

MEMORANDUM



TO: Board of Trustees
FR: Mary Webster, Executive Assistant to the President
RE: 2026 Annual Board of Trustees Meeting

It is time to make plans for UMHEF's next Annual Board of Trustees Meeting. The 2026 meeting will be held at **Le Meridien (a Marriott Bonvoy hotel) in Fort Worth, Texas from Wednesday-Friday, September 9-11.**

WHEN TO ARRIVE ON WEDNESDAY, SEPTEMBER 9

- 12:00pm **New trustees** (*Bill Good and Lisa Garvin*), please plan to arrive in time for lunch and an orientation. Spouses are invited to join us for lunch.
- 1:30pm **President's Evaluation Committee**, please plan to arrive in time for a committee meeting before the larger meeting begins.
- 3:00pm **Everyone** who is NOT a new trustee or member of the President's Evaluation Committee should plan to be at the hotel in time for a **3pm start to our business** (this is an agenda shift from past years).

After checking in at the hotel, please ask for directions to the UMHEF registration table to pick up materials.

PLANNING YOUR TRAVEL

Please make your travel arrangements accordingly and as soon as possible. You should fill out the online RSVP form linked in the email sent to you, complete with your travel plans and other important details, no later than **Monday, July 27, 2026.**

- Please make your own flight arrangements as soon as possible. Help UMHEF stay within its budget by booking your flights early to take advantage of lower costs. You will be provided with an expense reimbursement form at the meeting. If you need reimbursement prior to the meeting, let us know.
- Airport Information: Dallas Fort Worth International Airport (DFW) is about 23 miles from Le Meridien, while Dallas Love Field (DAL) is about 34 miles away. Please note that Southwest Airlines does NOT fly into DFW. There will be no need for a car while in Fort Worth, so please use taxis, Uber, or Lyft for ground transportation to and from the airport.
- Meeting events are scheduled to conclude by **noon on Friday, September 11.** Departure flights scheduled for 3:00pm later that day are encouraged for adequate travel time to the airport.
- On the RSVP form, please indicate meals that you (and your spouse, if joining) plan to attend.

- Spouses are welcome and encouraged to attend! However, UMHEF travel policy does not allow reimbursement for spouse travel to and from the meeting site. Meals, hotel, and group travel during the meeting *does* include spouses. There will also be a planned spouse activity on Thursday while the Board conducts its business, graciously hosted by Steve Stultz Costello.
- Average temperatures for Ft. Worth in September range from a low of 68° to a high of 93°.
- Business casual dress is suggested for the entire meeting.
- To help reduce costs, please notify us immediately if your plans change.

Le Meridien has offered a group rate for 2 days before and 2 days after our meeting dates of September 9-11. Any requests for additional nights will be considered per availability by the hotel. If you plan to arrive early or extend your stay, please contact Mary Webster ASAP to request additional nights. If getting to Fort Worth on time for a 3pm business start on Wednesday means you have to arrive Tuesday night, UMHEF will consider covering the cost of a Tuesday night hotel stay. Again, please reach out to Mary ASAP to discuss.

Thank you, in advance, for your help with meeting plans by submitting the online RSVP form no later than July 27. Reservations made or extended after July 27, if available, will be considered and booked at the prevailing room rate; they will not be subject to our group discount rate.

If you have any questions at all about travel plans or the RSVP form, do not hesitate to contact Mary at 615-649-3972 or mwebster@umhef.org.

We are looking forward to a great meeting in Fort Worth and hope to see everyone there!