



MEMORANDUM

TO: ACHD TAN Committee Members

FROM: Christine Chapman, CMP
Member Services Director

DATE: January 11, 2010

SUBJECT: Meeting Notice

The next **ACHD TAN Committee Meeting** is scheduled for:

Wednesday, February 17, 2010
9:00 am – 12:00 pm
Westin Mission Hills
Rancho Mirage, California

Breakfast will be provided beginning at 8:00 am and lunch will be served at 12 noon. Please indicate whether or not you would like lunch, so that we can provide an accurate count to the hotel. This will be a plated lunch rather than the standard Box Lunches. Meeting materials are forthcoming.

With the change in the weather, the hotels are keeping their meeting rooms and public areas much cooler. Please be sure to bring a sweater or light jacket to the meeting room and restaurant so that you will be comfortable. Palm Springs in the winter time is beautiful and sunny during the day but quickly becomes very cool in the evening and early morning hours.

Please complete the attached meeting reservation form and indicate your hotel requirements. The group will meet for dinner on Tuesday night February 16th at 6:00 pm in Restaurant Bella Vista located off the main lobby of the hotel. **Please be sure to indicate whether or not you and/or your guest will be attending so that we can provide an accurate reservation count to the hotel.** If your plans change, please notify me since we pay for the number guaranteed for dinner.

If you are traveling by air, the hotel does not provide shuttle service to any of the airports (Palm Springs, Ontario, John Wayne, or LAX) so you need to make arrangements to rent a car or take a taxi if you are arriving at Palm Springs International.

Please notify me of your attendance plans and overnight accommodation requirements via fax or email (christinec@achd.org) using the attached attendance form, **no later than Friday, January 1, 2010.** If you have any questions, please call me at (800) 424-2243 ext 206.

Meeting Schedule:

Tuesday, February 16th		
Dinner	6:00 pm – 8:00 pm	Restaurant Bella Vista
Wednesday, February 17th		
Breakfast	8:00 am – 9:00 am	Room TBD
Meeting	9:00 am – 12:00 pm	Room TBD
Lunch	12:00 pm – 1:00 pm	Room TBD



MEETING RESPONSE FORM

MEETING: TAN Committee Meeting
DATE/TIME: February 17, 2010 / 9:00 am
LOCATION: Westin Mission Hills, Rancho Mirage, CA

YOUR NAME: _____

GUEST NAME: _____

FACILITY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: _____ **FAX:** _____

EMAIL: _____

Yes, I will attend this meeting. No, I am unable to attend this Meeting.

I will require overnight accommodations as follows:

Arrive: _____ Depart: _____

Single Double King Queen Non-smoking Smoking

Special Requests: _____

MEAL FUNCTIONS

Please indicate if you will be attending the following meals:

Tuesday February 16th
Dinner Self Guest

Wednesday, February 17th
Breakfast Self Guest
Lunch Self Guest

Please fax this completed form to Christine Chapman at (916) 266-5201 no later than Friday, January 1, 2010. If you have any questions, please call (800) 424-2243 ext 206.