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September 21, 2017

To: 2017-2018 Foundation Board of Directors

From: Pete Horton, Secretary/Treasurer

cc: Ramsin Ganji, Investment Advisor, Merrill Lynch
Doug Gin, Key Club District Administrator
Ken Umbarger, KIWIN'S District Administrator
Camille Goulet, Circle K District Administrator

Subject: 2017 Foundation Retreat and Board Meeting, November 3-5, 2017

Dear Kiwanians,

We are pleased to remind you President Margo has scheduled the 2017 Foundation Retreat for November 3-5, 2017. Our first Board of Directors meeting for the 2017-2018 year is scheduled to begin at 8:30 a.m. on Sunday, November 5th.

We will be staying at the Hilton Oakland Airport located at 1 Hegenberger Road, Oakland, CA 94621. Please [click here](#) to register for the retreat and to make your housing reservation. To assist you in your travel plans, please note the following tentative agenda:

The Executive Committee will meet at 4:30 p.m. on Thursday, November 2nd. The weekend begins with a tour of UCSF Children's Hospital Oakland for Foundation Directors and guests on Friday, November 3rd at 10:30 a.m., followed by a luncheon at the hospital for Foundation Directors and guests. Our weekend will conclude with a luncheon for Foundation Directors and guests on Sunday, November 5th at 11:30 a.m. ***Please plan your departure from Oakland no earlier than 12:00 p.m. on Sunday and allow at least 3 minutes' travel to the airport.***

If you plan to fly to Northern California, we recommend using the Oakland International Airport. The hotel offers a complimentary shuttle to and from the airport. For our meeting at the hospital on Friday, you may wish to coordinate with other directors and carpool to the hospital to save you travel dollars. The hospital is located approximately 12 miles from the airport at 747 52nd Street, Oakland CA.

An agenda and board packet will be sent at a later date. If you have an item you wish to be placed on the agenda, please email your request to Kristin, with a copy to Jennifer, by October 13th.

Please note we will not be scheduling committee meetings for Friday morning. If you would like for your committee to meet prior to the retreat, we ask that you select a few tentative dates in which you can host a teleconference and contact us with those dates. We can then send a meeting poll to your committee members to determine the best date to hold the teleconference. For your reference, we have included the proposed committee structure for 2017-2018. Please plan accordingly and be prepared to forward your committee's report to Kristin, with a copy to Jennifer, no later than Friday, October 13th.

We look forward to seeing you in November!

PCH:kv