
MEMO

TO: MAYOR AND COUNCIL
FROM: KAY OKEY, PARKS & RECREATION DIRECTOR
SUBJECT: EXTENDED TRAVEL CONFERENCE
DATE: 12/26/2019

I received an invitation from Circle Wisconsin for our tour manager to attend their spring conference in Oshkosh, Wisconsin. The conference is an opportunity for delegates to network with travel industry representatives and build relationships within the Midwest Region. I would like to send Jessica Abt to this conference as she will be our new extended trip coordinator. This conference will provide new ideas for her to better serve our residents.

The conference runs from April 19-21, 2020. The regular conference fee is \$95 which has been waived thanks to a Wisconsin business sponsor. The only other cost will be transportation (gas) and hotel which is running approximately \$209. The cost of the lodging and car travel will come from the Recreation Fund reflecting no cost to the taxpayer.

Please let me know if you have any questions.