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**ComposedDate:** 09/18/1998  
**ComposedDate\_Time:** 10:31:09 AM  
**Subject:** Board meeting Sept. 22-23

Jack, Tracy is making travel arrangements for the Board members to come to Washington next week and she asked whether we are having a two day or a one day meeting. Given that we will not have the proofs back from the printer until Wednesday, I would suggest that we cancel the first day of the meeting. Then, on Wednesday, after you and Anna have breakfast with Sr. Ramirez, we can schedule an hour for a closed meeting, an hour for discussion about other things that are going on, and then spend the remainder of the day reviewing the proofs. To the extent that you have other Board business that you would want to do on Tuesday, we would be happy to see you. I simply don't have enough discussion items on the agenda to keep the full Board occupied for two days. With regard to the availability of the other four Board members, Kermit is not, unfortunately, available on Wednesday, which will mean that he will not be able to review the proofs, even if we have the meeting on Tuesday and Wednesday. Henry is not available on Tuesday. Let me know what you would like to do so that Tracy can make appropriate arrangements. Thanks, Laura

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