

July 22, 2021

PEA Boosters Committee & PEA Board of Directors,

I had a meeting with Colleen Gerstner, Sheraton/Westin Palo Alto, yesterday and was able to confirm this information for your committee.

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PEA Boosters Committee Update July 22, 2021

Angi Roberts, PEA Executive Director; [Colleen Gerstner](#), and [Antoinette Tanaka](#), Sheraton/Westin Palo Alto

Agenda

- The Boosters Committee: no host networking at the pool on July 27 @ 5:30 pm – 7:00 pm
- The Boosters Committee: checking date of December 3 @ 6:00 pm for holiday party at The Westin

Networking Event Poolside, the Sheraton Palo Alto

Colleen and Antoinette confirmed the July 27 date, however, it was subsequently changed to be Thursday, August 5, 5:30-7:00 PM at the Sheraton poolside. This will allow time for promotion through Evites and emails, also Facebook posts.

Holiday Party ~ December 3 @ 6:00 PM

The Westin does have availability on Friday, December 3 from 6:00 PM on for a PEA holiday party. The Westin is currently holding the date for us **and will need a firm commitment within two weeks in order to secure the hold.**

If you'd like, I can send out an Evite to gauge interest and that will give you a figure to use to have a starting number for contract negotiations (Sheraton/Westin will price it out based on a couple of count scenarios), and then we can update members again when we have firm pricing to determine if we should move forward. We are not committed to anything until we sign a contract, and we also do not secure the date without a contract showing our firm commitment. A signature of the President on behalf of the Board of Directors and the Association is required, as committees do not have the authority to sign contracts on behalf of PEA. I would expect the pricing would be in the \$75-100 per person range for December 2021. Our firm commitment either way is requested by The Sheraton/Westin by August 6.

Let me know how I can assist and if you want me to start advertising the poolside bar party.

Thanks,
Angi

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