

JNQ 03-33

**Meyers, Robert (COE)**

**To:** Dubois, Motsa (eGov)  
**Subject:** RE: Gift / Ethics

Motsa,

It's actually quite simple. You need to complete a gift disclosure form indicating the value of the gift. The form needs to be submitted by the last day of the calendar quarter following the quarter in which the gift was received. In other words, if you attend the conference in May 2003 (which is the second quarter), you would need to file the form by the end of the third quarter (September 2003). The Elections Department has this form and it should be filed with the Clerk of the Board's office.

Please feel free to contact me if you have any other questions.

Thanks,

Robert Meyers

-----Original Message-----

**From:** Dubois, Motsa (eGov)  
**Sent:** Thursday, May 01, 2003 10:15 AM  
**To:** Meyers, Robert (COE)  
**Subject:** Gift / Ethics

Robert,

This is to follow up on my previous email and the voice-mail I left you that day; I hope I did not confuse you.

Here is the situation: I wan a free Gartner conference and the circumstances are as follows. Gartner Research hosts a number of paid technology conferences during the year. They send out questionnaires to potential participants and a winner is selected among those who fill the questionnaire. That winner is granted a free conference, including airfare, hotel accommodations and some meals.

I understand that there may some ethic procedure at the County that I have to follow, perhaps a form to fill. Could you please point me to a person who can help me finding out what I need to do?

Regards,

**Motsa Dubois**  
 IT Project Manager  
 eGov Department  
 Phone: 305-375-2598

-----Original Message-----

**From:** Dubois, Motsa (eGov)  
**Sent:** Friday, April 25, 2003 11:18 AM  
**To:** Meyers, Robert (COE)  
**Subject:** Gift: Form?

Robert,

I just wan the attached free conference attendance from Gartner Research. I understand that there is a gift form I need to fill. Could you please point me to such form?

Regards,

5/5/03

**Motsa Dubois**  
IT Project Manager  
eGov Department  
Phone: 305-375-2598

-----Original Message-----

**From:** Ann Marie Dutra [mailto:annmarie.dutra@gartner.com]  
**Sent:** Tuesday, April 15, 2003 10:32 AM  
**To:** mdx@miamidade.gov  
**Subject:** Please Register For Project Portfolio Management 2003

To view this email as a web page, go [here](#).

## **Project Portfolio Management**

### Strategic Summit for Optimizing Business

April

Congratulations on qualifying to attend Project Portfolio Management 2003, July 13-15, Hyatt Regency San Francisco.

To confirm your participation, you must complete and submit the attached Guest Registration Form immediately at:

<http://www.projectportfoliomanagement2003.com/registration03.htm>

Please note that I have requested your company information, including a 500 word company profile for the Event Directory to be given to each Vendor and Executive Guest.

Once I have received the Guest Registration Form, I will contact you within 5 business days to discuss Event details, answer any questions you may have, and provide information regarding travel arrangements.

I look forward to working with you and ensuring your experience at Project Portfolio Management 2003 is beneficial for your organization.

Regards,



Ann Marie Dutra  
Event Manager