

TO: All Board Members

FROM: Roy Truby, Executive Director, NAGB

DATE: April 24, 2002

SUBJECT: Attendance Plans for May Board Meeting

To assist us in making plans for the May 16-18, 2002 Board meeting, please complete the information below and respond via email to Munira Mwalimu at Munira.Mwalimu@ed.gov <<mailto:Munira.Mwalimu@ed.gov>> or fax back your response by May 3, 2002. Our office fax number is (202) 3576945. Your prompt response is appreciated. Thank you very much.

Board Member Name: _____

My plans for attending the May 16-18, 2002 Board meeting are as follows:

Thursday, May 16

Executive Committee, 4:30 7:00 p.m. * Yes * No
(Closed session 6:30 7 p.m.)

Friday, May 17

Committee meetings and full Board meeting (8:30 a.m. 4:30 p.m.) * Yes * No

Group dinner at Thai Town (Near Zoo) * Yes * No
2655 Connecticut Avenue NW @ 7 p.m. (Menu will be included in Board briefing book, RSVP needed by 5/3/02)

Saturday, May 18

Full Board Meeting (9:00 a.m. 12 noon) * Yes * No