

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF INVITING)	RESOLUTION NO.90-1309
THE NATIONAL ASSOCIATION OF)	
REGIONAL COUNCILS TO HOLD ITS)	INTRODUCED BY RENA CUSMA,
1993 ANNUAL CONFERENCE IN)	EXECUTIVE OFFICER AND
PORTLAND AND HAVING THE)	TANYA COLLIER, PRESIDING
METROPOLITAN SERVICE DISTRICT)	OFFICER
BE THE HOST AGENCY)	

WHEREAS, The Metropolitan Service District is a member in good standing of the National Association of Regional Councils; and

WHEREAS, The Metropolitan Service District has been actively involved and committed to the activities of the National Association of Regional Councils; and

WHEREAS, With the completion of the new Oregon Convention Center, the metropolitan region will be able to accommodate the needs of a first class conference and offer excellent facilities, beautiful surroundings and a wide variety of interesting and unique attractions; and

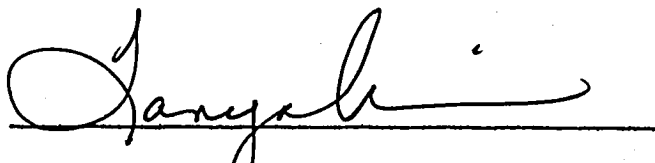
WHEREAS, The Metropolitan Service District, the City of Portland and the Counties of Multnomah, Washington, and Clackamas would be honored to welcome the members of the National Association of Regional Councils to Portland; and

WHEREAS, The Metropolitan Service District realizes the

enormous support and contribution that the local host council must play in the success of the conference; now, therefore

BE IT RESOLVED, That it is the intent of the Metropolitan Service District to commit both staff time and financial guarantees toward the cost of hosting the 1993 Annual National Association of Regional Councils Conference.

ADOPTED by the Council of the Metropolitan Service District this 23rd day of August, 1990.

A handwritten signature in cursive script, appearing to read 'Tanya Collier', is written over a horizontal line.

Tanya Collier, Presiding Officer

CONVENTION AND VISITOR FACILITIES COMMITTEE REPORT

RESOLUTION NO. 90-1309, INVITING THE NATIONAL ASSOCIATION OF REGIONAL COUNCILS TO HOLD ITS 1993 ANNUAL CONFERENCE IN PORTLAND AND HAVING THE METROPOLITAN SERVICE DISTRICT BE THE HOST AGENCY

Date: August 15, 1990

Presented by: Councilor Knowles

COMMITTEE RECOMMENDATION: At the August 14, 1990 Convention and Visitor Facilities Committee meeting, all councilors were present -- Buchanan, Hansen, McFarland, Van Bergen and myself -- and voted unanimously to recommend Council adopt Resolution No. 90-1309.

COMMITTEE ISSUES/DISCUSSION: Executive Management staff Katie Dowdall presented Resolution No. 90-1309 which formally outlines Metro's desire and commitment to host the 1993 National Association of Regional Councils (NARC) Annual Conference. As noted in the Staff Report, approval of the resolution acknowledges a financial commitment of \$75,000 by Metro to host the conference (\$25,000 in FY92-93, \$25,000 in FY93-94, \$25,000 raised from outside sources).

The Committee reviewed the host agency's responsibilities for the conference and cost requirements. It is estimated the conference will have 750 to 1,000 attendees for which the host agency would be responsible to reserve rooms and other services, as part of the amenities to be ensured for the conference.

Regarding revenues and costs, NARC has requested the host agency provide financial support because past conferences have just balanced financially, yielding no income for NARC. Last year's conference brought in \$148,000 to NARC but all of the revenue went to conference expenses. The proposed \$75,000 support from Metro is based on last year's host agency costs of \$64,000 plus 10 percent inflation and Oregon Convention Center rental fees.

The Committee noted the importance of staff carefully seeking the proposed \$25,000 in outside contributions and being sensitive to any possible conflicts of interest for Metro.

Staff said competition to host the conference was strong because of the public relations and visibility benefits which accrue to the host agency.

