommodation without an additional charge.



BEVERAGES & SNACKS

Includes Starbucks™ regular & decaffeinated coffee, hot Tazo® tea selection, assorted Pepsi® soft drinks

A LA CARTE BEVERAGES

Starbucks™ <i>regular or decaffeinated coffee</i>	\$60 per gallon
Hot Tazo® tea selection	\$60 per gallon
Assorted Pepsi soft drinks	\$5 each
Sparkling water	\$6 each
Kombucha & bottled juices	\$6 each
Individual bottled smoothies	\$7 each
House-made lemonade	\$34 per gallon
House-made flavored iced tea	\$30 per gallon

BEVERAGE PACKAGES

Includes Starbucks™ regular & decaffeinated coffee, hot Tazo® tea selection, assorted soft drinks, & sparkling water

HALF-DAY BEVERAGE SERVICE

\$18 PER PERSON | UP TO 4 HOURS OF SERVICE

FULL-DAY BEVERAGE SERVICE

\$24 PER PERSON | UP TO 8 HOURS OF SERVICE

Don't forget about our onsite Seaview Café, Proudly Serving Starbucks™ featuring a full line of espresso drinks. Open daily.



SNACK PACKAGES

Priced per person. Offered for up to two hours of service. Minimum of 15 guests.

Get Your Greens <i>assorted smoothies, deconstructed fruit parfaits, granola bars</i> Veg, DF available	\$16
Frittata Fest <i>miniature frittata bites, seasonal fruit cups, fruit + mint-infused water</i> GF, Veg available	\$14
Itty Bitty Bites <i>assorted tea sandwiches, coconut macarons, meringue cookies</i> Veg, GF available	\$16
Energize <i>iced coffee bar, assorted power bars, energy bites</i> Veg, GF, DF available	\$19
Bonfire Break <i>s'mores bites, trail mix, hot chocolate bar</i> Veg, contains nuts	\$15
Lemonade Stand <i>seasonally flavored house-made lemonade, sugar cookies, lemon bars</i> Veg	\$17
Meats + Cheese <i>locally sourced cheeses, assorted meats, house-made pickles, Avenue Bread</i>	\$23

A LA CARTE SNACKS

Priced as noted. Minimum of 15 guests or 2 dozen ordered.

SWEET

assorted cookies + brownies	Veg, GF available	\$24 per dozen
seasonal fruit kabobs	v, GF	\$26 per dozen
bakery basket	Veg, GF available	\$24 per dozen
assorted muffins	Veg, GF available	\$22 per dozen
berry parfait cups	Veg, DF available	\$7 per person
granola bars	veg	\$6 each

SAVORY

veggies cups + ranch	veg, GF	\$24 per dozen
basque roasted chickpeas	v, GF	\$7 per person
soft pretzels, beer cheese, mustard	veg	\$24 per dozen
chips + salsa + 7-layer dip	veg	\$13 per person
pinwheels		\$11 per person
<i>turkey + cranberry, hummus + pepper v, ham + cheese</i>		

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All food and beverage items are subject to a current taxable facility fee. 100% will be retained by the property

LUNCH

Display of the Day menus priced at \$36 per person.

Accompanied by house-made lemonade.

Upgrade to a different day's menu for an additional \$8 per person.

Minimum of 15 guests. For groups under 15, service style will be confirmed & a supplemental food charge may apply

MONDAY | Keep It Under Wraps

chopped green salad
pasta salad V, Veg
vegetable crudité, hummus & ranch dipping sauce V, GF
chicken Caesar wrap
BLTA wrap - turkey, bacon, tomato, avocado
garden hummus wrap V, Veg, available in bowl form
lemon bars Veg

UPGRADE YOUR EXPERIENCE

seasonal soup \$4 per person
substitute hot paninis \$5 per person

TUESDAY | Our Take on a Taco

corn + cotija black bean salad Veg, GF
jalapeño & cilantro slaw V, GF
chicken verde GF
al pastor pork GF
chili roasted cauliflower V, GF
corn GF + flour tortillas
refried beans, Spanish rice, churro sticks
accompanied with lime, salsa, guacamole Veg, GF

UPGRADE YOUR EXPERIENCE

tortilla soup \$4 per person
add flank steak \$5 per person

WEDNESDAY | BYO Asian Bowl

Vietnamese rice noodle salad Veg, GF, DF
Thai peanut slaw V, GF, nut-free available
orange chicken, kung pao beef GF, DF
stir fry veggies V, GF
fried rice Veg, GF
coconut tapioca Veg, GF

UPGRADE YOUR EXPERIENCE

spinach rama V \$4 per person
add Korean BBQ pork \$5 per person

THURSDAY | Market Fresh

spinach + citrus salad V, GF
marinated tomato salad V, GF
grilled pesto chicken GF
cod fritters + tartar sauce GF available
grilled portobello mushrooms V, GF
brown rice pilaf V, GF
local seasonal vegetables V, GF
classic cheesecake GF available

