

ARCNA XXV

Chairperson

May 11, 2009, 6:30 pm

Report to Committee

My name is Arlene and I'm an addict. I'm still encouraging everyone to communicate any information, events, concerns, and who is on your committee, with me or Terri. My phone and e-mail is available to everyone here. E-mail is best.

In February, at our first Committee meeting, I expressed that our goal was to select key people with specific clean time. Each Executive Committee person and Sub-Committee chairperson plays a vital role in putting together a great convention. From the Convention Guidelines "...relapse necessitates replacement; because we are as concerned for the member as we are for the service responsibility." Unfortunately, this has happened, and we will adhere to the Guidelines. Charlotte D. has stepped up to serve as Convention Secretary and Joe C. has stepped up to serve as the Convention Information Sub-Committee Chairperson. Both are qualified and willing to serve. Please welcome them.

Should Sub-Committee Chairpersons be unable to attend the regularly scheduled Convention Committee meeting, you are encouraged to send your Vice-Chairs to represent your committee. Please make a written report and provide a copy to Charlotte, preferably in electronic format. I'm anxious to see how each of your committees is progressing.

Please let me know of any events or Sub-Committee meetings which are scheduled so they can be announced at meetings and posted on the regional webpage. Our goal is to get more NA members involved in service work, especially those new to us. Although they are not required to be here, they are more than welcome to attend the Convention Committee meetings. We would like everyone to feel a part of.

Should you need any help on your committee, please ask Terri or me, or anyone on this committee.

In loving service,

Arlene L.

By Ashford TRS Nickel, LP.
D.B.A.
Sheraton Anchorage Hotel & Spa
401 E 6th Avenue Anchorage, AK 99501
907.276.8700 Phone 907.343.3145 Facsimile
E-Mail: info@sheratonanchoragehotel.com

GROUP SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Sheraton Anchorage Hotel & Spa and ARCNA and outlines specific conditions and services to be provided.

ORGANIZATION: ARCNA

CONTACT: Ms. Heidi Ungaro
Hotel and Hospitality Chair
12846 Lindsey Circle
Anchorage, AK 99516
907-243-4215

NAME OF EVENT: ARCNA 2009 Convention

OFFICIAL PROGRAM DATES: October 09, 2009- October 11, 2009

GUEST ROOM COMMITMENT

The hotel agrees that it will provide and ARCNA agrees that it will be responsible for utilizing the total number of room nights as indicated below:

DATE	10/9/09	10/10/09
Standard Rooms	50	50
Total Rooms	50	50

Total Number of Rooms: 100

Housing Method: Individual Call-In

All guestrooms are run-of- the house and are being held for you on a courtesy basis only. Guestroom types cannot be guaranteed and rooms will be reserved on a first-come, first-served basis. Rooms are blocked on a space available basis.

GUEST ROOM COMMITMENT

The Hotel reserves the right to review and adjust room block up to September 25, 2009, in order to ensure the accuracy of guestroom requirements.

GROUP ROOM RATES

Based upon ARCNA's total program requirement as outlined in this agreement, Hotel is pleased to confirm the following group rates (net of all taxes):

Standard Rooms: \$99/night
Club Level: \$129/night
Suites: \$400 - \$600/night
3rd and 4th Person: \$10/night ea.

Hotel room rates are quoted per room per night and are subject to applicable state and local taxes at time of check in. Anchorage Alaska does not have a State Tax; however the current Occupancy Tax is 12% but is subject to change.

TAX EXEMPT STATUS

If ARCNA maintains a tax exempt status, ARCNA must provide hotel with a valid tax exemption certificate (30) days prior to the group arrival date, 10/9/2009, in order to be exempt from tax charges.

GROUP RATE TO BE EXTENDED BEYOND EVENT DATES

The above confirmed group rates are applicable three days before to three days after the official meeting dates, subject to space availability.

SPECIAL PROVISIONS

In consideration of the total guest room commitment and functions outlined herein, the Hotel is pleased to offer the following special concessions:

- ◆ One (1) complimentary room for every fifty (50) rooms occupied nightly.