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STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 90-1309 FOR THE PURPOSE OF INVITING THE NATIONAL ASSOCIATION OF REGIONAL COUNCILS TO HOLD ITS 1993 NARC ANNUAL CONFERENCE IN PORTLAND AND HAVING THE METROPOLITAN SERVICE DISTRICT BE THE HOST AGENCY.

Date: August 6, 1990 Presented by: Katie Dowdall

Outlined below is the recommended submission to request that the National Association of Regional Councils hold its 1993 Annual Conference in Portland and Metro be the host agency. Approval of this resolution would formalize Metro's desire to host the conference and would recognize a financial commitment of \$75,000 (\$25,000 in FY 1992-93, \$25,000 in FY 1993-94 and \$25,000 coming from outside sources).

In order to bid for the conference a "letter of Intent", a resolution adopted by our council and a description of each service or facility to be offered by the host council in as much detail as possible must be mailed to NARC no later than September 3, 1990.

* * *

The Metropolitan Service District is pleased to submit the following information to support our recommendation to host the 1993 NARC Annual Conference. (Host requirements are contained in Attachment A). It is understood that in order for an agency to become eligible to act as host council all minimum requirements listed must be met. All optional commitments that are met by our Council will make our bid more attractive and competitive when being reviewed by the NARC Board for the final selection site.

A packet is being prepared by the Portland/Oregon Visitors Association (POVA) containing more detailed information about the hotel bids, ideas for the Welcoming Reception, information about places to go and see in and around the city, and tours reflecting Oregon's diverse and rich cultural and recreational opportunities.

FACILITIES -MINIMUM REQUIREMENTS

1. Conference location- The geographic boundaries of the conference site will be located in Portland where the Metro office is located.
2. Dates- We have reserved the Oregon Convention Center for Sunday, September 12 through Wednesday, September 15, 1993.
3. Sleeping Rooms- Portland hotels offer 12,000 rooms with housing for up to 25,000 delegates. Nearly five thousand

rooms are within walking distance of MAX (light rail). Several candidates can be identified offering NARC a block of 750 sleeping rooms between a headquarter hotel and surrounding overflow properties. Downtown, Lloyd Center and the Jantzen Beach areas provide choices which will be shown during the NARC staff site inspection. Specific hotel bids are outlined in the POVA packet.

4. Concurrent Public Space/Meeting Facilities-

All meetings and exhibit space can be located in the new Oregon Convention Center. This new Convention Center has over 150,000 sq. ft. of column-free exhibit space and 55,000 sq. ft. dedicated to meetings. The flexible space breaks down into many individual meeting rooms, 32 altogether. For meetings involving food, it can serve more than 6000, from formal Black-tie events with dance floor to less formal luncheon sessions. This first class facilities will be able to meet all the needs of the NARC Annual Conference.

HOTEL FACILITIES-OPTIONAL COMMITMENT FOR CONSIDERATION

5. Suites- We will provide both a complimentary premier one-bedroom suite with attached parlor for the Association President that will comfortably accommodate 40-50 people at a reception and a complimentary one-bedroom suite with attached parlor for the host agency that will accommodate 25-30 people for a reception.

Additional Suites- We will provide an additional one-bedroom suite for Association Executive Director and special discounts for Association staff and/or speakers for duration of conference.

Guest Amenities- Upgrades for at least 10 VIP's will be provided and complimentary guest amenities featuring Oregon products will be offered.

Transportation- We will provide VIP transportation to and from the airport, complimentary parking spaces for NARC staff and host council. Shuttle services are offered by hotels from airport to hotels. Metro will provide a 4 day bus/MAX pass to all delegates.

Miscellaneous- Metro plans to mail promotional mailings, brochures and documents during the year prior to the Annual Conference.

I. HOST COUNCIL-BASIC MINIMUM REQUIREMENTS

1. Communication Equipment- Metro will assume financial responsibility and make arrangement for the rental of 8 walkie-talkies for the duration of the conference.

