

NeASFAA Board of Directors Meeting

Friday, January 28, 2022

Virtual: <https://go.unl.edu/zoomjustin>



Strategic Directions

Promote Professionalism	Train and Develop	Coordinate and Network	Influence Legislation
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Voting Board Members		Committee Chairs & Other Guests	
President	Justin Brown	Association Governance	Renee Besse
President-Elect	Kimberly Vanosdall	Corporate Development	Jeff Recker
Past President	Renee Besse	Finance and Audit	Susan Frodyma
Treasurer	Lisa Gdowski	Membership Connections	Erika Kampschnieder
Secretary	Erinn Brown	Nominations and Elections	Kimberly Vandosdall
4-Year Public	Sheila Pourier	Professional Development & Recognition	Matt Johnson
2-Year Public	Erika Kampschnieder	State and Federal Relations	Diana Oglesby
Private	Susan Collins	Historian	Ritchie Morrow
Associate Sector	Jodi Vanden Berge	Safety Task Force	Paula Kohles
		Administrative Business Task Force	Sarah Standley
		FAFSA Simplification Task Force	Becca Dobry

Meeting call to order at 9 a.m.

Agenda Topic	Objective	
Adopt the Agenda	Decide on agenda for discussion.	Justin/all
Approve Consent Agenda	Board meeting efficiency	Justin
Approve Meeting Minutes	Review/amend/approve minutes.	Erinn
Budget/Investments Update	Treasurer Update	Lisa
Safety Committee Report	Discuss/evaluate safety at conference	Paula/all
Nominations & Elections Update	Election results announced	Kimberly
Spring 2022 Conference Update		Matt
SFRC Update: Introduced Bills	(and lottery update)	Diana, Ritchie
RMAASFAA Update & SI		Renee
Business on the Table		
Spring 2022 Conf. Reg. Amount	Discuss/Evaluate/Decide	Working Group
Record Retention Guidelines	Discuss/Evaluate	Ritchie
Spring 2024 Conf. Site Selection	Evaluate/Decide	PDRC
New Business		
2020-2021 Audit Report	Discuss and Evaluate	Lisa/Susan
Expressions of Condolences	P&P Section 7.15	Erinn/Renee/AGC/all
Gender Bylaw Update	Board, then full membership	Renee/AGC
New Membership	College Ave	Erika
Announcements/Reminders		
Next Meeting	March 23, Norfolk, NE	Justin/all
Adjournment	Entertain motion to Adjourn	Justin

Stages of Group Problem-Solving: Define, Discuss, Evaluate, Decide

Bylaw changes will need to be sent to membership 30 days before annual business meeting.

NeASFAA Board of Directors Meeting
Friday, January 28, 2022
via Zoom

Attendance:

Present: Justin Brown, Kimberly Vanosdall, Renee Besse, Lisa Gdowski, Erinn Brown, Sheila Pourier, Erika Kampschnieder, Susan Collins, Jodi Vanden Berge

Committee Chairs/Members also in attendance: Jeff Recker, Susan Frodyma, Matt Johnson, Diana Oglesby, Ritchie Morrow, Paula Kohles, Sarah Standley, Becca Dobry, Delaney Vaccaro Bednar, Wendy Cobb

Call to order: Justin called the meeting to order at 9:04 a.m.

Approval of Agenda: Date of next meeting was added. Motion to approve by Renee, second by Susan. Motion carries.

Approval of Consent Agenda: Added new member to agenda from consent agenda. Motion to approve by Lisa, second by Kim. Motion carries.

Approval of October 13, 2021 Minutes: Motion to approve by Erika, second by Jodi. Motion carries.

Budget/Investments Update: Discussion was led by Lisa and Justin. We have submitted \$100,000 to Charles Schwab and the balance now sits at \$100,836. We do not hold any more CDs. Kim should be added to Schwab account and US Bank account now to make the transition smoother. Based on discussion at the RMASFAA meeting, it was asked if we are tracking the gains and losses of investments in QuickBooks. It was confirmed that we are.

Safety Committee Report: The Safety Committee has proposed recommendations for conference including requiring that everyone be vaccinated and boosted, masks be required, and a sticker method for comfort level (red means keep your distance, yellow means fist bumps okay, green means okay to approach). NASFAA is requiring vaccinations for the Leadership conference because the hotel is requiring them. If the case count drops below 200 per 100,000 cases per day for the 7 days before the conference the requirements could be revised to masks recommended. Hand sanitizer will also be available. Proof of vaccination would not be required. It was suggested that we find out what the quality of air exchange is at hotel. A lower number is better. If over 700, that means it would be highly transmittable. NeASFAA will purchase surgical masks for all attendees. It was brought up that attendees are coming from all over the state and beyond so keeping up with case rates would be difficult.
Motion: Erika made a motion to recommend vaccinations and boosters and require mask at the conference and board meeting. Susan seconded.

Discussion followed including what happens if someone refuses. The registration form will have the attendee agree to the safety measures. If they refuse on site, they will be asked to leave and costs (registration, travel, and hotel) will not be refunded. There is not a mask mandate in Norfolk so the hotel staff will likely not be wearing masks. It was suggested that we ask if they would be will to do so, but we need to be cognizant of overreach. Requiring negative COVID tests was discussed but the board decided that rapid tests aren't always reliable.

Vote: 7 to approve, 2 oppose, 0 abstentions.

It was suggested that this information be released as quickly as possible so that people have time to get vaccinated. Our P&P states our cancellation policy as 100% refund before 15 days and the Board can make exceptions if the request is postmarked within 15 days of event. The AG committee may need to review this further as most requests are via email. We should also be upfront and transparent about the lack of mask mandate in area, but that the NeASFAA Board made this determination for attendees' health and safety.

Nominations & Elections Update: The ballot this year was full, and we had over 80% response rate. There was some confusion in the associate sector on whether they could vote. We may need to provide more clarity in the future. Bailey Jorgensen was elected President-elect, Lisa Gdowski was re-elected Treasurer, Tom Ochsner was elected as Private Sector Rep, and Mike Lubben was elected Associate Sector Rep. Justin congratulated Kim on a good job. Ballots will be destroyed after Spring conference board meeting.

There are currently only 2 applicants for the Summer Institute Advanced scholarship. The deadline is 2/1 so encourage your sectors to apply. Discussion included that the Associate sector would be unlikely to apply and the possibility of adjusting the deadline. The intention of the February 1st deadline was to be able to announce the recipient at the Spring Conference as a way to encourage new staff to apply for the beginner level scholarship. The deadline could be moved to February 15th or March 1st and would be at the President-elect's discretion as it is on the Timeline and not in the P&P.

The FAFSA Simplification Task Force will need a new chair as Becca was elected RNASFAA president and will need to step down. The task force will continue next year since information has been slow from ED and Stacy Seim will be the new chair. Discussion included that Iowa and Illinois State Agencies have found major issues in the formula through some models they have run. They have notified ED that there will need to be technical amendment to fix the issues. A lot of states have EFC and other references in statute that will need to be updated to align with new terminology. NASFAA has provided a model to compare EFC to SAI.

Spring 2022 Conference Update: There is a full slate of programming ready for the Spring Conference. PDRC had a site meeting at Divots. It looks good and they are ready to go. The menus and entertainment are set. The Save the Date went out. Registration will go live early February. Matt will work with Erika and SOCS on the registration form. Room block closes March 1. Name tags will be delivered to Matt.

SFRC Update – Introduced Bills and Lottery Update: Since the last Board meeting, the SFRC committee helped with Fall training, which was well received. There's nothing new in the Legislature this year that affects NeASFAA, but there are some carry overs from last year. LB200 would require the FAFSA for HS graduation, LB243 is the ACE Tech Scholarship, LB529 would change the distribution of lottery funds. At the Federal level there is the Safe Equitable Campus Resources and Education Act which would change the Clery Act to address the needs of individuals with disabilities. There are some good guidelines that institutions may want to implement even if it doesn't pass. LB200 is unlikely to pass. Based on NCAN report of FAFSA filings for 2021, there was \$20 million in Pell left on table for NE students. The requirement has been very successful in Louisiana. Ritchie had a meeting with lottery folks on the impact casinos might have on NOG. Belleview, York, North Platte, and Sydney are casino possibilities. The Lottery Commission provided a best and worst case for NOG in a report. NOG would have been down \$700,000 in the best case scenario, down \$1.2 million in the worst case scenario. This could greatly impact the number of students served with NOG or the dollar amount per recipient. The Appropriations Committee has been notified. Institution support for NOG would be appreciated.

RMASFAA Update & SI: Nothing further was discussed as all information was in the report.

Business on the Table:

Spring 2022 Conference Registration Amount: There is a recommendation to offer Early Bird pricing of ½ off through March 1st, which aligns with the room block, and for full price registration to be \$150. Determination of when registration will close will depend on food count dates.

Motion: Kim made a motion that registration be \$150 with ½ price early bird. Sheila P seconded.

Vote: Motion carried.

Discussion continued on the Associate member rate and levels of sponsorship. The exhibitors fee is budgeted at \$450. The committee recommended early bird registration for all as vendors also have to register. Associate members who are not vending will pay the same registration fees. The vendors will set up in the hallway where people will be between sessions.

Record Retention Guidelines: A subcommittee met recommend record retention. The recommendation is to retain documents for 7 years as fiscal documents must be kept that long for tax reasons. We will need to add a Historical folder to keep certain documents. The Secretary will clean up folders each year on a rolling basis.

Spring 2024 Conference Site Selection: There is a report in the folder. The decision will be between Divots and the Comfort Inn as the Courtyard is too expensive. Comfort inn is less familiar, and vending may be challenging, but it could work. We know Divots works. The number of rooms would be less if the conference is in Omaha. Members from Lincoln may commute. The timeline to make a decision was discussed. We are on track. The 2023 conference is in Grand Island. Discussion continued regarding the Comfort Inn. Parking will be free. The Board reviewed pictures and layouts. Taxes are higher in Omaha, but that expense would be on NeASFAA rather than the membership. The rooms are cheaper for attendees. Attendance may be higher in Omaha, but some may tend to go back and forth to work, skip sessions, or skip meals.

Motion: Erika made a motion to choose Comfort Inn – Grover for the 2024 conference. Renee seconded. Discussion continued. Questions arose regarding the effect of a decreased number of rooms on the contract. It did not appear there would be a major change from what was in the proposal. Some members had familiarity with this hotel in the past and were concerned that it might not be very nice. Nicole from the PDRC committee physically visited. The hotel is under new ownership. Their rates seem low compared to others, they may be trying to get people to give them a chance. Reviews online, even recent ones, are mixed. Omaha is challenging as it is very expensive and/or huge. We struggle to find something in our price range that fits our needs. Our dates are currently being held so we may lose them if a decision is not made. Due to concerns, it was decided to table this decision and that Erika will visit the hotel to get a better idea.

Motion withdrawn.

New Business:

2020-2021 Audit Report: This item was discussed in detail at the last meeting. Discussed scanning of documents with committee. Tom Ochsner will likely need to be replaced on the committee since he was elected Private Sector Rep.

Expressions of Condolences: Renee presented updated language from the Association Governance Committee based on a request for clarification regarding monetary donations in memory of former members. Lisa asked that the donation go directly to the organization rather than the family.

Motion: Renee made motion that P&P be updated based on the recommended text from AG. Lisa seconded.

Discussion continued that recently a former member passed away and it was unclear whether a monetary donation was required, whether decisions would need to be made by the full board. In the past, if a family member of a NeASFAA member passed away, a sympathy card was suggested. The new language would change that to Board discretion. It was suggested that sympathy cards be addressed separately from donations. Association Governance will continue to work on wording to be reviewed in March.

Motion withdrawn.

Gender Bylaw Update: If approved today, this change will need to be announced to the membership at least 30 days before the association business meeting as it is a bylaw change. Current wording implies 2 genders, and we need to be more inclusive. Association Governance brought language on gender neutrality.

Motion: Renee made a motion to update the bylaw to adopt the gender-neutral wording proposed by Association Governance. Kim seconded.

No discussion.

Motion carried.

New membership: College Ave Student Loans has requested membership. Representative is Ciel Senechal. They are RMAFSA members, and she was in attendance at the RMAFSA conference.

Motion: Lisa moved to approved College Ave. Erika seconded.

No discussion.

Motion carried.

Announcements/Reminders:

Next Meeting: March 23 in Norfolk with virtual option. Masks required if in person.

Susan F asked committee chairs to watch for emails, which will be sent out the 3rd week of February, regarding budgets for next year. Erika asked about updates to website and whether or not they need Board approval. The Board confirmed changes are at the Membership Committee's discretion. Matt stated that Bellevue is not currently a member institution, but they have a representative on PDRC and have presenters slated for Spring conference. Erika reached out to Christopher in December but did not get a response. Justin will reach out. Renee asked if the new director at Chadron had been welcomed to NeASFAA. Erika will reach out. Also discussed whether the new director at Doane had been welcomed.

Adjournment: Motion to adjourn by Lisa. Second by Kim. Meeting adjourned at 11:29 a.m.

Next Board Meeting:
March 23, 2022 – Norfolk, NE



NEASFAA

Nebraska Association of Student Financial Aid Administrators

NeASFAA President Board Report

January 2022

Justin Chase Brown, President

Highlights of activities since our last board meeting in July:

1. Sent letters to our Congressional representatives as a thank you for HEERF.
2. Communicated with Treasurer regarding Lynx Investments to finalize our Schwab investment account. We should start getting Kimberly on the accounts since it takes quite a bit of time.
3. Communicated with Paula Kohles regarding the safety task force reporting recommendations for COVID safety protocols for the March board meeting.
4. Communicated with Matt regarding PDRC activities in preparation for the March conference.
5. Congratulated Kimberly on a successful election!
6. Reviewed minutes with Erinn.
7. Communicated with the small group assignments from the October board meeting for discussion of conference registration this year and record retention to decide at January board meeting.
8. Communicated with Erinn and Renee on a proposed change in policies to bring to the January board meeting and a ByLaw change that I'll need to announce 30 days before the conference.

NeASFAA's Strategic Direction:

**Promote
Professionalism**

**Train and
Develop**

**Coordinate
and Network**

**Influence
Legislation**

NeASFAA Board Meeting
January 24, 2022
President-Elect Report

Activities:

1. In October, an email requesting Nominations for the NeASFAA Board was sent to the listserv. The nominations were compiled. In November, the Nominations and Elections committee worked to fill the few remaining spots on the 2022-2023 NeASFAA Board Ballot.
2. In December the 2022-2023 NeASFAA Board Ballot was released. We received an 80% response. The responses were counted and verified by two Northeast Financial Aid Staff members. The results of the Ballot were: President-Elect: Baily Jorgenson
Treasurer: Lisa Gdowski
Private Sector Rep: Tom Ochsner
Associate Sector Rep: Mike Lubben
3. The 2022 RMAFAA Summer Institute scholarship application has been added to the NeASFAA website. Notification of the scholarship and a link to the application have been emailed to the listserv. The application for the intermediate/advanced financial aid professionals (3 or more years in the field) is due February 1st. We will use the same application and begin accepting applications for the beginner financial aid professionals (less than three years in the field) in March and those will be due April 15. The Nominations and Elections Committee, made up of representatives from each sector, will choose the scholarship recipients based on the attached application through a blind review.

Respectfully Submitted,

Kimberly Vanosdall, Northeast Community College
NeASFAA President-Elect



NEASFAA

Nebraska Association of Student Financial Aid Administrators

NeASFAA Past President Board Report

Date: January 13, 2022

Submitted: Renee Besse- Past President

As past president of NeASFAA I am currently the Nebraska State Delegate representative on the RMASFAA Board of Directors. I sent an email to the listserv on December 12/10/2021 with the following highlights for the RMASFAA Board Meeting. I have received one interest in volunteering and no innovative ideas.

Items to Calendar

2022 Summer Institute Wichita State University June 11-17

2022 Fall Conference Utah October 9-12

2023 Fall Conference Colorado October 8-11

Volunteerism

Several RMASFAA committees are looking for members to join. Committee membership is a great way to begin involvement in the region and an amazing way to network with your colleagues. Send me an email if you want to know more about these opportunities.

Time to Dream

RMASFAA would like to invest some of their resources back into the membership by offering grants to schools or state associations for innovative projects. I am charged with taking ideas to the next Board meeting in March. If you have been dreaming of something but have been hindered because of the potential cost, please let me know. Any and ALL ideas are welcome.

Would it help to get the juices flowing if I throw out some random ideas?

Pay for a RMASFAA member to come to your campus to act as a consultant for a day

Build a state or regional training/networking program for student workers in the financial aid office

Dream BIG and let me know!

NeASFAA's Strategic Direction:

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Treasurer's Report
January 20, 2022

Account Balances

Account	Bank	Length	Rate	Maturity Date	Value
Checking	US Bank				\$44,302.57
6226-1637	Charles Schwab & Co Inc				\$100,836.10
					\$145,138.67

I have submitted the following reports:

1. Statement of Financial Position
2. Statement of Activity
3. Transaction Detail by Account
4. Statement of Activity Detail
5. Budget vs Actuals FY 2021-2022

Since the last meeting, Union Bank CD 586665 matured. The account was closed, and the funds were deposited into the checking account. The Association no longer has any funding in the form of Certificates of Deposit.

CD 586665 Principal \$31,836.59 Interest \$342.73 Total \$32,179.32 11/17/2021

The Charles Schwab account 6226-1637 had an initial investment of \$50,000 sent 10/8/2021 with a second investment of \$50,000 being sent 12/10/2021. There was a \$56 Management Advisor fee charged and to date, the account appears to be doing well.

Received Membership dues from KHEAA, Ascent Funding and York College.

The Association's 2020 Form 990-N Electronic Notice was filed and accepted by the Internal Revenue Service on October 11, 2021. The preparation fee from Schulz & Associates, PC increased to \$60 from the prior year's charge of \$50.

New deposit books and check blanks were purchased from Deluxe for a total of \$145.11. This was not a budgeted item.

