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Subject: budget requests

I would like to meet with the team leaders as a group tomorrow afternoon to meet with me regarding any budget requests you may have? I know we are aware of some of your requests, but just wanted a chance to go over it briefly with Quentin Hawkins. I am not sure of the time yet but will try to give you as much notice as possible. It would follow a budget meeting with Tony, and I don't know the time of that meeting as of yet. Thanks.

In addition, I would appreciate it if each of the team leaders would work on a simple organizational chart for your own area, to submit by Monday if possible. I would like to know what your ideal team would consist of (positions both filled and needed), and feel you are the best equipped to identify that. Please use employee names in addition to the job title wherever possible. I appreciate your help.

Marie Waller
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