

Memorandum

Date: September 10, 2010
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: Preliminary Maternity Leave Timeline

Attached please find a preliminary listing of the basic tasks that need to be accomplished during my maternity leave. This is not a complete listing since new items will arise prior to my leave and while I am gone. Also, since it is still September, I don't know what projects/tasks I will be working on prior to my leave that will need to be completed as well. All of the sub-committees except the Capital Improvements Committee have met and planned what they will accomplish during my leave. Some of their projects will be delayed until after my return.

Thank you.