



TO: GLU Board of Directors
FROM: Karen Murphy
DATE: July 2, 1993
RE: Retreat and Travel Information

Just a reminder to make sure your plans are made for the upcoming board retreat July 23-25 in Mundelin, Illinois. Every year the Board has a planning retreat to identify our work for the next year. This retreat will be different because we are embarking upon a long-range strategic planning process that will continue for the next year.

If you haven't done so, please let Michelle at the GLU office know of your plans for attending. She needs to give a final tally to the retreat center that we will be staying at.

Some confusion was generated by the last memorandum that we'll try to clear up now.

WHAT DOES GLU PAY FOR?

GLU has a fund available to reimburse Board members for travel, accommodations, and food expenses incurred during Board meetings and the Board retreat. Board members must keep all receipts and fill out a reimbursement form that should be sent to the office with the receipts. GLU will reimburse mileage at the rate of .20 per mile. Of course, any board member that wants to absorb travel and accommodation expenses is welcome to do so. If you do seek a reimbursement, please make any plane reservations so that you can take advantage of the lowest rates possible. Also, we do not pay for any expenses for spouses that may want to accompany their significant other.

We will be sending a Board packet to all Board members next week that will contain reimbursement forms, the Board list, by-laws, background information for the retreat, maps and information on the retreat location and the retreat agenda, and anything else that we find in the office that seems pertinent.

TRAVEL TO THE RETREAT

As we mentioned in the previous memorandum, please make your travel arrangements soon especially if you are planning to fly to

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State University College at Buffalo, Cassety Hall • 1300 Elmwood Avenue, Buffalo, New York 14222
(716) 886-0142
Canadian Address: P.O. Box 548 Station A • Windsor, Ontario N9A 6M6

the retreat. GLU will make all the arrangements for accommodations -- you do not need to call the retreat center to make reservations, but you do need to tell Michelle before July 8 if you are planning on coming. We will also make all the arrangements for travel from the airport to the retreat center on Friday and from the retreat center to the airport on Sunday. Again, we need to know in advance if you need transportation to and from the airport and the times that you will be arriving and leaving.

SCHOLARSHIPS TO THE NAFTA CONFERENCE

We have no firm confirmation on the availability of scholarships to the North American Free Trade Agreement Conference that we are co-sponsoring with the Institute for Agriculture and Trade Policy and the Lake Michigan Federation. There may be some outside chance that we could retroactively give scholarships, but this is uncertain as well. I'm sorry that we don't have any more definition on this.