

SUNSHINE LAW MEETING



HAWAII STATE ETHICS COMMISSION

State of Hawaii • Bishop Square, 1001 Bishop Street, ASB Tower 970 • Honolulu, Hawaii 96813

NOTICE OF MEETING OF THE HAWAII STATE ETHICS COMMISSION

Date: July 20, 2017

Time: 10:00 a.m.

Place: Hawaii State Ethics Commission Conference Room
American Savings Bank Tower
1001 Bishop Street, Suite 960
Honolulu, Hawaii 96813

A G E N D A

CALL TO ORDER

- I. Consideration and Approval of the Minutes of the June 22, 2017, Meeting
- II. Consideration and Approval of the Executive Session Minutes of the June 22, 2017, Meeting

The Hawaii State Ethics Commission may convene an executive session pursuant to Hawaii Revised Statutes section 92-5(a)(2) to discuss matters relating to the evaluation of employees or Hawaii Revised Statutes section 92-5(a)(4) to consult with the Commission's attorneys on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities.

- III. Appointment of Ruth Tschumy to the Hawaii State Ethics Commission (July 1, 2017 – June 30, 2021)
- IV. Executive Director's Report
 1. Education / Training Report
 2. Guidance and Assignment Statistics
 3. 2017 Financial and Gifts Disclosures

4. Electronic Filing System Update
 5. Office Financial Update: Financial Report for FY 2016-2017
 - a. Attachment 1: Fiscal Year 2016-2017 Fourth Quarter / Year-End Report
 6. COGEL Conference – December 3-6, 2017
 - a. Attachment 2: 39th Annual COGEL Conference Schedule / Registration Form
 7. Miscellaneous Office Projects / Updates
- V. Adjournment

If you require an accommodation because of a disability, please contact the Hawaii State Ethics Commission by telephone at (808) 587-0460, by facsimile at (808) 587-0470 (fax), or via email at ethics@hawaiiethics.org.

Any interested person may submit data, views, or arguments in writing to the Commission on any agenda item. An individual or representative wishing to testify may notify any staff member of the Commission prior to the meeting or, during the meeting itself, may inform a Commissioner or Commission staff of a desire to testify. Testimony must be related to an item that is on the agenda, and the testifier shall identify the agenda item to be addressed by the testimony.

SUNSHINE LAW MEETING
AGENDA ITEM I

MINUTES: CONSIDERATION AND APPROVAL OF THE MINUTES OF THE
JUNE 22, 2017 MEETING

Attachment 1: Sunshine Law Meeting Minutes of the June 22, 2017 Hawaii State
Ethics Commission Meeting

SUNSHINE LAW MEETING
MINUTES OF THE HAWAII STATE ETHICS COMMISSION

STATE OF HAWAII

Date: Thursday, June 22, 2017
Time: 10:00 a.m.
Place: Hawaii State Ethics Commission Conference Room
American Savings Bank Tower
1001 Bishop Street, Suite 960
Honolulu, Hawaii 96813

Present: State Ethics Commission Members

Reynaldo D. Gaulty, Chair
David O'Neal, Vice Chair
Ruth D. Tschumy, Commissioner
Melinda S. Wood, Commissioner

State Ethics Commission Staff

Daniel M. Gluck, Executive Director
Susan D. Yoza, Associate Director
Nancy C. Neuffer, Staff Attorney
Virginia M. Chock, Staff Attorney
Bonita Y.M. Chang, Staff Attorney
Kee M. Campbell, Staff Attorney
Pat Mukai, Secretary

Excused: Susan N. DeGuzman, Commissioner

CALL TO ORDER

The meeting was called to order at 10:10 a.m. by Chair Gaulty.

Agenda Item No. I: Consideration and Approval of the Minutes of the May 18, 2017, Meeting

Vice Chair O'Neal made and Commissioner Tschumy seconded a motion to approve the minutes of the May 18, 2017 Sunshine Law meeting. The motion carried unanimously (Gaulty, O'Neal, Tschumy, and Wood voting).