2. Two copiers, one with two collator banks and automatic document feed capability and one table-top model for single copies, will be made available during the conference.
3. VIP Transportation- Ground transportation to and from Portland International Airport for approximately 15 VIPs will be provided.
4. Welcome Reception- Metro will assume full financial and logistical responsibility for the Welcome Reception. The majestic beauty of the Pacific Northwest and a hand picked list of high demand function sites are described in the attached POVA packet. NARC should arrive with high expectations as exciting Portland entertains millions of tourists each year.
5. Meeting Space- Metro will assume financial responsibility for the rental of the convention center meeting space.
6. Promotional Material- Metro will assist NARC staff with the development of promotional materials for the conference including a conference logo, colors, etc.
7. Typewriters and Office Equipment- Metro will provide the necessary typewriters, computers, and adding machines required for the conference.
8. Conference Office Supplies- Adequate office supplies will be available for the NARC staff.
9. Convention Support Staff- Support staff to meet the requirements of NARC and the conference will be provided.
10. Flowers- Floral decorations, headtable arrangement and decorations for registration area, corsages, boutonnieres will be provided.
11. Coffee Bar- Complimentary coffee for delegates in the registration area during the three main conference days will be provided as well as pastries.

Non-cost requirements for the conference:

- a. Membership: Metro is a full member in good standing in the National Association of Regional Councils
- b. Clergy- Clerics representing a wide variety of ethnic and religious denominations are available to offer their services at all appropriate occasions during the conference.
- c. Press Relations- NARC requirements regarding press relations will be completely met through the coordinated efforts of P/OVA and Metro.

d. Program Aides will be available to assist the panel chairmen.

e. f. Information desk & Restaurant List- With the help of P/OVA, brochures, printed information, maps, sightseeing attractions, entertainment information and restaurant menus will be available to Conference guests and visitors.

g. Special Letters of invitation will be arranged to be sent from a prominent local elected official to regional council chairmen and executive directors in advance of the conference.

h. Pre-Conference Exhibits at the 1993 Washington Policy Conference will be provided by POVA with printed material and an audio-visual presentation to assure strong interest in Portland.

i. Themes and Special Events- POVA assures a most enjoyable visit and is eager to supply ideas for the welcome reception, the board of directors dinner and spouse tours.

j. Program Speakers- Metro will assist NARC in identifying and securing elected officials and individuals from our business community to serve as key program speakers.

II. HOST COUNCIL-OPTIONAL COMMITMENTS

-Metro will assist NARC in identifying potential sponsors, exhibitors and advertisers for the conference program.

-Metro will be responsible for a special VIP reception outside the conference facility for the members of the NARC Board of Directors and Board members of the host agency and for the Board of Directors Dinner.

-Metro will orchestrate the Opening Ceremony.

-Metro will develop and provide spouse tour programs during the conference.

-Metro will assume financial responsibility for promotional mailings to potential attendees.

-NARC will receive 4 day bus and light rail passes to known delegates to travel to and from the Oregon Convention Center, hotels, restaurants, and entertainment centers. Airport transportation is available via RAZ and complimentary hotel shuttle services.

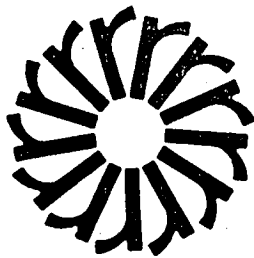
-Additional host council commitments are being explored and will be presented to NARC this November.

ANTICIPATED EXPENSES FOR 1993 NARC ANNUAL CONFERENCE

Realizing the enormous support and contribution that the local host council must play in the success of the conference both in staff time and to financial guarantees, The Metro Council should anticipate that the financial costs of the conference will be approximately \$75,000. It should be the intent of the Council to commit \$25,000 in both the FY 1992-93 and \$25,000 in the FY 1993-94 budget, and in good faith plan to raise the additional \$25,000 in cash and/or non-cash contributions.

