

## MEMORANDUM

To: Representative Assembly Members  
From: Vanessa P. Williams, Chair, Representative Assembly  
Date: March 25, 2015  
Re: **Representative Assembly Meeting – Saturday, April 25, 2015**

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In connection with our April 25, 2015 meeting, please note the following:

**Calendar** – Enclosed is the calendar for the Assembly meeting proposed for adoption by the Assembly Committee on Rules and Calendar, along with supporting materials.

**Location/Time** – The Assembly will meet at the Lansing Community College MTEC Center, West Campus, 5708 Cornerstone -- Seminar Rooms 1-4, Lansing, Michigan. There will be a new member Orientation that will begin at 8:45 a.m. along with a continental breakfast. The regular meeting will begin promptly at **9:30 a.m.**

**Map/Accommodations** – Enclosed are directions to the Lansing Community College MTEC Center. If needed, Assembly members should make room reservations at the Crowne Plaza Lansing West (formally Lexington of Lansing) located at 925 Creyts Road by calling 517-323-7100. In order to receive the State Bar's special group rate, please *specifically* request the State Bar of Michigan (BAR) room rate when making your room reservations. **Room reservations must be made by Tuesday, April 7, 2015** in order to receive the State Bar rate of \$139.00

**Reimbursement Policy** – Members traveling more than 150 miles (one way) are entitled to reimbursement for overnight accommodations. All members are entitled to mileage reimbursement to/from the meeting in which the mileage reimbursement rate is now .575 cents per mile. The reimbursement form is available online at: <http://www.michbar.org/generalinfo/pdfs/RAexp.pdf> and hard copies will be available at the meeting. Please complete the form and return it to Anne Smith at the State Bar no later than **May 29, 2015**.

**Excused Absences** – Those who cannot be present and wish to have their absence excused should send an e-mail to Anne Smith at [asmith@mail.michbar.org](mailto:asmith@mail.michbar.org) or submit an appropriate *written* request addressed to me, c/o State Bar of Michigan, 306 Townsend Street, Lansing, MI 48933-2083 **on or before April 17, 2015**. You may also submit written requests to Anne Smith at the State Bar.

If you have any questions, please contact Anne Smith, Administrative Assistant, Executive Office; phone: (517) 346-6374; e-mail: [asmith@mail.michbar.org](mailto:asmith@mail.michbar.org). You may also call the State Bar's toll free number at (877) 247-8233 and enter the extension number 6374.

cc: Janet Welch, Esq.  
Hon. John Chmura, Parliamentarian  
Connie Coon, Court Reporter  
Board of Commissioners  
Committee and Section Chairpersons