



MEMORANDUM

p 517-346-6300 To: Representative Assembly Members  
p 800-968-1442 From: Vanessa P. Williams, Chair, Representative Assembly  
f 517-482-6248 Date: August 31, 2015  
www.michbar.org Re: **Representative Assembly Meeting – Thursday, October 8, 2015**

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306 Townsend Street  
Michael Franck Building  
Lansing, MI  
48933-2012

In connection with our October 8, 2015 meeting, please note the following:

**Calendar** – Enclosed is the calendar for the Assembly meeting proposed for adoption by the Assembly Committee on Rules and Calendar, along with supporting materials.

**Location** – The Assembly will meet at the Suburban Collection Showplace in Novi, Michigan.

**Map/Accommodations** – Enclosed are directions to the Suburban Collection Showplace. If needed, Assembly members should make room reservations at one of two hotels: (1) the Hyatt Place Hotel Novi located at 46080 Grand River Ave by calling 1-800-233-1234 and using discount code G-SBMA; or (2) the Courtyard Detroit Novi located at 42700 W. 11 Mile Rd by calling 1-800-321-2211 and identifying yourself as with the State Bar of Michigan. **Room reservations must be made by Sunday, September 6<sup>th</sup> at the Hyatt or Wednesday, September 16<sup>th</sup> at the Courtyard** in order to receive the discounted rate.

**Parking** – When parking in the Showplace lot, please give your name to the attendant and note that you are with the State Bar of Michigan Representative Assembly. The attendant will let you enter and the charge will automatically be registered to the RA account. If you are a guest at the Hyatt Place Hotel you will receive complimentary parking.

**Registration/Time** – Upon arrival at the Suburban Collection Showplace, please visit Hall C for Registration. You will receive your nametag, luncheon ticket if ordered, and Annual Meeting program. Breakfast and the Assembly meeting are held in the Onyx Room down the hall. There will be a continental breakfast beginning at 8:15 a.m. The regular meeting will begin promptly at 9:00 a.m.

**Reimbursement Policy** – Members traveling more than 150 miles (one way) are entitled to reimbursement for overnight accommodations. All members are entitled to mileage reimbursement to/from the meeting in which the mileage reimbursement rate is now .575 cents per mile. The reimbursement form is available online at: <http://www.michbar.org/file/generalinfo/pdfs/raexp.pdf> and hard copies will be available at the meeting. Please complete the form and return it to Carrie Sharlow at the State Bar no later than **November 22, 2015**.

**Excused Absences** – Those who cannot be present and wish to have their absence excused should send an e-mail to [repassembly@mail.michbar.org](mailto:repassembly@mail.michbar.org) or submit an appropriate *written* request addressed to me, c/o State Bar of Michigan, 306 Townsend Street, Lansing, MI 48933-2083 **on or before September 30, 2015**.

If you have any questions, please contact Carrie Sharlow, Administrative Assistant, Executive Office; phone: (517) 346-6317; e-mail: [repassembly@mail.michbar.org](mailto:repassembly@mail.michbar.org). You may also call the State Bar's toll free number at (877) 247-8233 and enter the extension number 6317.

cc: Janet K. Welch, Executive Director  
Hon. John Chmura, Parliamentarian  
Connie Coon, Court Reporter  
Board of Commissioners  
Committee and Section Chairpersons