



TRAVEL MEMORANDUM

DATE: August 8, 2019
TO: NWA Board of Directors
FROM: Beth Beachy
Board Chair
Douglas Greenaway
President & CEO
SUBJECT: Winter Board of Directors Meeting – January, 2020

The **NATIONAL WIC ASSOCIATION** Board of Directors' (BoD) Winter Meeting will be held from January 14th – 17th, 2020 at the Hyatt Place Charleston hotel located in Charleston, SC.

For this BoD meeting, **please note** that the Executive Committee will meet on Tuesday, January 14th from 1:00 – 6:00 PM; board sections will meet on Wednesday, January 15th from 9:00 AM – 12:00 noon and the full board will meet in the afternoon from 1:30 – 6:00 PM. Please see the tentative agenda for Thursday and Friday's meeting times. In addition, our Business Council Partners will be joining the meeting on Thursday, January 16th.

The Hyatt Place Charleston Historic District

560 King Street
Charleston, SC 29403
Res. #: 1-877-803-7534 (Ref. National WIC Association 2020 Board of Directors Meeting when calling)
Main #: 1-843-414-4900

You may contact the hotel to make your room reservations effective today. **All reservations must be confirmed by Tuesday, December 24th, 2019 before 5:00 PM local time at the hotel, which is the cut-off date.** Please reference **National WIC Association 2020 Winter Board of Directors Meeting** when calling to get the negotiated room rate, which is the prevailing Federal Per Diem currently set at \$166.00 per night, plus applicable state and local taxes of 14% single/double occupancy and is subject to change without notice. In addition, **there is a \$2.00 charge per room/per night taxable Destination Fee for Charleston Area Convention and Visitors Bureau.**

You may cancel your room reservations three (3) working days prior to your arrival date without penalty and a cancellation number provided. If reservations are cancelled within 3 working days prior to your arrival, your first night's room deposit will not be refunded. **Check-in time is after 4:00 p.m. and check-out time is at 11:00 a.m.**

Access to the hotel is available from the **Charleston International Airport (CHS)**. Airport transportation to and from the hotel is available by car rental, airport shuttle services, taxi, Uber or Lyft Ride Share services.

A tentative travel agenda is included to assist you with your travel approval. A final agenda will be provided prior to the meeting once completed.

Beth Beachy	Berry Kelly	Rita Arni	Barbara Riley	Melinda Morris	Rev. Douglas A. Greenaway
Illinois	South Carolina	Missouri	Ohio	Colorado	Washington, DC
Chair	Chair-Elect	Chair Emeritus	Secretary	Treasurer	President & CEO

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