

Jefferson County Industrial Development Agency

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www.jcida.com

TO: JCIDA Governance Committee
W. Edward Walldroff, Chair
Paul Warneck
Bill Johnson

FROM: Donald Alexander, CEO

DATE: September 5, 2019

SUBJECT: Governance Committee Meeting Notice

A JCIDA Governance Committee meeting has been scheduled for **Thursday, September 12, 2019 at 8:30 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: David Zembiec
David Converse
Rob Aliasso
John Jennings
Lisa L'Huillier
Kent Burto
Rich Duvall
Greg Gardner
Christine Powers
Media