Respectfully submitted,
Lisa Gdowski
Treasurer

Nebraska Association of Student Financial Aid Administrators

Statement of Financial Position

As of January 20, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	44,302.57
Total Bank Accounts	\$44,302.57
Other Current Assets	
CD 3-057-9044-4270 US BANK 4/3/21	0.00
CD 576620 Union Bank 10/5/21	0.00
CD 580134 Union Bank 7/10/21	0.00
CD 586665 Union Bank 11/8/21	0.00
Charles Schwab & Co Inc 8226-1637	100,836.10
Total Other Current Assets	\$100,836.10
Total Current Assets	\$145,138.67
TOTAL ASSETS	\$145,138.67
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	131,935.88
Retained Earnings	10,131.74
Net Revenue	3,071.05
Total Equity	\$145,138.67
TOTAL LIABILITIES AND EQUITY	\$145,138.67

Nebraska Association of Student Financial Aid Administrators

Statement of Activity

July 1, 2021 - January 20, 2022

	TOTAL
Revenue	
Income	
Associate Membership	1,800.00
Institutional Membership	3,550.00
Total Income	5,350.00
Uncategorized Income	3,615.04
Total Revenue	\$8,965.04
GROSS PROFIT	\$8,965.04
Expenditures	
Bank Charges & Fees	56.00
PDRC Committee	
Credentialing	1,000.00
Total PDRC Committee	1,000.00
President/President Elect	
Board Meetings	1,204.82
Leadership Conference	931.97
RMASFAA Conference	158.34
Summer Institute Scholarship	1,500.00
Total President/President Elect	3,795.13
Secretary	
Microsoft Business Basic Implementation	276.75
Total Secretary	276.75
Treasurer	
Banking Expense	145.11
Intuit Quickbooks Plus Online	550.00
Postage	11.00
Tax Preparation	60.00
Total Treasurer	766.11
Total Expenditures	\$5,893.99
NET OPERATING REVENUE	\$3,071.05
NET REVENUE	\$3,071.05

Nebraska Association of Student Financial Aid Administrators

Transaction Detail by Account
October 9, 2021 - January 20, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE	
Checking								
10/12/2021	Expenditure	10001122031715	Intuit Quickbooks	October Quickbooks Online Plus	Treasurer: Intuit Quickbooks Plus Online	-80.00	-80.00	
10/25/2021	Expenditure	3166	Schulz & Associates, P.C.	Filing 2020 IRS Form 990-N Invoice 256631	Treasurer: Tax Preparation	-60.00	-140.00	
10/25/2021	Expenditure	3167	Justin Brown		President/President Elect: Board Meetings	-80.42	-220.42	
10/25/2021	Expenditure	3168	Renee Besse	Hotel room for RMAFAA Board Meeting as state delegate	President/President Elect: RMAFAA Conference	-158.34	-378.76	
10/29/2021	Deposit	INTEREST		Interest Earned	Uncategorized Income	0.34	-378.42	
11/12/2021	Expenditure	10001126776384	Intuit Quickbooks	November Quickbooks Online Plus	Treasurer: Intuit Quickbooks Plus Online	-80.00	-458.42	
11/17/2021	Expenditure	3169	Lisa Gdowski	Reimbursement for Checks and Deposit Tickets paid by Lisa on personal credit card.	Treasurer: Banking Expense	-145.11	-603.53	
11/17/2021	Transfer			Cashed out UB&T CD 586665 and transferred to checking	CD 586665 Union Bank 11/8/21	32,179.32	31,575.79	
11/30/2021	Deposit	INTEREST		Interest Earned	Uncategorized Income	0.32	31,576.11	
12/09/2021	Receipt	1119	York College		Income: Institutional Membership	150.00	31,726.11	
12/09/2021	Receipt	1120	KHEAA		Income: Associate Membership	200.00	31,926.11	
12/10/2021	Expenditure	3171	Charles Schwab & Co. Inc.	\$50,000 Investment into Charles Schwab account 8226-1637	Charles Schwab & Co Inc 8226-1637	-50,000.00	-	
12/10/2021	Expenditure	3170	RMAFAA	October Board Meeting meals and AV held during RMAFAA Conference	President/President Elect: Board Meetings	-899.40	-	
12/12/2021	Expenditure	10001131590789	Intuit Quickbooks	December Quickbooks Online Plus	Treasurer: Intuit Quickbooks Plus Online	-80.00	-	
12/31/2021	Deposit	INTEREST		Interest Earned	Uncategorized Income	0.34	-	
01/12/2022	Expenditure	10001136743850	Intuit Quickbooks	January Quickbooks Online Plus	Treasurer: Intuit Quickbooks Plus Online	-80.00	-	
01/18/2022	Expenditure	3173	Bailey Jorgensen	NASFAA Leadership Conference \$685 Airfare \$246.97	President/President Elect: Leadership Conference	-931.97	-	
01/18/2022	Expenditure	3172	NASFAA	Campus-Based Programs Consumer Information	PDRC Committee: Credentialing	-1,000.00	-	
01/19/2022	Receipt	1121	Ascent Funding		Income: Associate Membership	200.00	-	
Total for Checking							\$ -	
							20,864.92	
CD 586665 Union Bank 11/8/21								
11/08/2021	Deposit	INTEREST		Interest Earned	Uncategorized Income	1,555.12	1,555.12	
11/17/2021	Transfer			Cashed out UB&T CD 586665 and transferred to checking	Checking	-32,179.32	-	
Total for CD 586665 Union Bank 11/8/21							\$ -	
							30,624.20	
Charles Schwab & Co Inc 8226-1637								
10/31/2021	Deposit	INTEREST		Interest Earned	Uncategorized Income	0.03	0.03	
11/09/2021	Journal Entry	SVCCHRG		Service Charge	-Split-	-56.00	-55.97	
11/15/2021	Deposit	INTEREST		Interest Earned	Uncategorized Income	0.26	-55.71	
12/10/2021	Expenditure	3171	Charles Schwab & Co. Inc.	Investment in Account 8226-1637	Checking	50,000.00	49,944.29	
12/31/2021	Deposit	INTEREST		Interest Earned	Uncategorized Income	891.81	50,836.10	
Total for Charles Schwab & Co Inc 8226-1637							\$50,836.10	
Income								
Associate Membership								
12/09/2021	Receipt	1120	KHEAA	Associate Membership Dues	Checking	200.00	200.00	
01/19/2022	Receipt	1121	Ascent Funding	Associate Membership Dues	Checking	200.00	400.00	
Total for Associate Membership							\$400.00	
Institutional Membership								
12/09/2021	Receipt	1119	York College	Institutional Membership Dues	Checking	150.00	150.00	
Total for Institutional Membership							\$150.00	
Total for Income							\$550.00	
Uncategorized Income								
10/29/2021	Deposit	INTEREST		Interest Earned	Checking	0.34	0.34	
10/31/2021	Deposit	INTEREST		Interest Earned	Charles Schwab & Co Inc 8226-1637	0.03	0.37	
11/08/2021	Deposit	INTEREST		Interest Earned	CD 586665 Union Bank 11/8/21	1,555.12	1,555.49	
11/15/2021	Deposit	INTEREST		Interest Earned	Charles Schwab & Co Inc 8226-1637	0.26	1,555.75	
11/30/2021	Deposit	INTEREST		Interest Earned	Checking	0.32	1,556.07	
12/31/2021	Deposit	INTEREST		Interest Earned	Checking	0.34	1,556.41	
12/31/2021	Deposit	INTEREST		Interest Earned	Charles Schwab & Co Inc 8226-1637	891.81	2,448.22	
Total for Uncategorized Income							\$2,448.22	
Bank Charges & Fees								
11/09/2021	Journal Entry	SVCCHRG		Service Charge	-Split-	56.00	56.00	
Total for Bank Charges & Fees							\$56.00	
PDRC Committee								
Credentialing								
01/18/2022	Expenditure	3172	NASFAA	NASFAA Authorized Event Package	Checking	1,000.00	1,000.00	
Total for Credentialing							\$1,000.00	
Total for PDRC Committee							\$1,000.00	
President/President Elect								
Board Meetings								
10/25/2021	Expenditure	3167	Justin Brown	External Microphone & Plug for Hybrid Board meetings	Checking	80.42	80.42	
12/10/2021	Expenditure	3170	RMAFAA	October Board Meeting	Checking	899.40	979.82	
Total for Board Meetings							\$979.82	
Leadership Conference								

Nebraska Association of Student Financial Aid Administrators

Transaction Detail by Account
 October 9, 2021 - January 20, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
01/18/2022	Expenditure	3173	Bailey Jorgensen	2022 NASFAA Leadership Conf/Flight	Checking	931.97	931.97
Total for Leadership Conference						\$931.97	
RMASFAA Conference							
10/25/2021	Expenditure	3168	Renee Besse	Room for RMASFAA Board Meeting	Checking	158.34	158.34
Total for RMASFAA Conference						\$158.34	
Total for President/President Elect						\$2,070.13	
Treasurer							
Banking Expense							
11/17/2021	Expenditure	3169	Lisa Gdowski	Association Checks and Deposit books	Checking	145.11	145.11
Total for Banking Expense						\$145.11	
Intuit Quickbooks Plus Online							
10/12/2021	Expenditure	10001122031715	Intuit Quickbooks	October Quickbooks Plus Online	Checking	80.00	80.00
11/12/2021	Expenditure	10001126776384	Intuit Quickbooks	November Quickbooks Online Plus	Checking	80.00	160.00
12/12/2021	Expenditure	10001131590789	Intuit Quickbooks	December Quickbooks Online Plus	Checking	80.00	240.00
01/12/2022	Expenditure	10001136743850	Intuit Quickbooks	January Quickbooks Online Plus	Checking	80.00	320.00
Total for Intuit Quickbooks Plus Online						\$320.00	
Tax Preparation							
10/25/2021	Expenditure	3166	Schulz & Associates, P.C.	Filing 2020 IRS Form 990-N	Checking	60.00	60.00
Total for Tax Preparation						\$60.00	
Total for Treasurer						\$525.11	

Nebraska Association of Student Financial Aid Administrators

Statement of Activity Detail
October 9, 2021 - January 20, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Revenue/Expenditures							
Revenue							
Income							
Associate Membership							
12/09/2021	Receipt	1120	KHEAA	Associate Membership Dues	Checking	200.00	200.00
01/19/2022	Receipt	1121	Ascent Funding	Associate Membership Dues	Checking	200.00	400.00
Total for Associate Membership						\$400.00	
Institutional Membership							
12/09/2021	Receipt	1119	York College	Institutional Membership Dues	Checking	150.00	150.00
Total for Institutional Membership						\$150.00	
Total for Income						\$550.00	
Uncategorized Income							
10/29/2021	Deposit	INTEREST			Checking	0.34	0.34
10/31/2021	Deposit	INTEREST			Charles Schwab & Co Inc 8226-1637	0.03	0.37
11/08/2021	Deposit	INTEREST			CD 586665 Union Bank 11/8/21	1,555.12	1,555.49
11/15/2021	Deposit	INTEREST			Charles Schwab & Co Inc 8226-1637	0.26	1,555.75
11/30/2021	Deposit	INTEREST			Checking	0.32	1,556.07
12/31/2021	Deposit	INTEREST			Charles Schwab & Co Inc 8226-1637	891.81	2,447.88
12/31/2021	Deposit	INTEREST			Checking	0.34	2,448.22
Total for Uncategorized Income						\$2,448.22	
Total for Revenue						\$2,998.22	
Expenditures							
Bank Charges & Fees							
11/09/2021	Journal Entry	SVCCHRG		Service Charge	-Split-	56.00	56.00
Total for Bank Charges & Fees						\$56.00	
PDRC Committee							
Credentialing							
01/18/2022	Expenditure	3172	NASFAA	NASFAA Authorized Event Package	Checking	1,000.00	1,000.00
Total for Credentialing						\$1,000.00	
Total for PDRC Committee						\$1,000.00	
President/President Elect							
Board Meetings							
10/25/2021	Expenditure	3167	Justin Brown	External Microphone & Plug for Hybrid Board meetings	Checking	80.42	80.42
12/10/2021	Expenditure	3170	RMASFAA	October Board Meeting	Checking	899.40	979.82
Total for Board Meetings						\$979.82	
Leadership Conference							
01/18/2022	Expenditure	3173	Bailey Jorgensen	2022 NASFAA Leadership Conf/Flight	Checking	931.97	931.97
Total for Leadership Conference						\$931.97	
RMASFAA Conference							
10/25/2021	Expenditure	3168	Renee Besse	Room for RMASFAA Board Meeting	Checking	158.34	158.34
Total for RMASFAA Conference						\$158.34	
Total for President/President Elect						\$2,070.13	
Treasurer							
Banking Expense							
11/17/2021	Expenditure	3169	Lisa Gdowski	Association Checks and Deposit books	Checking	145.11	145.11
Total for Banking Expense						\$145.11	
Intuit Quickbooks Plus Online							
10/12/2021	Expenditure	10001122031715	Intuit Quickbooks	October Quickbooks Plus Online	Checking	80.00	80.00
11/12/2021	Expenditure	10001126776384	Intuit Quickbooks	November Quickbooks Online Plus	Checking	80.00	160.00
12/12/2021	Expenditure	10001131590789	Intuit Quickbooks	December Quickbooks Online Plus	Checking	80.00	240.00
01/12/2022	Expenditure	10001136743850	Intuit Quickbooks	January Quickbooks Online Plus	Checking	80.00	320.00
Total for Intuit Quickbooks Plus Online						\$320.00	
Tax Preparation							
10/25/2021	Expenditure	3166	Schulz & Associates, P.C.	Filing 2020 IRS Form 990-N	Checking	60.00	60.00
Total for Tax Preparation						\$60.00	
Total for Treasurer						\$525.11	
Total for Expenditures						\$3,651.24	
Net Revenue						\$ -653.02	

Nebraska Association of Student Financial Aid Administrators

Budget vs. Actuals: 2021-2022 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Income				
Associate Membership	1,800.00	2,800.00	-1,000.00	64.29 %
Credentialing Session Registrations		1,900.00	-1,900.00	
Institutional Membership	3,550.00	7,200.00	-3,650.00	49.31 %
Reserve (to balance)		7,032.00	-7,032.00	
Spring Conference Registrations		11,100.00	-11,100.00	
Total Income	5,350.00	30,032.00	-24,682.00	17.81 %
Uncategorized Income	3,615.04		3,615.04	
Total Revenue	\$8,965.04	\$30,032.00	\$ -21,066.96	29.85 %
GROSS PROFIT	\$8,965.04	\$30,032.00	\$ -21,066.96	29.85 %
Expenditures				
Bank Charges & Fees	56.00		56.00	
Membership Committee				
Printing/Postage		25.00	-25.00	
Welcome Project		100.00	-100.00	
Total Membership Committee		125.00	-125.00	
PDRC Committee				
Credentialing	1,000.00	1,900.00	-900.00	52.63 %
Meeting Expense		400.00	-400.00	
Spring Conference				
AV Equipment		100.00	-100.00	
Entertainment		500.00	-500.00	
Meals/Breaks		9,500.00	-9,500.00	
Prestigious Awards		550.00	-550.00	
Printing/Postage		250.00	-250.00	
Speaker		4,050.00	-4,050.00	
Virtual Meeting/Conference Space		700.00	-700.00	
Total Spring Conference		15,650.00	-15,650.00	
Total PDRC Committee	1,000.00	17,950.00	-16,950.00	5.57 %
President/President Elect				
Board Meetings	1,204.82	250.00	954.82	481.93 %
Leadership Conference	931.97	3,000.00	-2,068.03	31.07 %
NASFAA Conference		1,500.00	-1,500.00	
President's Task Force - FAFSA Simplification		850.00	-850.00	
President's Task Force - Safety		1,000.00	-1,000.00	
RMASFAA Conference	158.34	1,000.00	-841.66	15.83 %
RMASFAA Support		625.00	-625.00	
Summer Institute Scholarship	1,500.00	1,500.00	0.00	100.00 %
Total President/President Elect	3,795.13	9,725.00	-5,929.87	39.02 %
Secretary				

Nebraska Association of Student Financial Aid Administrators

Budget vs. Actuals: 2021-2022 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Cards/Memorials/Flowers		75.00	-75.00	
Microsoft Business Basic Implementation	276.75	756.00	-479.25	36.61 %
Total Secretary	276.75	831.00	-554.25	33.30 %
Treasurer				
Association Liability Policy		500.00	-500.00	
Banking Expense	145.11		145.11	
Intuit Quickbooks Plus Online	550.00	840.00	-290.00	65.48 %
Postage	11.00	11.00	0.00	100.00 %
Tax Preparation	60.00	50.00	10.00	120.00 %
Total Treasurer	766.11	1,401.00	-634.89	54.68 %
Total Expenditures	\$5,893.99	\$30,032.00	\$ -24,138.01	19.63 %
NET OPERATING REVENUE	\$3,071.05	\$0.00	\$3,071.05	0.00%
NET REVENUE	\$3,071.05	\$0.00	\$3,071.05	0.00%

Secretary Report
NeASFAA Board of Directors Meeting
January 28, 2022

I took minutes at the October 13th Board meeting and compiled the full minutes for the January meeting. Lisa, Ritchie, and I met about record retention and storage guidelines for the Office 365 account. I assisted in sending out HEERF letters to Congress members by putting the letters on NeASFAA letterhead and creating both electronic copies to be emailed and physical copies which were sent via postal mail.

Respectfully submitted,

Erinn M. Brown

NeASFAA Board Meeting
January 27, 2022
4-Year Sector Report

At this time, I have not received any updates needed to be brought to the board for discussion.

Respectively Submitted,

Sheila Pourier
4-Year Sector Representative

Two-Year Public Sector Report

January 28, 2022 Board Meeting

The following updates were provided to me by our membership:

- Kaitlin Westerhaus started as a Financial Aid Specialist at Northeast Community College on 1/17/2022.

Respectfully submitted by Erika Kampschnieder, Two-Year Public Sector Representative



NEASFAA

NEASFAA Private College Sector Report – January 2022

The Private Sector has not been able to meet in 2022, and I have sent several emails out inquiring about scheduling a meeting or anything to be brought to the board with response only to my last email.

It is a general consensus that while most of our institutions would like to have in-person events the pandemics may make that a questionable choice. We also have a couple of institutions that travel restrictions or their travel budgets have been completely cut.

Respectfully,

Susan Collins

Private College and University Sector Representative

Associate Sector Board Report 1-28-2022

NeASFAA January 2022 Board Meeting Associate Sector Report

Submitted: Jodi Vanden Berge

Date: January 20, 2022

I sent an email to all Associate Sector Members and asked them the following questions:

- Asked if they had any questions or issues for me to bring to the Board Meeting - they did not have anything that they needed to be discussed.
- If they have any travel restrictions at this time – for those that responded none of them had a travel restriction
- Would they be attending the Spring Conference in person – again those that responded plan to participate in person.



NEASFAA

Nebraska Association of Student Financial Aid Administrators

NeASFAA Association Governance Board Report

Date: January 13, 2022

Submitted: Renee Besse- Chair

The Association Governance Committee met January 12th to review one request to review/update section 7.15 Expressions of Condolences in the Policies and Procedures Manual and one request to review/update the Bylaws – Section 5 -Gender under ARTICLE XII: GENERAL PROVISIONS.

Current:

790 7.15 Expressions of Condolences

791 From time to time it may be appropriate for NeASFAA to express condolences upon the death of a
792 NeASFAA member or a family member. These guidelines are provided as a suggested response. At the
793 discretion of the President, alternative expressions may be approved.

794 In remembrance of a NeASFAA member, a donation of \$25 is suggested. The President shall direct the
795 Treasurer to send a check to the Secretary. The Secretary will send a sympathy card along with a check to
796 the member’s family.

797 In remembrance of a spouse, child or parent of a NeASFAA member, a sympathy card is suggested. As
798 notified by the NeASFAA membership, the Secretary may send a sympathy card to a NeASFAA member.

799 In all situations, the Secretary shall send an e-mail to the NeASFAA list serve notifying the membership at
800 large of any expressions of condolences.

Update text below is suggested to replace lines 794-798

In remembrance of a current NeASFAA member, a memorial of \$25 is suggested. The President shall direct the Secretary to send a sympathy card to the family indicating the recipient of the memorial. The memorial check will be sent directly to the designated organization by the Treasurer.

Other remembrances will be made at the discretion of the Board of Directors. Upon Board approval, the Secretary will send a sympathy card to the family and if directed the Treasurer will send a memorial directly to the organization. Examples might include children, spouse or parent of current members, past members, retired members or regional and national colleagues.

NeASFAA’s Strategic Direction:

**Promote
Professionalism**

**Train and
Develop**

**Coordinate
and Network**

**Influence
Legislation**



NEASFAA

Nebraska Association of Student Financial Aid Administrators

Current:

ARTICLE XII: GENERAL PROVISIONS

Section 1. Fiscal Year The fiscal year of the Corporation shall be from the 1st day of July through the 30th day of June.

Section 2. Corporate Seal The seal of the Corporation shall contain the name of the Corporation.

