

Jefferson County Civic Facility Development Corporation

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TO: **Governance Committee**
W. Edward Walldroff, Chair
Paul Warneck
William Johnson

FROM: Donald C. Alexander

DATE: December 1, 2017

SUBJECT: **Governance Committee Meeting Notice**

A JCCFDC Governance Committee meeting has been scheduled for **Thursday, December 7, 2017 at 10:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

The purpose of the meeting is to review and discuss the Summary Results of the Annual Confidential Board Evaluations.

Please confirm your attendance with Peggy Sampson pssampson@jcida.com at your earliest convenience.

pss

c: Media