



July 16, 2012

To: Sigma Tau Delta Board Members (and AR, SRs)  
From: William C. Johnson, Executive Director  
Re: Fall Board Meeting (Portland, September 13-16)

The fall Board meeting will be upon us faster and sooner than you can imagine. For a number of Board members, and for all the SRs, this will be a “first”; seasoned members know that the fall meeting is when we meet to find where we are in mid-fiscal-year, to engage in committee work, to determine our budget for the following calendar year, and to explore what actions to take to move us in the directions we’ve chosen to go.

As for right now: this is the time to plan ahead so your time in Portland is most efficiently used.

**Meeting materials:** Initial meeting materials and travel links are posted on the Board web page: <http://english.org/sigmatd/board/FallMtg.shtml>

**Brief overview of the schedule:** Those wishing to gather for dinner on the 13<sup>th</sup> should meet in the lobby at 5:15 p.m. Yes, this is early, but we have a full set of committee meetings that will start at 7:30 p.m. We need to eat early, get back, and get on to the work at hand. We’ll make a reservation and let everyone know where we’re going. If you cannot join the group at 5:15 you may join us at the posted restaurant or go out on your own; it’s important, though, that we all are back at the hotel, in committee, by 7:30.

On Friday, following a complimentary continental breakfast, we’ll regroup for committees, and follow those with the Board meeting on Friday afternoon; Saturday, after breakfast (7:30 - 8:20), we’ll continue the Board meeting. Most people will depart on Sunday, the 16<sup>th</sup>; if you opt to leave Saturday night, make your reservation for the evening, keeping in mind that we often go until 4-5 p.m. See the committee schedule and Board agenda.

**Committee reports:** All committees, officers, Regents, and SRs are to provide a ‘progress’ report during the Board meeting on Friday/Saturday. These are less formal at the fall meeting than at the spring one, and need not be presented in written form. But please consider carefully what you have done since March and what you plan to be doing when fall term is underway. If committees have any motions to make, these should be prepared in writing, presented, and voted on at the appropriate time.

**Travel and hotel:** You are to make, ASAP, your own transportation arrangements for this meeting. We will make all the hotel arrangements.

**Travel by air:** Please check several airlines’ rates, or ask a travel agent about “specials.” It generally is less expensive (but not always so) to stay until Sunday than to leave on Saturday. See ΣΤΔ’s “Travel Reimbursement Policy and Procedures” for reimbursable and non-reimbursable expenses. For those for whom driving is preferable, you will be reimbursed at 55.5 cents per mile. (Important: Please see paragraph 3 on page 1 of the “Travel Reimbursement Policy and Procedures” for additional details.) If you can share-drive, please do so.

**Hotel:** A special block of rooms has been reserved at the hotel, but we will need to know by Monday, August 13, who is attending and what your room preferences are. Please return the Board Travel and Hotel Information Form to the Central Office by that date. Board guests (spouses, significant others, wanna-be significant others) are not invited to this meeting.

We are staying at the Hilton Portland & Executive Tower: 921 SW 6<sup>th</sup> Avenue, Portland, OR 97204; phone: (503) 226-1611. A link to the hotel website is posted on the Board web page.

DO NOT call the hotel to register; doing so complicates matters more than you can imagine! Sigma Tau Delta pays for the hotel rooms for Thursday-Saturday nights; those arriving earlier or wishing to stay longer need to pay for extra nights and will need to let me know this by August 13; we will make those arrangements for you. Except in extreme emergencies, **please** do not change arrangements once they've been set. Board members may select a single or shared-double; SRs will be paired in double-bedded rooms.

**Food allowance:** The daily food allowance for the fall Board meeting, and given that breakfast already is provided, is \$50 per day. You may opt to take all or, as many people choose, only part of this amount.

The Board takes very seriously that monies provided for your transportation, food, and housing are all coming from a treasury built of student-generated funds. You are asked to be conscientious about what, and about how much, you spend of Society funds. All incidentals are at your own expense.

**Keep all receipts:** For our accountant you need to provide receipts when completing your Board Reimbursement Form (posted on the Board web page). If you need transportation reimbursements prior to the meeting, these can be arranged. Call, email, or write Deb about this.

**Getting to the hotel:** If you are flying, there are a couple of ways to get to and from the airport:

**TriMet MAX Red Line Light Rail**

Easy and fun! Watch the video on the link posted on the Board web page.

**Fare:** \$2.40 one-way; the trip to/from downtown Portland takes about 38 minutes.

**From the Airport:** The Red Line station at the airport is located near the baggage claim on the lower level. Board the "MAX Red Line to Beaverton" train. Get off at the Mall/SW 5th Ave MAX Station. Walk a very short distance to the Hilton Portland & Executive Tower (921 SW 6th Ave). This train runs from 4:44 a.m. to 11:49 p.m. on weekdays with trains leaving every 15 - 20 minutes.

**Blue Star "Downtown Express" Airport Shuttle**

Visit the link posted on the Board web page.

**Fare:** \$14 one-way; \$24 round-trip

**From the Airport:** The Downtown Express Airport Shuttle service offers regularly scheduled stops from 4:10 a.m. to 7:00 p.m. at major downtown Portland hotels and until 12:30 a.m. from Portland International Airport (no reservation necessary). Before or after these hours, call (800) 247-2272 to make a reservation. The shuttle is located outside of the baggage claim (go outside, cross two lanes of traffic and walk to the left). At the Area 3 Information Booth, request "Blue Star Downtown Express."

Note: ΣΤΔ does not reimburse for taxi fare (unless a shared taxi ride is less than the cost of shuttle service) or for cars rented at the airport. If you are unsure about any of this, contact us.

If you are driving to Portland you can get driving directions from [www.mapquest.com](http://www.mapquest.com). The hotel address is noted above.

See you in Portland! It's a lovely city, we're to be at a fine hotel, the city has one of the world's best book stores nearby, and Portland is sure to provide a breath of really fresh air after a long summer. Don't hesitate to get in touch if we in the Central Office can help with any arrangements or answer any questions. The Central Office phone number is (815) 981-9974; Deb's extension is 143; mine is 142.

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