Section 3. Amendment All or any portion of these Bylaws may be altered, amended or repealed, or new By-laws adopted, only by the voting representatives of the Corporation. Such proposed amendment(s) shall be provided, in writing, to the membership no later than thirty (30) days prior to a vote on the amendment(s) at the annual meeting of the members.

Section 4. Voting Representatives The voting representatives of the Corporation shall come from the institutional and associate members of the Association for the purposes of electing members to the Board of Directors and other general business before the Corporation. Each member organization shall indicate, to the Secretary of the Corporation, the person designated as its voting representative.

Section 5. ~~Gender Words imparting a particular gender shall include the other gender where the text requires~~

Update text below is suggested to replace all current working in Section 5.

Section 5: **GENDER NEUTRALITY**. All personal pronouns used in NeASFAA documents, whether used in the masculine, feminine or neuter gender, shall include all other genders, and the singular shall include the plural and vice versa.

NeASFAA's Strategic Direction:

**Promote
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Legislation**

Membership Connections Report

January 28, 2022 Board Meeting

The membership directory was compared to the membership dues roster and the following organizations were removed.

1. Bellevue University (The voting member was contacted as their organization did volunteer at our fall training, with an exception that no late fee would be assessed if they renewed membership)
2. Ascendium Education Group
3. Earnest Student Loans, A Navient company
4. General Revenue Corp
5. Nelnet

The board has one request for new membership to consider:

1. College Ave Student Loans, Ciel Senechal
 - a. College Ave has simplified the student loan process, so students can get moving on what matters most “preparing for a bright future!” Check out our website to learn more about loan options and how we can help students and families find the best fit for them in seconds.

I have reached out to Justin Chase Brown of UNL for clarification on if the Nebraska College of Technical Agriculture. They are currently listed as an independent school on the Membership Directory by Institution however they are combined with UNL for membership dues. If they are not a separate school on the roster, I would like to reformat as an additional location under UNL on the directory to match formatting of other institutions with multiple locations.

The fall training attendees were compared to our membership directory. A handful of participants were identified as non-members. Bellevue University was contacted about renewing membership. The other individuals were harder to identify exact affiliations. Matt Johnson and Justin Brown are collaborating with the committee to determine course of action.

Numerous updates have been made to the directory to reflect staffing changes.

A section was added to the website to display 2021-22 Advocacy Letters sent by NeASFAA.

The RMASFAA Summer Institute Scholarship Application was added to the website and should be removed after the application period ends.

Respectfully submitted by Erika Kampschnieder, Membership Connections Chair

PDRC Report Jan 2022

Since the BOD last met, PDRC has worked on spring 2024 conference venue proposals, fall training, and the upcoming spring conference. The following is a synopsis of those activities.

Conference venue proposals have come in and have been listed for the BOD to consider. The folder I have created includes most of the documentation received from the different hotels that we considered per the direction of the board to have the conference in the eastern part of the state – Omaha if possible. You will find proposals from three sites on the spreadsheet created for the sake of comparison – NeASFAA 2024 Conference Venue Proposal. This along with the other documents may be reviewed by the board for the sake of selecting the 2024 site. The three venues are – Comfort Inn Grover location, Omaha, Courtyard in Bellevue, and Divots in Norfolk.

Fall training was held November 17, 2021 in collaboration with the SFRC committee. Much thanks to Diana and her team. The following is the presentations and presenters.

9 am - Session 1. Presented by Mary Sommers/Ritchie Morrow/SFRC committee "The Nebraska Unicameral and Advocacy"

10 am - NeASFAA Coffee break, Sponsored by Shiela Cain with Professional Choice Recovery

10:30 am - Session 2, Presented by Jo Tederman/Christopher Simpson "Policies and Procedures – Definition, Development and Dissemination"

Additionally, I want to thank the presenters Mary Sommers, Ritchie Morrow, Jo Tederman and Christopher Simpson for the excellent training. I also thank Shiela Cain and her staff that joined the call during the Coffee Break time.

Fall training was a success. We had over 90 persons on the Zoom session. The exact count was difficult to ascertain not knowing who and when persons logged in and out and also not always knowing who was logged in based on screen name. All of the attendees were forwarded to Erika and her team to vet the attendees and try to determine who attended as members or nonmembers.

The rest of the committee's time and attention has been devoted to the Spring Conference. Things appear to be on track with having things in place. I am going to bullet point our activities below.

- My team has been divided up into subcommittees to manage the conference details
- Theme has been decided on "Family Reunion"
- Logo has been designed.
- Save the date information should be out
- Initial Award solicitation should be out
- Site preparation meeting was held at Divots on Jan 6th
 - Meal Planning complete
 - General Session and Breakout Rooms Designated
 - Electronics needs and availability ascertained
 - Room Block in order
 - March 1 the room block gets released
- Conference Registration is slated to go out the first week in February
- Conference Program 90% in place. Working out details with two presenters



- Brenda Hicks will give NASFAA update in person.
- There will be two credentialing sessions – Consumer Information and Campus Based Programs
- Federal Presenter in place and topics determined. This is presented remotely
- Entertainment has been determined
- Décor planning is being worked on

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NeASFAA Board of Directors Meeting
State and Federal Relations Committee
January 28, 2022

Since the last Board meeting, the State and Federal Relations Committee participated in the November 17th training that was hosted by the PDRC. Ritchie Morrow and Mary Sommers presented on the Unicameral and Advocacy.

The Nebraska Legislature is now in session again, so there will be more communication coming regarding pending legislation that may affect our members.

Respectfully Submitted,

Diana Oglesby

To: NeASFAA Board of Directors
From: J. Ritchie Morrow
CCPE Financial Aid Officer
RE: Potential Lottery Loses

Casinos will soon be established in Nebraska. The Lottery Commission has estimated how having casinos in the state will affect the sale of lottery tickets of which the proceeds benefit many programs including the Nebraska Opportunity Grant. The estimate examines sales in each of the six counties with horse racing tracks where casinos are likely to be hosted: Adams, Dakota, Douglas, Hall, Lancaster, and Platte.

Best case scenario the Lottery Commission, based on information from other states and surveys they have done, estimate 28% of regular lottery players who live in the above counties will reduce their lottery purchases by 10% once casinos open. Had this happened in FY20 the lottery disbursement to the NOG program would have been just under \$10.3M vs the actual amount of \$11M.

Worst case scenario the Lottery Commission has done an estimate based on all lottery players state-wide reducing their lottery purchases by 10%. Had this happened in FY 20 the lottery disbursement to the NOG program would have been \$9.8M vs \$11M.

NeASFAA Safety Task Force Report

January 27, 2022

[Nebraska COVID Case Rate Map](#) – positive cases over the last 14 days

1/21/2022:

Madison County is 54% vaccinated and their positive cases in the last 14 days are 2,793/100k people.

Douglas County is 70% vaccinated and their positive cases in the last 14 days are 2,859/100k people.

Lancaster County is 71% vaccinated and their positive cases in the last 14 days are 3,374/100k people.

1/27/2022:

Madison County is 54% vaccinated and their positive cases in the last 14 days are 2,850/100k people.

Douglas County is 71% vaccinated and their positive cases in the last 14 days are 2,469/100k people.

Lancaster County is 71% vaccinated and their positive cases in the last 14 days are 3,246/100k people.

UNMC's [Higher Education Pandemic Mitigation and Response Guide](#)

Current UNMC Guidance:

All faculty, staff, and students must be fully vaccinated to be on campus. Spring classes that can be held virtually should be virtual (such as lecture only courses) to begin the semester. Courses with labs and clinicals can be in person. All faculty, staff and students are required to wear an KN-95 or N-95 mask on campus (unless in a private office alone). Only essential travel is allowed.

Questions for the Board to consider:

1. Do any institutions have travel restrictions?
2. Are folks comfortable with an in person conference or would they prefer meeting virtually?
3. What precautions is Divots taking to safely host the conference? What is the quality of the air exchange at Divots? Anything above 700 means the virus is highly transmittable – low numbers mean it's highly unlikely to be transmittable.
4. What are the minimum room booking and food requirements and will we be able to meet them if we hold an in person conference?
5. Does Divots have a deadline to cancel? Is there an option to postpone the conference at Divots until 2023?

Recommendations for an in person conference:

1. Recommend all attendees be fully vaccinated.
2. Mask requirement (provide surgical or KN95 masks to attendees) unless the case count drops below 200 positive cases per 100k people/day for the 7 days prior to the conference in Madison, Douglas, and Lancaster counties as outlined in Omaha's current mask mandate.
3. Use the sticker approach – green, yellow, and red to add to name tags (same as the RMASFAA Conference and that will be used for the NASFAA Leadership Conference).
4. Provide containers of hand sanitizer in public spaces throughout the meeting, vendor and eating areas.
5. Increase social distancing during sessions and meals by seating fewer people at tables.

To: NeASFAA Board of Directors
From: J. Ritchie Morrow
RE: Special Conference Committee

On Thursday, December 9, Matt Johnson, Sheila Pourier, Lisa Gdowski, Susan Frodyma and I met to discuss what we felt should be charged for this year's annual conference. After brainstorming a number of ideas we settled on the proposal of setting an early-bird date for registrations to be submitted. Any registration submitted prior to that date the registration fee would be ½ price. Any registrations submitted after the early-bird date would be charged the normal registration fee. The goal would be to encourage a strong attendance to our first in-person conference in two years.

To: NeASFAA Board of Directors
From: J. Ritchie Morrow
RE: Record Retention Rules

On Thursday, December 9, Lisa Gdowski, Erinn Brown and I met to discuss record retention rules for NeASFAA documents within our Microsoft Basic Business account. After a brief discussion we propose to the Board that regular NeASFAA documents would be maintained for 7 years which lines up with rules established for financial documents. The process would be as follows:

- The Secretary would combine the Board of Director minutes with all other reports from the previous Board meeting and post them in the next Board meeting folder for approval, as is the current process.
- After the minutes are approved by the Board, the Secretary will move the combined minutes/reports document back into the folder when that meeting was held and all individual documents would be deleted so that only the main combined document would remain. This way there would not be two of all reports.
- Once a Regular BOD Meeting Reports folder reaches 7 years the Secretary will delete the folder.

A special Historical folder will be created for those documents that the Board feels should be held forever. This may include but not be limited to documents which established NeASFAA, special pictures, lists of award recipients, locations of conferences, etc. This folder will be maintained by the Historian with assistance from other board members as needed.

NeASFAA 2024 Conference Proposal

Potential Sites	Divots Conference Center	Comfort Inn - Grover	Courtyard - Bellevue
Location	Norfolk	Omaha	Omaha
Dates	March 20-22, 2024 Or March 27-29, 2024	March 20-22, 2024 Or March 27-29, 2024	March 20-22, 2024 Or March 27-29, 2024
HOTEL/ROOM INFORMATION			
Sleeping room block	10 Wed night and 40 for Thursday	10 Wed night and 40 for Thursday	N/A
Hotel Rate	104.49/night	89/ per night	Can propose 1 yr 10 days ahead by their policy
Taxes	5.5% tax plus lodging of 5%	18.16%	17.5%
Hotel Ammenities	business center, bar& grill, pools, hot tub, WiFi, conversation nooks, fitness center	business center, complimentary breakfast guests/7.95 non-guests, free parking, pool, fitness center, WiFi	business center, bistro, outdoor patio, laundry, , fitness center, WiFi
Meeting Room Rentals	\$500 one time charge for conference	no charge for meeting room rentals w/\$1600 min food	Up to \$5000 for the conference, depending on space used
Transportation	none	transportation from airposrt,	shuttle within 5 mile radius ,no transportation airport
Other	1 guest room comped for two days	1 comp room per 25 booked, no attrition, 14 days cut off	1 per 30 room nights
FOOD - see other sheets for more info			
Breaks	\$20 - \$28 per dozen persons	5.00 - 14.50 per person	10.95 - 13.95 per person
Continental Breakfast	\$1 to \$2.95 per item		
Breakfast Buffett	\$1 to \$2.95 per item	7.95 non-guests ,included for guests	14.95 - 21.95 per person
Plated Breakfast	\$1 to \$2.95 per item	9.95 - 11.95 per person	11.95 - 14.95 per person add ons from \$2 - \$12 additional
Lunch Buffet	12.95 / 18.95 per meal	11.95 - 23.95 per person	16.95 to 23.95 per person
Plated Lunch	12.95 / 18.95 per meal	8.95 - 9.95 per person	13.95 - 28.95 per person
Dinner Buffet	14.95 / 27.95 per meal	11.95 - 23.95 per person	28.95 - 32.95 per person
Plated Dinner	14.95 / 27.95 per meal	17.95 - 24.95 per person	28.95 - 36.95 per person
Bar - Per Bar	cash bar avaialbe. No additional charge	150 for bartender/ cash bar	1 hour beverage packaged 8.50 - 12.95 per person. One bartender per 100 guests - \$150 bartender for six hours . Or utiize hotel bar with/ cash
Tax & Gratuity	18% gratuity / 7% tax	20% gratuity / stbandard taxes apply	20% service fee - 7% tax
Other	Meals arrangements finalized 14 days in advance	mostly offer buffets for meals / plated meals extra, \$150 tasting fee, price range is subject to change depending on food cost but they do offer curated menus to fit a budget or our requests as needed (i.e., menu is not all inclusive)	\$6000 food/beverage minimum/ no attrition if release up to one month prior may negotiate three weeks prior .. Food tasting available 3 months prior to event
AUDIO/VISUAL			
AV Costs	no additional , projectors, sound systems, three microphones, portable sound system available, portable screen available, IT personel available	no additional, screens available, microphone and projectors, 20% service fee to bring in other AV equipment -- No technition assistance	150 for av package, progector, screen, mic , \$90 for lapel mic separate
Vendor Tables	no additional	no additional	no additional
Deposit	none	none	none
Cancellation: % of antipated revenues- sleeping rooms/food and beverages, etc	cancellation within 6 months charged 50% of contract, Cancellation within 30 days 100%	no minimums/ no cancellation fee	

	Year	Attendees	Room Rate	Hotel, Location	Theme
Norfolk	2021		\$94.00	Virtual -	
Norfolk	2020	cancel	\$94.00	Divots, Norfolk, Ne	Roaring 2020
Kearney	2019	63	\$104.95	Holiday Inn, Kearney, NE	
Columbus	2018	63	\$91.00	River's Edge, Columbus, NE	Dare to Discover
Lincoln	2017	120	\$119.00	Embassy, Lincoln, NE	50th Anniversary
Lincoln	2016	82	\$99.00	Conhusker, Lincoln, NE	
Kearney	2015	70		Holiday Inn, Kearney, NE	
	2014	73			

November 9, 2021

Jordan Eisenmenger
1215 30th Ave
Kearney, NE 68848

Dear Jordan:

Thank you for the opportunity to do this proposal for NeASFAA. The date I have held within our system is March 20-22, 2024. The date of March 27-29, 2024 is also available.

I have bolded and underlined certain items in our proposal letter, ones that have addressed specifically your inquiries.

If you have any questions, please feel free to call. My cell phone is often the best way to reach me. That number is 402-649-0699 or by email at dherrick@divotsconference.com.

Best to you,

Donna L. Herrick

Donna Herrick, owner
Divots Conference Center and Norfolk Lodge & Suites
4200 West Norfolk Avenue
Norfolk, NE 68701

Divots - The Complete Experience

4200 W. Norfolk Avenue Norfolk, NE 68701

phone: (402) 379-3833 or (888) 355-0553 fax: (402) 371-9532 www.divotsconference.com



NeASFAA CONFERENCE PROPOSAL

Divots Conference Center and Norfolk Lodge & Suites

Dates and Guestroom Accommodations

It is our pleasure to welcome you to Divots Conference Center and Norfolk Lodge & Suites. The Lodge is pleased to offer you this special group rate:

- **\$104.49 for guest rooms, up to two guests / room.**
- Plus following tax: Out of city limits with state tax of 5.5% and lodging tax of 5.0%. Effective 4/1/2022 we will be annexed and **state and city tax will equal 7.0%**

Rooms presently being held for your group:

10 guest rooms for Wednesday, March 20, 2024 and 40 rooms for Thursday, March 21, 2024.

One guest suite will be complimentary for two days.

This will be for up to 2 adult guests per room and includes a very nice extensive hot and cold continental breakfast, which is very well received and complimented by our guests.

These **rooms will be held exclusively for your group until Wednesday, February 21, 2024**, approximately 4 weeks prior to your event. After that date, they will be released to the public, however we can extend the drop off time for an additional week upon request.

The following are included with your stay:

- Ironing Boards and irons in all rooms.
- Two bottles of complimentary water in all rooms.
- Robes for your use while a guest at the hotel.
- Luxurious bedding.
- Free parking.
- Beautiful atrium swimming pool and large hot tub.
- Free in room coffee.
- Wireless connection available throughout the property, including restaurants.
- **Complimentary hot and cold extensive continental breakfast included for guests staying at the hotel.**
- Numerous conversation nooks throughout the property.

- SandBar & Grill is available for your food and beverages 4-10 PM
- Everything is under one roof.

Divots Conference Center

The following information includes our understanding of the dates and meeting needs.

March 20, 2024 (Wednesday) - March 22, 2024 (Friday)

On Wednesday, March 20, Banquet Hall (Rooms A.B. and C), plus Madison and Carson Rooms, and Dakota room.

On Thursday, March 21, Carson and Madison Room, Banquet Hall, and Dakota Room.

On Friday, March 22, Banquet Hall, Dakota Room, and Carson Room, if needed.

There will be a one time charge of \$500. That includes all meeting space, as well as audio visual (LCD projectors, screens, sound system, and microphones). Vender Tables and Skirting , and miscellaneous fees not related to food and beverage needs will be complimentary. The Norfolk Visitor's Bureau would be willing to help with registration, name tags, and visitor's bags.

Room A, B, and C all have projectors. A and C are ceiling mounted and B is on a cart. All 3 of these rooms have good sound systems. There are two different channels for the microphones and a total of 3 microphones. The Dakota Room, Madison Room, and Carson Rooms are each about 900 square feet and for most purposes do not need microphones. If so, we do have a portable system that can be used. In addition to the projectors for the Conference Room (A,B, and C), we would have a portable projector.

Our event managers are able to field most common concerns or problems with the technology issues. However, we do have IT personnel that could be present to assist you in getting started.

Yes, you can connect via distance technology, such as Zoom and Skype.

All rooms have screens.

We do not require a minimum food purchase.

There is an 18% gratuity and 7% tax added to the cost of the food.

Food is available for breaks. You can just let us know and we should be able to accommodate whatever you desire. Our kitchen is very full service and able to do whatever any restaurant or convention center service provides.

We do not allow outside food since we have a full service kitchen.

Much of the menu can be tasted off the SandBar menu. We do not normally make pot roast or roast beef for tasting as a large quantity of it is usually produced for a large meeting or a wedding. There may also be a few other items that we do not provide tasting as they are prepared in larger quantities.

Continental breakfast , buffett, and plated meal options are all available.

Cash Bar is available, where each guest pays for their own drinks. We have a nice event bar which is part of the conference center. There is no additional charges for that service.

Amenities available on site: Vending machines , sand volleyball, miniature golf, swimming pool, hot tub, brewery and tap room, restaurant.

Downtown Norfolk has been newly developed and there is great shopping, ax throwing, and a fun environment with many good restaurants / bars. Frequently there is music or comedy shows.

We have a small business center, with computer and printer.

Nearest airport would be Omaha or Sioux Center, Iowa. Occasionally we will see a service from Omaha that brings guests. Rental car from Omaha seems to be most popular method for guests to arrive if not driving their own vehicles here.

Parking on property is free and ample parking available.

