



July 19, 2021

To: Sigma Tau Delta Board Members (and SRs and AR)
From: William C. Johnson, Executive Director
Re: Fall Board Meeting (Atlanta, GA, Sept. 16-18th. Departing on the 18th or 19th, See below.)

We will soon gather for the fall Board meeting. For some, this will be a “first”; seasoned members know the fall meeting is when we meet to see where we are in mid-year, engage in committee work, and set our budget for the following calendar year. For now, this is the time to 1) make your travel arrangements; and 2) plan ahead so your time in Atlanta is most efficiently used.

Meeting Materials

- Initial meeting materials and travel links are posted on the [Board web page](#)

Hotel and Travel

- Make your own transportation arrangements for this meeting ASAP and complete the [Google Form](#) for Board Travel and Hotel Information Form by **August 16**.
- If you change arrangements after they have been set, you will need to pay the change fees. Board members will have single rooms; students will be paired rooms with two beds, if possible.
- Board guests (spouses, significant others, wanna-be significant others) are not invited to the fall meeting.
- **The Central Office will make all hotel arrangements. Do not call the hotel to register.**
- ΣΤΔ pays for the hotel rooms for Thursday-Saturday nights; those arriving earlier or wishing to stay longer need to pay for extra nights.
- If you need assistance paying in advance for travel expenses, contact the Central Office before **August 16**.

Hotel

- We are staying at the [Sheraton Atlanta Hotel](#)

Travel by Air

- Please check several airlines’ rates, or ask a travel agent about “specials.” See ΣΤΔ’s **Travel Reimbursement Policy and Procedures** for reimbursable and non-reimbursable expenses.

Travel by Car

- For those planning to drive, the reimbursement is 58 cents per mile; see section II C-9 on page 3 of the “Travel Reimbursement Policy and Procedures” for details. If you can carpool, please do so.

Schedule Overview

- **Committee meetings begin at 7:00 Thursday evening**; plan your travel accordingly. Give yourself an hour from the airport and time to check in to your room.
- We will gather for dinner at 5:15 p.m. We’ll eat in, or close to, the hotel and plan to be finished before 7:15 so that we can move to evening committee meetings. If you cannot join the group at 5:15 you may join us later or go out on your own; it’s important, though, that we all are back, in committee, by 7:00.

Friday morning, following a complimentary breakfast, we’ll regroup for committees, and follow those with the Board meeting Friday afternoon. **Saturday**, after our complimentary breakfast, we’ll continue the Board meeting. Many people will depart on Sunday the 19th. However, if you opt to leave Saturday night, and as you make your reservation for the evening, keep in mind that the Board meeting can go as late as 6:00 p.m. on Saturday.

Committee Reports

- All committees, officers, Regents, SAs, Task Forces, AR, and SRs are to provide a 'progress-since-March' written report. **This is due September 1, 2021.** Please submit this via this Google form. Please consider carefully what you have been doing since March and what you plan to be doing as fall term unfolds.
 - [Board Position Google Form](#)
 - [Committee/Task Force Google Form](#)
- Committees having any motions to make should prepare these in writing.
- Note: the Committee and Task Force assignments already have been sent; that work should be well underway prior to the fall Board meeting.

More detailed information will be provided later. Keep all your receipts; we need these in order to provide reimbursement to you for expenses. If you have questions, please contact me at wjohnson@niu.edu

See you in Atlanta this September.

A handwritten signature in black ink, appearing to read "Bil Johnson", written in a cursive style.

Bil Johnson
Sigma Tau Delta, Executive Director