Agenda Item No. II: Consideration and Approval of the Executive Session Minutes of the May 18, 2017, Meeting

Commissioner Tschumy made and Commissioner Wood seconded a motion to approve the minutes of the May 18, 2017 Executive Session. The motion carried unanimously (Grauly, O'Neal, Tschumy, and Wood voting).

Agenda Item No. III: Executive Director's Report

Executive Director Gluck provided updated statistics on education and training, noting that there was high demand for trainings.

Regarding the 2017 Financial Disclosures, Executive Director Gluck stated that 112 Board and Commission members have still not filed their disclosures. Only one state employee has not yet filed a disclosure statement. Fine notices were sent via registered and certified mail shortly after the May 31, 2017 deadline, prompting numerous requests for the Commission to waive fines.

Executive Director Gluck reported that staff has been reviewing mock-ups of the forms to be used in the new electronic filing system, and is making steady progress on the electronic filing system.

Regarding staffing, Executive Director Gluck stated that Chuck Totto's employment ends on June 30, 2017, and that staff is grateful to Mr. Totto for his service.

Executive Director Gluck stated that staff continues to work on office storage and file space. The Commission's record retention policy is pending with the Speaker of the House of Representatives and the Senate President. Once the policy is signed, staff will shred outdated documents pursuant to that policy. Depending on cost, staff may also scan some files for electronic retention.

Vice Chair O'Neal asked what the oldest files on site were. Executive Director Gluck responded that staff currently has files from 1968, the inception of the State Ethics Commission. Executive Director Gluck stated that staff is working to sort through what it is required to keep by law, and items the Commission may wish to keep for historical purposes. Additionally, Executive Director Gluck stated that staff is cognizant of the expense, time, and space concerns involved in storing old paper files.

Chair Grauly inquired whether storage facilities are available while staff awaits the approval of the records retention policy. Executive Director Gluck informed Chair Grauly that staff has sent approximately 12 boxes to Hawaii Correctional Industries for scanning, and is awaiting the final invoice. Executive Director Gluck believes the final cost will be about \$100 per box and that there are approximately 200 boxes at the

Commission's office. Therefore, Executive Director Gluck believes that the best course is to wait for the approval of the records retention policy, and then store as little as possible off-site.

Vice Chair O'Neal asked whether any records were required to be maintained permanently under state law. Executive Director Gluck informed him that records of Commission meetings, pleading files for contested case hearings, advisory opinions, and records of actions taken by the Commission are retained permanently. "Attorney of the Day" records, travel records, and investigation files will be kept for ten years under the new records policy.

Executive Director Gluck stated that the investigator's office is almost complete and furniture is on the way.

Finally, Executive Director Gluck stated that, to celebrate the Commission's upcoming fiftieth anniversary, staff arranged for state employee paystubs to include a message about how to get ethics advice. Additionally, staff is ordering pens engraved with the Commission's contact information to pass out at trainings. A sample pen was shown to the Commissioners.

RECESS OF SUNSHINE LAW MEETING AND CONVENING OF EXECUTIVE SESSION

At 10:21 a.m., Commissioner Wood made and Commissioner Tschumy seconded a motion to convene an Executive Session pursuant to Hawaii Revised Statutes ("HRS") § 92-5(a)(2) to discuss matters relating to the evaluation of employees or HRS § 92-5(a)(4) to consult with the Commission's attorneys on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities. The motion carried unanimously (Graulty, O'Neal, Tschumy, and Wood voting).

All staff members left the meeting and the Commission met in Executive Session.

RECESS OF EXECUTIVE SESSION AND RETURN TO SUNSHINE LAW MEETING

At 10:37 a.m., Commissioner Wood made and Vice Chair O'Neal seconded a motion to recess the Executive Session and return to the Sunshine Law Meeting. The motion carried unanimously (Graulty, O'Neal, Tschumy, and Wood voting).

With regards to the Executive Director's position description (Attachment 2 to the Executive Director's Report), the Commission discussed the following additional changes (underscored):

1. In the "Budget and Fiscal Operations" section on page 3, the Commission discussed adding the following underlined language: "oversees planning and preparation and management of the Commission's budget subject to Commissioners' approval."

Vice Chair O'Neal made and Commissioner Wood seconded a motion to approve the amendment. The motion carried unanimously (Graulty, O'Neal, Tschumy, and Wood voting).

