

**From:** Haltiwanger, Katherine <KatherineHaltiwanger@gov.sc.gov>  
**To:** Veldran, KatherineKatherineVeldran@gov.sc.gov  
Smith, AustinAustinSmith@gov.sc.gov  
Patel, SwatiSwatiPatel@gov.sc.gov  
Baker, JoshJoshBaker@gov.sc.gov  
Mayer, DougDougMayer@gov.sc.gov  
**CC:** Pitts, TedTedPitts@gov.sc.gov  
**Date:** 9/17/2014 4:55:18 PM  
**Subject:** Senior Staff Meeting

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Friday we will have a senior staff meeting in the conference room at 1:30. If you can't attend, please let me know.

Thanks,  
Katherine