

MEMORANDUM

TO: Members, Education Oversight Committee
Staff, Education Oversight Committee
Legislative Staff

FROM: Melanie Barton *Melanie Barton*

DATE: May 13, 2016

SUBJECT: EOC Annual Retreat – July 31 – August 1, 2016

I wanted to update you on the latest information related to the EOC's annual retreat to be held July 31 – August 1, 2016, at Moore Farms Botanical Gardens, 100 New Zion Road, Lake City, SC 29560.

The meeting is scheduled to begin at 3:00 PM on Sunday, July 31, 2016 with dinner being served by Brown's BBQ at 6:00 PM at the Botanical Gardens. Ms. Darla Moore will address the EOC at 4:00 PM.

Sleeping rooms for the evening of Sunday, July 31, 2016 have been reserved for the retreat at The Inn at the Crossroads, 128 West Main Street, Lake City, SC 29560. The conference rate is \$109 which includes a buffet breakfast voucher for Monday, August 1, 2016. Reservations must be made by the individual attendees directly with The Inn by calling (843) 394-2100. To qualify for the conference rate, all reservations must be made before 5:00 PM on Sunday, July 3, 2016.

The meeting will resume Monday, August 1, 2016 at 9:00 AM back at the Botanical Gardens. Attendees are asked to check out of The Inn prior to returning to the Botanical Gardens.

Paid room receipts, along with signed travel vouchers, must be turned in to EOC staff at the conclusion of the retreat on Monday, August 1, 2016.

Pursuant to the Comptroller General's Statewide Accounts Payable Disbursement Regulations and provisos in the state budget, the EOC can reimburse for the following related to this meeting:

Any non-legislative EOC member who lives 50 or more miles from Lake City can be reimbursed for lodging, mileage, and per diem.

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Legislative members of the EOC may receive mileage and per diem and may choose between lodging and subsistence.

Additionally, the lodging cost does exceed the United State General Services Administration's maximum rate of \$89 for the Lake City area for 2016; however, I will be justifying the added expense.

Please put these dates on your calendar and make your reservations today! We look forward to seeing you July 31, 2016.