

Jefferson County Local Development Corporation
800 Starbuck Avenue, Suite 800
Watertown, New York 13601
Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915
www.jcldc.com

TO: JCLDC Governance Committee
W. Edward Walldroff, Chair
Paul Warneck
Greg Gardner
Bill Johnson

FROM: Peggy Sampson, Executive Assistant

DATE: August 30, 2018

SUBJECT: Governance Committee Meeting Notice

A JCLDC Governance Committee meeting has been scheduled for **Thursday, September 13, 2018 at 8:00 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 confirm your attendance with Peggy Sampson pssampson@jcida.com at your earliest convenience.

Thank you.

pss

c: Donald Alexander
David Zembiec
Media