

5-94
APPENDIX ITEM # 5

12 July 1993

To: Executive Council

Gentlemen,

It is my opinion that due to the size of our organization and the nature of our Annual Reunion that the time has come to pick a permanent Reunion Planner.

The merits of this action include:

- a. Continuous contacts with the various city visitor's bureaus. They will in turn have a continuous contact with VHPA.
- b. The ability to plan farther ahead and arrange a reunion city well in advance. Some hotel chains will increase our discounts and agree to even better terms for multi year, multi city deals.
- c. Release a President to the business of the VHPA and not saddle him with the entire responsibility of the Reunion.

The most obvious pitfall to this plan would be that the opportunity exists for corruptive behavior and possibly financial gain. Therefore, a set of guidelines should be established and strictly adhered to. It should be set out in such a way that violation could result in criminal and/or civil penalties, possibly as a contract. Charlie Rayle would know how to accomplish this. The following should be a basis for such guidelines.

The Reunion Planner may not accept cash, or items that may be converted to cash such as gambling chips, for personal use. Donations to the VHPA may be made through the Management Services Contractor.

The Reunion Planner may not accept gifts whose value shall exceed \$50.00. All gifts must be reported in writing to the Executive Council no more than thirty days after a site visit to include description, brand name (if any), and estimated value. The subject of the site visit, both city visitor's bureau and hotel(s), may be asked to confirm those gifts reported and those not reported, if any. Failure to fully report all gifts may result in a city/hotel being withdrawn from consideration. All gifts from the chosen host city/hotel must be placed for raffle or other giveaway (President's determination) at that reunion. The local Reunion Chairman may retain such gifts after the site has been chosen.

The Reunion Planner may accept free lodging, meals, drinks, and other services such as free valet parking, laundry service, and transportation while on a site visit, during negotiations, or conducting the business of the VHPA. Acceptance of such goods and services will in no way constitute an agreement between the VHPA and those individuals or organizations providing said goods or services.

The Reunion Planner would pick a local Reunion Chairman to organize a committee and to implement the functions negotiated by the Reunion Planner. The Reunion Planner should work closely with the local Reunion Chairman and seek his counsel about area activities, vendors, and contractors. VHPA members should be used whenever possible, keeping in mind that lowest prices for best goods/services available (most bang for the buck) is of prime importance.

At the Reunion, the Reunion Chairman would be the recipient of the Suite that has traditionally been negotiated for him. A list of negotiated rooms to include suites, comps, and upgrades, with the Reunion Chairman's recommendations for dispersal, will be submitted to the Executive Council for approval prior to the Reunion. The Reunion Planner's reunion lodgings will be chosen by the Executive Council and should reflect his efforts.

All who serve the VHPA should be aware that honorable and ethical practices are necessary. Otherwise, we dishonor ourselves and our organization.

Sincerely,

Kenneth W. Bunn
Vice-President