



DATE: November 8, 2018
TO: FACT Member Counties
FROM: Chuck Lockey, Chairman, FACT Board of Trustees
Re: **2018 FACT Annual Member Meeting**

Greetings,

As the Chair of the FACT Board of Trustees, I want to thank you and your County for participating in the FACT program on behalf of the Florida Association of Counties (FAC). I also want to invite you and/or your designated representative to the Annual Member Meeting that is set to take place at the Staybridge Suites in Tallahassee at 8:30 a.m. on Friday, December 7, 2018, to receive a first-hand report of FACT's operations for the past year.

We hope you and any other interested county officials or employees will also join us for the social hour and dinner that is scheduled for Thursday, December 6, 2018 at 6:00 p.m. at the Staybridge Suites Hotel. The hotel is located at 1600 Summit Lake Drive, Tallahassee, Florida 850-219-7000. (<http://www.staybridge.com>). A block of rooms under the name "FAC" is available. There is no cost to you for the hotel accommodations on Thursday evening. **Please make reservations directly with the hotel by November 22, 2018.**

Each Member County in attendance at the Annual Meeting will have an opportunity to participate in the election of one (1) Trustee to fill a two-year term position on the FACT Board of Trustees. If you cannot personally attend, you may designate an official or employee of your County to participate in the voting process. We hope that you or a representative of your County will be able to attend.

The formal "Notice of 2018 Annual Member Meeting" and "Ballot Form" are enclosed with this letter. **Please note that you must bring the signed designation of voting representative in order to vote at the meeting.**

In order to move forward with the final preparation for the meeting, please RSVP to Kimberly Morgan at kmorgan@fl-counties.com or Anna Doughty at adoughty@fl-counties.com should you, or another representative, plan to attend. Further, if you or your representative has any special physical or dietary restrictions, please also let us know and we will be happy to accommodate these needs. Please contact Ken Moneghan, Florida Association of Counties at kmoneghan@fl-counties.com for any questions regarding the information to be discussed at this year's Annual Meeting.

Sincerely,

Chuck Lockey, Chair
Florida Association of Counties Trust (FACT)

Enclosures: Notice of 2018 Annual Member Meeting
Ballot Form