From:	Jennifer Oswalt
To:	Boyd, Berlin
Subject:	FW: Downtown Master Plan Steering Committee
Date:	Monday, March 19, 2018 12:56:00 PM
Attachments:	Downtown_Memphis_Master_Plan_RFQ_1182018_FINAL.pdf

Chairman Boyd- I am going to go ahead and add you to this list and hope that you are able to participate as much as possible. We should be sending out a link to the finalists today.

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From: Jennifer Oswalt
Sent: Tuesday, March 06, 2018 10:27 PM
To: 'Boyd, Berlin' <Berlin.Boyd@memphistn.gov>
Subject: Downtown Master Plan Steering Committee

Chairman Boyd,
As I hope you are aware, we have issued an RFQ for a Downtown Master Plan (attached). We are currently reviewing the 21 responses that we received and it is exciting to see the high quality of interested parties. I was trying to catch you today to ask if you would consider serving on our steering committee. We will need your help to adopt and implement the plan and therefore want you involved along the way. A summary of the time commitment is below. Please let us know if you have the time and interest to serve on this committee.

Week of 3/26 – Steering Committee reviews top 3-5 responses (2 hours reading and meeting)
Week of 4/16 – steering Committee interviews finalist(s) (2 hours meeting or phone call)
Periodic status meetings throughout 2018 and Q1 2019. (2-5 hours meetings and phone calls)

Please let me know what questions you have and if you are interested and able to serve.
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