

January 22, 1999

**MEMORANDUM**

**TO:** Presidents

**FROM:** Chancy M. Kapp  
Special Assistant to the President for Special Projects

**SUBJECT: Announcement of Statewide Foundation Board**

Gregory Poole, Jr., chair of the North Carolina Community Colleges Foundation, will announce the names of the members of the reorganized board within the next two to three weeks. He has asked me to make sure that you and the people most important to your community college have the list before it goes to the media. Thus, I would like to ask you to provide the name, mailing address, fax number and e-mail address of each person to whom I should send the list. In addition to yourself, these key people might include your trustee chair, foundation board chair, development officer and foundation executive director. However, that is your choice; we offer those people only as suggestions. Please let me hear from you by Friday, February 5.

Thank you very much for your help.

CMK/lrs

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