UPGRADE YOUR EXPERIENCE

seafood chowder \$7 per person
add halibut fritters \$5 per person

FRIDAY | Beachside Grillin'

coleslaw Veg, GF
loaded baked potato salad GF
chipotle peach BBQ chicken GF
grilled flank steak GF
falafel patty V, GF
grilled corn Veg, GF
baked mac + cheese Veg
assorted cookies + brownies Veg, GF available

UPGRADE YOUR EXPERIENCE

grilled salmon entrée \$5 per person
add grill + attendant \$100 per hour

SATURDAY | PNW Fresh

mixed greens salad V, GF, DF + kale Caesar salad GF
herb roasted chicken GF, honey-glazed salmon GF, DF
ravioli Veg, roasted red potatoes V, GF, local vegetables V, GF
angel food cake, local berries, whipped cream

UPGRADE YOUR EXPERIENCE

sage + squash soup \$4 per person
add roasted sirloin entrée \$5 per person

SUNDAY | Hot off the Press

beet + arugula salad V, GF + barley & burrata salad V, GF
paninis: brie-apple-prosciutto, caprese Veg,
chicken pesto GF option available
chips + garlic aioli dip Veg, individual fruit crisps V, GF

UPGRADE YOUR EXPERIENCE

tomato basil soup \$4 per person
add roast beef panini \$5 per person



Veg: Vegetarian | V: Vegan | GF: Gluten-Less | DF: Dairy-Free

All food and beverage items are subject to a current taxable facility fee. 100% will be retained by the property

Menu items can be customized to enhance your experience. Please connect with your event contact to confirm group menu.

All dietary concerns must be disclosed prior to guarantee due date or we cannot guarantee accommodation without an additional charge.

PLATED
LUNCH

\$40 per person

Accompanied by house-made lemonade.

Minimum of 15 guests. For groups under 15, service style will be confirmed and a supplemental food charge may apply.

SALAD

choice of one

*mixed greens, blueberry, hazelnut salad, champagne vinaigrette V, GF
beet + arugula salad, sherry vinaigrette V, GF
Tuscan panzanella salad Veg*

ENTRÉE

served with local seasonal vegetables

choice of one or pre-selected choice between two for an additional \$6 per person

*roasted chicken breast, sweet potato hash, white wine jus GF, DF
chimichurri sirloin, yukon mashed potatoes GF
roasted cod + braised mushrooms, wild rice pilaf GF, DF
mushroom ravioli, spinach, brown butter sage sauce Veg*

DESSERT

choice of one

*chocolate royale Veg
individual fruit crisp V, GF
seasonal sorbet cup V, GF, DF*

TAKE IT WITH YOU

GRAB & GO LUNCH \$34 PER PERSON

minimum of 15 guests

*pasta salad
pre-selected choice of wrap:
chicken Caesar wrap
BLTA wrap - turkey, bacon, tomato, avocado
garden hummus wrap Veg, V/GF available
chocolate chip cookie Veg
bottled water*



Veg: Vegetarian | V: Vegan | GF: Gluten-Less | DF: Dairy-Free

All food and beverage items are subject to a current taxable facility fee. 100% will be retained by the property

10 Menu items can be customized to enhance your experience. Please connect with your event contact to confirm group menu.
All dietary concerns must be disclosed prior to guarantee due date or we cannot guarantee accommodation without an additional charge.

F O R P A S S I N G

Minimum of two dozen per selection.

VEGGIE

parmesan arancini ^{Veg}	\$36 per dozen
avocado + quinoa cucumber cups ^{V,GF}	\$28 per dozen
mac + cheese bites ^{Veg}	\$34 per dozen
mushroom tartlets ^V	\$32 per dozen
classic tomato basil bruschetta ^V	\$28 per dozen
baked brie tart with fruit jam ^{Veg}	\$38 per dozen

MEAT

bacon wrapped dates ^{GF,DF}	\$32 per dozen
shrimp toast ^{DF}	\$36 per dozen
halibut ceviche bite ^{GF,DF}	\$40 per dozen
coconut crusted shrimp ^{DF}	\$38 per dozen
crab cakes ^{DF}	\$42 per dozen

SKEWER

caprese ^{Veg,GF}	\$28 per dozen
melon + prosciutto ^{GF,DF}	\$36 per dozen
beef BBQ meatball ^{GF,DF}	\$38 per dozen
s'more	\$32 per dozen



F O R G R A Z I N G

Minimum of 15 guests. Two servings estimated per person.

vegetable crudité, ranch + hummus dipping sauce ^{V,GF}	\$12 per person
PNW cheese + meats board, dried fruit, Avenue Bread	\$23 per person
pinwheel platter, turkey + cranberry, hummus + pepper ^V , ham + cheese	\$11 per person
seasonal fruit display, local honey yogurt ^{Veg,GF}	\$14 per person

SLIDER STATION ^{choice of two}

beef + cheese, fried chicken + biscuit, falafel slider ^{Veg} , grilled cheese + tomato ^{Veg}	\$18 per person + \$5 per person per additional selection
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L A T E A T N I G H T

Minimum of 15 guests and/or minimum of three pizzas.

