



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: **2018 Schedule for Monthly Town of Union Local Development Corporation (LDC) Board Meetings**

DATE: December 21, 2017

The following list contains the dates selected for the **2018 Town of Union LDC Board Monthly Meetings**. LDC Board Meetings will be held in the Town of Union 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 18, 2018	July 19, 2018
February 15, 2018	August 23, 2018
March 22, 2018	September 20, 2018
April 19, 2018	October 18, 2018
May 24, 2018	* November 15, 2018
June 21, 2018	December 20, 2018

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 Town of Union Economic Development Office may place a reminder call or send an e-mail message to LDC Board Members to check on availability for a regularly scheduled meeting. **However, if a Board Member is aware he or she will not be available for any of the regularly schedule meetings (as listed above), I ask that you please contact the Town Economic Development Office at 786-2945 as soon as you are aware of your status.** Your assistance will help the staff determine early on if the necessary number of LDC Board Members will be present to constitute a quorum.

Thank you.