

MEMORANDUM

To: Representative Assembly Members
From: Katherine Kakish, Chair
Date: August 17, 2009
Re: **Representative Assembly Meeting – Thursday, September 17, 2009**

In connection with our September 17, 2009 meeting, please note the following:

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

Registration Form – Enclosed is a Annual Meeting registration form. Please indicate if you are attending the Thursday Inaugural Luncheon. Assembly member's lunch is complimentary and your ticket/tickets will be with your name badge when you arrive at the Annual Meeting registration. Registration is located inside the Exhibit Hall of the Hyatt Regency.

Location/Time – The Assembly will meet in Dearborn at the Hyatt Regency, Dearborn, 600 Town center Dr. in the Marquis Ballroom, Second Floor. A continental breakfast will be available between **8:00 – 9:00 a.m.**

PLEASE NOTE: the regular meeting will begin promptly at **9:00 a.m.**

Map/Accommodations – Enclosed are directions to the Hyatt Regency Dearborn. If needed, Assembly members should make room reservations at the Hyatt Regency Dearborn by calling 1-800-233-1234. In order to receive the State Bar's special group rate please *specifically* request the State Bar of Michigan room rate when making your room reservations. As members were informed in a previous email, reservations were to be made by August 15, 2009. However the hotel will honor the State Bar special group rate on a first come-first serve basis after August 15, 2009.

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. The reimbursement form is available online at: <http://www.michbar.org/generalinfo/pdfs/bdexp.pdf> and hard copies will be available at the meeting. In order to meet our year-end deadline for the fiscal year of 2008 please complete the form and return it to Anne Smith at the State Bar no later than **October 2, 2009**.

Excused Absences – Those who cannot be present and wish to have their absence excused should send an e-mail to me at kakishk@michigan.gov 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 16, 2009**. You may also submit written requests to Anne Smith at the State Bar.

If you have any questions, please contact Anne Smith, Administrative Assistant, Executive Office; phone: (517) 346-6374 or toll free at (877) 247-8233; e-mail: asmith@mail.michbar.org.

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