traditional French fries, sweet potato fries, harissa aioli, ketchup, ranch ^{Veg,DF}	\$12 per person
pretzel station, warm soft pretzel, beer cheese, stone ground mustard ^{Veg}	\$24 per dozen
Packers pizza bites – the pies we're known for	
<i>each pizza provides 12 pieces gluten-less dough available for additional \$3 per pizza</i>	
classic cheese pizza, mozzarella + red sauce	\$16 per pizza
pepperoni, mozzarella + red sauce	\$18 per pizza
s'mores pizza, Nutella®, mini marshmallows, chocolate sauce, graham cracker topping	\$17 per pizza
cookies + milk, chocolate chip cookies + milk 'shots' ^{GF available}	\$12 per person

^{Veg:} Vegetarian | ^{V:} Vegan | ^{GF:} Gluten-Less | ^{DF:} Dairy-Free

All food and beverage items are subject to a current taxable facility fee. 100% will be retained by the property

Menu items can be customized to enhance your experience. Please connect with your event contact to confirm group menu.

All dietary concerns must be disclosed prior to guarantee due date or we cannot guarantee accommodation without an additional charge.

DINNER

Accompanied by regular & decaffeinated Starbucks coffee, hot Tazo tea selection, and chef's seasonal roasted vegetables.
Minimum of 15 guests. For groups under 15, a supplemental food charge may apply. Priced per person.

DESIGN YOUR OWN DINNER \$ 6 4

SOUP + SALAD

choice of two, add an additional salad or seasonal soup for + \$4 per person

tomato basil soup V, GF

Semiahmoo classic chowder GF

mixed greens salad, blueberries, hazelnuts, golden balsamic vinaigrette V, GF, contains nuts

arugula + beet salad, sherry vinaigrette GF, DF, V available

chopped Caesar, Ferndale Farmstead round bale, house-made croutons

spinach + citrus salad, almonds, citrus vinaigrette GF, DF, contains nuts

quinoa salad V, GF

pasta salad Veg

ENTRÉES

choice of two, add an additional entrée for + \$9 per person

roasted chicken, white wine jus GF, DF available

chicken marsala, mushrooms GF

beef sirloin, chimichurri GF, DF

beef short ribs, red wine demiglace GF, DF available

pork loin, grainy mustard jus GF, DF available

roasted black cod, braised wild mushrooms GF, DF

roasted salmon, parsley pesto GF

mushroom ravioli, brown butter sage sauce Veg

Tuscan roasted cauliflower, white beans V, GF

rice + vegetable stuffed seasonal squash V, GF

STARCH

choice of two, add an additional starch for + \$4 per person

Yukon gold potato mash Veg, GF

sweet potato hash Veg, GF

wild rice pilaf V, GF

roasted baby potatoes V, GF

root vegetable gratin Veg, GF

house-made mac & cheese, toasted breadcrumbs Veg

DESSERT

choice of one, add an additional dessert for + \$5 per person

classic cheesecake GF available

chocolate royale Veg, contains nuts

fruit crisp V, GF

angel food cake, local berries, whipped cream Veg

miniature dessert display V, GF options available

Veg: Vegetarian | V: Vegan | GF: Gluten-Less | DF: Dairy-Free

All food and beverage items are subject to a current taxable facility fee. 100% will be retained by the property

Menu items can be customized to enhance your experience. Please connect with your event contact to confirm group menu.

All dietary concerns must be disclosed prior to guarantee due date or we cannot guarantee accommodation without an additional charge.

PLATED DINNER

*Priced per person, highest price prevails. Minimum of 15 guests.
For groups under 15, service style will be confirmed and a supplemental food charge may apply.*

SALAD

choice of one for all guests

mixed greens salad, blueberries, hazelnuts, golden balsamic vinaigrette V, GF, contains nuts
 arugula + beet salad, goat cheese, sherry vinaigrette GF, Veg available
 spinach + citrus salad, triple citrus, almonds, citrus vinaigrette GF, DF, contains nuts

ENTRÉE

entrées served with local seasonal vegetables

INDIVIDUAL PLATES

*accompanied by Avenue bread rolls & baguette, pinot noir butter & chef's seasonal roasted vegetables
pre-determined choice between three of the below entrées, counts provided to venue ten days prior*

chicken marsala, mushroom gravy <small>GF</small>	\$66
roasted chicken breast, white wine jus <small>GF, DF available</small>	\$67
roasted black cod, braised mushrooms <small>GF, DF</small>	\$68
red wine braised short ribs <small>GF</small>	\$67
sirloin steak, red wine demiglace <small>GF, DF available</small>	\$68
filet mignon, demiglace <small>GF, DF available</small>	\$70
butter-poached halibut, wild mushrooms	\$68
local salmon, parsley pesto, roasted tomatoes <small>GF, DF</small>	\$70
mushroom ravioli, spinach, parmesan, brown butter sage sauce <small>Veg</small>	\$60
Tuscan cauliflower, stewed white beans <small>V, GF</small>	\$60
seasonal vegetable ravioli <small>Veg</small>	\$66