2. In the fourth full sentence on page 3 in the "Budget and fiscal operations" section, the Commission discussed adding the following underlined language at the end of the sentence: "Oversees all fiscal operations of the office, including payroll and procurement of all goods and services in accordance with applicable laws subject to review upon Commissioners' request."

Vice Chair O'Neal made and Commissioner Wood seconded a motion to approve the amendment. The motion carried unanimously (Graulty, O'Neal, Tschumy, and Wood voting).

3. In the "Administration and Management" section on page 3, the Commission discussed adding the following underlined language: "and sets staff salaries subject to review upon Commissioners' request."

Commissioner Tschumy made and Vice Chair O'Neal seconded a motion to approve the amendment. The motion carried unanimously (Graulty, O'Neal, Tschumy, and Wood voting).

Executive Director Gluck stated that, in addition to the above amendments, staff had proposed others changes to the Executive Director's job description. Vice Chair O'Neal made and Commissioner Tschumy seconded a motion to approve all other suggested changes contained in Attachment 2 of the agenda. The motion carried unanimously (Graulty, O'Neal, Tschumy, and Wood voting).

Agenda Item No. IV: Request for Advisory Opinion – Consideration of Draft Deleted (Redacted) Version of Opinion Issued May 18, 2017

RECESS OF SUNSHINE LAW MEETING AND CONVENING OF EXECUTIVE SESSION

At 10:41 a.m., Commissioner Wood made and Vice Chair O'Neal seconded a motion to convene an Executive Session pursuant to HRS § 92-5(a)(4) to consult with Commission's attorneys on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities; HRS § 92-5(a)(8) and § 84-31(f) to deliberate or make a decision upon a matter that requires the consideration of information that must be kept confidential pursuant to a state or federal law, or a court order. The motion carried unanimously (Graulty, O'Neal, Tschumy, and Wood voting).

The Commission met in Executive Session.

ADJOURNMENT OF EXECUTIVE SESSION AND RETURN TO SUNSHINE LAW MEETING

At 10:44 a.m., Vice Chair O'Neal made and Commissioner Tschumy seconded a motion to adjourn the Executive Session and return to the Sunshine Law meeting. The motion carried unanimously (Graulty, O'Neal, Tschumy, and Wood voting).

Vice Chair O'Neal made and Commissioner Tschumy seconded a motion to approve the draft deleted advisory opinion as amended. The motion carried unanimously (Graulty, O'Neal, Tschumy, and Wood voting).

Agenda Item No. V: Legislative Update

Executive Director Gluck stated that the Commission's bills (HB 508, HB 511, and HB 852) were signed into law by Governor Ige at a signing ceremony on the morning of June 22, 2017.

Executive Director Gluck informed the Commission that it appeared the Legislature would hold a special session to deal with the issue of rail in Hawaii. Executive Director Gluck stated that staff would monitor lobbying expenditures related to the special session.

ADJOURNMENT OF SUNSHINE LAW MEETING

At 10:46 a.m., Commissioner Wood made and Vice Chair O'Neal seconded a motion to adjourn the Sunshine Law meeting. The motion carried unanimously (Graulty, O'Neal, Tschumy, and Wood voting).

The meeting was adjourned at 10:46 a.m.

Minutes approved on: _____

SUNSHINE LAW MEETING
AGENDA ITEM IV

EXECUTIVE DIRECTOR'S REPORT

- Attachment 1: Executive Director's Report
- Attachment 2: Fiscal Year 2016-2017 Fourth Quarter / Year-End Report
- Attachment 3: 39th Annual COGEL Conference Schedule / Registration Form

SUNSHINE MEETING
AGENDA ITEM IV
EXECUTIVE DIRECTOR'S REPORT
July 20, 2017

I. Education / Training Report

a. Recently held trainings:

Kauai Courthouse – Judiciary
June 30, 2016
10:00 a.m. – 11:30 a.m.
36 attendees

U.H. Campus Security
July 7, 2017
9:30 a.m. – 11:00 a.m.
60 attendees

b. Upcoming trainings:

Kauai Community College
August 4, 2017
10:00 a.m. – 11:30 a.m.
55 attendees (anticipated full class)

1:00 p.m. – 2:30 p.m. (second session added)

U.H. Manoa Center for Hawaiian Studies
August 16, 2017
10:00 a.m. – 11:30 a.m.
20 – 25 attendees (anticipated)

Hale Pono (DHHL) Kapolei
August 28, 2017
10:00 a.m. – 11:30 a.m.

