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**INTEROFFICE MEMORANDUM**

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**TO:** GOVERNOR MUSGROVE  
**FROM:** KIM GROSS  
**SUBJECT:** POST-ELECTION  
**DATE:** 10/9/2003  
**CC:** BILL RENICK, LEE ANN MAYO

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I have discussed the post-election scheduling transition with Bill and Jen and we all want to make sure we are on the same page and would like you to consider the following issues:

Do you want to schedule anything on your calendar for the rest of the week after the election (Nov. 5- Nov. 9)? YES \_\_\_\_\_ or NO X

If yes, do you want Lee Ann and I to arrange a schedule for you in Bill's absence, based on the invitations received? YES \_\_\_\_\_ or NO \_\_\_\_\_

Jen is willing to continue as the "point person" for scheduling (i.e. dropping of the calendar, etc) until told otherwise...she estimated the following Monday, Nov. 10<sup>th</sup>, would be a good day to transition back to the official office to avoid confusion for the rest of that week. Do you want Jen to continue as the scheduling point person until Nov. 10? YES X or NO \_\_\_\_\_

Do you want the official Scheduling Team to resume meetings on Nov. 10<sup>th</sup>?

YES X or NO \_\_\_\_\_