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MEMORANDUM

TO: JO ANNE ORR  
FROM: STEVE REBUCK *Sta*  
DATE: JULY 31, 1994  
RE: MINUTES FOR JULY 25 MEETING

THE FOLLOWING IS A GOOD MODEL FOR KEEPING MINUTES. HOPE THEY WILL HELP.

I'VE ALSO TYPED UP A FEW ITEMS JOTED DOWN DURING THE MEETING. THEY MAY HELP OUR DECISION MAKING PROCESS. IF I CAN HELP ANY OTHER WAY, PLEASE GIVE ME A CALL. IT ISN'T NECESSARY TO WRITE DOWN EVERYTHING THAT WAS SAID. SEYMOUR'S OUTLINE SPELLED OUT THE AGENDA PRETTY WELL. WE FOLLOWED IT FAIRLY WELL. YOU MIGHT WANT TO USE IT, THEN, PLUG IN BRIEF DISCUSSION, MOTIONS, VOTES, OUTCOME AND ACTIONS TAKEN. THAT PROVIDES ENOUGH INFORMATION.

WAS GOOD TO SEE YOU AGAIN. THANKS FOR HELPING OUT.