II. Guidance and Assignment Statistics – June 2017

a. Attorney-of-the-Day Type Inquiries: 56

b. New Assignment Statistics

Complaint	3
Gifts/Invitations/Travel	18
Guidance	5
Judicial Selection Comm'n	4
Request for Gov't Records	1
Training Request	2
Projects/Other	4
<hr/>	
Total New Assignments	37

c. Closed Assignment Statistics

Complaint	13
Gifts/Invitations/Travel	18
Guidance	8
Judicial Selection Comm'n	4
Training Request	4
Request for Gov't Records	4
Legislation/Other	2
<hr/>	
Total Closed Assignments	52

III. Financial and Gifts Disclosures

- a. Board/Commission members: 131 outstanding (out of 838 total)
- b. Outstanding Confidential State Officials: 17 outstanding (out of 795 total):
- c. Gifts Disclosures: 125 gifts disclosures received (due 6/30/2017)

IV. Electronic Filing System Update

Staff Attorney Chang, Computer Specialist Lui, and Executive Director Gluck continue to work with our contractor (IWMentor) and the Office of Enterprise Technology Services (“ETS”) to complete this project expeditiously. IWMentor has been moving forward with producing the Ethics Commission’s forms and has provided beta versions of several forms for testing.

V. Office Financial Update: Financial Report for FY 2016-2017

Attachment 1: Fiscal Year 2016-2017 Fourth Quarter / Year-End Report

VI. COGEL Conference – December 3-6, 2017

Attachment 2: 39th Annual COGEL Conference Schedule / Registration Form

VII. Miscellaneous Office Projects/Updates

HAWAII STATE ETHICS COMMISSION FINANCIAL REPORT

FY 2016-2017 (QUARTER ENDING: JUNE 30, 2017)

Appropriation Symbol: G-17-393-Y6

	Amount Appropriated FY 2016-2017	Expenditures for Qtr. End 9/30/2016	Expenditures for Qtr. End 12/31/2016	Expenditures for Qtr. End 3/31/2017	Expenditures for Qtr. End 6/30/2017	Year-To-Date Expenditures Totals	% of Budget Expended
A. PERSONAL SERVICES							
Staff Salaries	\$ 876,568.00	\$ 173,478.05	\$ 202,223.82	\$ 212,889.11	\$ 227,259.58	\$ 815,850.56	93.1%
Vacation Payout	\$ 16,958.00	\$ 4,737.57	\$ 0.00	\$ 14,180.31	\$ 0.00	\$ 18,917.88	111.6%
Total Personal Services	\$ 876,568.00	\$ 178,215.62	\$ 202,223.82	\$ 227,069.42	\$ 227,259.58	\$ 834,768.44	95.2%
B. OTHER CURRENT EXPENSES							
Office Expenses	15,524.00	2,854.62	6,537.96	2,937.78	4,405.60	16,735.96	107.8%
Intrastate Transportation and Travel	8,000.00	200.00	1,115.09	524.00	2,750.21	4,589.30	57.4%
Out-of-State Travel	21,100.00	0.00	3,866.12	0.00	3,162.98	7,029.10	33.3%
Equipment Rental and Maintenance	10,985.00	594.17	3,973.51	1,029.67	9,131.19	14,728.54	134.1%
Dues, Subscriptions, Training	16,560.00	1,271.62	9,220.26	1,863.90	3,118.95	15,474.73	93.4%
Newspaper Advertisements	1,600.00	969.91	50.00	0.00	0.00	1,019.91	63.7%
Comm'n Mtgs, Investigations, Hrgs	8,100.00	66.49	235.92	121.99	229.31	653.71	8.1%
Consulting Services	10,258.00	0.00	0.00	3,787.05	7,009.59	10,796.64	105.3%
Office Rent	98,000.00	0.00	19,625.88	22,553.80	40,203.41	82,383.09	84.1%
Total Other Current Expenses	\$ 190,127.00	\$ 5,956.81	\$ 44,624.74	\$ 32,818.19	\$ 70,011.24	\$ 153,410.98	80.7%
C. CAPITAL OUTLAY							
Office Furniture and Equipment	3,000.00	0.00	0.00	0.00	21,788.29	21,788.29	726.3%
Total Capital Outlay	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 21,788.29	\$ 21,788.29	726.3%
GRAND TOTAL (A+B+C)	\$ 1,069,695.00	\$ 184,172.43	\$ 246,848.56	\$ 259,887.61	\$ 319,059.11	\$ 1,009,967.71	94.4%

