

April 4, 2017

**MEMORANDUM**

**TO:** All District 12 Extension Agents

**SUBJECT:** District 12 Spring Faculty Conference

Our Spring Faculty Conference is scheduled for May 24-26, 2017 at the Atascosa County Extension Office in Leming. See attached map for directions. This is a new facility that we are very proud of and provides plenty of room and easy access. The office is located on Highway 281 about seven miles north of Pleasanton. Parking is available around the perimeter of the complex. Our conference will be hosted in the Auditorium. Registration will begin at 10:30 a.m. and we will begin at 11:00 a.m.

**Registration:** There will be a \$50 registration fee per person. This fee includes meals as indicated on the agenda, related meeting expenses as well as the Conflict Resolution Training.

- Registration for the meeting – online through Texas A&M AgriLife Extension Conference Services at <https://agrifileregister.tamu.edu/D12> opens April 10<sup>th</sup> and closes May 15<sup>th</sup>. Late registrations will be taken onsite but will be \$75.00 with only check or cash accepted.
- Registration for Conflict Resolution Training – All agents **must** click on the following link which will direct you to your SSO login in order to register for this training:  
<http://apps7.system.tamus.edu/TrainTraq/web/SectionDetails.aspx?cnum=2111762&snum=4097&tkn=72BDA415-6DE5-4418-959B-63706661CF4F>

**Who should attend:** All Extension Agents are expected to attend. HST agents are required to attend on Thursday only. Attendance for HST specialists is optional. All faculty members attending must register.

**Lodging:** A block of rooms is being held at the Hampton Inn located at 2057 West Oaklawn Road in Pleasanton, phone 830-569-3001 at the rate of \$91.00 double occupancy. The block of rooms will be held until May 1<sup>st</sup> under the Group Name “Texas A&M AgriLife Extension” and you will need to provide your own hotel tax exempt certificate when you arrive and settle individually with the hotel. Breakfast is provided by the hotel for those who are guests. There are other hotels in the area including the Microtel Inn & Suites by Wyndham which offers rooms at the state rate of \$89.00.

**Dress:** Business casual – Please dress like a professional educator representing the Texas A&M University System. No caps, sandals, or tennis shoes.

This shall serve as your authorization to travel to Leming on May 24-26, 2017 and charge your expenses to your county travel budget or to appropriate state account as authorized.

