AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Ratification of Cty Manager's Sign.; Contract w/ R

Action Requested: County Manager Signature

Parties to the Agreement: Refresh Communication

Term Begins: 11/9/19 **Term Ends:** 11/9/2019 **Grant Contract #:**

Summary:

Contract for Keynote address for Nurturing the Young Child Conference on November 9, 2019 for $3250.

Fiscal Impact:

Submitted by: Margaret Wacker **Submitter's Email Address:** mwacker@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, cost covered in the 2019 adopted budget. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 10/2/2019

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 10/2/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 10/2/2019 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 10/4/2019

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 10/15/2019

Revised April 2015

Presentation Confirmation Between
Gunnison County on behalf of the Gunnison Hinsdale Early Childhood Council & Emily Braucher, ReFresh Communication

This letter outlines the understanding and agreement between **Gunnison-Hinsdale Early Childhood Council** (to be known as "Client") and **Emily Braucher** regarding a presentation to be provided for Client by Emily Braucher. It is designed to be a communication tool clearly confirming time, date, title, etc., and defining responsibilities of both parties. Please let us know immediately if your understanding is different than the following.

Emily Braucher will:

- Present a Keynote Presentation entitled: ***(WORKING TITLE) From suspicion to trust: Building connections across differences in stressful times***
- Customize the program, as needed, to fit the needs of this group

Date and Time of Presentations:

- **90-minutes session, at the, at 9:00 am on Saturday, November 9th, 2019**

Emily will arrive at the venue the morning of her presentation. Please make arrangements so she can get in the room to set up and test sound, AV, etc.

Location of Presentation:
Gunnison, CO

Honorarium, Terms and Conditions:
Presentation fee as agreed: ___$3000____ plus $250 for travel reimbursement.

Payment:
Total amount due upon signature of the agreement is: $3250 and must be paid immediately to secure the date. If paid by credit card, a 3% processing fee needs to be added.

Check to be made payable to Emily Braucher and mailed to:

ReFresh Communication, LLC
3550 Frontier Ave, Suite A2
Boulder, CO 80301

Expenses:
Client will cover all reasonable expenses related to this presentation.

Equipment Preferences:

- LCD projector for PowerPoint presentation. Emily Braucher will provide a laptop computer
- Freestanding screen (preferred, but fixed screen OK) Please have screen off to the side of the main stage.
- Ideally, a wireless lavaliere microphone
- If only a corded mic is available, please ensure that the cord is long enough to reach back row
- At least 1' high riser if more than 100 people

Please send Emily Braucher copies of any announcements to the participants regarding this program.

Contact:
Please provide the name and contact info of the point-person who will be onsite at the event. If an emergency should arise, Emily should contact the following person(s):

Name	Email	Business phone	Cell phone

Cancellation/Postponement:
Because a cancellation/postponement **initiated by the Client** causes losses, either through direct resource expenditure or because of losing other potential business for this date, we have found it necessary to include the following client cancellation clause, effective in all cases – other than acts-of-God (i.e., major disasters):

Speaker will retain:
100% of fee if cancelled in less than 30 days before;
50% of fee if cancelled in 31 to 60 days before;
25% of fee if cancelled in 61 to 180 days before.

If cancellation/postponement is unavoidable, please verify the cancellation by telephone (720) 515-4198, followed by a written letter to Emily within five days. If

we can sell the date to another vendor, Emily will, of course, refund any fees paid, minus any out-of-pocket expenses incurred.

Note: Emily Braucher will personally conduct this session; however if, because of physical incapacitation, or other situation out of her control (act-of-God clause), she is unable to do so, Client will have the choice of having another presenter conduct the session, have Emily Braucher arrange for another comparable or better speaker, have Emily speak at another session with no cancellation fee, or receiving a full refund. Emily Braucher is in no way liable for any expenses relating to this program in the event she is physically unable to appear.

Audio & Video Recording:
We encourage professional audio and video recording of our sessions. We ask:

1) A professional Video/Audio taping technician to do the taping;
2) We receive a digital copy within 30 days of the session;
3) Copies may not be sold, but may distributed to your internal staff and members only.

Agreed:

By: _____ Title: COUNTY MANAGER (Client)

Company: GUNNISON COUNTY ADMINISTRATION

Date: OCTOBER 4, 2019

Emily Braucher, ReFresh Communication: _____

Date: 9.25.19