

NEW EXECUTIVE COUNCIL MEMBER QUICK REFERENCE GUIDE

Section Administrator

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Section Administrator will be on maternity leave from mid-August until mid-October. In her absence, please reach out to Dixey Teel.

Dixey Teel
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Tallahassee, FL 32399

Committee Meetings

IN PERSON IN CONJUNCTION WITH RPPTL SECTION MEETINGS

This is a meeting that is scheduled during one of the four annual section meetings (Out of State meetings do not usually have committee meetings).

TELEPHONICALLY

Some committee meetings occur telephonically. Each committee has its own individual conference line. For more information on this, please contact the committee chair.

Registering for Meetings

The Section holds five meetings a year. Each meeting has both hotel reservations and event registrations. A complete calendar of events can be found on the RPPTL website as well as in **Exhibit "A"** of this document.

EVENT REGISTRATION

In advance of a meeting, a registration form, letter from the chair and meeting schedule is sent to the Executive Council. While registering for events is only necessary if attending food functions, it is important to fill out and return registration forms by the indicated due date. **FAILURE TO TIMELY REGISTER MAY RESULT IN YOU NOT BEING ABLE TO ATTEND A SOLD OUT EVENT.** The section events are very popular and some events sell out EARLY. The registration numbers are used to order food and anticipate attendance at each event. Timely submission of registration forms is appreciated.

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THINGS TO REMEMBER ON SITE

- Check in as soon as you arrive. Check the schedule to determine the registration desk hours. The sooner you pick up your registration packet and name tag, the better.
- Spouses/Guest are welcome. We have a significant amount of guests that attend our events. The Section is considered an extended family for most of our Executive Council Members.
- Everyone wears name badges. This is not only for security purposes but also encourages networking within the group. Nametags are also issued to your guests that are registered for the event. Encourage your guests to wear these nametags to all events throughout the weekend.
- Who do I ask if I have a question on site? Go to the Registration Table or better yet, ask the person next to you. We are a very friendly group and we are all here to help and support each other.

RESERVATIONS

The RPPTL website has the most up to date information for upcoming meetings. Under the “upcoming meetings” tab on the website, you will find information regarding the dates, reservation codes and links, and group rates for future meetings. Please keep in mind that event room blocks fill up quickly. It is smart to make your reservations early for all posted meetings.

WAITLIST

If the room block has sold out, email your administrator and request to be added to the wait list for the event. Please include your **name, dates of requested reservation, and the event and/or location name** within the text of your email. Please use the subject line “WAITLIST REQUEST FOR (INSERT HOTEL NAME).” Your administrator will work directly with the hotel to get you placed into the room block. While not guaranteed, most registrants on the wait list are able to be moved into the room block prior to the event.

CANCELLATION OF RESERVATIONS

If you determine you are unable to attend a meeting and have a reservation within the section’s room block, please do not cancel directly with the hotel. Instead, email your administrator so that your reservation can be transferred to a person on the room block wait list.

Website

COMMITTEE PAGE

The website contains a webpage for each active committee. Check the page regularly for updates on committee activities.

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LOGIN/PASSWORD

The Section's website is www.rpptl.org. Many portions of the website are password protected. Usernames and passwords are available to all section members and can be obtained by emailing the webmaster directly. Bar staff cannot provide access to the RPPTL website. The webmaster's email address is webmaster@rpptl.org. Please reference RPPTL in the subject line of the email.

RPPTL LISTSERVE

Each RPPTL Committee has a listserv available to its chairs. This is the preferred method of communication to committee membership. Please contact your committee chair to be added to the committee listserv.

Sponsors

Many committees have corporate sponsors. If you have a potential sponsor for your committee, notify the current sponsorship chair so they can follow up with your contact. Contact information for the sponsorship committee can be found within the directory or on the RPPTL website.

The Directory

Each year the Section publishes a hard copy directory of its Executive Council with listings of Section officers, past chairs, award recipients, committee chairs, the Bylaws, and perhaps most valuable a photo membership list. This is an incredibly useful resource for committee chairs throughout the year. We encourage you to read the Bylaws so you understand the basic structure and operation. In addition, current photographs are very important so that members can recognize each other, and leadership can confirm who is under consideration for advancement.

