**INSURANCE**

This is an email from Carol McGowan to Kim Gerhardt (General Meeting Co-Chair) with AAPG’s insurance requirements for our meeting components. Please note that AAPG wanted liability releases even for social and guest events, held away from the conference center, that were being run by commercial outfits that already carry their own insurance. We didn’t anticipate this and didn’t collect liability releases from participants at the time they bought their tickets , and it was impossible to collect them later.

**From:** [Carol McGowen](mailto:cmcgowen@aapg.org)

**To:** [Kim Gerhardt](mailto:kim@mydurango.net)

**Cc:** [Bruce K Moss](mailto:bruce@gatewayreservations.com) ; [Bruce Moss](mailto:bkm2007@gatewayreservations.com) ; [Jim Fassett](mailto:jimgeology@qwest.net) ; [Kristi Nelson Cohen](mailto:kristi@frontier.net) ; [Ed Heath](mailto:ewheath@frontier.net) ; [Jill Wiegert](mailto:wiegert_j@fortlewis.edu)

**Sent:** Wednesday, May 05, 2010 8:40 AM

**Subject:** RE: RMS-AAPG 2010 Contracts

Hi Kim,

Thanks for the very thorough breakdown of the various RMS convention events.  You and the convention organizing committee are doing a great job.  I’m really looking forward to the conference and am confident it will be a great success – especially considering the detailed advance planning you have in place.

Great to see that you have taken care of capturing the liability releases during the on-line registration process.  Please ensure that the on-line registration forms are retained during and after the conference, should a claim arise.

My comments and the insurance requirements are listed below in RED.  If you need further clarification on anything, just let me know.

Best regards,

Carol

*Carol Cain McGowen*

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**From:** Kim Gerhardt [mailto:kim@mydurango.net]   
**Sent:** Tuesday, May 04, 2010 2:54 PM  
**To:** Carol McGowen  
**Cc:** Bruce K Moss; Bruce Moss; Jim Fassett; Kristi Nelson Cohen; Ed Heath; Jill Wiegert  
**Subject:** RMS-AAPG 2010 Contracts

HI Carol,

Our meeting is fast approaching and I need to ask you what agreements I need to send to AAPG for their review.  Our first filed trip leaves in 37 days!  As you remember, the meeting will be held at Fort Lewis College (FLC) in Durango, Colorado from June 13-17.  Registrants will be staying at hotels in the town of Durango, and we have arranged for shuttle bus transportation from the town to the college.  Before the meeting there will be 2 short courses and 3 field trips.  After the meeting there will be 1 short course and 2 field trips.  Because several members of our organizing committee are faculty members in the FLC Geology Department, we are not being charged to use FLC facilities, but we will pay  catering fees for all food consumed there as well as room set-up and tear-down charges.  We do not have an "anchor" hotel in town, since none are big enough, but we will be using the Strater Hotel for several events.  Please visit our meeting website for more detailed information, <http://www.fourcornersgeologicalsociety.org/meeting_2010/index.asp> .

In looking at the activities / contracts that we have in hand, they fall into several categories as listed below.  Which contracts / agreements do you and/or AAPG's lawyers need to review?  Because this may take some time, please reply as soon as possible.

Thank you very much,

Kim Miskell Gerhardt

General Co-chair, RMS-AAPG 2010 Meeting

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* General FLC facilities agreement - I don't have one in hand, since we aren't renting because of our tie to the college through the faculty connection. Please request a Certificate of Insurance from FLC covering the start/end dates of the RMS convention, and naming AAPG and the RMS-AAPG as named insureds. Please send me a copy of the Certificate.
* FLC catering contracts in hand for: I do not need these contracts
  + Morning and afternoon snack breaks during the Short Courses and Technical Sessions (from June 13-June 17)
  + Speaker's breakfasts on Mon, Tues, Wed, (JUne 14, 15, 16)
  + The All Convention Luncheon (Mon, June 14th)
  + The RMS-AAPG Foundation Meeting (Mon, June 14th)
  + The Icebreaker in the Exhibit Hall (Sun, June 13)\*
  + Happy hours in the Exhibit Hall on Mon & Tues (June 14 & 15)\*
  + \* = Alcohol will be served at these events in the Exhibit Hall.  We will buy it, but FLC hires bartenders to serve it and our meeting security officers enforce compliance with over-21 only drinking laws. Perfect
* FLC Information Technology agreement (by email only) for: I do not need this agreement.
  + Support for the Speaker REady Room during the Technical Sessions Mon-Wed (June 14-16)
* Strater Hotel catering contract in hand for:
  + The Guest Hospitality Suite, Mon-Wed, (June 14-16)
  + The House of Delegates Breakfast (I think this was already sent directly to you)
  + The RMS Executive committee meeting on Tues (June 15)
  + The President's Reception on Tues (June 15)
  + A luncheon for registered guests who go on Mrs. Camp's Town Ladies walking tour of Historic Durango on Tuesday (June 15)
* Social Events provided by local Vendors - I don't have contracts for these, they are ticketed items and the vendors themselves are businesses with their own insurance. Everyone who registers for these events must sign a Release of Liability.  These must be collected and copies sent to me.
  + Train Ride to Silverton and bus ride back on Sunday, June 13th on the Durango to Silverton Narrow Gauge Railroad
  + Chuckwagon Dinner and Western Stage Show at the Bar-D ranch, 10 miles north of Durango on Monday, June 14th. Transportation provided by us and listed below.
  + Guided tour of Mesa Verde National Park by Mesa Verde Tours (includes transportation).  On Monday, June 14th.
* Transportation: . Please request a Certificate of Insurance from all transportation providers covering the start/end dates of the RMS convention or specific event, and naming AAPG and the RMS-AAPG as named insureds. Please send me a copy of the Certificate
  + Provided by Durango 9R School Busses for: (I have an email agreement with them but no formal contract yet.  They are fully insured.)
    - Shuttle bus from town to FLC and back from Sunday afternoon through Wednesday afternoon (June 13-16)
    - 2 busses from college & town to the Bar D Ranch and back on Monday night (JUne 14)
    - 1 bus for Field Trip 1, Day 1, to go from FLC up hwy 550 to Molas Pass and back with various stops
  + Provided by Telluride Express for: (I have an email contract with them, they carry their own insurance.)
    - 1 tour bus for Field Trip 1, June 11-12, to go to Bluff Utah and back
    - 1 tour bus for Field Trip 5, June 16-17 to go to Moab, Utah and back
  + We're Hiring Enterprise Rental Vans\* (12-passenger) for:
    - 3 vans for Field Trip 2, June 12, to drive a loop from Durango down around the San Juan Basin into New Mexico and Arizona and back.
    - 2 vans for Field Trip 4, June 17, to drive a loop from Durango around the northern rim of the San Juan basin (all in Colorado) and back.
    - \* = We will use members of the Four Corners Geological Society as drivers.  They will get to participate in the field trips for free.
  + OTHER Transportation
    - We are using the commercial river guide company, Wild River Expeditions for Field Trip 1, Day 2 (June 12), to raft the San Juan River from Bluff to Mexican Hat, Utah.
    - Field Trip 3, David Gonzales (a FLC faculty member) is using 2 FLC-owned vans, with FLC drivers, for his Field Trip 3 up to Silverton and back. Good, - David is an AAPG member – a requirement for field trip leaders.