

# MEMORANDUM

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**To:** All Participants  
**From:** Diana Martino, CFMC  
**Date:** May 2, 2016  
**Subject:** CCC Meeting Update

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The following is an update with the latest information for the May 25-26, 2016, CCC Meeting:

- Attached, is a list of participants and the final agenda for the CCC meeting.
- Hotel room reservations were closed on the 23<sup>rd</sup> of April 2016. However, if in need of making last minute reservations we can recommend the Windward Passage Hotel, which is not far from the Marriott Frenchman's Reef, and the telephone number for it is (340) 774-5200.
- Paid events. There will be taxis available that will pick you up at 5:30 p.m. at the lobby of the hotel to provide transportation to the Governor's House Reception on the 24<sup>th</sup> of May 2016 (island casual elegant attire, no need for tie or jacket).
- Registration will be on the 24<sup>th</sup> of May, 2016, from 9:00 a.m. to 4:00 p.m., and on the 25<sup>th</sup> of May 2016, from 9:00 a.m. to 12 noon.
- The cost for the Governor's House Reception (including transportation) and for the Banquet will be \$50.00 per person or \$75.00 per couple. The attire for the banquet will be formal (suit and tie). A ticket will be given to every attendee upon payment at registration to be presented at the entrance of the banquet day.
- There will be a cash bar from 6:00 p.m. to 7:00 p.m., on the 25<sup>th</sup> of May 2016, and the banquet will follow from 7:00 p.m. to 9:00 p.m.
- We will have a photography session for all Councils from 6:00 p.m. to 7:00 p.m., on the 25<sup>th</sup> of May, before starting the banquet.
- We opened a Dropbox account to receive documents for the briefing book that will be compiled in a flash drive and distributed to all attendants. You can contact us for details and/or any questions you may have regarding this matter.
- For any additional questions you may contact Diana Martino at [diana\\_martino\\_cfmc@yahoo.com](mailto:diana_martino_cfmc@yahoo.com) or at (787) 226-8849.