DUET PLATES

pick two entrées + one starch for all guests to enjoy, vegan option available upon request

roasted chicken breast, white wine jus <small>GF, DF</small>	\$64
roasted black cod, braised mushrooms <small>GF, DF</small>	\$66
sirloin steak, red wine demiglace <small>GF, DF</small>	\$66
seasonal vegetable ravioli <small>Veg</small>	\$64

STARCH

choice of one

roasted baby potatoes <small>V, GF</small>	Ferndale Farmstead gratin potato <small>Veg, GF</small>
crispy gnocchi, goat cheese <small>Veg</small>	wild rice pilaf <small>V, GF</small>
	creamy mashed potatoes <small>Veg, GF</small>

DESSERT

choice of one for all guests

classic cheesecake GF available
 chocolate royale Veg, contains nuts
 individual fruit crisp V, GF

Veg: Vegetarian | V: Vegan | GF: Gluten-Less | DF: Dairy-Free

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Menu items can be customized to enhance your experience. Please connect with your event contact to confirm group menu.

All dietary concerns must be disclosed prior to guarantee due date or we cannot guarantee accommodation without an additional charge.

LIBATIONS

*All beverages are charged on a consumption basis. Host & no host options available. No shots allowed.
Labor fees will be assessed at \$60 per hour. Minimum two-hour service, one bartender recommended per 75 guests.
Inquire for our seasonal, rotating wine list or custom options for cocktails & mocktails. Specialty wines selected from our wine list are charged by the bottle.*

BEER & WINE BAR

rotating Northwest beer or hard cider selections	\$8 each
rotating domestic & imported beer selections	\$7 each
sommelier's choice, house wine – red & white	\$9 per glass
assorted soft drinks & sparkling water	\$5 each

DELUXE BAR

house liquor selections	\$10 per drink
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*features selections similar to: Tito's Vodka, Bacardi Silver Rum, Sauza Silver Tequila,
New Amsterdam Gin, Jameson Irish Whiskey, Jim Beam Bourbon, Captain Morgan,
Dewar's White Label Scotch*

rotating Northwest beer or hard cider selections	\$8 each
rotating domestic & imported beer selections	\$7 each
sommelier's choice, house wine – red & white	\$9 per glass
assorted soft drinks & sparkling water	\$5 each

PREMIUM BAR

premium + cordial liquor selections	\$12 per drink
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*features selections similar to: Belvedere, Brugal 1888 Premium Rum, Cazadores Reposado,
Crown Royal, Maker's Mark, Tanqueray Gin, Jack Daniels, Glenlivet 12-Year, Baileys, Kahlua*

rotating Northwest beer or hard cider selections	\$8 each
rotating domestic & imported beer selections	\$7 each
sommelier's choice, house wine – red & white	\$9 per glass
assorted soft drinks & sparkling water	\$5 each

Veg: Vegetarian | V: Vegan | GF: Gluten-Less | DF: Dairy-Free

All food and beverage items are subject to a current taxable facility fee. 100% will be retained by the property

Menu items can be customized to enhance your experience. Please connect with your event contact to confirm group menu.

All dietary concerns must be disclosed prior to guarantee due date or we cannot guarantee accommodation without an additional charge. 19

2022 NAGARA Annual Conference Expense Worksheet

Conference expenses are affected by a number of factors. Before you can even begin to justify conference expenses, you need to calculate what those expenses are. To do so, use the following worksheet to develop a cost estimate for attending the 2022 NAGARA Annual Conference.

Expense	Tips and Information	Cost
Conference Registration	Register by the Early Bird Deadline (May 13, 2022) to save on registration!	\$349.00
Pre-conference Workshop Registration (Optional)	Only if you are planning to attend one of the many pre-conference workshops.	\$N/A
Flight	Delta Air Lines has offered conference attendees a 10% discount on airfare (or you may select whatever flight is most desirable for you)	\$300
Lodging	\$165 per night + tax. Includes complimentary wireless internet. <i>Wed, 7/13-Sat, 7/16 (3 nights)</i>	\$495.00 + tax
Ground Transportation: Airport to Hotel and return	There are no complimentary shuttles to and from the airport and hotel, but light rail and ubers are inexpensive	\$5.00
Mileage Reimbursement	Driving to the conference? To the airport for your flight? Use Google Maps to calculate distances, then multiply miles by 54 cents/mile.	\$N/A
Parking Reimbursement	At airport for flight departure. Hotel parking at prevailing rates (\$10/night)	\$N/A
Food Per Diem	See IRS guidelines for conference locale rates. Remember, your registration fee includes breakfast and lunch Thursday and Friday, as well as two evening receptions with “heavy Hors d’oeuvres”! <i>(1st & last day of travel @ \$48.00/day)</i>	\$96
Subtotal		\$1245
Total number of employees going		1
Multiply subtotal by total number of employees going = TOTAL		\$1245

2022 NAGARA Annual Conference Benefits Worksheet

Although you might understand the benefits of a conference that interests you, your manager may not. Therefore, to be most effective in justifying your attendance at the conference, you need to clearly articulate the connection between your organization’s knowledge requirements and the conference program. Included below are sample responses; please customize the needs and sessions to be specific to your organization.