COMPLIMENTARY ROOMS

A written list of complimentary guest room assignments that sets forth the guest's name and type of accommodation desired, and arrival and departure dates, shall be sent to the Hotel Convention Service Manager or designated Hotel Representative no later than (45) days prior to group arrival date. Arrival is scheduled for 10/9/2009 12:00:00 AM.

UTILIZING COMPLIMENTARY ROOMS

Complimentary guestrooms must be utilized during the event. Complimentary guestroom units may not be used as credit. Complimentary guestroom units not used during the event have no value.

COMMISSIONS

The rates quoted in this letter of agreement are net, non-commissionable.

METHOD OF RESERVATIONS

Reservations will be made by individuals calling the Hotel directly at 907-276-8700 or Sheraton Reservations at 800-325-3535. Individuals must identify themselves as being with the group, ARCNA 2009 Convention, at the time the reservation is made in order to receive the special group rate. Where available, reservations may also be made on-line by booking through the World Wide Web.

COMPLIMENTARY STARGROUPS PAGE (To complement reservations methods above)

The Sheraton Anchorage Hotel & Spa is proud to offer convenient electronic reservation software called **Star Groups**. It allows your attendees to reserve online in a rapid manner; allowing the meeting planner to immediate online rooming lists accessed at their convenience. Star Groups will improve your attendees' reservation experience, increase event attendance and expedite the meeting planner information access.

GUARANTEED RESERVATIONS

ARCNA agrees that all reservations will be guaranteed. Individuals can guarantee reservations with first nights pre-payment, or a credit card guarantee. An established Master Account or an approved Corporate Credit Card application can also guarantee rooming list reservations or individual reservations. This means that ARCNA will be responsible for payment of one night's room and tax for all reserved rooms held beyond the 24 hour cancellation policy.

CUT OFF DATE

All guestroom accommodations will be held until 30 days prior to your meeting date, Friday, October 9, 2009. On September 25, 2009, the "Cut off date", all unreserved rooms will be released for sale to the general public. Any reservation requests received after the "Cut off Date" including modifications, name changes and additions for the group will be accepted on a space and rate available basis. Release of rooms for general sale following the "Cut off Date" does not affect ARCNA's obligation as discussed in this agreement to utilize guestrooms.

HOTEL RELOCATION PROCEDURE

In the unlikely event that the Hotel is unable to provide a guest room to an attendee with a confirmed reservation on the day of arrival, the Hotel will provide for that attendee: (a) arrangements and payment for first nights' room charge and tax for accommodations at a comparable nearby Hotel, (b) transportation to and from the Hotel, (c) priority reservations for the first available room at the Hotel the next evening and (d) one long distance phone call of reasonable length to notify change of location. Determination of "a comparable nearby hotel" is the Hotel's sole discretion.

CHECK-IN/CHECK-OUT

Check-in time is 3:00PM. While the Hotel will make every reasonable effort to accommodate guests who arrive before the check-in time, guest rooms may not be immediately available. Baggage storage will be available for a small handling fee.

Check-out time is 12:00PM. Late check-out requests will be reviewed based on hotel demand. A late departure fee of \$50 per room will apply.

PARKING

All attendees and registered guest parking a vehicle will be charged at the prevailing daily rate.

SIGNING AUTHORITY/METHOD OF BILLING/PAYMENT TERMS

SIGNING AUTHORITY. The following individuals have the authority to sign for the Master Account and bind the Client pursuant to the terms of this Agreement:

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

MASTER ACCOUNT CHARGES

Attendees are responsible for all individual charges, room, tax and incidentals incurred at the Hotel. Payment of charges is due and payable upon check-out. ARCNA will be responsible for all other charges incurred pursuant to this Agreement.

METHOD OF PAYMENT Payment of the Master Account may be made by a credit card or company check subject to approval by the Hotel's Accounting Department. Please complete and submit the enclosed authorization form, upon signing the Agreement.