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EXHIBIT "A"

Calendar of Events

RPPTL CALENDAR OF EVENTS 2015-2016

MAY 2015

25 TFB-BAR CLOSED FOR THE MEMORIAL DAY HOLIDAY

JUNE 2015

4-7 RPPTL SECTION CONVENTION—Fontainebleau Resort, Miami Beach

5 (CLE) (1869) SAME SEX MARRIAGE—(Live and Webcast) Fontainebleau Resort, Miami Beach

24-27 TFB ANNUAL FLORIDA BAR CONVENTION—Boca Raton Resort & Club, Boca Raton

JULY 2015

1 BAR DEADLINE: TFB BAR JOURNAL ARTICLES DUE FOR SEPT/OCT ISSUE

3 TFB-BAR CLOSED FOR FOURTH OF JULY HOLIDAY

10 (CLE) (2077) Guardianship CLE -**POSTPONED**

15 (CLE) (1981) RPPTL FAR/BAR eCLE AUDIO WEBCAST-**POSTPONED**

30-1 RPPTL EXECUTIVE COUNCIL & LEGISLATIVE UPDATE—The Breakers, Palm Beach, Reservation Link: <https://resweb.passkey.com/go/FLBAR15> Room Rate: \$218; Note: The group rate is no longer available for the nights of 7/30, 7/31 and 8/01.
Email: meeting.reservations@thebreakers.com to be added to a waitlist for this event.

31-2 (CLE) (1982) RPPTL LEGISLATIVE UPDATE—(Live and Webcast) The Breakers Resort & Spa, Palm Beach

AUGUST 2015

27-30 RPPTL 2015 ATTORNEY TRUST OFFICER LIAISON CONFERENCE—The Breakers, Palm Beach

SEPTEMBER 2015

1 BAR DEADLINE: TFB BAR JOURNAL ARTICLES DUE FOR SEPT/OCT ISSUE

7 TFB - BAR CLOSED FOR LABOR DAY HOLIDAY

14 TFB-BAR CLOSED FOR ROSH HASHANAH HOLIDAY

23 TFB-BAR CLOSED FOR YOM KIPPUR HOLIDAY

30-4 RPPTL – EXECUTIVE COUNCIL MEETING/OUT OF STATE – The Ritz Carlton Berlin, Germany
Reservation Phone # +49 (0)30-33 777- 5555
Reservation Link: <http://www.ritzcarlton.com/en/Properties/Berlin/Reservations/Default.htm?nr-1%26ng=1%26gc=tfbtfba> Room Rate: €210 Conference Code: tfbtfba
Please note: This room block is full. To be added to the waitlist, please email mobos@flabar.org.

OCTOBER 2015

1 BAR DEADLINE: TFB BAR JOURNAL ARTICLES DUE FOR DECEMBER ISSUE

23 (CLE) (1996) ESTATE TAX & ASSET PROTECTION—(Webcast and Live) Tampa

31 - RPPTL DEADLINE: ACTION LINE ARTICLE SUBMISSION DEADLINE FOR WINTER ISSUE

NOVEMBER 2015

2 BAR DEADLINE: TFB BAR JOURNAL ARTICLES DUE FOR JANUARY ISSUE

11 TFB - BAR CLOSED FOR VETERAN'S DAY

11-15 RPPTL – EXECUTIVE COUNCIL MEETING – Boca Raton Resort and Club Boca Raton, FL Room Rates¹: Cloister Estate Room: \$220.00 Cloister Suite: \$475.00 Yacht Club Waterway Room: \$275.00 Tower Room: \$220.00 Tower Junior Suite: \$260.00 Cut-off Date: October 21, 2015
Reservation Link:
https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=13452248

26-27 TFB – BAR CLOSED FOR THANKSGIVING HOLIDAY

DECEMBER 2015

1 BAR DEADLINE: TFB BAR JOURNAL ARTICLES DUE FOR FEBRUARY ISSUE

4 (CLE) (2013) RPPTL PROBATE LAW—(Live and Webcast) Fort Lauderdale

24-25 TFB – BAR CLOSED FOR CHRISTMAS HOLIDAY

¹ Boca Raton Hotel & Resort Requested Information and Further Notes: \$20.00 daily resort fee separate and distinct from the sleeping room rate and applicable taxes. Resort fee includes: Round trip Bellman Gratuities; Wireless Internet in Guest Rooms and Public Space (Not Meeting Rooms)- Local 800 & Domestic Long Distance Phone Calls; Beach Umbrellas at the Boca Beach Club; Specialty Fitness Center classes including yoga and Pilates; and Unlimited Driving Range Usage and Golf Club Storage. Guests wishing to avoid an early checkout fee should advise the Hotel at or before check-in of any change in planned length of stay. Guests should check with the Hotel to make certain all incidental charges are paid prior to departure.