Your Organization’s Benefits	Specific Needs and the Conference Sessions that Meet those Needs
Networking Benefits	Structured networking opportunities at this conference will allow me to network with other professionals and vendors in the industry face-to-face for the first time in two years. We will be able to take the pulse of what is happening related to technologies, best practices, and trends in records management; hearing ideas and identifying resources we weren’t even aware of. <Insert relevant session title(s) and descriptions.>
Team Development	Techniques and information gleaned at this conference will help me to build up our team. Upon return, we’ll have new ideas regarding processes and resources and we’ll be able to apply them in our organization to improve our communications and efficiency. <Insert relevant session title(s) and descriptions.>
Current Practices	Records managers in different jurisdictions and at various levels of government play very different roles. Conference sessions will provide insight on the similarities and differences between jurisdictions and help us better understand our relationship with our providers and our fellow records managers. <Insert relevant session title(s) and descriptions.>
Future Practices Exploration	Considering the role records managers may play in the future will help us set up plans and practices anticipating trends and needs and leading to a better future for government records. <Insert relevant session title(s) and descriptions.>
Current Tools and Technologies	With a wide array of records management service vendors at the conference, I’ll have the opportunity to meet with current vendors as well as new companies and return with information about innovations in records management technology and tools. <Insert relevant session title(s) and descriptions.>
Future Tools and Technologies Exploration	Understanding the emerging trends in records management issues like freedom of information, privacy digital records management, access, and preservation, will better equip our organization to offer effective and efficient service to our stakeholders. <Insert relevant session title(s) and descriptions.>
Current Processes	Sessions sharing research into current best practices will help me identify ways to improve the good processes we already have in place. <Insert relevant session title(s) and descriptions.>
Future Processes Exploration	Various conference sessions will cover the administrative processes and policies other records managers have found to be successful for discipline, communications, dealing with stakeholders, etc. Bringing back this information can help to inform and improve our organization’s processes moving forward. <Insert relevant session title(s) and descriptions.>
Vendors with Tools and Resources to Explore	The opportunity to meet with current and potential future vendors face-to-face will enhance our relationships and increase understanding of the services provided. I will be able to provide detailed information about what services and tools may be valuable for our organization; saving time responding to vendor calls and inquiries throughout the year. <Insert relevant session title(s) and descriptions.>

**LEIRA
2019 CONFERENCE - Marcus Whitman
MASTER ACCOUNT - ROOMS**

<u>Instructors</u>	<u>Date Arriving</u>	<u>Nights</u>	<u>Note</u>
TOTAL Rm Nights		0	
<u>Eboard</u>			
Sara	9/23-9/26	3	Will be staying in the complimentary suite
Julie	9/23-9/26	3	1 night will go towards Eboard Line Item
Lisa	9/23-9/26	3	1 night will go towards Eboard Line Item
Jeanne	9/23-9/26	3	1 night will go towards Eboard Line Item
Josh	9/23-9/26	3	1 night will go towards Eboard Line Item
Joan	9/23-9/26	1	1 night will go towards Eboard Line Item
Janelle Knight	9/23-9/26	3	1 night will go towards Eboard Line Item
Cathy	9/23-9/26	3	1 night will go towards Eboard Line Item
Chris	9/23-9/26	3	1 night will go towards Eboard Line Item
TOTAL Rm Nights		25	

LEIRA CONFERENCE
(Proposed Budget & Registration Fee)

REVENUES

Conference Registrations @ 175 paying attendees
 Sponsor Fees
Sub-Totals

Paid Attendees

\$78,750
 \$ 10,000.00
\$ 88,750.00

All info includes 23% service charge and 9% sales tax, an
 Assumes registration fee of \$450 200 paying

EXPENSES

<u>ITEM</u>	<u>Conf. Cost</u>
Hotel Room Attrition	\$0.00
Meeting Space	\$0.00
Hotel AV	\$8,000.00
Hotel Food & Beverage (Minimum) *	\$60,000.00
Vendor Tables	\$0.00
Training / Instructor Fees	\$3,000.00
Comp. Rooms (Instructors)	\$4,000.00
Sponsor Plaques	\$1,000.00
Swag-notebook, mug, ect..	\$1,500.00
Instructor Gifts	\$400.00
Program/Printed Material	\$1,000.00
Eboard Basket	\$100.00
1st Timers Basket	\$100.00
Networking Event/President's Reception	\$2,500.00
Executive Board rooms	\$6,500.00
Postage/shipping fees	\$50.00
Sub-Totals	\$88,150.00

Assumes \$5,000 spent at President's reception and Netw

CONFERENCE TOTALS	\$600.00
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* Allows for 3 breakfasts, 2 lunch, snacks at 2 receptions, coffe/tea/lemonad alacarte
 Agreement Revenue Minimum for hotel \$173,992

Eboard Budget

50% of room costs for conference	\$	6,500.00
Mileage		
Meals outside of conference		

