
**OFFICE OF GOVERNOR RONNIE MUSGROVE
PERSONAL & CONFIDENTIAL MEMORANDUM**

TO: GOVERNOR
FROM: RILEY
SUBJECT: SHANNON MCMULLEN SERVING AS RECORDER FOR 4/23 SCHOOL-TO-CAREER BREAK
OUT SESSION
DATE: 4/18/01
CC: FILE

As you know, the School-to-Careers Partnership is sponsoring “Enhancing Mississippi’s Educated Workforce” this Monday, April 23 at the Hilton. You are giving the luncheon keynote address. The afternoon session will consist of small break out groups for participants to discuss and answer specific questions. We have obtained a facilitator and a recorder for each break out group; however, we need one more recorder to take notes for one break out group.

Would it be okay with you if Shannon serves as a recorder from 1:30 – 3:00 Monday afternoon? She should be back at the office by 3:30. I have checked with her and her schedule allows her to do this, but we wanted your approval.

Please advise. Thanks!

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