The outstanding balance of the ARCNA's Master Account will be due and payable upon receipt of invoice. If payment of any invoice is not received within 30 days of the date on which it was due, Hotel will impose a finance charge at the rate of 1 - 1/2% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the date of the invoice date.

FUNCTION SPACE

Based on the preliminary requirements indicated by ARCNA, Hotel has reserved function space outlined on the attached Function Agenda. **A tentative program must be provided to the Hotel by (90) days prior to the group arrival date of 10/9/2009, and a definite program (30) days prior to arrival date.** If tentative program is not received by due date, space will be held based on the preliminary program. Any changes in the agenda, (i.e., number of people, time function space, etc.), should be given to Hotel as soon as such changes are known. Any on-site room set-up changes will result in additional labor or other charges, based on the changes requested.

FUNCTION SPACE/GENERAL

Prior to the submission of the Final Schedule of Events, the Hotel retains the right to reassign any meeting rooms or function space to accommodate all of the Hotel's business needs.

FUNCTION SPACE CHARGES

Room rental is waived with a minimum of \$12,000 in food for your two days of meetings. A standard set-up charge of \$250.00 total per day is not subject to reduction and cannot be waived. This will cover setup of your rooms and meeting room internet, if needed.

FOOD AND BEVERAGE MINIMUM REVENUE REQUIREMENT

The Hotel is relying upon food and beverage functions outlined on the Function Agenda. ARCNA agrees to be responsible for payment of the following minimum food, beverage, meeting room rental, audio/visual and setup charge revenue from catered functions (excluding service fees, gratuities and taxes), \$15,000. This is the minimum amount ARCNA will be responsible to pay regardless of any drop in attendance or cancellation of functions. Average cost pricing is used to determine minimum revenue requirements. Client agrees minimum revenue requirement is not a final cost

but a minimum obligation to hotel. All food, beverage, audio/visual, room rental and setup charges are subject to prevailing gratuities/service fees and taxes.

To confirm your program on a definite basis, a non-refundable deposit of \$1000.00 is due with a copy of the signed Agreement. Additional payments will be required per the following schedule:

Payment Date

Amount Due

With signature of contract

\$1000.00

14 Days prior to arrival

\$5000.00

Upon arrival

Balance of Master Account guaranteed to a CC or paid in full by company check

BANQUET FUNCTION

ARCNA must confirm all menu selections and arrangements in writing no later than **30** days prior to event. If such confirmation is not received by that date, requested menu selections may not be available. This contract is based on current pricing for food, beverage, room rental and audio/visual equipment rental exclusive of tax and gratuities/service fees. If the minimum food and beverage requirements as outlined below are **not** met, ARCNA agrees to pay Sheraton Anchorage Hotel & Spa the difference.

It is the responsibility of ARCNA to call the Sheraton Anchorage Hotel & Spa catering office to guarantee attendance no later than three (3) business days prior to the first day of the meeting/function. The Hotel will be prepared to set up to a five percent (5%) overage up to 200 attendees, ******[three percent (3%) overage up to 500 attendees, and two percent (2%) overage for over 500 attendees]**. Once received, the guarantees cannot be decreased.

If no guarantee is received, the expected number of guests on the original banquet event order will become the guarantee. Charges will be based on your actual attendance or the minimum guarantees as stated in your banquet event order, whichever is greater. ARCNA will be liable for all food and beverage charges related to the function.

Unless prior billing arrangements have been made, full payment for your function must be made 72 business hours in advance of the first event, or the hotel reserves the right to cancel the event(s) and retain any advance deposits.

FOOD AND BEVERAGE

All food and beverage must be supplied and prepared by the Hotel, including any food and beverage service for any Hospitality Suites, subject to State and local alcoholic beverage laws. Food and beverage purchased at the Hotel may not be removed from the premises due to health department regulations and applicable alcoholic beverage laws and regulations

If alcoholic beverages are to be served on the hotel premises, (or elsewhere under the hotel's alcoholic beverage license), the Hotel will require that alcohol be provided by the Hotel and that such beverages be dispensed only by hotel servers and bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

EXHIBITS

We are not aware of any exhibit needs from you at this time.

