



**MRTA**  
MISSOURI RETIRED TEACHERS ASSOCIATION  
AND PUBLIC SCHOOL PERSONNEL  
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FROM: John Pohl, MRTA President DATE: July 3, 2018

TO: MRTA Board, MRTA Unit Presidents, & MRT Foundation Board

SUBJECT: 2018 MRTA Annual Meeting Information and Announcements

MEETING DATE: September 11 & 12, 2018

MEETING PLACE: Capitol Plaza Hotel, 415 W. McCarty, Jefferson City, MO

MEETING THEME: History is ours to Make!

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The 2018 Annual Meeting of the Missouri Retired Teachers Association and Public School Personnel is fast approaching. If you have any questions, please feel free to contact us at the MRTA Office toll-free: 1-877-366-6782.

***MRTA UNIT PRESIDENTS: This is the only communication being sent to your Unit. You are responsible for notifying your Delegates and other attendees from your unit of the deadlines for registration and lodging. Extra forms will be available on the MRTA Website. [www.mrta.org](http://www.mrta.org) then select the Unit Resources Tab and the heading Events.***

**IMPORTANT – It is very important that you meet the registration and lodging deadline of Friday, August 10th.** To ensure that you have a room, your lodging request must be received on or before August 10th. We cannot guarantee you a room at the Capitol Plaza Hotel for lodging requests received after August 10th.

### ***DELEGATE NOMINATIONS***

**DELEGATE NOMINATION – August 15<sup>th</sup>**- Delegate nominations are to be received on or before August 15th. Delegates will have important issues to decide, including the elections of MRTA Board members. **Please note that submission of Delegate nominations is NOT a meeting registration or lodging request.** Specific forms are enclosed for registrations and lodging requests as well as for delegate nominations. Please provide copies of these forms to your Delegates.

### ***MEETING ATTENDANCE***

All MRTA Members are invited to attend the Annual Meeting. MRTA will pay for lodging and travel expenses for the MRTA Board, MRTA Unit Presidents, and the MRT Foundation Board. All others may attend at their own expense. Attendees must be current dues paid members.

MRTA, a 501(c)(4) not-for-profit corporation, is a grassroots advocacy association with over 27,000 members. MRTA is independent, nonpartisan, and does not endorse political candidates.

## **MEETING REGISTRATION**

**ALL attendees must fill out and submit the enclosed Registration Form with registration fee or submit a new paid \$35 MRTA membership (renewals are not eligible and this offer is not retroactive). See deadlines in the following paragraphs. **Registration fees are nonrefundable.****

- **MEETING REGISTRATION FEE - \$35. OR A NEW MEMBERSHIP APPLICATION -** You may turn in a NEW \$35 MRTA membership in lieu of the registration fee! The new membership application, with payment, **must accompany** your Meeting Registration Form.
- **We would rather have the new member than the cash!!** A Membership Application is enclosed.
- **REGISTRATIONS** without payment will not be accepted and will be returned. No registrations via e-mail, fax, or phone. Thank you.

## **LODGING RESERVATIONS**

**LODGING RESERVATIONS: DEADLINE – August 10th** Past MRTA State Presidents, the MRTA Board and MRTA Unit Presidents (limit one room per Unit) will be provided a hotel room for the night of September 11, 2018 at the Capitol Plaza Hotel at the expense of MRTA. The MRT Foundation Board will be provided a hotel room at the expense of the Foundation. **In order to keep costs to a minimum, please try to find a roommate.**

**All other attendees** are responsible for payment of their room at the time lodging reservations are made. Checks should be made payable to MRTA in the amount of \$95.77 per room. MRTA Units may want to consider paying for the rooms of their attending Delegates and other attendees.

**Please fill out and return the Lodging Request Form enclosed in this packet.** Lodging Request Forms must be received on or before August 10th and mailed to the MRTA Office. We cannot guarantee room reservations after this date. After this date, the hotel releases all unreserved rooms to the public. Reservations that are made directly with the hotel are at a higher rate and are the responsibility of the attendee.

**Cancellations:** If you must cancel due to unforeseen circumstances, you may do so by calling the MRTA Office no later than noon on Monday, September 10th. Persons who need to make cancellations before this deadline will be reimbursed for lodging payments (if applicable). Please help us to contain costs by calling us if you cannot make it. We are charged for all rooms that are reserved regardless if the party checks in or not.

## **TRAVEL EXPENSE REIMBURSEMENT**

**GAS RECEIPT REIMBURSEMENT** – MRTA will reimburse approved attendees in the following manner: three or more meeting registrants in the car will be reimbursed 27.5 cents per mile, all others will be reimbursed with submission of a gas receipt. Attendees approved for reimbursement include the MRTA Board, MRTA Unit Presidents, and MRT Foundation Board who are current on their MRTA membership. All others may attend at their own expense. Carpooling is suggested!

**MEALS** – Your registration fee helps to defray the cost of light refreshments and the President’s Reception on the evening of September 11<sup>th</sup> and the September 12<sup>th</sup> luncheon. Upon checking in at the hotel you will be provided with two breakfast vouchers per room for the morning of September 12<sup>th</sup> for MRTA hotel guests. For those meeting registrants driving in, you will be reimbursed for breakfast receipts. All other meals are at your expense.

### **Enclosures**

- Tentative Meeting Agenda
- Meeting Registration Form
- Lodging Request Form
- MRTF Silent Auction Flyer
- MRTA Membership Application
- Credit Card Payment Slip
- Postage-Paid Return Envelope

### **DEADLINES TO REMEMBER:**

- August 10, 2018 - Registration Form and Fee
- August 10, 2018 – Lodging Requests
- August 15, 2018 – (must be received on or before deadline) Delegate Nomination
- September 10, 2018 Noon – (must be notified before deadline) Lodging cancellation