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Date: 8/27/2014 3:16:57 PM
Subject: Upcoming LTC Taskforce Steering Committee Meeting

Hi everyone,

I am writing to let you know that we need to reschedule the steering committee meeting that had been set for September 17. I apologize for this inconvenience. I will be in touch in the next couple of days to try to find a new time in October. In the meantime, I wanted to send a quick message about the cancellation/rescheduling plan so you can release the September 17 meeting time from your calendars. (I'll also send a cancellation notice via Outlook for those of you who use that program.)

I have already been in touch with some of you about the need to find another meeting time. But, I will follow back up now that we've honed in on October as our next best option.

There have been lots of good conversations going on in the taskforce committees and sub-committees as of late. Our taskforce members have really rolled up their sleeves, thanks to your leadership—and we are honing in on recommendations!

Thank you,
Eleanor

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