

Chenango County Industrial Development Agency

15 South Broad Street
Norwich, New York 13815
607-334-1400

Date: December 1, 2020

From: Brian Burton

To: Pete Raymond
Wayne Outwater
Randy Gibbon
Michael Khoury
Kevin Pole

The Evening Sun
Shane Butler, Planning Department

Subject: CCIDA Board of Directors Meeting

The December CCIDA Board meeting will begin at 8:00 a.m. on **Tuesday, December 15, 2020** and at the Commerce Chenango Office, 15 South Broad Street, Norwich NY.

Facemasks are required for all attendees. Required health & safety guidelines will be followed by all attendees. If you are unable to wear a facemask, you are welcome to view the meeting via the Chenango IDA YouTube channel and the meeting will be streamed live.

All Board members are asked to be present for this meeting; if a board member cannot attend in person due to health reasons, a call-in number will be provided in advance.

Please RSVP at your earliest convenience by e-mail at jcacciola@chenangony.org. If you have any questions, please e-mail jcacciola@chenangony.org or call 607-334-5532.

Thank you.