1. **Hotel Hilton | Kelly Stanley** — Hotel Hilton presented a discount rate of $189 per night, with free parking for a limit of the rooms reserved for them. The requested limits on the rooms for a total of nearly 25 for all Kelly and Stanley and the remainder for the staff. Not attached with them. Also requested that guest authorizations are always prior to scheduling as he is not able to do the prior reservations. All hotel limits and scheduling are working on my. Hotel not to share customers. The very questions or inquiry needs the staff phone number is **(801) 555-9283**. Its always better to contact Stanley or Kelly to any personal meetings with the staff.

2. **John Fogel | IT Manager | IT Department Presentation** — John presented on the IT department and their functions. Presentation attached from Fogel. John will come to the future to provide the personal security and network layout to attendees. He mentioned that Fred Pace is the current manager of IT dept. Contact name is not that up to date attached.

3. **Dave Nichols** — Nichols presented the sales to hotels available for the team. Dave mentioned the sales available for staff rooms approximately 1-2 hours prior to the scheduling to 12 hours prior to the scheduled on-premises office. The sales are transitioned from the system to office, since the hotel contact is unknown to Dave. Each guest account will have confirmation numbers shown in the system. Our company pays the hotel bills for guest rooms. Please contact Dave Nichols regarding staff for your to hotels and Stanley for the.