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

**FROM:** Peggy Sampson, Executive Assistant

**DATE:** August 30, 2018

**SUBJECT:** **Governance Committee Meeting Notice**

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A JCIDA Governance Committee meeting has been scheduled for **Thursday, September 13, 2018 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](mailto:pssampson@jcida.com) at your earliest convenience.

Thank you.

pss

c: Donald Alexander  
David Zembiec  
Media