The following is an anticipated budget for the 1993 NARC Conference:

<u>Conference Meeting expenses</u>	\$14,000
Includes rental of Oregon Convention Center, registrations costs and meeting costs (including flowers, office supplies, computers, typewriters, printed material, banners) graphics and miscellaneous needs.	
Coffee (Coffee and pastries for 5 days)	\$ 4,000
Transportation passes Includes a 4 day pass to each delegate at .75 per day, limo service, shuttles and transportation needs of VIPs and delegates	\$ 3,000
Opening Session National Anthem singer, Equipment rental and audio-visual presentations	\$ 4,500
<u>Gala Reception</u> 1000 delegates and guest at \$35 per person to include rental fees, food, entertainment, insurance and printed information and invitations	\$35,000
<u>Donor Fundraising and luncheon,</u> Donor luncheon, plaques, host committee stationery, postage, three-minute video, transportation and parking	\$ 3,000
<u>NARC Board of Directors Reception and Dinner</u> Invitations printing and postage, meal and room, food and beverage, transportation	\$ 7,000
<u>Spouse Tours</u> bus rentals, meals and event at \$15 for 300 guests	\$ 4,500
TOTAL	\$75,000



National Association of Regional Councils

ATTACHMENT A

1700 K Street NW • Suite 1300 • Washington DC 20006
(202) 457-0710 • FAX: (202) 296-9352

June 21, 1990

Rena Mae Cusma
Executive Officer
Metropolitan Service District
2000 SW First Avenue
PORTLAND, OR 972015398

Dear Rena:

It is time to begin the selection process for the 1993 Annual Conference site. The NARC Board of Directors has divided the country into three broad geographic areas and has established a policy of rotating the conference sites regularly among these three regions.

With this rotation in mind, Region III, which comprises the entire western region of the U.S., would be the site of the 1993 conference. Based on the requirements for hotel facilities, your metropolitan area will be eligible to host the 1993 conference.

The contributions and support of the local host council play a major role in the success of the conference. The host requirements and optional commitments are detailed in the enclosed memorandum.

If you are interested in being considered as a host agency for the 1993 conference, please follow these steps:

1. Send a "Letter of Interest" to NARC, Attention: Shawn Sample, postmarked no later than August 15, 1990. This letter does not commit your council to bid on the conference; it only informs us of your interest.
2. Should you council choose to bid for the conference, you must submit a "Letter of Intent" to the NARC Board of Directors. Your "Letter of Intent" must be mailed to NARC, Attention: Shawn Sample, and postmarked no later than September 3, 1990. Included with this letter must be: 1) a resolution adopted by your council's board supporting this endeavor, and; 2) a description of each service or facility to be offered by the host council in as much detail as possible (i.e., draft proposal bid).

President
GUS F. MUTSCHER
Brenham, Texas

First Vice President
JOHN A. F. MELTON
Los Angeles, California

Second Vice President
BRIAN CORCORAN
Seattle, Washington

Immediate Past President
T. J. "TED" HACKWORTH
Denver, Colorado

Executive Director
RICHARD C. HARTMAN

3. Eight (8) copies of your (finalized) formal bid proposal must be submitted to NARC and postmarked no later than October 15, 1990. (Please plan to bring a minimum of 35 additional copies with you to the Board meeting in November, 1990 in Baltimore, Maryland.)

A site inspection by the NARC staff will be scheduled upon receipt and review of your initial (draft) bid package. The site inspection will cover the following criteria:

- Host agency proposal
- Hotel and meeting room facilities
- Costs
- Attractions of the city
- Available air and ground transportation

The information gathered during the site inspection will then be presented to the Board during their November meeting in Baltimore. Once the staff presentation is complete, a representative of each council will be given 15 minutes to formally address the Board. (Each council presentation is made separately and privately before the Board.) This presentation can be made by the Executive Director or Chairperson of the prospective host council, or a Chamber of Commerce, convention bureau or hotel representative. In order to minimize any transportation expenses for councils making a presentation, NARC requests that all prospective host councils limit their representatives to no more than two (2) persons. This limitation will help all prospective host councils to conserve costs. Once all presentations have been made, the Board will immediately vote on the conference site and a decision will be announced to all prospective host councils.

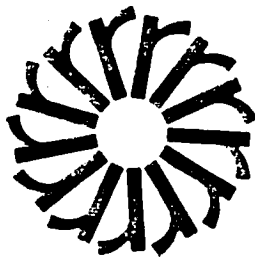
I believe I've covered all the areas of the selection process. If there is any further information I can provide or if you have any questions about the bidding procedures, please don't hesitate to call me.

