

## De La Vega, Maritza

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**From:** Fiebe, Joanne K  
**Sent:** Thursday, July 11, 2013 9:57 AM  
**To:** 'John Thillmann'  
**Cc:** Hagg, Elizabeth A.  
**Subject:** RE: Minutes from June Meeting

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