Executive Council Meeting Minutes

Teleconference 712-432-3447 passcode 251516

September 21, 2017

President Mark Bulger called the special meeting to order at approx. 7:05pm. In attendance were Mark, Chris, Jim and Barb.

The purpose of the meeting was to review, in greater detail, the received contract from the Columbus Ramada Rivers Edge Convention Center and to determine how to proceed. The contract reads:

Attachment A

4/20/18

**Name of Event** American Council of the Blind of Nebraska 2018 Conference

**Event Contact**  Jim Jirak

**Guest Rooms**

|  |  |  |
| --- | --- | --- |
| Friday, April 20, 2018 | 20 rooms blocked | $99.95 per night, plus tax (rate based on double occupancy) |
| Saturday, April 21, 2018 | 20 rooms blocked | $99.95 per night, plus tax (rate based on double occupancy) |

 Reservations must be made no later than 4 weeks prior to event date (March 23, 2018)

 *At which time any rooms that have not yet been reserved in the room block will fall back into the hotel inventory and the special rate offered will no longer be valid. If more rooms need to be added we can do so based on availability in inventory and room block usage.*

We are pleased to offer one complimentary Bi-Level Suite on

Friday, April 20, 2018 & Saturday, April 21, 2018

**Estimated Number of Guests** 60

Final guarantees will be due 5 days in advance of event

**Facility Rental**

 Grand River’s Ballroom $400.00

 Discovery Island Pool (Pool Party) Complimentary

 Setup and Cleanup Fee Included

**Food / Pricing**

Meal options to be determined TBD

Final price will be set no sooner than 30 days prior to the event

**Bar / Pricing**

 Bar options TBD

 Set Up Fee $50.00

**Accessory Prices**

Linens (white) Included

LCD Projector $50.00 if needed

**Service Charges**

All food and beverage will be subject to an 18 % service charge and applicable taxes.

Following discussion, Jim was asked to clarify whether the charge for the meeting room was inclusive of the dates as indicated in the document or a per day charge. Jim was also requested to clarify previsions for a hospitality suite. Pending communicated findings, a motion was made and unanimously approved to hold the 2018 state convention in Columbus NE April 20-22 at the Columbus Ramada Rivers Edge Convention Center. (\*\*Note: Following the meeting, Jim reached out to Desiree in the sales department who indicated the $400 meeting room charge was for the entire duration of the event. A room on the second floor was offered for a hospitality room with the understanding the hotel has no elevator. Having had a brief conversation with Mark, it was concluded to secure an extra guest room on the first floor to use as a hospitality room. Desiree is holding both the bi-level suite and the hospitality room under Jim’s name until it gets closer to the time of the event.)

The next item of business dealt with an ACBN sponsored retirement dinner for Dr. Pearl Van Zandt. Applebee’s, Misty’s, Texas Road House, Olive Garden and Loan Star were discussed. Chris was requested to scope venues of possible interest and communicate his findings to Mark. Tentative plans would be to hold the event the third week in October, pending Dr. Van Zandt’s availability.

The meeting was adjourned at 7:31pm.

Respectfully submitted

Jim Jirak

Secretary