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MEMORANDUM

TO: Members of the Goochland Powhatan Community Services Board

FROM: Runda Harris, Chair

SUBJECT: Notification of Board Meeting

DATE: January 27, 2012

The Goochland Powhatan Community Services Board will meet on **Monday, February 5, 2012**. The meeting will begin at **4:30 p.m.** at our offices in **Powhatan**.

Please find enclosed the following documents:

1. Memo and PIEP Letter of Commendation
2. Memo and Tobacco Use Prevention Grant
3. Memo re FY2013 Budget in Process
4. Memo re Talking Points for Advocacy
5. Memo and Letter re DOJ Settlement

Please review these materials prior to the meeting. We are looking forward to seeing you on the 5th.

*****If you find that you are unable to attend a Board meeting, please let us know as soon as possible. This will let us assess whether we will have a quorum or not, and re-schedule if necessary. Susan Bergquist can be reached at her desk at 556-5404, or on her cell phone at 363-9605. Both phones have voice mail, so please leave a message if necessary.*****

Enclosures