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**OFFICE OF GOVERNOR RONNIE MUSGROVE**  
**INTEROFFICE MEMORANDUM**

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**TO:** GOVERNOR  
**FROM:** RILEY  
**SUBJECT:** JOBS FOR AMERICA'S GRADUATES: REQUEST FOR YOU 1) TO SERVE ANOTHER TERM  
AND 2) TO PRESENT AWARD AT LEADERSHIP AWARDS RECEPTION  
**DATE:** 11/20/2002  
**CC:** FILE

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You are scheduled to attend the JAG Leadership Awards reception in Washington on the evening of Wednesday, December 4, and some of the JAG Board meeting on Thursday, December 5. (We're also setting up some one-on-one visits for you in DC on the 5<sup>th</sup> pursuant to your instructions after your visits up there the end of October).

Ken Smith, President of JAG, has written and requested that you stay on the JAG board for one more term. If you agree to serve another term, your name will be included on the list of candidates for reelection to the Board at the December 5<sup>th</sup> meeting. I would advise that you serve another term, as I don't think you need to be stepping down from any of the boards you serve on, especially when they are inviting you to serve again, with next year approaching.

Do you want to accept the invitation to serve another term?

Yes \_\_\_\_\_

No \_\_\_\_\_

JAG has also called and inquired as to if you would be willing to present one of the awards that evening.

If you agree, you would be presenting an award to Steve Roberts, Chairman of the Jobs for West Virginia Graduates program. Roberts also serves as Chairman of the West Virginia Chamber of Commerce. JAG staff did inform me that Roberts has not confirmed that he will be attending the meeting, but they would like you to present the award if he does. They will send us a script for you to use that evening.

Do you want to present this award if Roberts does attend the meeting?

Yes \_\_\_\_\_

No \_\_\_\_\_