JANUARY 2016

- 1** TFB- BAR CLOSED FOR NEW YEAR'S HOLIDAY
- 4** BAR DEADLINE: TFB BAR JOURNAL ARTICLES DUE FOR MARCH ISSUE
- 18** TFB- BAR CLOSED FOR MARTIN LUTHER KING'S BIRTHDAY
- 31 -** RPPTL DEADLINE: ACTION LINE ARTICLE SUBMISSION DEADLINE FOR SPRING ISSUE

FEBRUARY 2016

- 1** BAR DEADLINE: TFB BAR JOURNAL ARTICLES DUE FOR APRIL ISSUE
- 19-20** (CLE) (2032) REAL PROPERTY CERTIFICATION REVIEW—(Webcast and Live) Orlando
- 25-28** RPPTL—EXECUTIVE COUNCIL MEETING—Marriott Tampa Waterside, Tampa, Room Rate: \$224, Cut-off Date: January 13, 2016
Reservation Link: <https://resweb.passkey.com/go/FloridaBarRealProperty>

MARCH 2016

- 1** BAR DEADLINE: TFB BAR JOURNAL ARTICLES DUE FOR MAY ISSUE
- 4** (CLE) (2036) TRUST AND ESTATE SYMPOSIUM—(Webcast and Live), Tampa
- 10-12** (CLE) (2039) 2016 CONSTRUCTION LAW INSTITUTE—(Live Only), JW Marriott Grande Lakes, Orlando
- 10-12** (CLE) (2040) RPPTL CONSTRUCTION LAW CERTIFICATION REVIEW COURSE—(Live Only), JW Marriott Grande Lakes, Orlando

APRIL 2016

- 1** BAR DEADLINE: ANNUAL REPORT DUE FOR BAR NEWS/ ARTICLES DUE FOR JUNE ISSUE
- 1-2** (CLE) (2044) WILLS, TRUSTS & ESTATE CERTIFICATION REVIEW COURSE – (Live and Webcast) Orlando
- 22** (CLE) (2048) CONDO AND PLANNED DEVELOPMENT LAW—(Live and Webcast), Tampa
- 30 -** RPPTL DEADLINE: ACTION LINE ARTICLE SUBMISSION DEADLINE FOR SUMMER ISSUE

MAY 2016

- 2** BAR DEADLINE: TFB BAR JOURNAL ARTICLES DUE FOR JULY/AUGUST ISSUE
- 30** TFB- BAR CLOSED FOR MEMORIAL DAY

JUNE 2016

- 1-5** EXECUTIVE COUNCIL MEETING/RPPTL CONVENTION—Lowes Portofino Bay Hotel, Orlando
Room Rate: \$219, Cut-off Date: May 2, 2016
Reservation Link: <http://uo.loewshotels.com/en/Portofino-Bay-Hotel/GroupPages/FLBar2016>

- 15-18** ANNUAL MEETING OF TFB SECTION MEETING – ALL COMMITTEES & EXECUTIVE COUNCIL MEETING, Hotel Orlando Bonnet Creek

- 22-26** RPPTL ATTORNEY/TRUST OFFICER LIAISON CONFERENCE—The Breakers, Palm Beach

JULY 2016

- 1** BAR DEADLINE: TFB BAR JOURNAL ARTICLES DUE FOR SEPTEMBER/OCTOBER ISSUE

- 21-22** 2016 SECTION LEADERSHIP CONFERENCE—Bar Headquarters, Tallahassee

- 27-31** RPPTL LEGISLATIVE UPDATE AND EXECUTIVE COUNCIL MEETING—The Breakers, Palm Beach