

MEMO# 2160

August 31, 1990

JANUARY, 1991 BOARD OF GOVERNORS MEETING

August 31, 1990 TO: BOARD OF GOVERNORS NO. 61-90 RE: January, 1991 Board of Governors Meeting _____ The Institute's Board of Governors Winter meeting will be held January 29-31, 1991 at Mauna Kea Beach Hotel in Hawaii. The program will begin with a reception and a dinner on Tuesday evening, January 29. The Board will meet on Wednesday and Thursday mornings. A more detailed schedule of events will be sent several weeks prior to the meeting. Since the Mauna Kea is a very popular resort, we are asking you to complete your room requests early to help ensure the best accommodations. Keep in mind that it is considerably easier to cancel extra nights but more difficult to add them at a later date when the hotel may be fully booked. United Airlines will be offering a special rate for our group and we will be sending you a flyer concerning flight information in the near future. Kona Airport on the island of Hawaii is the most convenient to the hotel. One can fly directly into Kona Airport from Los Angeles. Aloha Commuter Airlines flies regularly from Honolulu Airport over to Kona Airport. From this point, you may rent a car or ground transportation will be handled through ICI and the Mauna Kea's Big Island Limousine Service at a nominal fee. When we request your actual flight information, you can let us know about ground transportation. Please fill out the attached form to make your room reservations. The Mauna Kea will not take a reservation at our group rate over the phone. The Institute rate will be available to you for the length of your stay. There are three types of accommodations: Mountain View \$277 Single - \$340 Double Beach Front \$377 Single - \$440 Double Ocean View \$387 Single - \$450 Double We will inform the hotel of your choice of room and the hotel will send you a confirmation of your reservation. Please send your completed registration form to Clare Glynn at the Institute as soon as possible. David Silver President