

Jefferson County Civic Facility Development Corporation  
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Watertown, New York 13601  
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**TO:** JCCFDC Governance Committee  
W. Edward Walldroff, Chair  
Bill Johnson  
Paul Warneck

**FROM:** Don Alexander

**DATE:** September 6, 2017

**SUBJECT:** Governance Committee Meeting Notice

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A JCCFDC Governance Committee meeting has been scheduled for **Wednesday, September 13, 2017 at 10:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

The purpose of the meeting is to review the bylaws, mission statement/performance measurements, and current policies/procedures.

Please fax response to 315-782-7915 or e-mail to [pssampson@jcida.com](mailto:pssampson@jcida.com).

Print Name \_\_\_\_\_ Will Attend \_\_\_\_\_  
Unable to Attend \_\_\_\_\_

Thank you.

pss