Sincerely,



Mary P. Chappellear
Director, Membership Services

Enclosure



National Association of Regional Councils

1700 K Street NW • Suite 1300 • Washington DC 20006
(202) 457-0710 • FAX: (202) 296-9352

MEMORANDUM

TO: Prospective Host Councils

FROM: Mary P. (Patsy) Chapplear, Director, Membership Services

DATE: June 21, 1990

SUBJECT: Host Agency Commitments for Annual Conferences

In order for a region to be considered as a site for the NARC Annual Conference, the following basic commitments must be met. NARC staff site inspection visits must verify that all minimum criteria is met in order for the potential host council to place a formal bid before the Board of Directors. The minimum criteria which must be met are listed below.

HOTEL FACILITIES - Minimum Requirements

1. Conference Location - The conference site must be located within the actual geographic boundaries of the substate region where the prospective host council has actual planning and coordination responsibilities.
2. Dates - Four days in September, preferably the second week, utilizing a Sunday-through-Tuesday pattern.
3. Sleeping Rooms - A block of 750 sleeping rooms, with a majority of the sleeping rooms in one hotel and utilizing no more than 2 hotels, all of which must be in a two block radius of either the headquarters hotel or convention center (depending on location of meeting rooms). A determination on hotel accessibility and locations will be made during the NARC staff site inspection visit and will be included in the staff report to the Board of Directors.

President
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Brenham, Texas

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Seattle, Washington

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Denver, Colorado

Executive Director
RICHARD C. HARTMAN

4. Concurrent Public Space/Meeting Facilities -

All meeting and exhibit space must be located within one location, either a convention center or the headquarters hotel. This primary meeting location must fully satisfy meeting room requirements for plenary and breakout sessions as listed below. Meeting and/or exhibit space may not be split between locations.

- a) Minimum of 4-6 separate meeting rooms that will seat 20-40 people in rounds of 10 each.
- b) 6 rooms that will hold 125-200 people each, theatre style.
- c) General session room with banquet capacity for 800 people (in rounds), stage, and dance floor.
- d) ~~Exhibit hall for a minimum of 50-75 8x10 booths.~~

5. Suites - A complimentary premiere one-bedroom suite with attached parlor for the Association President that will comfortably accommodate 40-50 people at a reception. A complimentary one-bedroom suite with attached parlor for the host agency that will accommodate 25-30 people for a reception.

HOTEL FACILITIES - Optional Commitments for Consideration

- 1. Additional Suites - Provide additional one-bedroom suite for Association Executive Director and special discounts for Association staff and/or speakers for duration of conference.
- 2. Guest Amenities - Provide amenities and upgrades for VIPs (minimum of 10 would be required); champagne or coffee upon arrival for all attendees waiting in line to check in; morning newspapers, evening turndown service and/or delivery of "welcome" gift for conference attendees; etc.
- 3. Transportation - Assist host council with VIP transportation (e.g., limo services for at least 10 VIPs, complimentary parking spaces for NARC staff and host council; discounted parking for conference attendees, etc.)
- 4. Miscellaneous - Provide discounts on meeting room related expenses (e.g., room setup charges, hanging of banners; discounts on audio-visual rentals); Provide discounts on catering arrangements (e.g., complimentary bartenders, coffee breaks, afternoon breaks or cocktail receptions); Assist in promotional mailing(s); etc.

Other items for hotel consideration can be obtain by contacting Shawn Sample at NARC.

HOST AGENCY PROPOSAL

The NARC Board of Directors has determined that any regional council preparing a bid does so with the understanding and commitment to meet certain minimum requirements. Please note that these requirements are divided into two parts:

- I. Basic Minimum Requirements -- All minimum requirements listed must be met in order for an agency to become eligible to act as the host council for the NARC Annual Conference.
- II. Optional Commitments -- All additional contributions made by the host agency are taken into consideration by the NARC Board when selecting a future conference site. Therefore, we have added a list of optional commitments for your review. Any or all commitments may be met by your agency in order to make your bid more attractive and competitive when being reviewed by the NARC Board for final selection. (You may also add items to the optional commitments list.)

