

**SERVICES AND COMPENSATION
FOR
PLANNING WORKSHOP FOR THE LOGANVILLE DDA**

1. Scope of Services: GMA Staff will provide facilitation services for a Planning Workshop for the Loganville DDA Board Members on a mutually agreed-upon date and time between the parties. The Workshop will take place at a mutually agreed-upon location. In preparation for the session, GMA Staff will prepare an agenda for the Workshop for the Board to review. The Loganville DDA will provide GMA with copies of documents related to agenda items to discuss during the workshop. Workshop attendees will be selected and invited by the Loganville DDA. Sherri Bailey and another Member Services Consultant will serve as the main facilitators for this event.

GMA staff is not providing legal advice or directing the Loganville DDA on any decisions made during the Workshop or provided in the written summary report.

2. Objectives: GMA staff will guide the Loganville DDA in the planning, programming, and execution of their goals and objectives. GMA will work with the board to identify items they would like to address during the retreat. GMA staff will facilitate a workshop to train the board members and guide them in setting their priorities. GMA will provide the DDA board with a summary report summarizing the results of the retreat, which will be presented to the board within sixty (30) days of the completion of the planning retreat.

2. Fees: The fee for this service is \$1,000.00 **per day** plus travel expenses (meals, mileage, and lodging if required) for GMA staff.

3. Invoices: Upon receipt of the invoice from GMA, the agreed-upon fee plus GMA travel expenses will be due and payable to GMA by 30 days from the invoice date. GMA will send all invoices via email to:

Title of Individual
Email of Individual
Loganville DDA
Mailing Address
Loganville, GA Zip

All payments to GMA shall be made in accordance with an electronic payment arrangement agreed to by both parties or sent with a copy of the invoice to:

Finance Department
Georgia Municipal Association, Inc.
201 Pryor Street, SW
Atlanta, GA 30303-3606

4. Program Location and Set-Up: The Workshop will take place at a mutually agreed-upon location. The room should be arranged with tables and chairs for group seating to best accommodate the interactive learning environment. The board will set up the room, provide audiovisual support for the Workshop, and be responsible for notice requirements.