


**From:** Les Reddin  
**To:** Peggy Gaffney; Susan McBride  
**Date:** 8/27/2009 9:35 AM  
**Subject:** CBAC meeting tomorrow preparation

**CC:** Jennifer Hanna; Joani Miles; Larry Keiser; Nola Wellman  
Peggy & Susan

Please prepare and resend the most current specific campus project list to each principal and Department head.


Include a District Wide "DW" Sheet as well, and attach that too. 

For tomorrow meetings we need approx., 15 sets delivered this afternoon to each "hosting campus" for tomorrow mornings meetings.

Susan,

Send these also to the Bond Definition Teams and to Phil Buterbaugh

Both Firms expressed interest in attending these to save having to go talk after the fact and in an effort to shorten the scope definition part of the time line.

Also Thank you for attending these meetings and scribing the details, lets make sure we capture all the pertinent information and document who is responsible for each task, and when it is to be returned to the group. You will each need a folder in the bond planning folder for meeting notes, and in these folders use subfolders by meeting date and your initials to separate whose notes are whose.... 

Thanks you for yesterday, but more importantly for what your going to do in the next 3 months.

Les

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