This conference takes up all but one-two small meeting rooms. Therefore, there will be no other event at this time.

We do have a restaurant on site, the SandBar & Grill, for your dining pleasure and / or recreation. We also opened a Brewery in 2014. In December of this year we will open Divots Brewery across the street and it will have a small tap room within. Come watch the brewing process as it takes place.

Thank you for the opportunity to put this proposal together for you. We would be honored to host the NeASFAA conference. Thank you so much for the opportunity for us to do a bid for this meeting.

Please feel free to contact me should you have any questions. My cell phone is 402-649-0699. We look forward to hearing from you and seeing you in Norfolk!

Regards,



Donna Herrick, owner
Norfolk Lodge & Suites and Divots Conference Center
4200 West Norfolk Ave



Divots Conference Center

PO Box 1777
4200 W Norfolk Ave
Norfolk, NE 68701

Phone (402) 371-4520
Fax (402) 371-9532
www.divotsconference.com

Client/Event:

NeASFAA Hospitality Room

Contact Information

NEASFAA - Jordan Eisenmenger

Phone
Work
Fax
E-Mail

Event Date:

Wednesday, March 20, 2024

Room(s) Madison Room

Schedule

Social Room reserved in case they want to do a Hospitality Room

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Madison Room (Hotel Room Required)	1	\$0.00	\$0.00	
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

DH Proposal

Event Date:

Wednesday, March 20, 2024

Room(s) Banquet Hall [A+B+C]

Schedule

Set Up		Will set up facility for meeting on Thursday
	8:00:00 AM	Board Room style for 25-30. Meeting time TBD. Dakota Room.
Lunch	12:00:00 PM	
End	5:00:00 PM	No Dinner Planned

Estimate	Quantity	Amount	NetAmount	Item Note
	1	\$0.00	\$0.00	Break drink items range from \$19-\$22/gallon
Ala Carte				
Ala Carte Items	1	\$0.00	\$0.00	Break food items range from \$20-\$28/dozen
Customized Food Selections	1	\$0.00	\$0.00	Lunch meals range from \$12.95-\$18.95/meal
Customized Food Selections	1	\$0.00	\$0.00	Breakfast items range from \$1-\$2.95/item
Dessert				
Dessert	1	\$0.00	\$0.00	Desserts range from \$3.25-\$4.95/serving
Food				
Customized Dinner	1	\$0.00	\$0.00	Dinner meals range from \$14.95-\$27.95/meal
Horsd'oeuvres				
Hors d'oeuvres	1	\$0.00	\$0.00	Appetizers range from \$10-\$38/dozen
Rent (non-tx)				
Madison Room (Hotel Room Required)	1	\$0.00	\$0.00	Complimentary Hospitality Room
Rent per Special Event	1	\$500.00	\$500.00	Use of all meeting space (Ballroom, Nebraska, Dakota), projector/projector screen(s), microphone(s), skirting of table(s) as needed.
Dakota Room	1	\$0.00	\$0.00	\$100 Value, classroom style
Rent (taxable)				
Podium	1	\$0.00	\$0.00	Complimentary
Table w/ Skirt	1	\$0.00	\$0.00	3-5 Vendor Tables in Link (\$8 value per table). Complimentary
		Net Total	\$500.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$500.00	

DH Proposal

Event Date:

Wednesday, March 20, 2024

Room(s) Carson Room

Schedule

Meeting Optional use room available if needed.

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Carson Room (Hotel Room Required)	1	\$0.00	\$0.00	
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

Proposal - DH

Event Date:

Thursday, March 21, 2024

Room(s) Carson Room

Schedule

Meeting Room is additional should need arise for an additional room.

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Carson Room (Hotel Room Required)	1	\$0.00	\$0.00	Optional use room. Complimentary
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

DH Proposal

Event Date:

Thursday, March 21, 2024

Room(s) Madison Room

Schedule

Social Room reserved in case they want to do a
Hospitality Room

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Madison Room (Hotel Room Required)	1	\$0.00	\$0.00	
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

DH Proposal

Event Date:

Thursday, March 21, 2024

Room(s) Banquet Hall [A+B+C]

Schedule

General Session		Time TBD.
Continental Breakfast		Time TBD
Meeting	8:00:00 AM	Times TBD
Lunch	12:00:00 PM	Times TBD
End	4:30:00 PM	Time TBD
Cash Bar	5:00:00 PM	Time TBD
Dinner	6:00:00 PM	Plated meal. Time TBD.
End	10:00:00 PM	Time TBD

Estimate	Quantity	Amount	NetAmount	Item Note
	1	\$0.00	\$0.00	Rental of facility for all 3 days listed on Day 1 of Event. Food option price guidelines listed on Day 1. AV costs included in the one time property fee.
Rent (non-tx)				
Dakota Room	1	\$0.00	\$0.00	Breakout room
Banquet Hall w/ Food	1	\$0.00	\$0.00	\$1000 / day Value, Room A- Classroom Style, Dakota Room - Classroom style Room B- Classroom style Room C Rounds for general session & meals. (Rooms may be changed for better allocation.) Carsen Room held in reserve

Net Total	\$0.00
18.00% Gratuity	\$0.00
5.50% Tax	\$0.00
Total Estimate	\$0.00

DH Proposal

Event Date:

Friday, March 22, 2024

Room(s) Banquet Hall [A+B+C]

Schedule

General Session	Time TBD
Break Out Session	Times TBD
Brunch	Time TBD
End	Time TBD
Meeting	Times TBD

Estimate	Quantity	Amount	NetAmount	Item Note
	1	\$0.00	\$0.00	Rental of facility for all 3 days listed on Day 1 of Event. Food option price guidelines listed on Day 1. AV costs included in the one time property fee.
Rent (non-tx)				
Dakota Room	1	\$0.00	\$0.00	Breakout room
Banquet Hall w/ Food	1	\$0.00	\$0.00	\$1000 / day Value, Room A- Classroom Style, Dakota Room - Classroom style Room B- Classroom style Room C Rounds for general session & meals. (Rooms may be changed for better allocation.) Carsen Room held in reserve
Rent (taxable)				
Sound System	1	\$0.00	\$0.00	\$25 per day complimentary
LCD Projector with Screen	1	\$0.00	\$0.00	\$100 Per Day Complimentary
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

Proposal. DH

Event Date:

Friday, March 22, 2024

Room(s) Carson Room

Schedule

Meeting

Optional use room if needed for break out room , etc.

Proposal.-DH

No Outside Food Policy

Divots DOES NOT allow any outside food or beverages to be brought in except wedding cakes, nut and mints. A surcharge of 50% value of any non-approved food and/or beverage will be implemented.

Confirmation Deposit

*Divots requires a **non-refundable confirmation deposit** equal to the room rental rate to lock in the date. This amount will be credited to the bill at the time of service. Divots reserves the right to give rebook any unlocked dates. Payment of confirmation deposit is an acknowledgement and acceptance of all Divots policies.*

Security and Damages

*Private security will be arranged by Divots at an additional charge for all weddings and large events. **This is required and not an optional expense.** Divots will not be responsible for any missing items before, during, or after a function, or for materials or articles set-up prior to the function or left unattended at any time. The lessee(s) is/are responsible for their guests that attend the function, and will be held liable for any damages due to behavior on behalf of their guests.*

Prices

*Divots is a growing conference center, and **reserves the right to change prices according to the market.** While we will strive to provide you with the closest estimation possible, it is just impossible to know the value of the market six months, one year, or two years from the present. The prices in this menu reflect the current prices and are **subject to change.** We will attempt to apprise our customers of any changes in prices after a menu has been selected. We are pleased to provide our customers with the highest quality of service, food, and atmosphere.*

Alcoholic Beverages

*The sale and service of all alcoholic beverages is regulated by the state of Nebraska, and Divots is responsible for the administration of these regulations. **Underage drinking is strictly prohibited at Divots.** Please inform your guests that proper identification is required for all alcohol service. Our staff will monitor guest drinking and may request to see identification for anyone consuming alcohol. If underage drinking occurs, Divots will contact law enforcement agencies and reserves the right to discontinue alcohol service for the duration of the event. Divots will stop serving alcohol at 12:30 a.m.*

Food Arrangements

All food served at Divots Conference Center must be provided by Divots. All food and beverage menu planning, room set-up, and other details must be

arranged at least 14 days in advance. Any food and beverage function canceled within 14 days of the event is subject to a full charge.

Guarantees

A close estimate is required (7) days out. A final confirmation or "guarantee" of your anticipated number of guests is required by 12:00 noon, **72 business hours before any banquet function**. This guarantee may not be reduced. Divots will prepare for up to 5% over the guaranteed number. Divots will reserve the right to substitute menu items for the additional guests. You will be charged for the number of guests guaranteed or the number of guests actually served, whichever is higher.

Cancellation

Cancellations within six (6) months will be charged 50% of total contract term.
Cancellations within 30 days will be charged 100% of the total contract term.

Prices/Surcharges

April 1, 2022, we will be subject to 7% sales tax.
An 18% service charge and 5.5% state sales tax will be added to all food and beverage items. **If you are over your guaranteed number you will be charged 20% extra per plate.** Minimum fee of \$100 may be applied to unusual and excessive clean up needs. Ex: Excessive liquor spillage or vomit, confetti, feathers or rose petals used as decorations.

Function Rooms

Divots reserves the right to re-allocate space and room arrangements in the following cases: Increase or decrease in attendance, mechanical failures, or accessibility for service. Minimum guarantee of 200 guests are required for weekend reservations.

Timing of Function

Divots requests that you provide us with a time line for your event no less than **14 business days prior to your event**. In order to provide the finest service to your group, it is important that Divots be aware of all function time changes that your group may have. Note that rooms for all functions will be set 30 minutes prior to their stated time. All breakfast, lunch, and dinner buffets are serviced for approximately 1.5 hours, refreshed and replenished as necessary to serve the guaranteed number. **Buffet food quantities are not designed for multiple trip servings.**

Outdoor Function

Divots reserves the right to move outdoor functions inside if the weather report three hours prior to the start of the function predicts a forty percent or greater chance of rain. The final decision will be made no later than two hours prior to the scheduled start of the function.

Engineering, Audio/Visual

Special engineering and phone requirements must be arranged at **least 7 days in advance** with the conference coordinator. Charges will be billed to the client for all such requirements. In addition, Divots has a full compliment of audio-visual equipment, and access to more equipment to fulfill your AV needs. Any non-Divots equipment is the sole responsibility of the client. Divots is not responsible if your software, hardware, media or any other items are not compatible with Divots

equipment. We suggest confirming compatibility at **least 7 days** prior to your event. Additional fees may apply for Divots technical support.

Candles

Candles need to be in containers large enough to hold all the wax that drips. Please check with the Event Coordinator regarding allowable candles. The client will be liable for any damage caused by candles.

Entertainment

For a dinner dance, cocktail party, or any other event we will be pleased to help you arrange entertainment. All entertainment must be finished by 12:00 midnight. Continuation beyond midnight will be an additional \$100/ 30 minutes, with a minimum charge of \$100.

I have read and agree to the terms drafted in this contract.

Print

Donna L. Herrick
Print

Customer Signature **Date**

Donna L. Herrick 11/8/21
Coordinator Signature **Date**

Group Contract as of 11/7/21

NEASFAA 2024 Proposal



Norfolk Lodge & Suites, An Ascend Collection Hotel

4200 W Norfolk Ave
Norfolk, NE 68701-9202
(402) 379-3833
(402) 371-8007
GM.NE086@choicehotels.com

Contract Information

Group Name: NEASFAA 2024 Proposal Group Account: 4289900
Arrival Date: Wednesday, March 20, 2024
Departure Date: Friday, March 22, 2024
Fixed Cut Off Date: Wednesday, February 21, 2024
Company Name: Group Contact: Eisenmenger, Jordan
Address: Central Community College ADFA Email: jordaneisenmenger@cccneb.edu
Kearney, NE 68848 Telephone: (877) 222-0780

Room Details

Room Block

	<u>WED</u> 3/20/24	<u>THU</u> 3/21/24
NHK - 1 King Bed, No Smoking, Handicap	1	1
NK - 1 King Bed, No Smoking	3	20
NK10 -	2	5
NQQ - 2 Queen Beds, No Smoking	3	13
SNK5 - 1 King Bed, No Smoking, Suite	1	1

Group Rates

<u>Room Type</u>	<u>Date</u>	<u>Single</u>	<u>Double</u>	<u>Extra</u>	<u>Child</u>
NHK - 1 King Bed, No Smoking, Handicap	3/20/24 - 3/21/24	104.49	104.49	10.00	0.00
NK - 1 King Bed, No Smoking	3/20/24 - 3/21/24	104.49	104.49	10.00	0.00
NK10 -	3/20/24 - 3/21/24	104.49	104.49	10.00	0.00
NQQ - 2 Queen Beds, No Smoking	3/20/24 - 3/21/24	104.49	104.49	10.00	0.00
SNK5 - 1 King Bed, No Smoking, Suite	3/20/24 - 3/21/24	0.00	0.00	0.00	0.00

NEASFAA 2024 Proposal

Billing Information

Group Payment Type

GTD/Payment: GENERAL MANAGER

Guest Payment Type

GTD/Payment: GENERAL MANAGER

Charge Routing

Guests are responsible for all charges.

Contract Terms

Guarantee Policy

Your Reservation has been placed on a 4 PM hold.

Cancellation Policy

Please cancel any group room reservations by 4 PM local hotel time on the day of arrival to avoid a cancellation penalty

Cancellation Penalty Notes

Additional Information

One complimentary room for 2 nights. Will need name of guest to stay in this room.

Complimentary hospitality room.

Guest Signature

Date

Donna L. Ferrick

Hotel Representative

11/7/21

Date

RFP – Request for Proposal – NeASFAA Annual Conference 2024

Proposed Dates: March 20-22, 2024 **OR**
 March 27-29, 2024

Anticipated Scheduling Needs:

Wednesday

- Two rooms used in afternoon
 - Board Meeting
 - 25-30 Attending – Could use ballroom A
 - Dinner for Board and PDRC- if 25 -30 could use same room with same setup or ballroom B
 - Conference Staging Room depending on setup needs could use existing space of ballroom A or B? Could use the board room or ballroom C
 - Next day Breakout Rooms Open to set up A/V? How many breakout rooms will you need for Wednesday?
- 10 Guest Rooms Available \$89.00 plus taxes room rate for single king or double queens

Thursday

- Attendance Anticipated: 60-70 persons
- Room Block of 30-40 guest rooms \$89.00 plus taxes room rate for single king or double queens
- Registration Area with table or counter access – Outside ballroom C
- Vender Space – 3 to 5 vendors – if 3 we could set in the main hallway by sales office. Otherwise, we could use Ballroom A or B.
- General Sessions for all attendees
 - Round Table Setting
 - Morning
 - Continental Breakfast available – Breakfast included in room rate. Non-Hotel Guests additional \$7.95 per person plus taxes to go through buffet. Breakfast could also be served in the meeting room, buffet style, or a table setup with assorted muffins, doughnuts, pastries. Many options for this.
 - A/V – Microphone/Screen etc.- Included with space. We have 1 projector, 2 screens and 1 corded microphone. Additional items would need to be rented through a third party. Or Client may bring their own.
 - Lunch
 - Buffett style for all attendees – Buffett could be served in the meeting room, or in Firewater Grill.
 - A/V – Microphone/Screen etc. - Included with space. We have 1 projector, 2 screens and 1 corded microphone. Additional items would need to be rented through a third party. Or Client may bring their own
 - Dinner/Banquet
 - Plated Meal – Served in Ballrooms ABC. Would like to keep these rooms setup banquet style (with rounds if possible)
 - A/V – Microphone/Screen etc.
- Three Breakout Session Rooms -My thoughts are we could use ballrooms ABC (already setup banquet style, with rounds of 8) and close the airwalls to create 3 rooms.

- Morning & Afternoon
 - A/V Screens/Possible Microphones etc. - Included with space. We have 1 projector, 2 screens and 1 corded microphone. Additional items would need to be rented through a third party. Or Client may bring their own.
-
- Classroom Setting – Can be done. Would setup in ballroom D

Friday

- Three Breakout Session Rooms – Ballrooms ABC
 - Morning only
 - A/V Screens/Possible Microphones etc. - - Included with space. We have 1 projector, 2 screens and 1 corded microphone. Additional items would need to be rented through a third party. Or Client may bring their own.
 - Classroom Setting – Ballroom D
- One General Session - Ballroom D set classroom from prior days
 - Mid/Late Morning
 - Round Table Setting – open the airwalls to ABC and use existing setup or use the Firewater Bar and Grill
 - Brunch for all attendees- buffet or plated available.
 - A/V – Microphone/Screen etc. - - Included with space. We have 1 projector, 2 screens and 1 corded microphone. Additional items would need to be rented through a third party. Or Client may bring their own.
 -
 - Possible Long facing audience for Board member seating – this could be possible. Would need to discuss further, along with the general flow of your meetings. We have 3 ballrooms separated by airwalls and 1 ballroom that sits behind the 3. We also have a boardroom that has a long conference table with 10 chairs and space for additional seating. We have fit up to 25 people in there if we use a theater style seating around the room. The Firewater Bar and Grill is always an option for your cocktail reception needs or lunch needs, if you do not want to use existing setups in the ballrooms from your meeting needs or cannot give us time to flip rooms as needed.

Questions:

- Meeting Space Rental
 - General Session Room? Ballroom D
 - Breakout Rooms? Ballrooms A, B, C
 - Vender Table Rental? Not sure what you mean by vendor table rental. We would not charge you to use our tables and chairs. If your needs exceed the existing stock of tables or chairs we have in house, any tables or chairs we would have to rent and delivery and pick up fees would be billed to the event.
- Technology Needs
 - What A/V is available in General Session and Breakout Rooms? We have 1 built in screen in ballroom D and 1 stand alone screen to use in other rooms. We have speakers for a microphone and 1 projector. Anything else would need to be rented through a third party.
 - Is there a cost to use conference center A/V equipment?
 - If yes, costs? There is no fee to use ours. Third party rentals are unknown. Would depend on the your provider of choice. Hotel will assist in arranging for

third party rental / setup for A/V Equipment at an additional 20% service fee plus charges from third party.

- What is available – Microphones, Screens, Projectors, Other? 1 corded microphone, 1 projector, 2 screens (1 built in, 1 free standing)
- Is a person available for Tech Support? No
- Can we connect via distance technology (Zoom, Skype, etc.)? We have Wi-Fi throughout the hotel

- Lodging
 - Are any comp guest rooms provided? 1 comp room per 25 booked.
 - Attrition allowance/policy? - No attrition. Cutoff date set on block. Rooms will fall out of block if not picked up for hotel to sell a will.
 - Room blocks rate. - \$89.00 for standard double queen or single king room, \$109 for king business suites
 - Tax rate? - Currently, 18.16%
 - How long prior to conference to book/release? - Cutoff date will be set 14 business days prior to arrival date.
 - Complimentary Breakfast for hotel guests? - Full hot breakfast included in room rate.

- Food
 - Is there a minimum food purchase requirement? We will not set a minimum spend on food if all food is provided through hotel.
 - Are there additional taxes or gratuities? Yes, standard taxes plus 20% gratuities
 - Food available for breaks? Yes
 - Any outside food allowed? Yes, if outside catering is brought in we will charge a fee and ballroom rental.
 - Can we do a food tasting and/or a menu for selections? Yes, there is a \$150 tasting fee if event and catering is not booked in hotel.
 - Are continental breakfast, buffet, and plated meal options available? Yes. * Plated meals may have additional costs if hotel must hire servers through a third party.
 - Cash Bar availability /cost for Thursday evening? Cash bar setup for 60 people would be \$150 for setup and 1 bartender. Can go into the Firewater Grill also, no additional charge to go into the Firewater.