AUDIO VISUAL EQUIPMENT & SERVICES

Per our understanding, You expect minimal AV at this time. For an additional price and on an exclusive basis, audio-visual equipment is available at the Hotel. Microphones, screens, sound equipment, plus a full range of other audio-visual equipment and services are available for advance order. Equipment availability and price list will be supplied upon request. Requests to bring in audio visual equipment or services from an outside source must be submitted in writing to the Hotel at least thirty (30) days prior to the event date. All requests are subject to approval by hotel management and fees will apply based on actual usage. Electrical and Audio Patch Fees apply if electrical and sound hook up is required. Hotel has the right to adjust the volume on audio equipment at any time during any function.

SUBCONTRACTORS

If ARCNA wishes to hire subcontractors, outside vendors, to provide any goods or services at Hotel during the event, Hotel may, in its sole discretion, require that such vendor provide Hotel an indemnification agreement and proof of adequate insurance.

ARCNA agrees to have any subcontractors sign a "Code of Conduct and Policies Agreement" and abide by the Hotel rules and regulations.

CONDUCT OF EVENT

Organization agrees to conduct the functions in an orderly manner in full compliance with applicable laws, regulations and Hotel rules. Organization agrees to be responsible for any damage done to the premises and/or equipment and furnishings during the time they are under organization's control or the control of any employee, guest or independent contractor of organization. In addition, in the event the conduct of the attendees at the functions causes the Hotel to offer a concession to another group staying at the Hotel, ARCNA agrees to be responsible for the reimbursement to the Hotel for any concession offered to the other group. In the event the conduct of the attendees at the function is determined, in the Hotel's sole discretion, not to be orderly or in full compliance with applicable laws, regulations and/or Hotel rules, Hotel reserves the right to immediately terminate this contract without penalty and attendees at the function must leave the premises when instructed to do so. In the event this contract is terminated due to the conduct of the attendees of the events, Hotel shall be released from all liability associated with the contract termination. Further, in the event ARCNA misrepresents the nature of the events and the content of the events is determined to be objectionable, in Hotel's sole discretion, Hotel has the right to immediately terminate this contract without penalty and Hotel is released from all liability associated with contract termination.

Displays, exhibits, booths and other similar activity under the control of the organization must be removed from the premises no later than the time and date specified on the contract so that the room is left in a neat and clean condition. Failure to do so or resulting damage to the facility beyond normal wear and tear may result in a charge based on labor and cleaning costs.

SIGNAGE/DISPLAYS

Any items to be put on affixed to or placed upon any meeting room or lobby walls, or directional signs, as well as the materials used to affix such, are subject to approval by the Hotel prior to installation or display. Customer is responsible for any damage caused by signage/displays and/or any loss of Customer's signage/displays. In the event Customer's signage/displays contain objectionable material, Hotel has the right to remove the objectionable material and cancel the event without penalty. Determination of what constitutes "objectionable material" is in Hotel's sole discretion and Hotel is released from any liability associated with cancellation of the event.

CANCELLATION

ARCNA agrees to provide Hotel with written notice of any decision to cancel agreement within five (5) days of such decision. ARCNA agrees that cancellation of this commitment would constitute a breach of ARCNA's obligation to the Hotel and the Hotel would be harmed. It is further agreed that it would be difficult to determine Hotel's actual harm and the chart below reasonably estimates the Hotel's harm for a cancellation. [The sliding scale on the chart reduces damages for early cancellation and reasonably estimates the Hotel's liability to lessen its harm by reselling ARCNA's space and functions.] ARCNA agrees to pay Hotel, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, the amount listed in the Chart below.

Date of Decision to Cancel	Amount of Liquidated Damages Due
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From signing of contract until 30 days from event = \$7500.00

Once this Agreement is accepted and signed, there shall be no right of termination for the sole purpose of holding the same meeting or a smaller version in another facility. If ARCNA schedules the program contemplated by this agreement within the same geographic region as the Hotel, ARCNA shall be liable for the maximum amount indicated on the above chart.