1 attendees at \$400 leaves a positive balance of \$1850

B

2023 LEIRA Conference Committee Roles

Training

Active 12+ months before conference

- Design training tracks/offerings and keynote speakers for entire conference
- Recruit trainers, including LEIRA members, partner organizations (WASPC, WSP, etc.) and vendors/sponsors (FileOnQ, GovQA, etc.)
- Liaison with trainers on classroom/AV needs, hotel room stay, etc.
- Report trainer statistics to Registration so trainers are included in meals, email updates, etc.
- Collect trainer biographies and course descriptions
- Submit requests for CE credit from other organizations (WAPRO, NAGARA, etc.)
- Work with Treasurer to ensure payment as needed to trainers
- Create certificates of attending/proof of training

Entertainment

Active 6 months before conference

- Plan special events like opening ceremony, President's Reception, Banquet, Socials, wine tasting, s'mores, etc.
- May plan add-on activities for an additional fee to conference attendees (for example, whale-watching tour or trip to local state park)
- Work with sponsors and local businesses as appropriate (for example, coordinating with a local winery for a wine tasting)
- Recruit entertainers (such as a local band to play)
- Work with Advertising/PR to imbue theme throughout the conference
- Invite local chiefs/sheriffs to conference events as appropriate
- Coordinate with local agencies for services such as a color guard, chaplain, etc.
- Post-conference, send thank you notes to sponsors, businesses, local chiefs/sheriffs and their agencies, etc.

Registration

Active 9 months before conference

- Design and implement registration process through Memberclicks
- Actively coordinate with Treasurer to ensure prompt payments
- Answer general questions about registration, substitutions, cancellations, etc.
- Enforce cancellation/refund policy as set by the Executive Board

Check-in

Active during conference

- Staff check-in desk throughout conference, including "runners" to complete tasks as they arise

- Check-in attendees, sponsors/vendors, trainers, LEIRA staff, etc. and direct as appropriate
- Distribute welcome/swag bags, ID badges, and other conference materials
- Responsible for coordinating officer supplies/equipment needed for check-in (tablets, printer, etc.)
- Provide basic concierge services to all conference attendees as requested

Sponsor/Vendor Liaison

Chris Leyda

Active 12+ months before conference

- Recruit sponsors/vendors to financially contribute to conference expenses
- Report sponsor/vendor statistics to Registration and Advertising/PR so appropriate sponsors are included in meals, advertisements, etc.
- Work with Advertising/PR to maintain conference page on LEIRA website specific to sponsors/vendors
- Work with Treasurer to coordinate invoices/payments
- Post-conference, send thank you notes to sponsors/vendors

Hospitality (i.e. SWAG)

Active 9 months before conference

- Inventory current LEIRA swag (challenge coins, mugs, pens, etc.) and order more as needed for conference
- Coordinate with vendors/sponsors and local chamber of commerce to put together welcome/swag bags for conference attendees
- Receive/store swag before conference
- Oversee gift basket raffle, including soliciting gift baskets from participating agencies, giving guidance/examples for appropriate gift baskets, receiving/storing gift baskets at the conference, and conducting raffles during the conference
- Order staff t-shirts for conference committee/Executive Board members

Advertising/PR

Active 12+ months before conference

- Work with Entertainment to imbue theme throughout the conference
- Create and distribute advertising materials for conference (save the date, email reminders, message to WASPC, etc.)
- Create and distribute supporting materials for prospective conference attendees (expenses worksheet, benefits worksheet, sample application letter, etc.)
- Maintain conference page on LEIRA website
- Create main conference brochure
- Create signage for conference, including signs for class/vendor locations, directional signs, check-in desk sign, etc.

Venue Liaison

Active 9 months before conference

- Main point of contact with assigned venue event coordinator
- Coordinate all venue details with event coordinator, including room needs/scheduling, room set-up, meals, A/V and power needs, room assignments, sanitation, disability accommodations, etc.
- Select catering menu for all meals, including accommodations for dietary restrictions
- Work with venue to include local food trucks for one evening meal

Photographer/Historian

Active during conference

- Document event including receptions, meetings, awards, vendor hall, trainings, etc.
- Uploads photographs and documents to LEIRA OneDrive for future use

C

2023 Conference Committee Meeting
08.____.2022 @ 0930

Attendees:

- Kirsty Jones / Whatcom Co SO
- *Hannah Zabel / Whatcom Co SO (absent)*
- Chris Leyda / Snohomish Co SO
- *Heather Ging / Kirkland PD (absent)*
- *Lisa Edlin / Oak Harbor PD (absent)*
- *Candice Mauracher / Pierce Co SO*
- Stephanie Scott / Western Washington Uni PD
- Danielle Burnett-Roberts / Tukwila PD
- *Amy Ebenal / Blaine PD (absent)*
- Dawn Castle / Lynden PD
- *Alexandra Copeland / Bellingham PD (absent)*
- *Cathy Munoz / City of Cheney (absent)*

Agenda:

