



Town of Union Office of Economic Development

MEMORANDUM

TO: Board Members of the Town of Union Local Development Corporation (LDC)

CC: Rosemarie Pope, Esq., LDC Counsel
Town of Union Supervisor & Council

FROM: Joseph M. Moody, Director

RE: **2019 Schedule for Town of Union Local Development Corporation (LDC)
Monthly Board Meetings**

DATE: December 20, 2018

The following list contains the dates selected for the **2019 Town of Union LDC Board Monthly Meetings**. LDC Board Meetings will be held in the Town Supervisor's Conference Room on the 2nd floor of the Town of Union Office Building at 8:00 a.m. on the second to last Thursday of every month (*unless otherwise indicated).

LDC Board Meeting Dates:

January 24, 2019	July 18, 2019
February 21, 2019	August 22, 2019
March 21, 2019	September 19, 2019
April 18, 2019	October 24, 2019
May 23, 2019	November 21, 2019
June 20, 2019	December 19, 2019

A monthly agenda and the previous month's meeting minutes will be mailed or hand delivered to the LDC Board Members before each scheduled meeting. If a meeting has to be rescheduled or cancelled, members will be notified via telephone or e-mail as applicable.

A staff member from the Economic Development Office may call or send an e-mail message to LDC Board Members to verify availability for scheduled meetings. **If a Board Member believes he or she will be unavailable for scheduled meetings, I ask that you please contact me at 786-2945 to share such insight.** Your assistance will help to determine early on if the requisite number of LDC Board Members will be present to constitute a quorum.

Thank you.