

## Rosalyn Kilpatrick

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**From:** Diane Shipclark  
**Sent:** Wednesday, March 08, 2006 9:10 AM  
**To:** Rosalyn Kilpatrick  
**Cc:** Kyla Morgan; Martha Higgins; Kathryn Snow  
**Subject:** RE: Roombooking for EdCo/Standing Committees  
**Attachments:** Master Meeting Sche 2006-2007.doc

Hi Ros:

Confirming that the dates and rooms have been booked as per the Master Meeting Schedule 2006/2007. The booking reference numbers have been recorded under each date on the attached. I have also sent a copy to Kyla, Kathryn, and Martha for their records.

Thanks.

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**From:** Rosalyn Kilpatrick  
**Sent:** Tuesday, March 07, 2006 8:49 AM  
**To:** Diane Shipclark  
**Subject:** Roombooking for EdCo/Standing Committees

Hi Diane:

Attached is the Master Meeting Schedule for booking the rooms for Education Council and its Standing Committees for the next academic year. As you know, EdCo meets in the Library Boardroom and all the Standing Committees meet in the Bldg. 300 Boardroom. Thanks so much for your help with this!

Cheers,  
Ros

3/8/2006