General Fund Allocation \$ 1,069,695.00
Total Expenditures as of June 30, 2017. \$ 1,009,967.71
Balance as of June 30, 2017 \$ 59,727.29

G:Share/Budget/Reports/2016-17

39th ANNUAL COGEL CONFERENCE

TORONTO, ONTARIO | DECEMBER 3-6, 2017



SUSAN YOZA
 ASSOCIATE DIRECTOR
 HAWAII STATE ETHICS COMMISSION
 1001 BISHOP ST STE 970
 HONOLULU HI 96813-3407

The Council on Governmental Ethics Laws (COGEL) is a professional organization for government agencies, organizations, and individuals with responsibilities or interests in governmental ethics, elections, campaign finance, lobby laws and freedom of information. COGEL is an active organization that works to ensure that professionals in these areas are connected to each other and aware of new developments in these fields. By offering opportunities to connect in person and online, COGEL enables networks to grow and strengthen, and aims to share knowledge and foster debate.

COUNCIL ON GOVERNMENTAL ETHICS LAWS

COGEL

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39th ANNUAL COGEL CONFERENCE

TORONTO, ONTARIO | DECEMBER 3-6, 2017

CONFERENCE REGISTRATION NOW OPEN

You're invited to the 39th Annual COGEL Conference in Toronto! Join us for this 4-day, can't-miss experience that brings together experts and professionals from all over Canada and the U.S. to discuss key topics and trending issues in the fields of campaign finance, governmental ethics, elections, lobbying, and freedom of information.

Register today to take part in one-of-a-kind networking opportunities, hands-on workshops, and interactive panel discussions on cutting-edge topics!

CONFERENCE HIGHLIGHTS

The 2017 conference has something for everyone! Enjoy an exciting and diverse line-up of more than **45 educational sessions**, **25 breakfast table topics**, and over **125 expert presenters**, in addition to outstanding plenary speakers.

Our sessions have been designed to educate, challenge, and inspire you more than ever! Opening up the conference on Sunday, December 3rd is a stirring set of breakout sessions including "Regulating Blurred Lines", "Buying Influence", and the ever-popular Lobbying Update – now divided into two sessions. The momentum continues on Monday, Tuesday, and Wednesday with sessions such as "Fighting Corruption in the Age of Fake News", "Leading is a Verb", and "Elections Under Siege". Regardless of your chosen COGEL discipline, we guarantee you'll benefit from the information, resources, and connections available at the 2017 conference.

Plus, by popular demand, the COGEL Dine-Arounds have become the newest COGEL conference tradition. You don't want to miss these unique opportunities to network and experience Toronto's vibrant restaurant scene.

Why this is a must-attend event for you and your team:



Gain invaluable insights as experts from 85+ jurisdictions debate and discuss the most critical issues in the fields of campaign finance, governmental ethics, elections, lobbying, and freedom of information.



Hone your professional skills via numerous interactive trainings.



Learn about the latest legal developments in your field from leading lawyers at the most prominent U.S. and Canadian law firms and law schools.

