



Town of Union Office of Economic Development

MEMORANDUM

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

CC: Rose Pope, Esq., LDC Counsel & Alan J. Pope, Esq., Town Counsel
Town of Union Supervisor & Council

FROM: Joseph M. Moody, Director

RE: **2017 Schedule for Monthly Town of Union Local Development Corporation (LDC) Board Meetings**

DATE: January 5, 2017

The following list contains the dates selected for the **2017 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 5, 2017	June 22, 2017	December 21, 2017
January 19, 2017	July 20, 2017	
February 16, 2017	August 24, 2017	
March 23, 2017	September 21, 2017	
*April 13, 2017	October 19, 2017	
May 18, 2017	*November 16, 2017	

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 canceled, 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.