- Amenities
 - What is available on site? Indoor pool, Fitness room, free parking, complimentary shuttle service to and from airport, Firewater Grill and Bar on site (open m-sat 4pm-10pm)
 - Entertainment or places of interest nearby? Numerous restaurants and bars nearby. Within a 5-minute drive from hotel.
 - Business Center? Yes
 - Transportation from airport? Yes
 - Parking options/costs? None

- Miscellaneous
 - Will other events be occurring at the same time as this conference? No
 - Any other important information?

Comfort Inn 72nd & Grover, Omaha
Larger Break Out Room



Smaller Break Out Room 1



Smaller Break Out Room 2



Ballroom D



Walkway from Ballroom D to the main hallway



Dining Area





Area in front of the larger break out room where she said people typically set up their registration tables

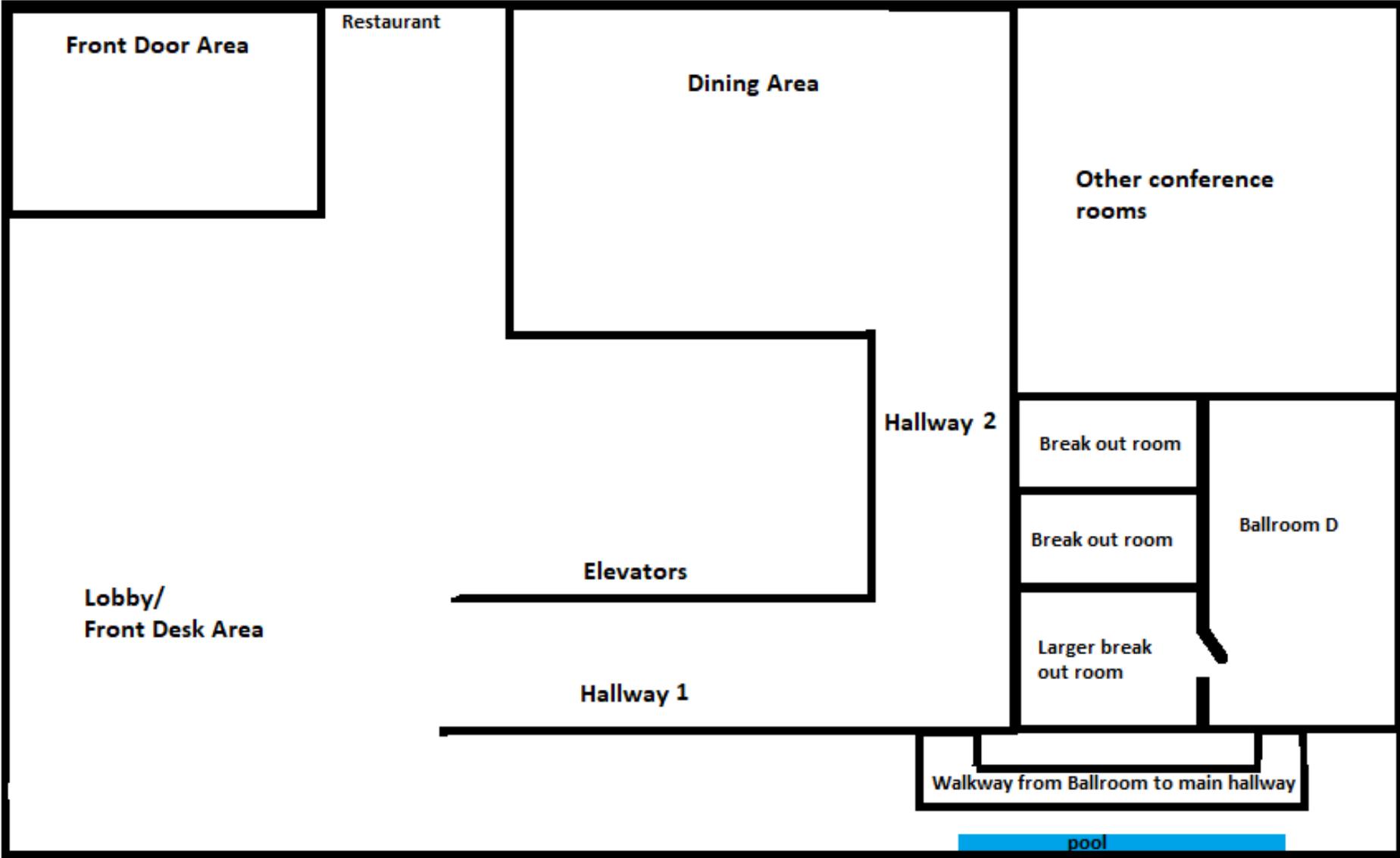


Hallway 1



Hallway 2





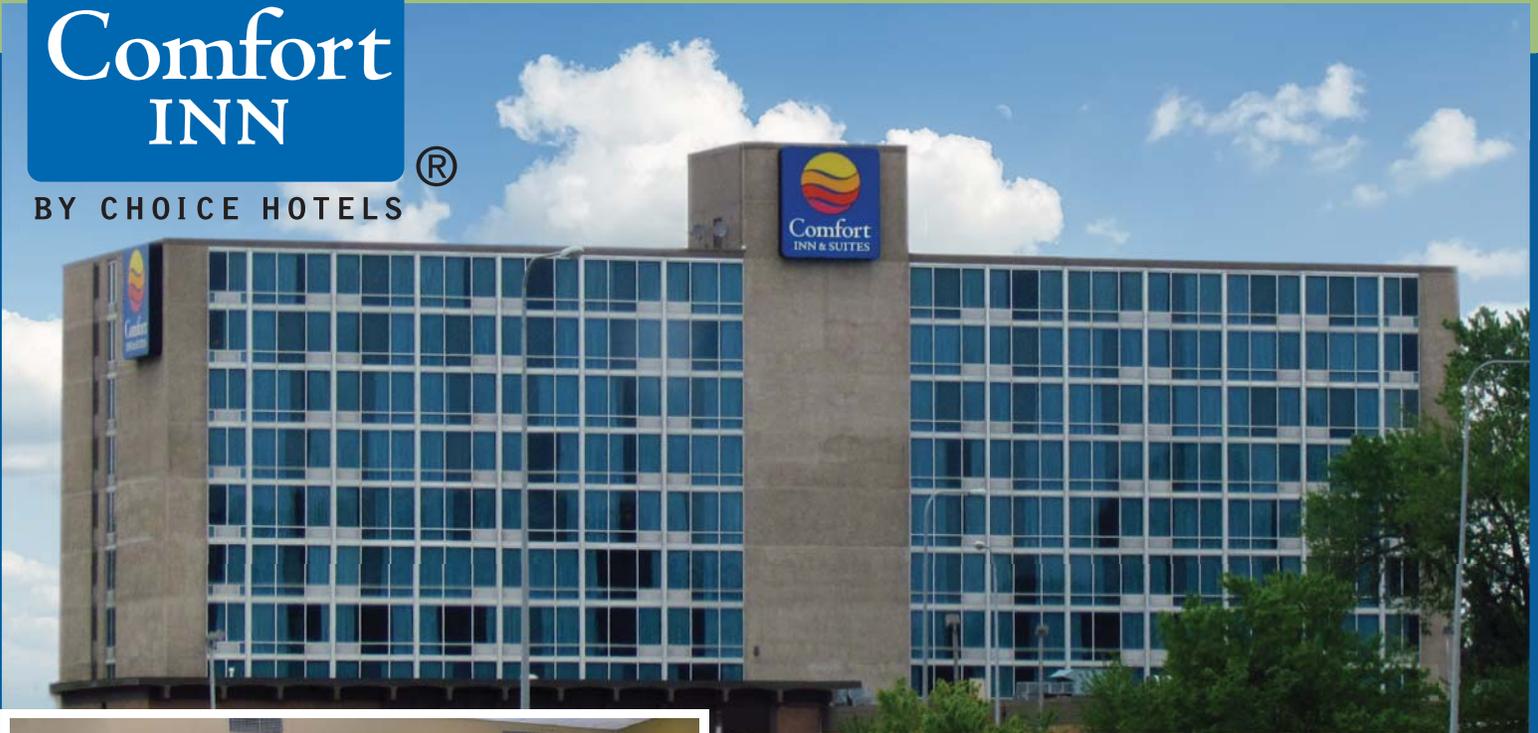


Comfort
INN

BY CHOICE HOTELS



Come and experience the splendor and service
that make our hotel second to none!



OUR PROPERTY FEATURES:

- 172 Guest Rooms - All rooms have pillow top mattresses, free wireless high-speed internet, cable television, desks, hair dryers, irons, ironing boards, voice mail, and free coffee
- Over 6,000 sq. feet of banquet and meeting space
- Wedding packages designed to fit your budget
- Professional Event Coordinators that can personally customize your event for 20 to 350 people
- Firewater Grille featuring live entertainment

Hotel Guests Enjoy:

- Complimentary Deluxe Continental Breakfast
- Heated Swimming Pool
- Shuttle Service
- Guest Laundry
- 24 Hour Fitness Center
- 24 Hour Business Center



BY CHOICE HOTELS

Meeting and Banquet Facilities

Comfort Inn & Suites Central proudly hosts over 6000 square feet of banquet and meeting space. Our friendly and flexible Food and Beverage Department is ready to assist you with your Convention, Wedding, or Business Meeting. We firmly believe in giving exceptional customer service at an unbeatable value. At Comfort Inn & Suites Central, we pride ourselves in making your event a complete success.



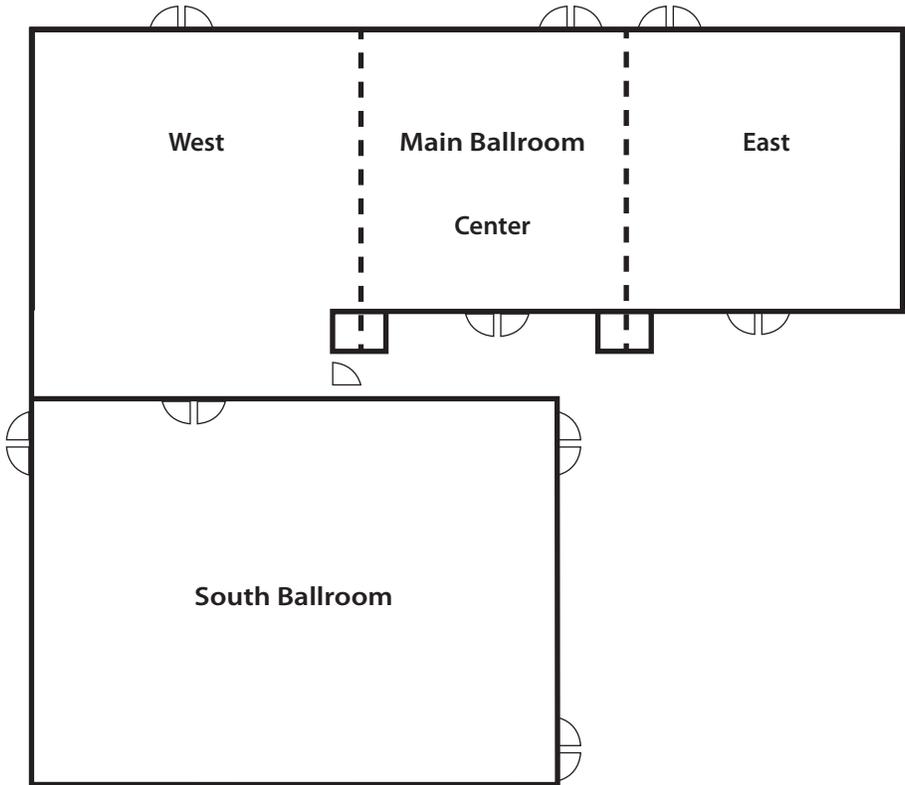


BY CHOICE HOTELS

Meeting and Banquet Facilities

Meetings, Banquets and Weddings for 20 to 350 People

ROOM	SQUARE FEET	BANQUET ROUND	BANQUET OBLONG	CLASSROOM	THEATRE	CONFERENCE	U-SHAPED	RECEPTION
MAIN BALLROOM	2,674	225	260	180	300	N/A	N/A	350
EAST BALLROOM	716	48	50	35	72	30	30	50
CENTER BALLROOM	716	48	50	35	72	30	30	50
WEST BALLROOM	1,304	104	120	70	150	40	50	150
SOUTH BALLROOM	2,304	225	250	140	250	N/A	N/A	300
EXECUTIVE BOARDROOM	410	N/A	N/A	N/A	N/A	15	N/A	N/A





Comfort
INN

BY CHOICE HOTELS



Whirlpool Suite



Your luxurious, two-room, Whirlpool Suite features a King Bed, french doors for privacy and 1 ½ baths. Your suite also includes a two-person whirlpool tub, a living room with fireplace, a 42-inch plasma television, wet bar, refrigerator and microwave.





BY CHOICE HOTELS®

Your two-room King Suite features a King Bed, french doors for privacy, living room with a desk, and 1 ½ baths.

Your suite also includes a wet bar with a refrigerator and microwave.

King Suite





BY CHOICE HOTELS

Kid's Suite

Your two-room Kid's Suite can sleep the whole family. It features one King Bed and three Twin Beds.

Amenities include a refrigerator, microwave and dining area.





BY CHOICE HOTELS

Family Suite

With three Queen Beds, our two-room Family Suite can sleep up to six adults. A refrigerator and microwave are also included.



Standard King



Standard King

Your Standard King Room
features:
a King Bed
a Writing Desk
a 32-inch Color Television
and plenty of room for relaxing.



Standard Double



Comfort
INN



BY CHOICE HOTELS

Standard Double

Your Standard Double Room
features:
Two Queen Beds
a Writing Desk
and a 32-inch Color Television.





Comfort[®]
INN

Banquet Menu

Relax & Unwind. We've got it covered.



Comfort Inn & Suites / 7007 Grover St. / Omaha, NE / (402) 934-4900

Breakfast

Eye-opening Breakfasts designed for your Comfort!

The Comfort Breakfast

Scrambled eggs; choice of bacon or sausage; breakfast potatoes; biscuits & gravy; regular & decaf coffee; hot tea; choice of one juice. 11.95 per person

Add sliced, fresh fruit for an additional 1.50 per person

Saratoga Breakfast

Eggs Saratoga (scrambled eggs with diced ham, green onions & peppers); breakfast potatoes; sliced fresh fruit; a sweet bread; regular & decaf coffee; hot tea; choice of one juice. 11.95 per person

Lighter Start Breakfast

Assorted pastries; assorted muffins; assorted yogurt or whole fresh fruit; regular & decaf coffee; hot tea; choice of one juice.

9.95 per person

Cattlemen's Breakfast *(plated only)*

6oz Sirloin steak; scrambled eggs; breakfast potatoes; regular & decaf coffee; hot tea; choice of one juice. 10.95 per person

Add sliced, fresh fruit for an additional 1.50 per person

Break Packages

Great for meetings, conferences & all day events.

All Day Break 12.95 per person

Morning - Assorted pastries; choice of one juice; regular & decaf coffee; hot tea.

Mid-Morning - Beverage refresh.

Afternoon - Assorted cookies; brownies; assorted soft drinks; iced tea.

Deluxe All Day Break 14.95 per person

Morning - Fresh sliced fruit; assorted yogurt; assorted muffins and pastries; choice of one juice; regular & decaf coffee; hot tea.

Mid-Morning - Beverage refresh.

Afternoon - Whole fresh fruit; assorted cookies; brownies; assorted soft drinks; iced tea.

Salty Snack Break 7.50 per person

Popcorn; snack mix; chips with ranch dip; assorted sodas; iced tea or lemonade

Fruit & Cheese Snack Break 10.00 per person

Sliced fresh fruit; cheese & crackers; assorted sodas; iced tea or lemonade

Coffee & Pastry Snack Break 7.50 per person

Pastries; regular & decaf coffee; hot tea; choice of one juice.

Cookie Snack Break 5.00 per person

Freshly-baked cookies; regular & decaf coffee; hot tea; milk.

Salads & Sandwiches

Working through Lunch?

Boxed Lunch 8.95 per person

• Choice of Meat & Cheese

**Roast Beef with Cheddar • Cured Ham with Swiss
Smoked Turkey Breast with Provolone**

Includes lettuce, tomato, potato chips, piece of whole fresh fruit or pasta salad, cookie and choice of assorted soft drink.

Chicken Caesar Salad

Romaine Lettuce, shredded parmesan, croutons and 6oz grilled chicken breast. Rolls & butter included. 8.95

Buffalo Chicken Salad

Grilled Buffalo style chicken served over a bed of greens with diced tomatoes, red onions, and peppers. Served with a chipotle Ranch dressing. Rolls & butter included. 9.95

Chef Salad

Mixed green salad with Swiss cheese smoked turkey, ham, tomato and hard boiled egg. Rolls & butter included. 8.95

Chicken Salad Croissant 8.95 per person

Our refreshing, herbed chicken salad on a flaky croissant, served with choice of pasta salad or chips.

Club Croissant 8.95 per person

A flaky croissant loaded with turkey, ham, bacon, swiss cheese, lettuce, tomatoes, onions & mayo.

Served with choice of pasta salad or chips.

Hot Roast Beef 8.95 per person

Our succulent, slow-roasted beef, served open-faced over Texas toast with mashed potatoes and beef gravy. Also served with choice of grilled vegetables or fresh fruit.

Prices do not include a 20% Service Charge or Applicable Sales Tax.
Items and prices are subject to change without notification.

Buffets

Perfect for large groups. 30 person minimum.

Hot Entree Buffet One 18.95 per person

- **Choice of one Entree**
- Sliced Roast Beef
- Fried Chicken
- Sliced Roast Turkey
- Smoked BBQ Beef Brisket
- Sliced Roasted Pork Tenderloin
- Sliced Honey Baked Ham
- Grilled Tilapia
- Grilled Chicken
- Chicken Tortellini
- **Choice of one Starch**
- Garlic Mashed Potatoes
- Rice Pilaf • Wild Rice
- Roasted Baby Red Potatoes
- Baked Potato
- **Choice of one Vegetable**
- Vegetable Medley
- Green Beans Almondine
- Steamed Broccoli
- Peas with Pearl Onions
- Green Beans with Pearl Onions
- Honey-Glazed Carrots
- Corn O'Brien
- **Choice of one Salad**
- Tossed Salad with choice of two dressings: (Ranch, Balsamic Vinaigrette, Dorothy Lynch, Italian, 1000 Island)
- Pasta Salad • Potato Salad
- Caesar Salad
- **Choice of one Dessert**
- Assorted Cookies
- Brownies • Lemon Bars

Buffet includes fresh brewed coffee and iced tea.

Hot Entree Buffet Two 23.95 per person

- **Choice of two Entrées**
- Add a third entrée for an additional 3.00 per person. Add a carving station (except for Prime Rib) for an additional 5.00 per person
- Sliced Roast Beef
- Glazed Sliced Ham
- Grilled Salmon Filet
- Shrimp (Grilled, Fried or Coconut)
- BBQ Beef Tips
- Chicken Cordon Bleu
- Roasted Pork Tenderloin
- Chicken Parmesan
- Chicken Marsala
- **Choice of one Starch**
- Au Gratin Potatoes
- Roasted New Potatoes
- Rice Pilaf • Baked Potato
- Garlic or Cheddar Mashed Potatoes
- **Choice of one Vegetable**
- Vegetable Medley
- Green Beans Almondine
- Steamed Broccoli
- Peas with Pearl Onions
- Green Beans with Pearl Onions
- Honey-Glazed Carrots
- Corn O'Brien
- **Choice of one Salad**
- Tossed Salad with choice of two dressings: (Ranch, Balsamic Vinaigrette, Dorothy Lynch, Italian, 1000 Island)
- Pasta Salad • Potato Salad
- Caesar Salad
- **Choice of one Dessert**
- Assorted Cheesecakes
- Chocolate Cake • Carrot Cake
- Red Velvet Cake

Buffet includes fresh brewed coffee and iced tea.