As previously outlined in the attached letter, a resolution adopted by your council's board is necessary before any invitation will be acted upon by NARC, as well as a description of each service or facility to be offered (see "Letter of Intent" section in cover letter). Within 60 days of the Board's final selection of the host agency and conference site, a formal contract will be signed with the selected hotel(s). (The host agency's formal bid proposal to the Board serves as the formal contract between NARC and the host agency.)

Special Consideration: Councils having previously placed unsuccessful bids for the NARC Annual Conference will be given special consideration in the site selection process.

I. HOST COUNCIL - BASIC MINIMUM REQUIREMENTS

1. Communications Equipment - Assume financial responsibility and make arrangements for the rental of 8 walkie-talkies for the duration of the conference.
2. Copying Equipment - Assume financial responsibility and make arrangements to provide two copiers; one with two collator banks and automatic document feeding capability, and one table-top model for single copies.
3. VIP Transportation - Provide ground transportation to and from the airport from approximately 15 VIPs. A member of the NARC staff will work closely with the host agency in the coordination of this effort.
4. Reception - Assume full financial and logistical responsibility for the Welcome Reception held during the conference. This could be jointly sponsored by the host agency and a local enterprise wishing to make a contribution to the NARC conference, and will be advertised in the conference program as such. NARC staff will play a consulting role for this effort. (Cost is about \$20 per person, with attendance ranging from 700-900 people. Please note that this is the major reception for the conference and must include two hours of heavy hors d'oeuvres and complimentary beer, wine and soda; cocktails may also be added.)
5. Meeting Space - Assume financial responsibility for the rental of convention center meeting space in the event that the conference hotel cannot adequately meet the requirements or if there are charges for meeting space.
6. Promotional Material - Assist NARC staff with development of promotional materials for the conference including a conference logo, colors, etc.

7. Typewriters and Office Equipment - Assume financial responsibility and make arrangements for rental of the following (also see "1" and "2" listed above):
 1. self-correcting typewriters and/or word processors for "office" use
 2. manual or electric typewriters for press room (2)
 3. bulletin typewriters or computers for on-site registrations (2)
 4. 10-key adding machines or calculators with tapes (2)
8. Conference Office Supplies - Provide NARC staff with office supplies such as pencils, paper, staplers, etc., for the use throughout the conference. These will be returned to the host agency after the completion of the conference. (NARC will provide a list of supplies needed.)
9. Convention Support Staff - Assume financial responsibility for secretarial, registration and support staff to assist NARC staff throughout the conference. NARC will submit its requirements to the host agency well in advance of the conference. (Usually arranged through your convention bureau.)
10. Flowers - Assume financial responsibility and make arrangements for headtable floral decorations, decorations for registration area, and corsages and boutonnieres for NARC Board candidates (approximately \$500).
11. Coffee Bar - Full financial responsibility for complimentary coffee for delegates in the registration area during the three main conference days (approximately \$750/day). Pastries may also be included.

The following host council requirements are potentially non-cost commitments:

- a) Membership - Must be a full member in good standing in the National Association of Regional Councils.
- b) Clergy - Selection and arrangements for a member of the clergy to present the invocation at the opening session and at the general luncheon.
- c) Press Relations - Provide names and addresses of local media to NARC prior to the conference so that NARC can issue advance press releases. About two weeks before the conference, personally invite key media in the area as a follow-up to NARC's release. During the conference, the host agency's public information director or secretary should be available to assist the the press. A staff photographer will also be needed to assist with photographing conference activities.
- d) Program Aides - Provide at least 4 individuals during the conference to assist panel chairmen with session timing, locating speakers and providing brief reports on sessions to NARC for evaluation. This can be done on a rotating basis and many local universities may be of help.
- e) Information Desk - Arrange for staffing and operation of a local information center during the conference. The host agency will make available a suitable quantity of free, printed information on the conference region for attendees. This should include maps, sightseeing information and attractions. Your local convention bureau is a good source of information and assistance.
- f) Restaurant List - Prepare approximately 1,000 copies of local restaurant and evening entertainment information to be made available at the information desk. This information should include price, time of operation, location, and dress codes (if any).