Sincerely,



Ruben J. Saldaña, Ed.D.  
District Extension Administrator

RJS:lg

**Atascosa County Extension Office**

25 E Fifth St

Leming, TX

(830) 569-8997

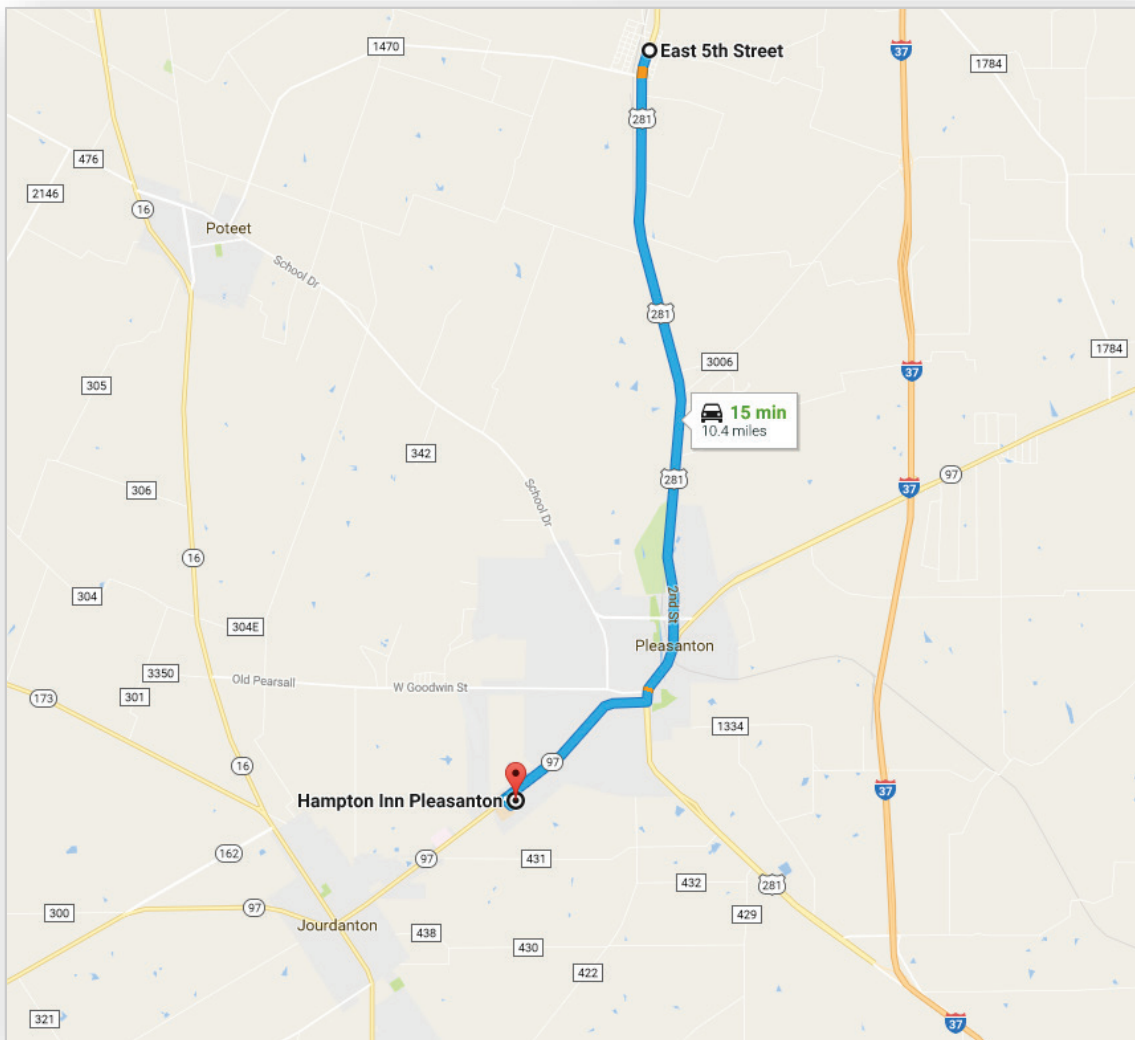
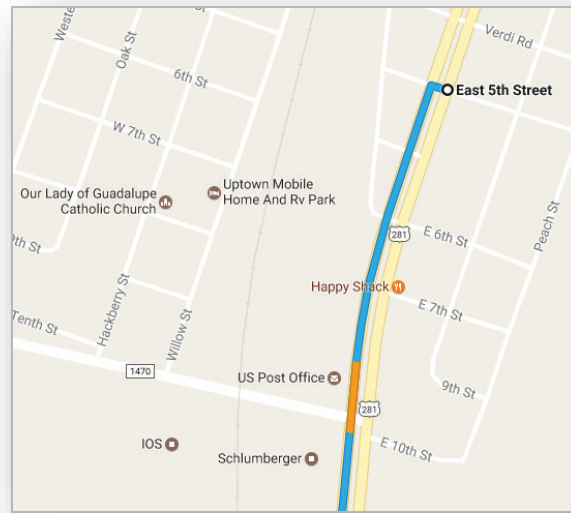


**Hampton Inn Pleasanton**

2057 W Oaklawn Rd

Pleasanton, TX

(830) 569-3001



Follow US-281 and 1-37 N to E 5<sup>th</sup> St in Atascosa County, turn right onto E 5<sup>th</sup> St. The Atascosa County Extension Office is located on Highway 281 about seven miles north of Pleasanton. Parking is available inside and around the perimeter of the complex. FYI...Google maps still shows the location as Elementary School.