

Subject: FW: Committee training

From: patsy yull (patsyyull1@hotmail.com)

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Cc: monica.kaur@enfieldhomes.org;

Date: Tuesday, 28 October 2014, 18:17

Hi all,

I was sent this e-mail today, did everyone get a copy, and can you please let me no if you are attending please, so i can give Grace a head count asap.

Thanks

Patsy

To; patsyyulll@hotmail.com
Subject: Committee training
From: graceswork@aol.com
Date: Tue, 28 Oct 2014 10:45:01 -0400

Hi, Patsy,

I refer to my meeting with the management committee on 13th October and to my email, although I do not think your email address was included with those sent to me by Monica. I suggested 10th November as the date for the first training session on Committee Skills.

Please would you let me know if the training can take place on this date and how many will be attending so that I can arrange for the necessary handouts to be prepared.

The committee also agreed to a further 4 sessions on managing community buildings and I suggested the 4 consecutive Monday evenings starting on 24th November. Again, I would be grateful if you can confirm these dates. Please call me if you have any queries.

I look forward to hearing from you.

With best regards,

Grace Smith
Community Matters Associate

07812 11225Q