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Subject: Early December meeting date

Welcome to the Acquisitions Task Force!

First, thanks to each of you for agreeing to participate on this committee, and thanks for your participation in the unofficial acquisitions discussions and activities that have brought us to this point in the Horizon implementation project.

I would like to schedule a meeting in early December to review the charge, to set an agenda, and to discuss issues. I have reserved a room here at DPL Wednesday morning, Dec. 9 at 9:30 am for approximately two hours. I know you are all very busy, and this time and date may not work out well for you. Please contact me as soon as possible if you have schedule conflicts so I can arrange another time that will be convenient for us all. And if 12/9 works for you, please e-mail a response confirming.

If you have already undertaken steps to implement acquisitions or have identified issues we need to address, please feel free to share them in advance of our meeting. For example, we might all benefit from any responses to Barbara's query to horizon-I last month.

I normally work Tuesday through Saturday, 7:00 am to 3:00 pm, and invite you to call me if you wish. There is an answering machine at my desk if you need to leave a message outside those hours. However, I will be on vacation November 16 through December 2.

Again, thanks. I'm looking forward to working with you on this project.

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