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Sent: Wednesday, March 30, 2016 4:44 PM
To: Dcosta, Laila
Subject: [Committee Member Training] April 2016

March 30, 2016

To - Board, Commission and Committee Members

From - Paul R. Soglin

COMMITTEE MEMBER TRAINING 2016

Thank you for serving on a City of Madison board, commission or committee. To help you succeed in your role as a committee member, city staff will be providing committee member training.

The first training will be held on **April 13, 2016** and will focus on the Code of Ethics and Robert's Rules of Order.

The second training will be held on **April 26, 2016** and will focus on Open Meetings and Public Records Regulations.

The training sessions will run from 5:30 p.m. to 7:00 p.m. and will be held in the Madison Police Department Community Room (GR-27) located at 211 S. Carroll Street (City-County Building).

Whether you are a new member or have served for several years, I strongly encourage all committee members to attend.

For those unable to attend, the training session is available on the City's website at: <http://www.cityofmadison.com/CityHall/legislativeInformation/training.cfm>

In addition, the materials used in the presentations can be viewed and/or printed from this website.

Please RSVP to Ashleigh Hacker in the Mayor's Office only if you plan to attend the sessions or if you have any questions. She can be reached at 266-4611 or via email at ahacker@cityofmadison.com.

Once again, thank you for the time and expertise you share with City staff, your fellow committee members and the citizens of the City of Madison. Your dedication and hard work are appreciated!