



Laura LaFontaine- Executive Manager
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May 2018

Dear Colleagues:

Welcome to NYSCEA.

To update our records, please complete and return the enclosed Member Organization Information form. Included on this form is the invoice for your organization's NYSCEA dues for the 2018-2019 year. The dues amount is based on our most current information regarding your association's membership. We are pleased to report that there is no increase in association dues. Please return the Member Organization Information form and dues payment by **July 1, 2018**.

The meeting registration form is also enclosed. Many organizations send a single check to include their membership dues plus meeting registrations for the entire year, which seems to work well. If you do this, please include a meeting registration form for each delegate who will be attending. If specific names are not yet known, just list your organization's name. You can provide me with specific names closer to date of each meeting. All dues and meeting registration fees must be paid before delegates can be seated at meetings. If you are not yet sure if you be sending delegates to any meetings, you can hold the meeting registration form and submit it with payment at a later date. However, registrations are due 10 days prior to the meeting.

Meetings will continue to be held at the Century House, located at 997 New Loudon Road, Route 9, in Latham, NY. You are encouraged to book your rooms early, and reservation information is located at the bottom of the meeting registration form. Please note, the room rate will be \$118.99 per night.

If you have any questions, please do not hesitate to email me at execmgr@nyscea.org or call me at 518.669.3286.

I look forward to working with you and seeing you or your representative(s) at our fall meeting on October 12, 2018.

Sincerely,

Laura LaFontaine

Laura LaFontaine
Executive Manager

Enclosures: (1) Member Organization Information and Dues Notice
(2) Meeting Registration Form for 2016-2017 NYSCEA Meetings