



MEMORANDUM

Date: 9/1/17

TO: NLTRA Board of Directors

FROM: Cindy Gustafson, CEO

RE: October Strategic Planning Session

In preparation for our upcoming Strategic Planning Session I am requesting your approval of the attached contract with Shift Communication and Consulting. They have provided a proposal based on their non-profit rate.

Lauren O'Brien has worked with NLTRA previously and thus already has a strong knowledge of our organization and our community.

Action requested: Approval of attached proposal not to exceed \$3,500.