Provided that ARCNA notifies the Hotel of the cancellation in a timely manner, and pays the liquidated damages in a timely manner, Hotel agrees not to seek additional damages from ARCNA.

IMPOSSIBILITY

The performance of this Agreement is subject to any circumstance making it illegal or impossible to provide or use the Hotel facilities, including acts of God, war, government regulations, disaster, strikes, civil disaster, or curtailment of transportation facilities. The Agreement may be terminated only for any one of the above reasons by written notice from either Hotel or ARCNA to the other within ten (10) days of learning the basis for termination.

COMPLIANCE WITH LAW

This agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, and the like. Hotel and ARCNA agree to cooperate with each other to ensure compliance with such laws.

CHANGES, ADDITIONS, STIPULATIONS, OR DELETIONS

Any changes, additions, stipulations, or deletions, including corrective lining out by either Hotel or ARCNA, will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

GOVERNING LAW/LITIGATION EXPENSES

This agreement shall be governed by and interpreted under the laws of the state wherein the Hotel is located, and exclusive jurisdiction and venue for any legal proceeding shall be the county and city where the Hotel is situated. The parties agree that, in the event that litigation relating to this agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorney's fees. This paragraph can not be altered by the Hotel or Customer. Any attempts to change this paragraph are void. Venue is exclusive where the Hotel is located.

AMERICAN DISABILITIES ACT COMPLIANCE (ADA)

The Hotel has made reasonable modifications in its practices, policies, and procedures as required under the American with Disabilities Act of 1990 (ADA). Further, the Hotel has made or has developed and implemented a plan to make ADA required alterations and elimination of architectural and communication barriers, where readily achievable.

INDEMNIFICATION

Each party to this Agreement shall indemnify, defend, and hold harmless the other party and its officers, directors, agents, and employees from and against any and all demands, claims, damages to person or property, losses and liabilities, including reasonable attorneys' fees (collectively, "Claims"), arising solely out of or solely caused by the indemnifying party's negligence or willful misconduct in connection with the provision and use of Hotel as contemplated by this Agreement. This paragraph shall not waive any statutory limitations of liability available to either party, including innkeepers' limitation of liability laws, nor shall it waive any defense either party may have with respect to any Claim.

DECISION DATE

The arrangements outlined in this agreement will be held on a first-option basis until May 15, 2009, the Decision Date, by which date the Hotel must receive a signed copy of this agreement. However, should another organization request these dates and be in a position to confirm immediately, ARCNA will be advised and given (48) hours to confirm on a definite basis. Should the Hotel not receive a signed copy of this agreement by the date set forth, the Hotel reserves the right to release all space for resale.

AGREEMENT SIGNATURES

This agreement shall become effective as of the date it is fully executed by both parties, provided that such execution occurs before May 15, 2009. Until that effective date, no space or guest room arrangements described herein are binding on the Hotel. This agreement shall not be assigned. After this agreement has been properly executed by an authorized representative of the ARCNA, this agreement shall be returned to the Hotel by the decision date for acceptance and execution by an authorized representative of the hotel.

Accepted and Authorized by:

ARCNA

Ms. Heidi Ungaro
Hotel and Hospitality Chair

Date

Accepted and Authorized by:

Sheraton Anchorage Hotel & Spa

Tangyu Libbrecht
Director of Sales & Marketing

Date

ARE YOU A STARWOOD PREFERRED PLANNER?

As the only Starwood hotel in Anchorage, we are pleased to offer Starwood Preferred Planner Points for your group. Valid for complimentary overnight stays at over 750 hotels worldwide, Starwood Preferred Planner Points may also be exchanged for over 30 major airline frequent flyer program plans. One point is awarded for every \$3.00 spent up to a maximum award per group of 20,000 points. If you prefer, Starwood Instant Rewards allows you the option to take points as a credit towards your master account bill in lieu of the points at the conclusion of your meeting.