1. Committee co-chairs: Candice Mauracher & Amy Ebenal
2. Theme – Oktoberfest or Halloween (*will decide at next meeting*)
3. Committee assignments (*will assign at next meeting*) → See attachment
4. Cost estimate
 - a. 2023
 - i. Recommend to Eboard to keep full registration at \$275 or less and to continue the various registration options
 - ii. Room rate: \$199 (+ \$15 nightly resort fee) @ Semiahmoo
 - b. Previous conference costs
 - i. 2019
 1. Full Registration: Member \$275 / NM \$325
 2. One-Day Registration: Member \$125 / NM \$150
 3. Half-Day Registration: Member \$75 / NM \$100
 4. Extra Ticket for Banquet/Social: \$25
 5. Room rate: \$93 single/\$113 double @ Marcus Whitman and \$94 overflow @ Marriott Courtyard
 - ii. 2015
 1. Full Registration: Members \$200 / NM \$250
 2. One-Day Registration \$50, \$100, or \$150 (depending on day)
 3. Extra Ticket for Banquet/Social: \$35
 4. Room rate: \$92.00 @ Red Lion
 - iii. 2014
 1. Full Registration: Members \$175 / NM \$225
 2. One-day registration: \$100

5. Updates from Executive Board Meeting 06-07-22
 - a. Need to send Save the Date in July – need cost estimate from committee
 - b. Registration policy
 - i. Open registration in March
 - ii. Early bird rate to August 1
 - iii. Regular rate/registration/substitutions then close mid-September, additional \$50.
 - iv. Payment must be received by October 1, additional \$50 late fee.
 - c. Discussed conference app, ACCESS teletype, and press release and decided none were needed
 - d. Miscellaneous Information
 - i. Overflow hotels most likely in N. Bellingham near the airport
 - ii. Bring in food trucks as a possibility for restaurant alternatives
 - iii. Photographer for historical archives
 - iv. T-shirts for staff and volunteers
6. Next meeting TBA early early to mid September via Teams – Candice will coordinate

D

From: Kirsty M. Jones <KMJones@co.whatcom.wa.us>
Sent: Tuesday, August 16, 2022 12:06 PM
To: Candice Mauracher
Cc: Amy Ebenal
Subject: 8/11 Semiahmoo Visit
Attachments: Semiahmoo Room Set Up Options.pdf; Semiahmoo Floor Plan.pdf

Hi Candice,

Amy and I had a great meeting with our rep, Crystal Brubaker, at Semiahmoo last Thursday. Here's a summary of what we discussed:

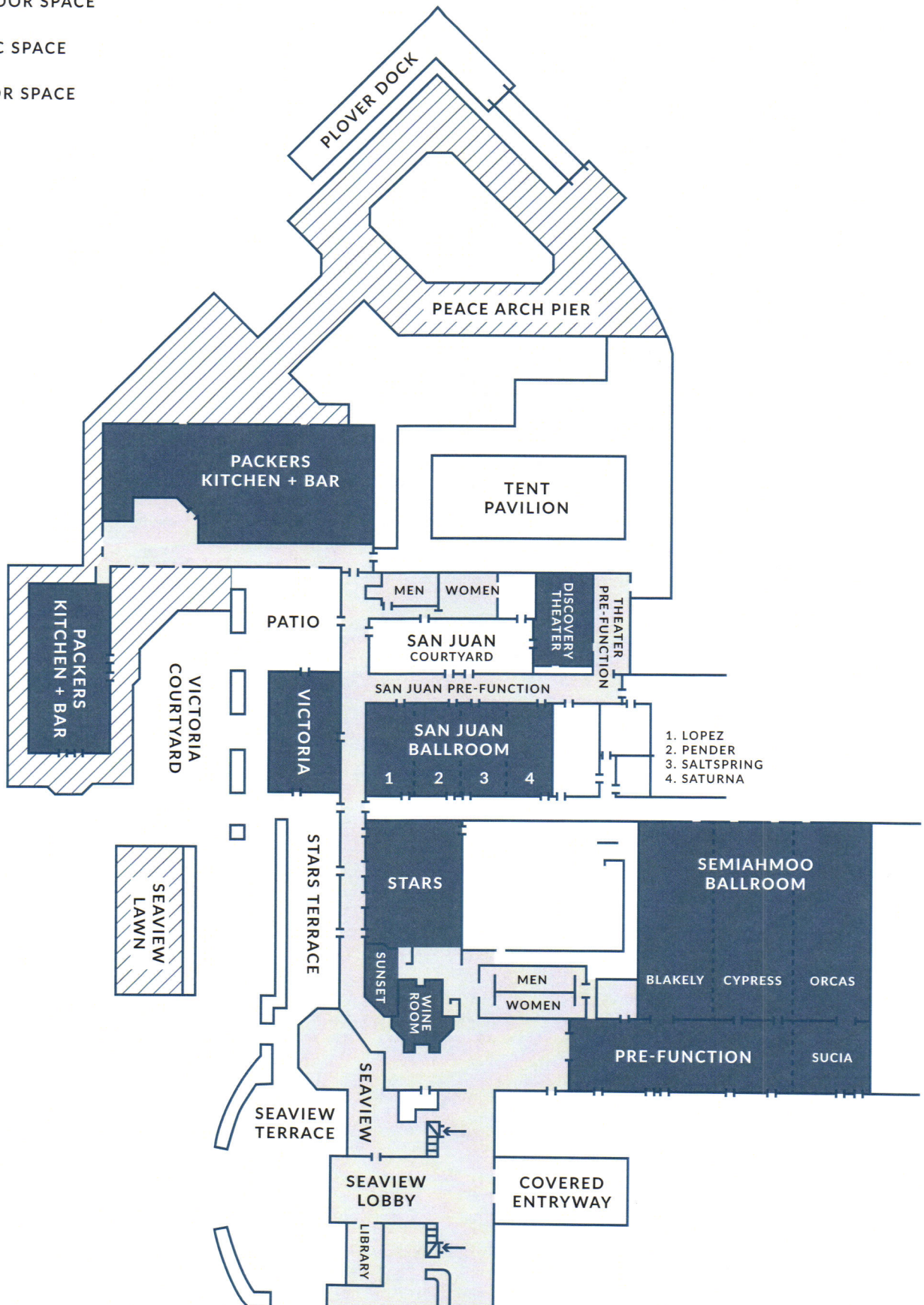
- Food/beverage
 - Requested permission for food trucks for dinner – pending review
 - The exterior Tent Pavilion now includes a built-in bar and is available as a seating area for meals (depending on size)
 - Requested a proposal for a deluxe s'mores bar. Outside food/drink isn't allowed, so it would have to be done through Semiahmoo, but it would count towards our food/beverage minimum
- Other
 - Requested PR/promotions package be emailed (contains approved logos & photos for use in our marketing materials)
 - Received Floorplan and capacity chart (see attached; also uploaded to OneDrive)
 - Overflow parking area is available for no additional fee
 - Hospitality suite is available for Eboard/Committee use for no additional fee
 - Confirmed that our contract includes tables/chairs up to a certain limit; after that Semiahmoo has to outsource additional tables and we will incur fees.
- Rooms
 - Toured newly renovated room
 - Requested breakdown on which rooms are single/double
 - Confirmed that all rooms are \$199/night regardless of type
 - We can reserve certain rooms or room types for Eboard/Committee members and instructors. We'd then just send a list of names/nights needed and Semiahmoo would do the bookings on their end
- Entertainment
 - Requested discount for guests booking spa/golf packages – pending review (possibly 10% discount)
 - Semiahmoo has contacts with local breweries to possibly arrange a beer tasting
 - Semiahmoo will contact the Plover tugboat operator to see if they will do a boat tour during our stay (normally out of season)