Pizza Buffet 11.95 per person

- **Assorted One-Topping Pizzas**
- **Tossed Salad** with choice of two dressings (Ranch, Balsamic Vinaigrette, Dorothy Lynch, Italian, 1000 Island)
- **Warm Garlic Breadsticks**
- **Also includes:**
- Assorted Cookies
- Assorted Soft Drinks
- Iced Tea

Deli Sandwich Buffet 13.95 per person

Add rolls & one choice soup 2.00 per person (Broccoli Cheese, Steak & Potato, Chicken Noodle, Cream of Tomato, Chili, House Specialty) Add fruit tray for an additional 1.75 per person

- **Tray of Sliced Meats**
Roast Beef, Smoked Turkey, Baked Ham
- **Tray of Sliced Cheeses & Breads**
- **Tossed Salad** with choice of two dressings (Ranch, Balsamic Vinaigrette, Dorothy Lynch, Italian, 1000 Island)
- **Tray of Sandwich Toppings**
Sliced Tomatoes, Sliced Red Onions, Green Leaf Lettuce, Pickles
- **Also includes:**
- Potato Salad
- Assorted Condiments
- Assorted Cookies
- Water • Regular & Decaf Coffee
- Iced Tea

Pasta Buffet 12.95 per person

- **Choice of two Pastas**
- Fettuccine • Penne
- Angel Hair • Spaghetti
- **Choice of two sauces**
- Marinara • Meat Sauce
- Alfredo
- **Warm Garlic Breadsticks**
- **Tossed Salad** with choice of two dressings (Ranch, Balsamic Vinaigrette, Dorothy Lynch, Italian, 1000 Island)
- **Also includes:**
- Grated Parmesan
- Sliced Black Olives
- Crushed Red Peppers
- Diced Tomatoes

Buffet includes fresh brewed coffee and iced tea.

Plated Dinners priced per person

Plated Dinners include a mixed green salad, choice of potato & vegetable, dinner rolls, freshly brewed coffee and Iced Tea.

New York Strip Steak

10 ounce center-cut Strip Steak grilled to perfection. 24.95

Roasted Pork Loin

Marinated in a chipotle orange marmalade sauce. 19.95

Grilled Rib-Eye Steak

12 ounces. Aged and marbled. Tender and Juicy. 21.95

Roasted Herb-Encrusted Pork Loin

Slow roasted Pork Loin sliced with a Peppercorn Brandy Sauce. 17.95

Shiitake Chicken

Breast

Finished with a Shiitake Mushroom sauce. 18.95

Salmon Filet

Fresh Salmon grilled and topped with a fresh mango salsa. Served with Rice Pilaf and Chef's choice of vegetable. 17.95

Chicken Marsala

Pan-seared, topped with a Marsala wine & mushroom sauce. 17.95

If you don't see something that suits your taste or occasion, please ask for an individual consultation with our banquet chef. Prices do not include a 20% Service Charge or Applicable Sales Tax. Items and prices are subject to change without notification.

Hors D'oeuvres & Trays

Finger food for any occasion.

Hors D'oeuvres

Sold per 50 pieces

Chicken Wings

Served with bleu cheese or ranch dressing. Your choice of flavor: Mild, Hot, Teriyaki, Honey Glazed or Spicy BBQ. 58.95

Meatballs BBQ, Italian or Swedish. 50.95

BBQ Mini Smokies 50.95

Cheese Sticks 40.95

Quesadillas Cheese. 55.95
Beef or Chicken. 65.95

Chicken Strips
with choice of sauce 70.95

Crab Cakes 70.95

Jalapeno Poppers 60.95

Spring Rolls 65.95

Shrimp

Your choice of: Chilled, Bacon-Wrapped, Coconut, Grilled. 75.95

Cocktail Baby Back Ribs 70.95

Beef or Chicken Kabobs 70.95

Spinach Dip

Served with chips or French bread. 70.95

Cocktail Sandwiches

Ham, Turkey & Roast Beef. 80.95

Chocolate-Covered Strawberries 70.95

Displays & Trays

Small / Medium / Large

(30 guests) (50 guests) (100 guests)

Vegetable Tray

60.00 / 85.00 / 120.95

Cheese & Cracker Tray

70.00 / 95.00 / 135.95

Antipasto Platter

85.00 / 115.00 / 235.00

Fresh Fruit Tray

70.00 / 95.00 / 135.95

Dessert Bar Tray

55.00 / 70.00 / 110.95

Ala Carte Snacks & Drinks

Mix & match your favorites!

Snacks

Large Muffins 21.95/dozen

Assorted Donuts 21.95/dozen

Assorted Pastries 21.95/dozen

Brownies 26.95/dozen

Assorted Cookies 19.95/dozen

Assorted Yogurts 21.95/dozen

Assorted Popcorn 16.95/bowl

Caramel Corn 17.95/bowl

Cheese Corn 17.95/bowl

Potato Chips & Dip 23.95/bowl
(choice of Ranch or French onion)

Tortilla Chips & Salsa 23.95/bowl

Snack Mix 23.95/bowl

Granola Bars 13.95/dozen

Pretzels 16.95/bowl

Mixed Nuts 19.95/bowl

Drinks

Coffee, Hot Tea & Iced Tea

All Day Beverage Service includes unlimited coffee & hot tea.

Full Day. 4.25/person Half Day. 2.50/person

Juice 20.00/gal (orange, apple, cranberry)

Lemonade 15.00/gal

Iced Tea 15.00/gal

Fruit Punch 15.00/gal

Assorted Sodas 2.25/can

Bottled Water 2.50/bottle

Beverages

Complete beverage service available on a hosted or cash basis.

Bartenders are \$75 each. Groups of 100 or less = (1) Bartender. 100-250 = (2) Bartenders. 250-500 = (3) Bartenders. 2 hour minimum, \$15 for each additional hour.

Cash Bar Beverages

House Brands 4.00

Call Brands 5.00

Premium Brands 6.00

Wine by the Glass 4.00

Domestic Bottled Beers 3.00

Imported Bottled Beers 4.00

Soft Drinks 2.00

Host Bar Packages

House Brands

(Priced per person, per hour)

(1) hour 10.00 (2) hours 12.00 (3) hours 15.00

(\$3 for each additional hour)

Call Brands

(Priced per person, per hour)

(1) hour 12.00 (2) hours 15.00 (3) hours 17.00

(\$3 for each additional hour)

Premium Brands

(Priced per person, per hour)

(1) hour 13.00 (2) hours 17.00 (3) hours 19.00

(\$3 for each additional hour)

Wine, Beer and Soda Bar

(Priced per person, per hour)

(1) hour 8.00 (2) hours 12.00 (3) hours 15.00

(\$3 for each additional hour)

Kegs

Domestic 240.00 Import/Microbrews 300.00

Prices do not include a 20% Service Charge or Applicable Sales Tax. Items and prices are subject to change without notification.

RFP – Request for Proposal – NeASFAA Annual Conference 2024

Proposed Dates: March 20-22, 2024 **OR**
 March 27-29, 2024

Anticipated Scheduling Needs:

Wednesday

- Two rooms used in afternoon
 - Board Meeting
 - 25-30 Attending
 - Dinner for Board and PDRC
 - Conference Staging Room
 - Next day Breakout Rooms Open to set up A/V?
- 10 Guest Rooms Available

Thursday

- Attendance Anticipated: 60-70 persons
- Room Block of 30-40 guest rooms
- Registration Area with table or counter access
- Vender Space – 3 to 5 vendors
- General Sessions for all attendees
 - Round Table Setting
 - Morning
 - Continental Breakfast available
 - A/V – Microphone/Screen etc.
 - Lunch
 - Buffett style for all attendees
 - A/V – Microphone/Screen etc.
 - Dinner/Banquet
 - Plated Meal
 - A/V – Microphone/Screen etc.
- Three Breakout Session Rooms
 - Morning & Afternoon
 - A/V Screens/Possible Microphones etc.
 - Classroom Setting

Friday

- Three Breakout Session Rooms
 - Morning only
 - A/V Screens/Possible Microphones etc.
 - Classroom Setting
- One General Session
 - Mid/Late Morning
 - Round Table Setting
 - Brunch for all attendees
 - A/V – Microphone/Screen etc.
 - Possible Long facing audience for Board member seating

Questions:

- Meeting Space Rental- Rental is generally \$700 per 1/3 of the ballroom. We will discount the rental to \$500 per 1/3 since this is a multi-day event.
 - General Session Room? Salon D
 - Breakout Rooms? Salon B, C, E (Or Salon G instead of 1 listed)
 - Vender Table Rental? No additional rental to the room rental.

- Technology Needs
 - What A/V is available in General Session and Breakout Rooms? Projector, Projector screen, mics.
 - Is there a cost to use conference center A/V equipment? Yes
 - If yes, costs? \$150 for our AV Package which would include Projector, Projector screen, and Podium with Mic.
 - What is available – Microphones, Screens, Projectors, Other? If you need Wireless or Lapel Mic it is \$90 per mic. If multiple Microphones are needed for the same session you may need to supply your own equipment.
 - Is a person available for Tech Support? No, you would need to supply your own. We would help with the AV test to ensure the Projector and Mics are working but further help then that would needed to be provided on your own.
 - Can we connect via distance technology (Zoom, Skype, etc.)? Yes, we have complementary WIFI. You would need to connect through your own computer.

- Lodging
 - Are any comp guest rooms provided? 1 per 30 room nights.
 - Attrition allowance/policy? If we release the un-booked held rooms 1 month prior, no attrition clause is needed.
 - Room block rate? Cannot give rate this far out. Our rates for the hotel rooms are given 1 year and 10 days out from the start date.
 - Tax rate? As of right now 17.5%
 - How long prior to conference to book/release? 1 month prior, we will sometimes negotiate 3 weeks prior.
 - Complimentary Breakfast for hotel guests? We do not include breakfast in our typical pricing. If you are needing breakfast coupons to be included in the price of the hotel room we would need to know that prior.

- Food
 - Is there a minimum food purchase requirement? Yes, typically it is \$2,000 per 1/3 of the ballroom per day. We will however discount to a set \$6,000 total for the Food and Beverage minimum for the 3 days.
 - Are there additional taxes or gratuities? Yes- 20% service Fee and 7% Tax. (As of right now)
 - Food available for breaks? Yes, we have a very large menu.
 - Any outside food allowed? No outside Food or Beverage is allowed.
 - Can we do a food tasting and/or a menu for selections? We allow a Food tasting 3 months prior to event start date.
 - Are continental breakfast, buffet, and plated meal options available? Yes, menu is attached.

- Cash Bar availability /cost for Thursday evening? Yes, your bartender fee would be \$150 per bartender. We require 1 bartender per 100 people.
- Amenities
 - What is available on site? We have a Bistro available for Breakfast and Dinner, outdoor patio area, Pool, Gym, and Onsite Laundry.
 - Entertainment or places of interest nearby? There are several restaurants and a shopping area only 5 min away. There is a Movie Theater across the Street and a Culvers within walking distance. Behind the hotel is a large walking trail.
 - Business Center? Yes we have a business center with computers and printers available.
 - Transportation from airport? We do not include transportation to the airport. Our shuttle goes within a 5 mile radius
 - Parking options/costs? Complimentary Parking
- Miscellaneous
 - Will other events be occurring at the same time as this conference? Depends on if entire Ballroom and side spaces are rented for this event. If everything is not rented and we have additional space available then another event could be taking place.
 - Any other important information?

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BREAKFAST

All breakfast selections are served with regular and decaffeinated coffee, hot teas, water, and juices. Priced per Guest.

14.95 FONTENELLE BREAKFAST

Two farm fresh scrambled eggs and a generous helping of breakfast potatoes. Served with a variety of muffins.

SELECT ONE: SAUSAGE | BACON

11.95 BREAKFAST BURRITO

Scrambled eggs, bell peppers, and cheddar cheese wrapped in a flour tortilla served with breakfast potatoes and salsa.

SELECT ONE: SAUSAGE | BACON

13.95 QUICHE

Chef's quiche Lorraine served with crispy breakfast potatoes and a chilled fresh fruit cup.

11.95 CLASSIC CONTINENTAL

Fresh muffins, breakfast pastries, bagels with cream cheese, and sliced fruit

11.95 BREAKFAST CROISSANT

A flakey butter croissant piled high with shaved ham, egg, and cheddar cheese. Served with crispy breakfast potatoes and a chilled fresh fruit cup.

13.95 HEALTHY CONTINENTAL

Fresh muffins, breakfast pastries, bagels with cream cheese, granola bars, assorted yogurt, and sliced fruit.

BREAKFAST ADD ON'S

Priced per Guest unless otherwise noted.

3.00 OATMEAL STATION

Old fashion oatmeal with assorted toppings.

8.00 OMELET STATION

Omelets prepared fresh right before your eyes. Bacon, sausage, ham, onions, peppers, tomatoes, mushrooms, spinach, and cheese.

4.00 CREATE YOUR OWN PARFAIT

Vanilla yogurt, assorted berries, granola, nuts, and dessert sauces.

6.00 BLOODY MARY & MIMOSA STATION

Vodka and bloody mary mix served with olives and celery. Champagne with orange juice served with strawberries. Priced per drink. Bartender fee applies.

2.00 ASSORTED CEREALS

A variety of cold cereals served with skim and 2% milk.

12.00 HARD BOILED EGGS

Priced per dozen.

All food and beverage items are subject to a 20% service fee. Due to market fluctuations, all food and beverage items are subject to change. Should our prices increase, written notification will be given. No outside food or beverages are permitted for banquet/meeting functions. The removal of food or beverages provided by the hotel is not permitted. 08/28/19

A GOOD BREAKFAST INSPIRES A GREAT MORNING



BREAKFAST BUFFETS

14.95 CLASSIC BREAKFAST

Scrambled eggs, crispy breakfast potatoes, assorted muffins.

SELECT ONE: SAUSAGE | BACON

17.95 SUNRISE MORNING

SELECT ONE FROM EACH SECTION:

- Scrambled Eggs | Scrambled Eggs with Cheese | Scrambled Eggs with Onions and Peppers
- Country Sausage Patties or Links | Crispy Bacon | Turkey Bacon
- Crispy Breakfast Potatoes | Hash brown Casserole | Chilled Fresh Fruit Salad
- Assorted Muffins | Biscuits with Butter and Honey

21.95 LA BELLE ULTIMATE BREAKFAST

Sliced fruit, baked Danish, crispy bacon, sausage links, crispy breakfast potatoes, and assorted muffins.

SELECT ONE FROM EACH SECTION:

- Denver Scramble | Quiche Lorraine | Biscuits and Gravy
- Waffles | French Toast | Pancakes
(Make it chicken and waffles for \$2.00/person)

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BREAKS

Served for 1 hour. Priced per person.

11.95 CHOCOHOLIC BREAK

Chocolate dipped pretzels, cookies, brownies, assorted candy bars. Served with assorted soft drinks.

12.95 HEALTH NUT

Granola bars, seasonal sliced fruit, assorted yogurts, pita chips and vegetables with hummus

11.95 7TH INNING STRETCH

Assorted bags of chips, mini candy bars, popcorn, and assorted soft drinks

13.95 FIGHTING 55TH BREAK

Freshly baked cookies and dessert bars. Served with regular and decaffeinated coffee, white and chocolate milk

13.95 FITNESS BREAK

Seasonal sliced fruit, trail mix, with cheese and crackers. Served with Gatorade

10.95 SUNDAY STATION

Vanilla ice cream pre scooped with assorted toppings and dessert sauces.

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TAKE A BREAK

A LA CARTE BREAK ITEMS

Priced per dozen unless otherwise noted

- 3.00 ASSORTED YOGURTS (EACH)
- 28.95 ASSORTED BREAKFAST PASTRIES
(Danish, Scones)
- 28.95 CHEF'S CINNAMON ROLLS
- 28.95 ASSORTED BAGELS & CREAM CHEESE
- 28.95 ASSORTED MUFFINS
- 27.95 ASSORTED DONUTS
- 30.95 ASSORTED GOURMET BARS
- 4.00 SLICED FRESH FRUIT
Priced per person.
- 4.00 VEGETABLE CRUDITÉS
Served with ranch dip or hummus.
Priced per person.
- 32.95 MIXED NUTS
Priced per 25 people.
- 40.00 TORTILLA CHIPS AND SALSA
Priced per 25 people.
- 35.95 CHEX MIX OR TRAIL MIX
Priced per 25 people
- 2.00 WHOLE FRUIT (EACH)
- 32.00 PRETZELS
Priced per 25 people
- 28.95 FRESH COOKIES OR BROWNIES

BEVERAGE SERVICE PACKAGES

Priced per person.

- 7.95 HALF DAY BEVERAGE SERVICE
Fresh brewed regular and decaffeinated coffee,
iced tea, assorted soft drinks, and bottled water.
- 12.95 FULL DAY BEVERAGE SERVICE
Fresh brewed regular and decaffeinated coffee,
iced tea, assorted soft drinks, and bottled water.

A LA CARTE BEVERAGES

Price per gallon unless otherwise noted.

- 25.00 ICED TEA, LEMONADE, OR PUNCH
- 26.00 REGULAR OR DECAFFEINATED COFFEE
- 3.75 BOTTLED JUICES
Priced per bottle.
- 2.25 MILK: 2%, WHITE, OR CHOCOLATE
Priced per carton.
- 2.25 SOFT DRINKS
Priced per can.
- 2.75 BOTTLED WATER
Priced per bottle.
- 3.50 GATORADE
Priced per bottle.
- 4.00 RED BULL
Priced per can.

All food and beverage items are subject to a 20% service fee. Due to market fluctuations, all food and beverage items are subject to change. Should our prices increase, written notification will be given. No outside food or beverages are permitted for banquet/meeting functions. The removal of food or beverages provided by the hotel is not permitted. 08/28/19



PLATED LUNCH

All Plated Lunches are served with regular and decaffeinated coffee, water, and iced tea. Includes seasonal vegetable with choice of salad (Fontenelle Garden Salad or Caesar Salad) and dressing. Add chicken to your salad for \$2.00/person. Add Chef's choice dessert for \$2.00 per person. For groups of 10 or less, 2 selections only.

18.95 CHICKEN MARSALA

Herb and flour dusted chicken breast served with marsala wine mushroom sauce and plated over fresh pasta.

17.95 CHICKEN SUPREME

Tender boneless chicken breast marinated in Italian herb blend, charbroiled, and served with supreme sauce and oven roasted potatoes.

22.95 STEAK AU POIVRE

6 oz. top sirloin steak grilled to medium and finished with a creamy whiskey peppercorn sauce. Served with garlic mashed potatoes.

19.95 ITALIAN HERB CRUSTED PORK CHOP

Hand breaded center cut pork loin pan-fried to a golden brown, served with a portabella asiago cream sauce, and oven roasted potatoes.

16.95 HOT BEEF OR TURKEY SANDWICH

Slices of hot beef or turkey resting atop Texas toast and served with mashed potatoes and turkey (brown) gravy.