FUNCTION/EVENT AGENDA

Sheraton Anchorage Hotel & Spa does not guarantee SPECIFIC rooms. We only guarantee adequate space. Meeting room assignments can be re-evaluated based on decreases in guest room pickup or event attendance.

DATE	START	End Time	Function	Agr
10/9/2009	8:00 AM	5:00 PM	Hospitality	50
10/9/2009	8:00 AM	5:00 PM	Storage	10
10/9/2009	8:00 AM	11:00 PM	Registration	
10/9/2009	8:00 AM	11:00 PM	Meeting	300
10/9/2009	8:00 AM	11:00 PM	Meeting	30
10/10/2009	8:00 AM	5:00 PM	Storage	10
10/10/2009	8:00 AM	5:00 PM	Hospitality	50

10/10/2009	8:00 AM	11:00 PM	Meeting	300
10/10/2009	8:00 AM	11:00 PM	Meeting	30
10/10/2009	8:00 AM	11:00 PM	Registration	
10/11/2009	8:00 AM	5:00 PM	Hospitality	50
10/11/2009	8:00 AM	5:00 PM	Storage	10
10/11/2009	8:00 AM	11:00 PM	Meeting	175
10/11/2009	8:00 AM	11:00 PM	Meeting	30

ARCNA
Initials: _____ Date: _____

Sheraton Anchorage Hotel & Spa
Initials: _____ Date: _____

Ashford TRS Nickel LLC
Sheraton Anchorage

CREDIT CARD BILLING AUTHORIZATION

HOTEL NAME: _____ HOTEL PHONE #: _____
HOTEL ADDRESS: _____ HOTEL FAX #: _____
CARDHOLDER NAME: _____ PHONE #: _____
CARDHOLDER ADDRESS: _____ FAX #: _____

TYPE OF CREDIT CARD (circle one)

AMERICAN EXPRESS CARTE BLANCHE DINERS CLUB
DISCOVER CARD MASTERCARD VISA

CARD NUMBER: _____ EXPIRATION DATE: _____

TERMS AND CONDITIONS

The Cardholder agrees by their signature below that all charges incurred by the Cardholder at the above name are authorized to be charged to the Cardholder's credit card indicated above and below, unless Cardholder provides an alternate form of payment prior to departure from the Hotel. Cardholder understands that the Hotel will obtain approval from the credit card company for the estimated amount of the Cardholder's charges. Cardholder further understands that this Authorization is subject to approval by the Hotel's Controller and/or General Manager. For any reason, this authorization is not approved by the aforementioned Hotel representative, the Cardholder agrees to provide the Hotel with an Advance Deposit for the full amount of the estimated charges as determined by the Hotel. Such Advance Deposit will be made in one of the acceptable methods prescribed by the Hotel.

CARDHOLDER SIGNATURE: _____ DATE: _____

Photocopy of Credit Card (front and back)

FOR HOTEL USE ONLY

GUEST/GROUP NAME: _____ EST. AMOUNT: _____
ARRIVAL/FUNCTION DATE: _____ AUTH. DATE: _____
DEPARTURE DATE: _____ AUTH. AMT.: _____
RESERVATION/BOOKING #: _____ APPROVAL #: _____

HOTEL APPROVAL: _____ TITLE: _____
(signature)

EXHIBIT #1

Merchandising: Mary K. The
merchandising committee met on April 5th
I am at sonobsc grill 2009 Attending
Mary K. + Lovann P. + Wiley R. We discussed
merchandise and merchandise duties and
PF Started preling out what merchandise
were going to order. We just need the
logo and the dates so we can get
estimates from vendors so we can get
can get give you are budget.

Thank you in buying Service
Mary K.

May 11, 2009

Ending Balance from 4/2/09 \$ 5,942.92

Deposit from event on 4/4/09 \$ 799.00

TOTAL \$ 6,741.92

Expenditures since 4/2/09 \$ - 134.00
for 1 year rental of

MAIL Box at Lake Otis Branch
of U.S. Post Office.

Balance \$ 6,607.92

This Conventions New address
15 P.O. Box 230134 Anch AK
99523