

American Association of Petroleum Geologists

An International Geological Organization



Richard D. Fritz
Executive Director

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January 21, 2010

Kimberlee Miskell-Gerhardt, PhD
35 Michael Way
Durango, Colorado 81301

Dear Kim:

We would like to kindly ask your assistance in making the following arrangements for the 2010 Rocky Mountain Section Meeting, June 13-15, in Durango, Colorado.

- ✓ Please schedule an AAPG Delegates Breakfast for June 14th, 7:30 a.m. – 8:30 a.m. for approximately 30 people (AAPG delegates, alternates, society presidents, section officers, committee chairmen, etc.). We would like a confirmation of a date, time, hotel, room assignment and menu selections as soon as they are available from the appropriate hotel. We mail out invitations to the above individuals six weeks prior to the event. You may bill AAPG for this event or, if you prefer, AAPG will set up direct billing with the hotel. For the latter, we will need the necessary credit application forms from the hotel. Cindy Gruver coordinates the breakfast and will look forward to receiving the details. She can be contacted as follows: Voice: 1-918-560-9415; US toll free: 888-945-2274 ext 415; Fax: 1-918-560-2626; E-mail: cgruver@aapg.org.
- ✓ Please send 12 of your general announcements to fill potential requests from Headquarters. We would also appreciate notification of the scheduled date for mailing the meeting announcement, so we can prepare labels for the priority mailing to include AAPG's Executive Committee, Officer Candidates, Division Presidents, Foundation Trustees, HoD Officers and Advisory Council.
- ✓ If known, we would appreciate having the contact information for next year's Section Meeting General Chairman.
- ✓ In the event AAPG would like to include an insertion in the registration packets, please advise us of the number of packets you estimate preparing, the shipping address and the deadline for receipt.
- ✓ AAPG candidates for office in the Association are permitted and encouraged to attend regional section meetings. If AAPG officer candidates have already been scheduled or invited to be a technical session speaker by either the section president or general chairman of a section meeting, it is imperative that both candidates for the same office are extended the same invitation.

AAPG's president, John Lorenz, requests your consideration for the AAPG candidates for national office to be provided an opportunity to speak briefly (3 minutes) during the opening session or all convention luncheon.

Thank you in advance for your assistance. If there is anything AAPG can do to assist with your meeting, please do not hesitate to contact us. We wish you a very successful meeting in Durango.

Sincerely,

A handwritten signature in dark ink, appearing to read 'R. Fritz', with a stylized flourish at the end.

Richard D. Fritz
Executive Director

Cc: John C. Lorenz, President
Stephen A. Sonnenberg, HoD Chair
David Lange, Chief Financial Officer
Tom Ann L. Casey, Rocky Mountain Section President
Carol Cain McGowen, Sections & Regions Manager