

TO: Members of the Plan Commission

FROM: Martin Cassell, Chairman

DATE: September 2, 1975

SUBJECT: Attendance at Meetings

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The village trustees have expressed concern over the number of Plan Commission meetings frustrated for want of a quorum. While this may not have been of more than an annoyance several years ago, it is now a matter of concern as it is a rare meeting that the agenda does not have one or more items which should not be delayed beyond the meeting in question. As we have accepted this responsibility, it is incumbent on each of us to make a concerted effort to be present. The meetings fall on the same night each month---even if the agenda fails to arrive as a reminder---a reminder should not be necessary.

*Martin Cassell*