20.95 BAKED SALMON

Fresh pan-seared Atlantic salmon resting atop our rice pilaf and served with a lemon basil butter sauce.

16.95 FRENCH DIP

Shaved roast beef topped with provolone cheese on a toasted baguette. Served with potato salad and au jus.

16.95 STEAKHOUSE BURGER

100% Angus beef patty charbroiled, topped with cheddar cheese on a toasted bun, and served with a pickle spear and potato salad.

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PLATED SALADS

All Plated Salads are served with regular and decaffeinated coffee, water, and iced tea.
Add Chef's choice dessert for \$2.00 per person. For groups of 10 or less, 2 selections only.

16.95 CHICKEN CAESAR SALAD

Crisp romaine topped with grilled chicken, Parmesan cheese and garlic croutons. Served with freshly baked garlic bread and creamy Caesar dressing on the side.

17.95 THAI CHICKEN SALAD

Spring mix topped with grilled chicken, roasted red pepper, edamame, carrots, chopped peanuts, and fresh cilantro. Served with fresh wonton strips and a spicy Thai peanut dressing.

18.95 FIESTA GARDEN STEAK SALAD

Mixed greens, grilled steak, avocado, onion, tomato, black olives, and cheddar jack cheese. Served with fresh tortilla chips, salsa, and ranch dressing.

17.95 CHEF'S SALAD

Mixed greens, turkey, ham, hard-boiled egg, tomato, cucumber, cheese, and croutons. Served with ranch dressing and crackers.

20.95 SALMON SALAD

Seared salmon filet atop mixed greens, toasted walnuts, Parmesan cheese, cucumbers, and cherry tomatoes. Served with a Mediterranean vinaigrette.

18.95 TURKEY BACON COBB SALAD

Mixed greens, turkey, crispy bacon, tomato, onion, avocado, and feta cheese. Served with a tangy balsamic dressing

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PLATED SANDWICHES

All Sandwiches are served with regular and decaffeinated coffee, water, iced tea, potato chips, and choice of pasta salad or potato salad. Add Chef's choice dessert for \$2.00 per person. For groups of 10 or less, 2 selections only.

13.95 ITALIAN COLD CUT

Capicola, smoked ham, and pepperoni with lettuce, Roma tomato, red onion, and provolone cheese. Finished with a Tuscan vinaigrette.

13.95 CROISSANT CLUB

Flakey butter croissant stuffed with ham, turkey, and Swiss. Topped with bacon, lettuce, and tomato.

14.95 ROAST BEEF CLUB

Sliced roast beef piled high on marbled rye bread and topped with lettuce, tomato, bacon, and cheddar cheese. Served with horseradish mayo.

14.95 CHICKEN SALAD OR TUNA SALAD CROISSANT

Chopped chicken mixed with mayo, walnuts and grapes. Or flaked tuna mixed with mayo, and onion. Both served on a flakey butter croissant and topped with lettuce and tomato.

15.95 BUFFALO CHICKEN WRAP

Crispy buffalo chicken, fresh romaine, cherry tomatoes, blue cheese, cucumber, and ranch dressing wrapped in a spinach tortilla.

14.95 GRILLED CHICKEN CAESAR WRAP

Crisp romaine, garlic croutons, cherry tomato, shaved parmesan cheese, and tender grilled chicken all wrapped up in a herb tortilla with Caesar dressing

14.95 TUSCAN VEGGIE WRAP*

Balsamic marinated Portobello mushroom, grilled peppers, zucchini, and pesto goat cheese wrapped in a spinach tortilla

13.95 JASMINE VEGGIE WRAP*

Jasmine rice, fresh spinach, tomato, and feta cheese wrapped in a herb tortilla. Finished with a lemon vinaigrette

16.95 BOXED LUNCH ON THE RUN*

Variety of Chef's deli sandwiches, bag of potato chips, fresh baked cookie, and a bottle of water

*Denotes vegetarian options.

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A MIDDAY REFRESH



THEMED LUNCH BUFFETS

All Lunch Buffets served with regular and decaffeinated coffee, water, and iced tea. Add Chef's choice dessert for \$2.00 per person. Themed Lunch Buffets include 2 hour service and are priced per person.

22.95 MEXICAN BUFFET

Southwest salad with crispy tortilla strips and chipotle ranch. Beef and chicken fajitas mixed with onions, red and green peppers. Flour tortillas and corn chips with shredded lettuce, diced tomatoes, cheese, olives, jalapenos, sour cream, and salsa. Served with Spanish rice and beans

23.95 TASTE OF ITALIANO

Choice of 2 entrées served with a Caesar salad topped with garlic croutons and parmesan cheese, toasted garlic bread, and a roasted vegetable medley.

ENTRÉE CHOICES: BREADED CHICKEN
PARMESAN | CHICKEN ALFREDO | SPAGHETTI
BOLOGNESE | CHEESE STUFFED SHELLS |
FOUR CHEESE LASAGNA | EGGPLANT PARMESAN

23.95 CHINA EXPRESS

Choice of 2 entrées served with an Asian salad topped with ginger vinaigrette and fried wontons. Eggs rolls with sweet chili sauce.

SELECT ONE: FRIED RICE | LO MEIN NOODLES
ENTRÉE CHOICES: BROCCOLI BEEF | BROCCOLI
CHICKEN | PRINCESS CHICKEN | KUNG PAO
CHICKEN | SWEET TERIYAKI CHICKEN

22.95 WESTERN ROUND UP

Shaved BBQ pork and pulled BBQ chicken sandwiches served with cornbread and honey..

SELECT TWO: BAKED BEANS | CORN ON THE
COB | MACARONI AND CHEESE | SCALLOPED
POTATOES | COUNTRY STYLE GREEN BEANS
WITH BACON | LOADED POTATO CASSEROLE |
SWEET CORN WITH RED PEPPER MIX
SELECT ONE: COLESLAW | POTATO SALAD

23.95 COMPANY PICNIC

Served with assorted cheeses and condiments, baked beans, a garden salad, and Kaiser rolls.

SELECT TWO: HAMBURGERS | MARINATED
CHICKEN | BRATS | JUMBO HOTDOGS
SELECT ONE: PASTA SALAD | POTATO SALAD |
MACARONI SALAD | COLESLAW

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LUNCH BUFFETS

All Lunch Buffets served with regular and decaffeinated coffee, water, and iced tea. Add Chef's choice dessert for \$2.00 per person. Priced per person.

17.95 SOUP, SALAD, SANDWICH BAR
Includes your choice of soup and choice of 2 salads, a variety of breads, roast beef, ham, turkey, leaf lettuce, sliced tomato, condiments, and pickle spear.

16.95 BAKED POTATO BAR
Baked potatoes with sour cream, chives, shredded cheese, broccoli, and bacon. Includes your choice of soup and choice of 2 salads.

SOUP CHOICES (SELECT ONE):

MINISTRONE | BROCCOLI CHEDDAR |
VEGETABLE BEEF | CREAM OF POTATO |
CHICKEN NOODLE | TOMATO BASIL |
CHEF'S CHOICE SEASONAL SOUP

SALAD CHOICES (SELECT TWO):

GARDEN SALAD | CAESAR SALAD | SPINACH
SALAD | MEDITERRANEAN PASTA SALAD |
POTATO SALAD | MACARONI SALAD

20.95 ONE ENTRÉE BUFFET

Includes Chef's choice of vegetable, fresh baked rolls and butter, your choice of 1 entrée, salad, and a starch.

22.95 TWO ENTRÉE BUFFET

Includes Chef's choice of vegetable, fresh baked rolls and butter, your choice of 2 entrées, salad, and a starch.

ENTRÉE CHOICES (SELECT ONE):

CLASSIC MEATLOAF |
BEEF STROGANOFF | FRIED CHICKEN |
ITALIAN POT ROAST | HERB CRUSTED TILAPIA |
ROSEMARY PORK LOIN | FOUR CHEESE
LASAGNA | CHICKEN MARSALA

SALAD CHOICES (SELECT ONE):

HOUSE
GARDEN SALAD | CAESAR SALAD | SPINACH
SALAD | MEDITERRANEAN PASTA SALAD |
POTATO SALAD | MACARONI SALAD

STARCH CHOICES (SELECT ONE):

AU GRATIN
POTATOES | GARLIC MASHED POTATOES | ANGEL
HAIR PASTA IN LIGHT BUTTER GARLIC SAUCE |
RICE PILAF | MACARONI AND CHEESE

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PLATED DINNERS

All dinners include regular and decaffeinated coffee, water, iced tea, rolls with butter, and choice of salad, vegetable, and starch. Priced per person. **Can't decide what entrée you want?** It's okay, pick both! Make any plated dinner a duet plate. Just ask your Catering Manager! Max. of 2 choices per group.

- 28.95 ITALIAN HERB BREADED PORK CHOP**
Hand breaded center cut pork loin pan-fried to a golden brown and served with a portabella asiago cream sauce.
- 28.95 CHICKEN CORDON BLEU**
A tender 6 oz. chicken breast stuffed with smoked ham and melted whole baby Swiss cheese, then baked and topped with a mornay sauce.
- 28.95 STUFFED CHICKEN FLORENTINE**
Pan-seared marinated chicken breast stuffed with three cheeses, fresh spinach, roasted garlic, and sundried tomatoes. Served with a sundried tomato cream sauce.
- 28.95 CAPRESE CHICKEN**
An 8 oz. chicken breast marinated in lemon and basil sauce, stuffed with fresh mozzarella cheese, and roasted to perfection. Topped with confit tomato relish.
- 31.95 STUFFED CHICKEN OSCAR**
An 8 oz. airline chicken breast, stuffed with our crab cake mixture then baked to a golden finish then topped with a lemon Hollandaise sauce.
- 31.95 HEIRLOOM SALMON**
8 oz. salmon filet roasted and topped with a heirloom tomato and onion jam.
- 28.95 POTATO AND CHIVE CRUSTED COD**
Crusted cod in a blend of cheddar cheeses and potatoes. Topped with a chive cream sauce.
- 31.95 SEASONED NEW YORK STRIP STEAK**
A flavorful 10 oz. New York strip served with a herb butter sauce.
- 36.95 FILET MIGNON**
A tender and juicy 8 oz. filet topped with balsamic demi glaze.



- 29.95 WHISKEY GLAZED SIRLOIN**
A prime cut 8 oz. charbroiled to a perfect medium then finished with a honey-garlic whiskey glaze and topped with chili dusted haystack onions.
- 28.95 STEAK AU POIVRE**
An 8 oz. sirloin steak grilled to medium and finished with a creamy whiskey peppercorn sauce.
- 28.95 SONOMA BRAISED BRISKET**
Slowly braised in Cabernet Sauvignon, garlic, mushrooms, and a secret blend of spices; sliced and topped with a red wine mushroom sauce.
- 28.95 VEGETARIAN OPTIONS AVAILABLE**
Roasted Garden Gnocchi | Sweet Potato Hash | Eggplant Parmesan | Portabella and Grilled Vegetable Lasagna Roll

SALAD CHOICES (SELECT ONE)

- **FONTENELLE GARDEN SALAD:** Romaine and Iceberg lettuce, tomato, cucumber, julienne red and green peppers with shaved carrots.
- **CLASSIC CAESAR SALAD:** Romaine lettuce with kalamata olives, shredded Parmesan cheese, and croutons.
- **SPINACH SALAD:** Spinach and artisan greens, crispy bacon, diced red onions, tomatoes, and Bleu cheese crumbles with croutons.
- **MEDITERRANEAN GREEK SALAD:** Spinach and Romaine lettuce, cucumbers, kalamata olives, red onions, feta cheese, and Roma tomatoes. Served with Greek Dressing.

VEGETABLE CHOICES (SELECT ONE):

- Oven Roasted Vegetables | Steamed Broccoli | Green Beans with Almonds | Steamed Dill Baby Carrots | Green Beans with Bacon and Onions | Sweet Corn with Red Pepper Mix | Roasted Asparagus

STARCH CHOICES (SELECT ONE):

- Garlic Mashed Potato | Roasted Red Potato | Fully Loaded Mashed | Au Gratin Potato | Baked Potato | Rice Pilaf | Roasted Red Pepper Risotto | Applewood Smoked Bacon Mac & Cheese | Smoked Gouda Macaroni and Cheese | Fettuccini con Broccoli | LimonCello Shrimp with Penne

*** ANY SPECIAL DIETARY NEEDS CAN BE REQUESTED TO YOUR CATERING MANAGER**

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DINNER BUFFETS

All Dinner Buffets are served with coffee, water, iced tea, and rolls with butter. Includes 2 hour service.

28.95 ONE ENTRÉE BUFFET

Includes your choice of 1 entrée, salad, vegetable, and starch. Priced per person.

32.95 TWO ENTRÉE BUFFET

Includes your choice of 2 entrées, salad, vegetable, and starch. Priced per person.

ENTRÉE CHOICES

- **SHAVED ROSEMARY PORK TENDERLOIN:** Tender roast pork loin shaved and dressed with rosemary pan gravy.
- **STUFFED CHICKEN PARMESAN:** Breaded and fried chicken breast stuffed with a creamy four cheese blend. Topped with rich marinara and shaved parmesan cheese.
- **ITALIAN POT ROAST:** Braised beef chuck roast in a rich au jus and spicy gardenia.
- **SHAVED EYE OF ROUND:** Paper thin slices of beef topped with a rich cabernet mushroom sauce.
- **BACON WRAPPED PORK LOIN:** Whole pork loin wrapped in applewood smoked bacon roasted to perfection, sliced thin, and dressed with Kentucky Bourbon BBQ sauce.
- **SWEET ONION BRISKET:** Slow roasted brisket sliced and served with our original sweet onion glaze.
- **CHICKEN BREAST:** Tender chicken sautéed and topped with your choice sauce.
 - MARSALA SAUCE: Marsala wine sauce & mushrooms
 - PICCATA SAUCE: White wine and lemon butter
 - SUPREME SAUCE: Creamy herb supreme sauce
 - LEMON HERB SAUCE
- **CHICKEN CORDON BLEU:** Chicken breasts stuffed with smoked ham and swiss cheese. Then lightly breaded and topped with a creamy Mornay sauce.
- **ROSEMARY BROWN SUGAR FLAP STEAK:** Sliced steak cooked to a perfect medium and glazed with a rosemary brown sugar sauce.
- **WHISKEY MARINATED SIRLOIN STEAK:** Charbroiled to a medium then finished with a honey garlic whiskey glaze.
- **HEIRLOOM SALMON:** A 6 oz. grilled salmon fillet, topped with our Chef's delicious picata sauce.
- **CHICKEN FLORENTINE:** Boneless skinless chicken breast stuffed with three cheeses, spinach, and sundried tomatoes. Dressed with a sundried tomato and basil cream sauce.

- **PARMESAN CRUSTED TILAPIA:** Seasoned with bread crumbs and Parmesan cheese. Topped with a lemon cream sauce.
- **EGGPLANT PARMESAN:** Sautéed eggplant served in a savory marinara sauce.
- **ROASTED GARDEN GNOCCHI:** Mixed seasoned roasted vegetables along with bite sized dumplings and tossed with cheese.

SALAD CHOICES (SELECT ONE)

- **FONTENELLE GARDEN SALAD:** Romaine and Iceberg lettuce, tomato, cucumber, julienne red and green peppers with shaved carrots.
- **CLASSIC CAESAR SALAD:** Romaine lettuce with kalamata olives, shredded Parmesan cheese, and croutons.
- **SPINACH SALAD:** Spinach and artisan greens, crispy bacon, diced red onions, tomatoes, and Bleu cheese crumbles with croutons.
- **MEDITERRANEAN GREEK SALAD:** Spinach and Romaine lettuce, cucumbers, kalamata olives, red onions, feta cheese, and Roma tomatoes. Served with Greek Dressing.

VEGETABLE CHOICES (SELECT ONE):

Oven Roasted Vegetables | Steamed Broccoli | Green Beans with Almonds | Steamed Dill Baby Carrots | Green Beans with Bacon and Onions | Sweet Corn with Red Pepper Mix | Roasted Asparagus

STARCH CHOICES (SELECT ONE):

Garlic Mashed Potato | Roasted Red Potato | Fully Loaded Mashed | Au Gratin Potato | Baked Potato | Rice Pilaf | Roasted Red Pepper Risotto | Applewood Smoked Bacon Mac & Cheese | Smoked Gouda & Chicken Mac & Cheese | Fettuccini con Broccoli | LimonCello Shrimp with Penne | Cajun Sausage Penne | Chicken Tetrazzini

CARVING STATIONS

Stations come with appropriate condiments. Carving fee is included in price. Priced per 30 guests.

250.00 PINEAPPLE GLAZED HAM

225.00 CAJUN ROASTED TURKEY BREAST

230.00 INSIDE ROUND OF BEEF

375.00 WHOLE ROASTED PRIME RIB OF BEEF

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BAR SERVICE

Bartender fees apply. One bartender per 100 guests. \$150 per bartender for 6 hours.

ONE HOUR BEVERAGE PACKAGES

8.50 BEER, WINE & SODA

Priced per person, includes house wine, domestic & specialty beers, soft drinks, and bottled water.

Add \$5.00 per person for each additional hour.

10.95 PREMIUM BEVERAGE PACKAGE

Priced per person. Includes premium spirits, house wine, domestic and specialty beers, soft drinks, and bottled water.

Add \$6.00 per person for each additional hour.

12.95 SUPER PREMIUM BEVERAGE PACKAGE

Priced per person, includes super premium spirits, house wine, domestic & specialty beers, sodas and bottled water.

Add \$7.00 per person for each additional hour.

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SIP, SAVOR AND TOAST THE DAY



Alcoholic beverages and services are regulated by the Nebraska Liquor Commission Control. Kinseth Hospitality, as licensee, is responsible for the administration of these regulations. No outside alcoholic beverages may be brought into the premises. We reserve the right to refuse alcohol services to intoxicated persons and will not serve underage persons. No alcoholic beverages can be removed from the premises.

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HOSTED BAR

Priced per drink, paid by the host of the party.

5.25	Premium Brands
6.25	Super Premium Brands
5.75	House Wine
4.00	Domestic Bottled Beer
4.75	Imports and Specialty Beer
2.00	Soft Drinks
2.00	Bottled Water

HOSTED DRINK TICKETS

2.00	Unlimited soft drinks (priced per person)
5.00	Includes beer, wine, and soda
6.00	Includes beer, wine, soda, and premium spirits
7.00	Includes beer, wine, soda, premium, and super premium spirits

CASH BAR

Priced per drink, guests pay for their own drinks.

6.00	Premium Brands
7.00	Super Premium Brands
6.00	House Wine
4.00	Domestic Bottled Beer
5.00	Imports and Specialty Beer
2.00	Soft Drinks
2.00	Bottled Water

WINE BY THE BOTTLE

We can order any type of wine by request. Prices vary.

20.00	House Wine Canyon Road
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KEG BEER

Kegs contain 160, 8 oz. pours. We can order any type of beer by request. Prices may vary.

275.00	Domestic
375.00	Imported

SPECIALTY DRINKS & COCKTAILS

32.95	Cupcake Prosecco - Priced per bottle
38.00	Champagne Punch - Priced per gallon
52.00	Rosemary Citrus Punch - Priced per gallon
8.50	Peach Bellinis - Priced per drink
8.50	Mimosas - Priced per drink
7.00	White Sangria - Priced per drink
8.50	Martinis - Priced per drink
	Cosmopolitan Appletini Chocolate
	Pomegranate Blueberry Lemon Drop

*** HAVE A FAVORITE COCKTAIL? ASK ABOUT SERVING YOUR FAVORITE DRINK. WE CAN ALSO CREATE A SIGNATURE COCKTAIL FOR YOUR EVENT.**



HOT HORS D'OEUVRES

Priced per 50 pieces, unless noted differently.

