

From: Ingram, Samantha <SIngram@scfirststeps.org>
To: Ingram, Samantha <SIngram@scfirststeps.org>
Date: 10/3/2014 11:18:22 AM
Subject: REMINDER: IMPORTANT INFORMATION: SC First Steps Board Retreat

The Retreat is fast approaching, so please take five minutes to complete two brief surveys. The results from the surveys are critical in planning accurate food counts and overnight accommodations.

1. Use this link to indicate whether or not you will be attending the retreat, and if you need an overnight room: <https://www.surveymonkey.com/s/BOTRetreat>
2. Use this link to give biographical information about yourself in order for us to update the SC First Steps website accurately: <https://www.surveymonkey.com/s/BOTBios>
Once you have completed the bio survey, please send a current headshot to singram@scfirststeps.org.

I look forward to hearing from you all soon!

Hope you have a great Friday.



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From: Ingram, Samantha
Sent: Tuesday, September 23, 2014 2:12 PM
To: Ingram, Samantha
Subject: IMPORTANT INFORMATION: SC First Steps Board Retreat
Importance: High

Good afternoon, Trustees:

As we enter the fall season, there is energy around school activities all across the state. We feel the same excitement at First Steps as we do our part to help children prepare for school: many new 4K providers are up and running, along with parents, caregivers, and partnerships all across the state focusing on early literacy.

We are looking forward to our annual board retreat, slated for October 15–16, 2014, here in Columbia. Thanks to those of you who have already sent in your RSVP. If you haven't, please take a moment to RSVP here:

<https://www.surveymonkey.com/s/BOTRetreat> .

To help us meet your needs, please respond by Tuesday, September 30.

We have attached the draft agenda for our two days together. Closer to the retreat, we will send additional material and details regarding your overnight stay as applicable.

Please help us update our website by completing the following survey before October 7 - <https://www.surveymonkey.com/s/BOTBios> . This brief questionnaire should only take 5-10 minutes. Send a head shot to singram@scfirststeps.org to be included with your bio on the web.

As always, don't hesitate to contact me with any questions or if I can be of further assistance.

Thank you for your leadership.



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