- g) Special Letter of Invitation - Arrange for a special letter of invitation from a prominent local elected official to be prepared and sent to regional council chairmen and executive directors at least two months in advance of the conference.
- h) Pre-Conference Exhibit - Display an exhibit at the 1992 Annual Conference and the 1993 Washington Policy Conference. This exhibit should be designed to advertise the forthcoming events with handouts and other materials to attract interest and attendance. Local convention bureaus are quite familiar with this process and can be of great assistance in providing materials and ideas. For example, an audio-visual presentation could be shown.
- i) Themes and Special Events - Assist the NARC staff one year prior to the conference by providing information on potential reception and banquet sites outside the convention facility which can accommodate 1,000 people, theme suggestions which are characteristic of the region, and information on sightseeing within the region. Along the same line, assist in developing a package of special optional activities for delegates, including tour programs.
- j) Program Speakers - Assist NARC in identifying and securing elected officials and individuals from the business community in your region as potential program speakers--especially your Governor and Mayor.

II. HOST COUNCIL - OPTIONAL COMMITMENTS

- 1. Tours Program - Development, funding and handling of tour program activities for delegates. (Staff will play a consulting role for this effort.)
- 2. Sponsors/Advertisers - Assist NARC in identifying potential sponsors, exhibitors and advertisers for the conference program.
- 3. Cocktail Reception - Assume financial responsibility for hosting a one-hour cocktail reception for delegates prior to the Banquet.
- 4. VIP Reception - Full or partial financial responsibility for a special VIP reception outside the conference facility for members of the NARC Board of Directors and Board members of the host agency prior to the Board dinner.
- 5. Board of Directors Dinner - Assume financial responsibility for hosting the Board of Directors dinner (for approximately 60 people).
- 6. Banners - Assume financial responsibility for preparing banners with the NARC conference logo, colors, etc., to be used during sessions at the conference.
- 7. City Tour - Assume logistical and financial responsibility for one tour of the region for all delegates, usually arranged for the day preceding the conference.
- 8. Opening Ceremony - Assume financial and logistical responsibility for obtaining a local VIP for introductions, a singer (for National Anthem), opening session entertainment, etc.
- 9. Miscellaneous - Assume financial responsibility for promotional mailing(s) to potential attendees; obtaining airport/taxi transfers or discounts for attendees; etc.

Other items for consideration can be obtained by contacting Shawn Sample at NARC.

* * * * *



METRO

2000 SW First Avenue
Portland, OR 97201-5398
(503) 221-1646
Fax 241-7417

July 12, 1990

National Association of Regional Councils
NARC Board of Directors
1700 K Street N.W., Suite 1300
Washington DC 20006

Dear Board of Directors:

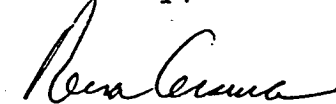
This letter is to verify Metro's interest in being considered as a host agency for the 1993 NARC Annual Conference.

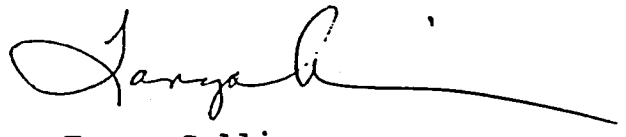
Metro realizes the enormous support and contribution that the local host council must play in the success of the conference.

With the completion of the new Oregon Convention Center, the metropolitan area of Portland will be able to accommodate the needs of a first class conference. Portland takes a great deal of pride in its surroundings, its dazzling skyline, and its stunning natural backdrops. An hour away is Mt. Hood, a year round host to a full range of recreational activities. Circle back towards Portland and savor the breathtaking Columbia Gorge. Forty miles to the north trace the still dramatic impact of Mt. St. Helens volcanic eruption. A little over an hour to the West is the unsurpassed beauty of the Oregon Coast. Drive south and travel through the delightful miles of Oregon Wine Country. With this incredible diversity of sights and activities, we feel that conference participants from all over the United States will want to come.

We are reviewing the host requirements and optional commitments that would be required of us. Should our Council choose to bid for the Conference, we will submit our letter of Intent and adopted resolution to the NARC Board of Directors by September 3, 1990.

Sincerely,


Rena Cusma
Executive Officer


Tanya Collier
Presiding Officer