



TO: CESSE Finance & Human Resources

FROM: Sheri Mitchell – Chair  
Kate Feick – Co-Chair

DATE: September 8, 2017

SUBJECT: Fall 2017 F&HR Meeting – **Tucson, AZ**

**ACTION REQUESTED BY: October 1, 2017**

Meeting Location:

JW Marriott Starr Pass Resort & Spa  
3800 W. Starr Pass Boulevard  
Tucson, AZ 85745

**Dates: November 1-3, 2017**

**11/1 Wednesday Golf Outing** – Time to be Determined (come in early)

**11/1 Wednesday Night** – Welcome Reception

**11/2 Thursday** – Meetings until 3:00

**11/2 Thursday** – Trip to Kitt Peak Observatory – Transportation and Boxed Dinner

Provided <https://www.noao.edu/kpno/>

**11/3 Friday** - Half day meeting – Depart for Home After Lunch

**Anticipated Program topics:**

- *IT Issues*
- *CEO Turnover/Recruiting Issues*
- *Legal Update – Health Care/Travel Ban*
- *Benefits Roundtable*
- *Audit Speaker – Checklists for Common Issues Facing Nonprofits*
- *Project Management*
- *Business Continuity Planning*
- *Roundtable*

## Hotel Information:



### **JW Marriott Starr Pass Resort & Spa**

3800 W. Starr Pass Boulevard

Tucson, AZ 85745

(12.3 Miles from the Tucson Airport – No Complimentary Shuttle - \$38 Taxi Ride Estimate)

**Nightly Rate:**                    *\$209.00 per night*

**TO BOOK YOUR ROOM:** click [HERE](#) for the hotel reservation block or call the hotel directly at **(877) 622-3140** and indicate you are with the American Astronomical Society group. The link should be easier just select “Attendee”

### **Airport Information:**

Tucson International Airport (TUS)

### **Rental Car Information:**

If you’re coming in early, you’ll want to get a rental car. (Avg. cost about \$25 per day.)



Fall 2017 CESSE F&HR Meeting  
November 1-3, 2017

COMPLETE YOUR MEETING REGISTRATION INFORMATION  
AND RETURN TO KATE FEICK

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Guest Name(s) \_\_\_\_\_

Wednesday, November 1<sup>st</sup>

\_\_\_\_\_ Number attending Golf Outing

Wednesday, November 1<sup>st</sup>

\_\_\_\_\_ Number attending Group Dinner (Casual dinner)

Thursday, November 2<sup>nd</sup>

\_\_\_\_\_ Number attending the lunch

Thursday, November 2<sup>nd</sup>

\_\_\_\_\_ Number Attending Kitt Peak Trip

Friday, November 3<sup>rd</sup> (Sessions end at Noon, followed by lunch)

\_\_\_\_\_ Number attending the lunch.

*In lieu of a registration fee, participants will be billed separately their share of expenses (Breakfast (2), lunch (2), Dinners attended and misc. charges. Participants and guests will also be billed for their portion of the dinners they attend. CESSE F&HR only charges direct costs and makes no profit on the meeting.*

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**COMPLETE the above form and return to:**

Kate Feick

Phone: (248) 848-3779

e-mail: [kate.feick@concrete.org](mailto:kate.feick@concrete.org)