
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: CHANDRA AND SONJI
FROM: KELLY
SUBJECT: THURSDAY AND FRIDAY ACTIVITIES
DATE 6/7/01
CC: FILE

I fly out this afternoon for a meeting in Washington, DC. I get back tomorrow night. I'll have my cell phone and my pager with me if you need anything:

Cell phone	601-573-6169
Pager	853-7596 (Boyd or Howard can show you how to page me over the Internet)

Please work on the following while I'm out:

Sonji:

1. Ashley needs you to send out some newsletters Thursday afternoon. Please see her when you get here. She is in the middle office on the south wall of our area.
2. Enter the mailing addresses from the returned envelopes onto a spreadsheet.

Chandra:

1. The "5.29.edu.funding" document looks fine. Thanks!!!
2. It is fine to delete the duplicate names on the NAMBLA petitions that we received. Just make sure that we have their name entered once.
3. Please finish entering the mailing addresses from the returned envelopes onto a spreadsheet. Sonji is going to start working on this this afternoon, but the stack is pretty big. I'll ask her to put the spreadsheet on your work diskette. It is titled "the.box.returns"
4. If you finish that, ask Boyd if he has anything that he needs done.

Thanks! I'll see y'all Monday. I hope you both have good weekends!