



Town of Union Office of Economic Development

MEMORANDUM

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

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

FROM: Joseph M. Moody, Director

RE: **2016 Schedule for Monthly Town of Union Local Development Corporation (LDC) Board Meetings**

DATE: December 17, 2015

The following list contains the dates selected for the **2016 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 (please note the scheduling exception dates in March and December).

LDC Board Meeting Dates:

| | |
|-------------------|---------------------|
| January 21, 2016 | July 21, 2016 |
| February 18, 2016 | August 18, 2016 |
| * March 17, 2016 | September 22, 2016 |
| April 21, 2016 | October 20, 2016 |
| May 19, 2016 | November 17, 2016 |
| June 23, 2016 | * December 15, 2016 |

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.