

De La Vega, Maritza

From: John Thillmann <jhtcav@aol.com>
Sent: Thursday, July 11, 2013 11:14 AM
To: Fiebe, Joanne K
Cc: Hagg, Elizabeth A.; Frank, Aaron M.
Subject: Re: Minutes from June Meeting

Joanne:

Since it was a meeting of the group, to comply with Penny's "Open meeting" rules I think it needs to also be in the form of minutes. It can be very short no more than a page or two only listing participants and adding the agenda outline and it could also reference a final report to be delivered later but signed by Evelyn.

Best,
JT

-----Original Message-----

From: Fiebe, Joanne K <Joanne.Fiebe@fairfaxcounty.gov>
To: 'John Thillmann' <jhtcav@aol.com>
Cc: Hagg, Elizabeth A. <Elizabeth.Hagg@fairfaxcounty.gov>
Sent: Thu, Jul 11, 2013 9:57 am
Subject: RE: Minutes from June Meeting

e delivered

Hi John,

I was talking with Liz about minutes for the charrette. We are planning to do a summary report on the charrette which should suffice for the minutes. I'll send you a draft of the summary report when it is ready.

JoAnne Fiebe, MUCD, LEED AP
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From: John Thillmann [<mailto:jhtcav@aol.com>]
Sent: Wednesday, July 03, 2013 9:50 AM
To: Fiebe, Joanne K; Hagg, Elizabeth A.
Subject: Minutes from June Meeting

Hi Liz and Joanne:

Please make sure that Evelyn gets the June minutes for both the 11th and 27th in plenty of time. Also, for the Charette, even though it was a meeting (under Penny's meeting rules) I think that you can do very abbreviated minutes mentioning who was there and in general what transpired without a lot of detail--real summary stuff. I'll add to them as well if I get them in enough time.

Best,
JT