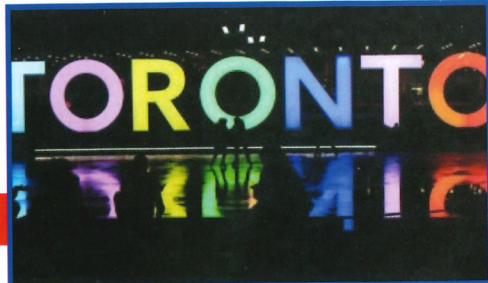
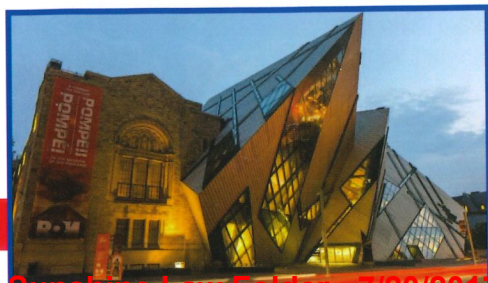


Expand your connections during multiple networking opportunities throughout the conference, including extended networking breaks, luncheons, and receptions.

HELLO, TORONTO!

In 2017, we are bringing the COGEL conference to Canada's largest city! As a sophisticated, cosmopolitan city, there is always something happening around every corner in Toronto. In this famously diverse city, you'll find a robust and global dining scene, lively multicultural neighborhoods, and bustling cultural and entertainment districts – all easily accessible from this year's host hotel, the Sheraton Centre Toronto, located in the heart of downtown.

Our host hotel, with views of the CN Tower and Lake Ontario, is a perfect location to explore the city. Nearby you'll find the Royal Ontario Museum, the Hockey Hall of Fame, the Art Gallery of Ontario, and Toronto Centre for the Arts as well as boutiques, galleries, museums, and the CN Tower. If you're up for ice skating, the hotel is even adjacent to the ice rink at Nathan Phillips Square – home of the giant, iconic Toronto sign pictured below. We look forward to seeing you in Toronto from December 3-6!



2017 ANNUAL COGEL CONFERENCE | SESSION SCHEDULE

SUNDAY, December 3

12:00 pm - 5:00 pm	Conference Registration
1:30 pm - 3:00 pm	Tech Talk
	Buying Influence: Regulating Attempts to Ingratiate & Gain Access
	Lobbying Update I: Federal U.S. & Canadian Lobbying Laws
	Regulating Blurred Lines: Is it a Personal, Official, or Campaign Social Media Account?
	Local Agency Roundtable
3:15 pm - 3:45 pm	Kay Williams First Timers & Conference Preview
4:00 pm - 5:15 pm	Behind the Scenes: What You Can Learn from the Good, the Bad, and the Ugly of a Corruption Investigation
	Conflicts & Boss Hogg: Best Approaches to Addressing Conflicts of Interest when Politicians are CEOs Too
	Term Limits: A Debate
	Speed Geeking
	Civic Hacking 2.0: What Should You Ask Before Saying Yes?
5:30 pm - 7:00 pm	Opening Reception

MONDAY, December 4

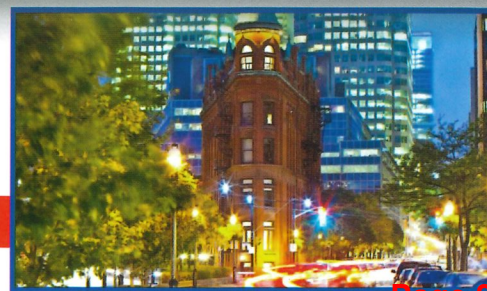
7:30 am - 8:30 am	Breakfast Table Topics
8:45 am - 10:15 am	Plenary Session
10:25 am - 11:55 am	Ethics Update I: Advice, Legislation & Litigation
	FOIA Session
	Elections Under Siege: Rigged Elections & Political Dirty Tricks
	Controlling Your Narrative & Building your Agency's Brand
	Preparing the Case I
12:00 pm - 1:30 pm	Plenary Session
1:45 pm - 3:15 pm	Campaign Finance I: Litigation
	Benchmarking Success: A Case Study
	FOIA Session
	Plenary Spotlight
	Fighting Corruption in the Age of Fake News: How to Mobilize the Media & the Public
3:30 pm - 4:45 pm	Independence in Ethics Oversight: Innovation & Lessons from the Corporate World
	Enforcement Update
	Elections Update
	Public Speaking & the Art of Presentation
	Lobbying Update II: State, Provincial, & Local Lobbying Laws