- | | | | |
|--------|--|--------|--|
| 105.00 | COCKTAIL MEATBALLS (100 PIECES)
Swedish or BBQ meatballs. | 100.00 | VEGETABLE SPRING ROLLS
Sautéed vegetables wrapped in a spring roll and served with house-made sweet & sour chili sauce. |
| 105.00 | CHICKEN FINGERS
Batter dipped and fried, then served with BBQ and Ranch dipping sauces. | 95.00 | SMOKED CHICKEN QUESADILLA
Smoked grilled chicken, fresh cilantro, onions, bell peppers, and shredded cheddar cheese between tortilla shells and served with salsa. |
| 105.00 | JUMBO CHICKEN WINGS
Tossed in a mild buffalo sauce. Served with ranch or Bleu cheese dressing. | 125.00 | SANTA FE EGG ROLLS
Spicy egg rolls stuffed, fried, and served with pineapple salsa. |
| 95.00 | BONELESS BUFFALO WINGS
Tossed in a mild buffalo sauce. Served with ranch or Bleu cheese dressing. | 160.00 | BEEF TENDERLOIN KABOBS
Tender chunks of beef, peppers, and onions marinated in a balsamic vinaigrette and chargrilled. |
| 85.00 | JALAPENO POPPERS
Spicy jalapeños fried and stuffed with a cream cheese filling. | 110.00 | LITTLE SMOKIES (100 PIECES)
Smothered in BBQ sauce. |
| 85.00 | BREADED MUSHROOMS
Batter dipped and fried mushrooms served with marinara or cheese sauce. | 115.00 | PIGS IN A BLANKET (100 PIECES)
Mini franks wrapped in a puff pastry and served with honey mustard and ketchup. |
| 105.00 | BAKED STUFFED MUSHROOMS
Mushroom caps stuffed with crab and shrimp in a creamy cheese filling. | 155.00 | CRAB CAKES
Fresh Atlantic crab cakes prepared with seasoned bread crumbs and served with rémoulade sauce. |
| 95.00 | TOASTED RAVIOLI
Cheese filled ravioli toasted and served with marinara sauce. | 85.00 | BRIE & RASPBERRY EN CROÛTE
Wrapped in pastry. |
| 155.00 | BACON WRAPPED SCALLOPS
Tender scallops wrapped in bacon and lightly dusted with Italian bread crumbs | | |

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COLD HORS D'OEUVRES

Priced per 50 pieces.

- 155.00 **SHRIMP COCKTAIL**
Chilled shrimp with cocktail sauce.
- 75.00 **PINWHEELS**
Filled with spinach and herb cream cheese.
- 85.00 **TURKEY PINWHEELS**
Stuffed with spinach and herb cream cheese.
- 75.00 **ROASTED TOMATO BASIL
BRUSCHETTA**
Prepared traditionally with fresh tomatoes, basil, and garlic. Served with garlic toast points.
- 125.00 **VEGETABLE CRUDITES**
Seasonal vegetables presented with ranch or garlic hummus dip.
- 95.00 **THAI CHICKEN SALAD**
Served on a crispy wonton and drizzled with peanut sauce.



TRAY SELECTIONS

Priced per 50 guests.

- 200.00 **FRUIT AND BERRY DISPLAY**
Seasonal fresh fruit and berries served with a honey strawberry cream cheese sauce.
- 175.00 **DOMESTIC CHEESE
AND CRACKER DISPLAY**
Assorted cheeses with crackers and crostini.
- 300.00 **ANTIPASTO PLATTER**
Marinated olives, roasted red peppers, pepperoncini peppers, pancetta, salami, and fresh mozzarella drizzled with olive oil and balsamic vinaigrette. Served with Italian bread.
- 300.00 **SMOKED FRESH ATLANTIC
SALMON PLATTER**
Fresh Atlantic salmon displayed with basil aioli rémoulade sauce, lemons and capers. Served with a variety of crackers.

HORS D'OEUVRES ACTION STATIONS

Priced per 50 guests.

- 125.00 **STREET TACOS**
Hand rolled tacos of pork and chicken slow cooked with cilantro and green chilis.
- 295.00 **NACHO BAR**
Tri-colored tortilla chips served with taco meat, queso, and all the toppings.
- 350.00 **PASTA BAR**
Penne pasta served with grilled chicken, meatballs, alfredo sauce, marinara sauce, and garlic bread.

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SANDWICHES

Priced per 50 guests.

- 130.00 **SILVER DOLLAR SANDWICHES**
Baked ham and smoked turkey served with condiments.
- 125.00 **ASSORTED TEA SANDWICHES**
Chicken, Tuna, and Egg

DIP SELECTIONS

Priced per 50 guests.

- 125.00 **CRABMEAT DIP**
Creamy crab and herb spread served with crackers.
- 105.00 **ARTICHOKE AND SPINACH DIP**
Fresh spinach and tender artichokes in a creamy cheese sauce served with tortilla chips.
- 55.00 **CHIPS AND SALSA**
Tortilla chips with fresh homemade salsa.
- 60.00 **CHIPS AND QUESO**
Tortilla chips with creamy queso.
- 70.00 **SEVEN-LAYER DIP**
Refried beans, sour cream, guacamole, shredded cheese, diced tomatoes, olives, red onion. Served with tortilla chips.
- 100.00 **BUFFALO CHICKEN DIP**
Shredded chicken in a slightly spicy buffalo cheese sauce served with tortilla chips
- 70.00 **ROASTED RED PEPPER HUMMUS**
Served with pita chips.

SHEET CAKES

Priced per person.

- 2.50 **VANILLA**
Vanilla cake topped with frosting and a strawberry drizzle.
- 2.50 **CHOCOLATE**
Classic chocolate cake topped with fudge frosting.
- 2.95 **CARROT**
Rich Carrot cake with sweet cream cheese frosting.
- 2.95 **MARBLE**
Swirl of vanilla and chocolate cake topped with chocolate frosting.

LAYERED CAKES

Priced per person.

- 3.95 **CARROT CAKE**
- 3.95 **CHOCOLATE DECADENCE CAKE**
- 3.95 **TART LEMON CAKE**



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CHEESECAKES

Priced per person.

- 3.50 **NEW YORK CHEESECAKE**
Served plain.
- 4.25 **NEW YORK STYLE CHEESECAKE**
Served with a berry compote topping.
- 4.75 **TURTLE CHEESECAKE**

ASSORTED SWEET TREATS

Priced per person.

- 4.50 **FRUIT PIES**
Apple, Pecan, Cherry or Peach
- 3.95 **APPLE CRISP**
Served with caramel sauce
- 4.95 **ASSORTED DESSERT BARS**
- 3.95 **GLUTEN FREE MOUSSE**
Chocolate mousse with fresh strawberries

CONFECTIONS

Priced per 50 pieces.

- 125.00 **BITE SIZED DESSERTS**
A selection of petit fours, cheesecakes, mousses and more
- 200.00 **MINI MARTINI DESSERTS**
Lemon cream, Kahlua and cream, red velvet cheese cake and Oreo cream
- 100.00 **CHOCOLATE COVERED STRAWBERRIES**
- 225.00 **MAKE YOUR OWN SMORE'S BAR**
A Classic treat melted to your liking by our expert confection maker. Served with variety of toppings.

MEETING SPACE

OUR EVENT SPACE

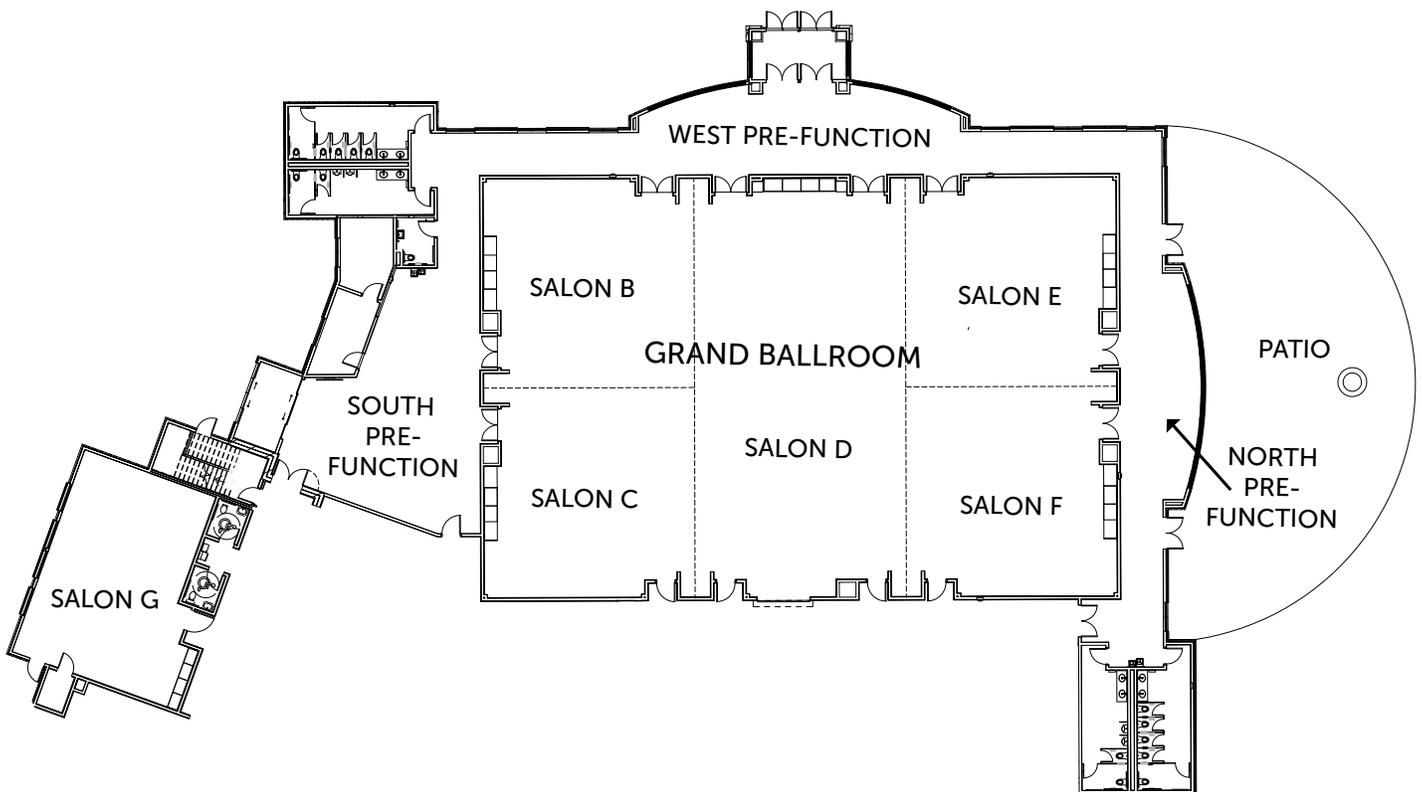
The Courtyard by Marriott Bellevue offers 18,000 square feet of flexible, full service event space. Enjoy control and flexibility and choose from a selection of meeting packages

AT A GLANCE

- Number of Floors: 4
- Number of Guest Rooms: 121
- Number of Meeting Rooms: 7

CONFERENCE AND EVENT CENTER AMENITIES

- 18,000 square feet of flexible, spacious banquet and meeting space
- On-site catering with custom menus
- Work with our professional catering manager, full service banquet staff, and Executive Chef
- State of the art audio/visual system and equipment rentals available
- Complimentary wireless internet
- Spacious patio great for outdoor events and wedding ceremonies including fire pit
- Complimentary event parking

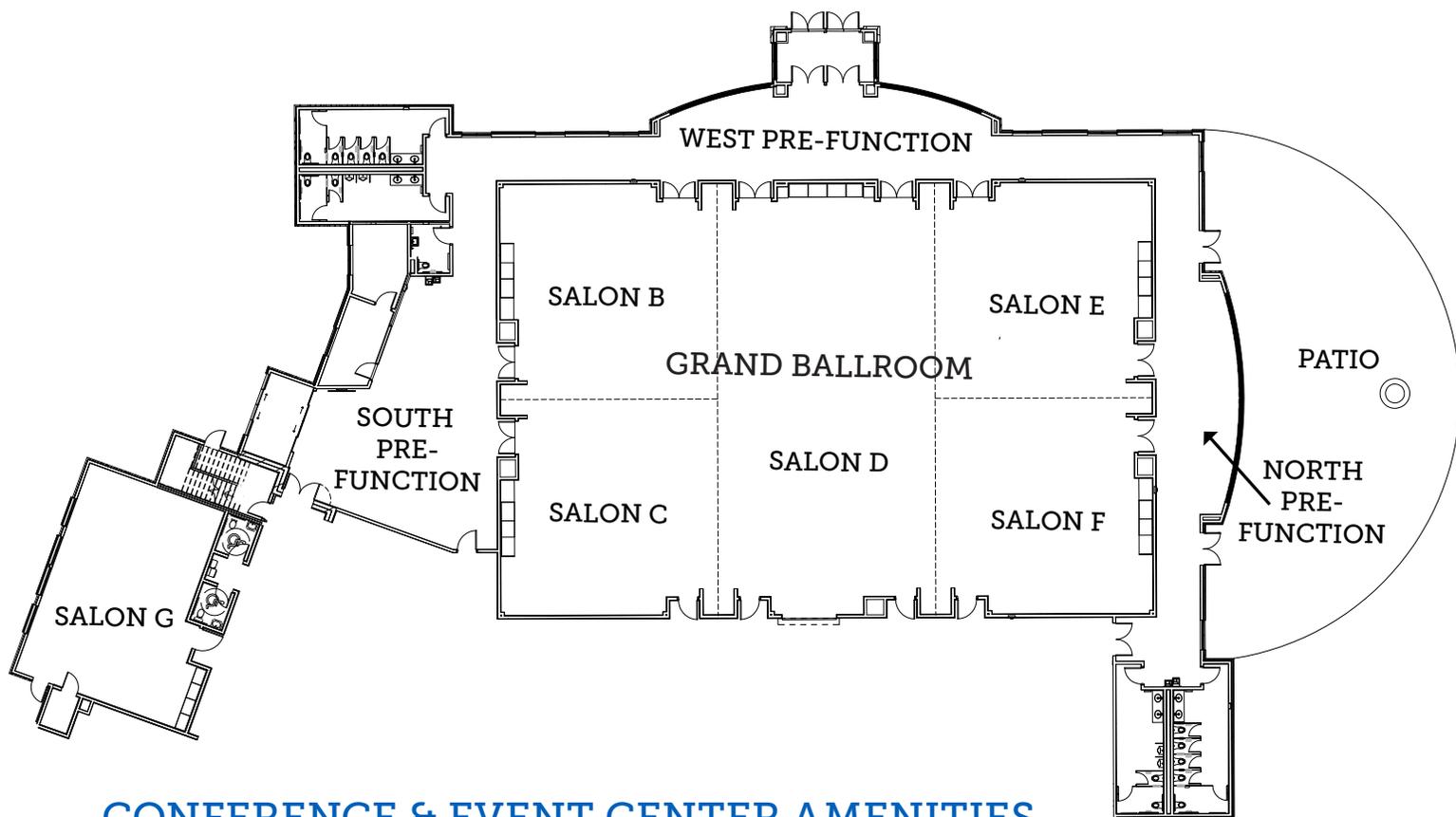
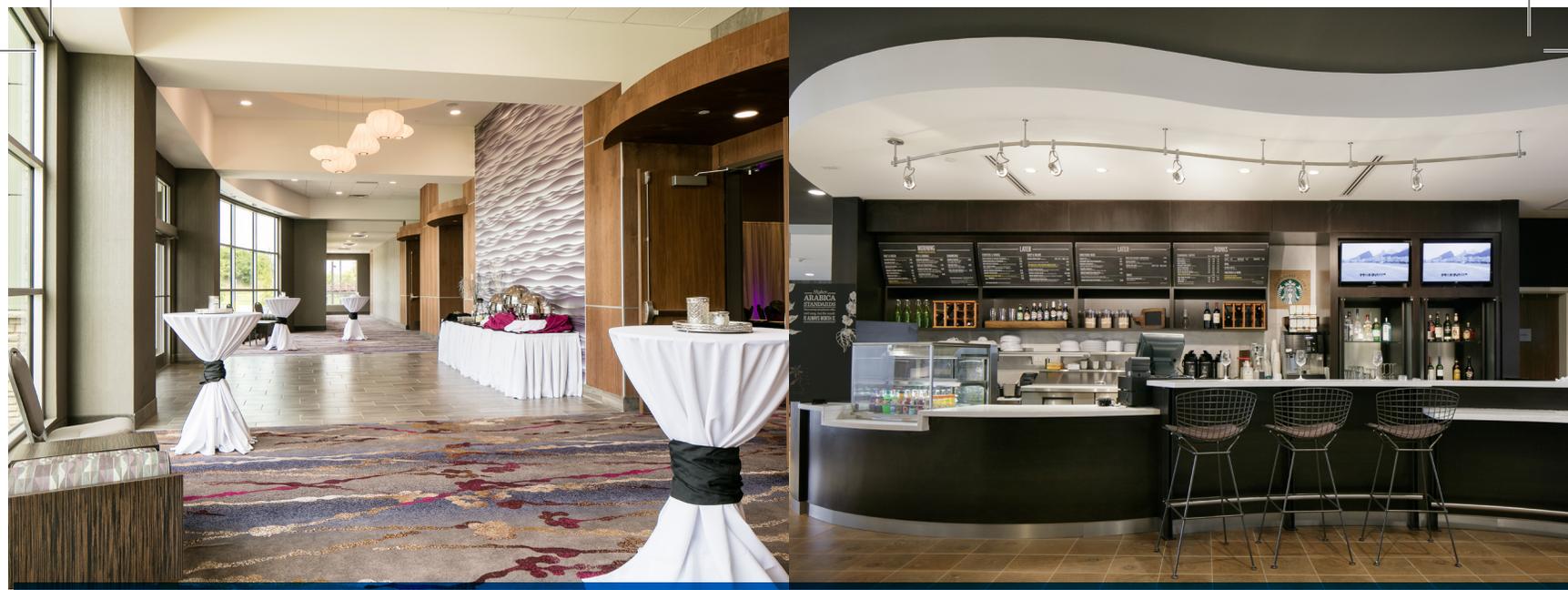


All food and beverage items are subject to a 20% service fee. Due to market fluctuations, all food and beverage items are subject to change. Should our prices increase, written notification will be given. No outside food or beverages are permitted for banquet/meeting functions. The removal of food or beverages provided by the hotel is not permitted. 08/28/19

BEARDMORE EVENT CENTER OF BELLEVUE



Beardmore Event Center of Bellevue
3750 Raynor Parkway | Bellevue, Nebraska 68123 | T 402-408-5300



CONFERENCE & EVENT CENTER AMENITIES

- 18,000 square feet of flexible, spacious banquet and meeting space for up to 740 guests
- On-site catering with customizable menus
- Work with our professional wedding coordinators, full service banquet staff and Executive Chef
- State of the art audio/visual system and equipment rentals available
- Complimentary wireless high-speed Internet
- Spacious patio great for outdoor events and wedding ceremonies
- Room blocks available at the adjoining Courtyard by Marriott hotel
- Minutes from shopping and dining
- Complimentary event parking

FOR EVENT INQUIRES CALL 402-408-5300

or visit www.bellevueeventcenter.com