



**National WIC
Association**

National WIC Association

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TRAVEL MEMORANDUM

DATE: June 20, 2018
TO: NWA Board of Directors
FROM: Rita Arni Board Chair Douglas Greenaway President & CEO
SUBJECT: Fall Board of Directors Meeting, 2018

The **NATIONAL WIC ASSOCIATION** Board of Directors Fall Meeting will be held from Tuesday, October 23 thru. Friday 26, 2018 at The Inn and Spa at Loretto located in Santa Fe, NM. **Please** note that the Executive Committee will meet on Tuesday, October 23rd from 1:00 – 4:30 PM; board sections will meet on Wednesday, October 24th from 9:00 – 12:00 noon and the full board will meet in the afternoon from 1:30 – 6:00 PM. Please see the agenda for Thursday and Friday meeting times and location(s).

Inn and Spa at Loretto

211 Old Santa Fe Trail
Santa Fe, NM 87501

Res. #: 1-866-582-1646 (**Ref. National WIC Association when calling**)

Main #: 1-505-988-5531

You may contact the hotel to make your room reservations effective today. All reservations must be confirmed **by Friday, September 21, 2018 (the cut-off date) before 5:00 PM local time at the hotel on the cut-off date.** Please reference the **National WIC Association to get the negotiated room rate**, which is the prevailing Federal Per Diem rate currently set at \$149 per night, single/double occupancy, plus a 15.4375% nightly room tax.

You may cancel your room reservations seventy two hours (**72 hours**) prior to your arrival date without penalty and a cancellation number provided. If your reservations are cancelled within 72 hours of your arrival, your first night's room deposit will not be refunded. **Check-in time is at 4:00 PM and check-out time is at 11:00 Noon.**

Flights may be arranged into [Albuquerque International Sunport Airport](#) (ABQ) or [Santa Fe Airport](#) (SFN). Airport transportation to and from the hotel is available by car rental, airport shuttle services, taxi, and Rio Metro utilizing Metro Transit and Rail.

A tentative travel agenda is accompanied by this travel memorandum to assist you with your travel request and approval. A final agenda will be provided once completed.

Please do not hesitate to contact Pierre Francois at dfrancois@nwica.org or by phone on 202-232-5492 ext. 217 with any questions you may have.