

## **DEPARTMENT PERMANENT TIME AND PLACE COMMITTEE MEETING**

September 20, 2013

The meeting of the Department Permanent Time and Place Committee was called to order by Chairman Carnie Jackson at 2:30 p.m. in the Sarazen Room at Boyne Highlands, Harbor Springs, Michigan.

**MEMBERS PRESENT:** Carnie Jackson, Tom Brown, Richard Chatman, Michael Williams, Bill Hafeman

**GUESTS:** 8

Saluted the colors

### **NEW BUSINESS:**

Mike Holley from the Lansing Convention Corporation presented a proposal for the 2014 and 2015 Fall Conferences in Okemos. Brett Holt did an inspection for handicapped accessibility. There are no elevators, however, the first floor of the two hotels are both handicapped accessible. The rate is \$109 per night.

A proposal was also presented, for the same dates, by the Northern Michigan Convention Corporation at a rate of \$97 per night.

Mr. Williams and Chairman Jackson will be doing a site inspection of the Okemos facility and will report their findings at Winter Conference. A decision on which bid to accept will be made at that time.

Mr. Jackson informed the committee that the dates were moved for the 2014 Livonia Convention so as not to conflict with Boys State and Girls State.

Per request of Department a change was made to the Conference/Convention requirements. The statement under Facility and Meeting Room Requirements, "Legion: The Department Executive Committee of The American Legion shall meet on Friday evening and Saturday evening." To be changed to: "The Department Executive Committee shall meet on Friday and Sunday." Motion by Brown to accept, seconded by Williams. Motion carried.

Per request of Department a change was made to the Post-Event Requirements for Conferences and Conventions, paragraph 1, from "A corporation report to the Permanent Time and Place Committee shall be received within sixty (60) days of closing of event (no exceptions)" to "A corporation report to the Permanent Time and Place Committee shall be received within thirty (30) days of closing of event (no exceptions)." Motion by Hafeman to accept, seconded by Brown. Motion carried.

Per request of Department an addition to the Post-Event Requirements for Conference and Conventions, paragraph 2 by adding "d) total expenses and revenue of hosting corporation." Motion to accept by Williams, seconded by Hafeman. Motion carried.

Mr. Brown mentioned that the committee members should familiarize themselves with the Rules of Procedure and requirements for all conferences and conventions.

**ADJOURNMENT:** There being no further business to come before this committee, it was moved by Chatman, seconded by Hafeman that the meeting be adjourned at 3:05 p.m.

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script that reads "Carnie Jackson". The signature is written in black ink and has a long, horizontal flourish extending to the right.

Carnie Jackson, Chairman

A handwritten signature in cursive script that reads "Thomas Brown". The signature is written in black ink and has a long, horizontal flourish extending to the right.

Thomas Brown, Secretary

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