

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

FROM: Peggy Sampson, Executive Assistant

DATE: August 30, 2018

SUBJECT: Governance Committee Meeting Notice

A JCCFDC Governance Committee meeting has been scheduled for **Thursday, September 13, 2018 at 8:45 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