TUESDAY, December 5

7:30 am - 8:45 am	Breakfast Table Topics
9:00 am - 10:00 am	Plenary Session
	2017 COGEL Award Presentation
10:15 am - 11:45 am	Campaign Finance Update II: Legislation & Regulations
	Leading is a Verb: Tools & Techniques for Leading Organizational Transformations
	FOIA Session
	Preparing the Case II
	Combating the Revolving Door: What Works? What Doesn't?
11:45 am - 1:30 pm	Lunch - On Your Own
1:00 pm - 3:15 pm	Shiny New Trainings
1:45 pm - 3:15 pm	Ethics Update II: Enforcement
	Taking a Byte Out of Corruption: Using Data to Investigate
	Training with Humor
	FOIA Session
	Paid for By: Making Lobbying & Political Ad Disclaimers More Effective & Informative
3:30 pm - 4:30 pm	Plenary Session
4:30 pm - 6:00 pm	Bonus "Mix & Mingle" Reception

WEDNESDAY, December 6

8:00 am - 9:00 am	Breakfast
	Annual COGEL Business Meeting
9:15 am - 10:30 am	Agency Self Defense: Standing Up for your Agency
	What Motivates People to Conduct Unethical Acts? How Understanding Behavior Can Help You Fulfill Your Agency's Mission
	Shining a Light On Dark Money: Lessons Learned from Early Reform Efforts
	Best Practices: Electoral Outreach & Hard-to-Reach Groups
10:45 am - 12:00 pm	Abramoff 10 Years Later: What's Changed? What Hasn't?
	FOIA Roundtable
	Federal PACs Dabbling in State & Local Elections: How to Address Disclosure & Enforcement Issues
	Technology at the Polls: Benefits, Challenges, & Lessons Learned
	Is your Training So Last Year? Be Sure You are Using the Latest Communication Tools



Name:	
First Name for Badge:	Title:
Organization:	
Mailing Address:	
City:	State/Province:
Zip/Postal Code:	Country:
Phone:	Email:
First Time Attendee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dietary Restrictions:

REGISTRATION FEES

Full Registration through October 31, 2017
(includes sessions, reception, and meals, where indicated)

Member	Non-Member
<input type="checkbox"/> \$590	<input type="checkbox"/> \$1,050
<input type="checkbox"/> \$635	<input type="checkbox"/> \$1,125

Guest Registration

<input type="checkbox"/> \$175	<input type="checkbox"/> \$275
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Must accompany completed attendee registration.

Sunday and Tuesday receptions only.

Session attendance requires Full Registration.

METHOD OF PAYMENT

☐ Check (payable to COGEL in US Dollars) (Federal ID No: 61-1250285)

☐ Visa ☐ MasterCard ☐ American Express

Credit Card # _____ Card ID # _____

Name on Card _____

Expiration Date _____

Signature _____

If paying by credit card, you may register online at www.cogel.org or mail registration form with payment to:

COGEL

P.O. Box 81237
Athens, GA 30608

ITEMS OF NOTE

If you have a specific dietary or other need, please call us at 706-548-7758 at least one week prior to the conference. By registering for this event, you are demonstrating your permission to allow your photo to be taken and published in marketing or promotional materials.

HOTEL ACCOMMODATIONS

Sheraton Centre Toronto Hotel

123 Queen Street, West
Toronto, ON, M5H 2M9
1-416-361-1000
Reservations by phone: 888-627-7175

Reserve your room online at:
<http://www.starwoodmeeting.com/Book/COGEL>

Room Rate: \$199/night CD Single/Double Occupancy

Room Block Release: November 10, 2017, or when room block is full, whichever occurs first.

CANCELLATION POLICY

Cancellations received prior to November 10, 2017, will be charged a \$100.00 administrative fee. No refunds will be made for cancellations after November 10, 2017, and for "no shows".

BILLING POLICY

Payment must accompany the registration form. Registration forms will not be accepted without payment.

Registration forms will not be accepted without payment. We regret we are unable to accept Purchase Orders.

Scan and email the form with credit card information to director@cogel.org or fax form with credit card information to 706-548-7079.

QUESTIONS?

Call 706.548.7758 or email director@cogel.org