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Subject:

Attachments: GEAR Template.doc

Due to the Governor's availability, the release date for our report has been moved back ten days so we are looking at June 25th at 1:00. If you can be there, that would be great so please put it on your calendar.

While I know that you have been busy, we obviously have a lot of work left to do so would like to get some meeting dates on the calendar so we can discuss our findings. I know schedules will be tough to coordinate, but am hoping that all of you can make yourselves available for the following three days:

Tuesday	June 5, 2007	10:00-4:00
Tuesday	June 12, 2007	10:00-4:00
Tuesday	June 19, 2007	10:00-4:00

If Tuesdays are not good for some of you, please let me know your availability for Wednesday, June 6th, Wednesday, June 13th and Wednesday, June 20th. We may not need to meet all three times but I wanted to go ahead and schedule a meeting in case we need the third date.

I have attached the template that we have come up with for the final report. Please let me know if you have any suggestions or changes to the template.

It is important for all of us to keep moving in our functional areas so that we have plenty of time to tweak the final report before release.

Sarah K. Stewart

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