Kirsty Jones, CRM, IGP, CIP, CPRO
Records/I.D. Administrator
Whatcom County Sheriff's Office
Phone 360-778-6675 (office)
kmjones@co.whatcom.wa.us
Web <http://www.whatcomcounty.us/Sheriff>
311 Grand Avenue • Bellingham, WA • 98225

EXCELLENCE, INTEGRITY, TEAMWORK

-  DECK
-  OUTDOOR SPACE
-  PUBLIC SPACE
-  INDOOR SPACE



ROOM NAME	SQ. FT.	LENGTH	WIDTH	ROUNDS OF 8	CLASSROOM	THEATER	CONFERENCE	U SHAPE
SEMAIHMUO BALLROOM								
Ballroom	6510	70	93	400	300	600	135	114
Blakely	2170	70	31	120	110	250	84	56
Cypress	2170	70	31	120	110	250	84	56
Orcas	2170	70	31	120	110	250	84	56
Sucia	567	27	21	40	30	30	20	25
Pre-Function	1974	121	21	80	100	300	-	-
SAN JUAN BALLROOM								
Ballroom	2880	80	36	160	140	240	100	86
Lopez	720	20	36	32	30	60	25	20
Pender	720	20	36	32	30	60	25	20
Saltspring	720	20	36	32	30	60	25	20
Saturna	720	20	36	32	30	60	25	20
Pre-Function	960	80	12	40	-	-	-	-
Courtyard	1470	70	21	40	-	-	-	-
VICTORIA								
Victoria	1204	43	28	48	50	100	30	40
Victoria Courtyard	1225	35	35	32	-	-	30	-
SEAVIEW								
Seaview	-	-	-	48	-	-	20 upper	-
Seaview Terrace	-	-	-	320	300	800	-	-
STARS								
Stars	1200	-	-	72	-	100	20	15
Stars Terrace	-	-	-	40	-	-	-	-
PEACE ARCH								
Peace Arch Pier	-	-	-	-	-	400	-	-
Tent Pavilion	3200	80	80	200	125	400	60	70
BOARDROOM								
Boardroom	588	28	21	-	-	-	15	-
HOSPITALITY SUITES								
Dolphin Suite	868	28	31	-	-	-	12	-
Northern Lights Suite	868	28	31	-	-	-	12	-
THEATER								
Discovery Theater	720	30	24	-	-	50	-	-
Theater Pre-Function	600	40	15	32	40	50	20	15
SUNSET & WINE ROOM								
Sunset	300	25	12	24	12	25	16	-
Wine Room	250	-	-	-	-	-	12	-
LOBBY								
Seaview Lobby	576	24	24	-	-	40	-	-
Library	375	25	15	-	-	-	-	-
ACTIVITY HALL								
Activity Hall/Indoor Tennis	7200	120	60	480	400	1000	112	108