

**Subject: FW: Committee training**

**From:** patsy yull ([patsyyull1@hotmail.com](mailto:patsyyull1@hotmail.com))

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**Cc:** [monica.kaur@enfieldhomes.org](mailto:monica.kaur@enfieldhomes.org);

**Date:** Tuesday, 28 October 2014, 18:17

Hi all,

I was sent this e-mail today, did everyone get a copy, and can you please let me no if you are attending please, so i can give Grace a head count asap.

Thanks

Patsy

To; patsyyull1@hotmail.com  
Subject: Committee training  
From: [graceswork@aol.com](mailto:graceswork@aol.com)  
Date: Tue, 28 Oct 2014 10:45:01 -0400

**Hi, Patsy,**

**I refer to my meeting with the management committee on 13th October and to my email, although I do not think your email address was included with those sent to me by Monica. I suggested 10th November as the date for the first training session on Committee Skills.**

**Please would you let me know if the training can take place on this date and how many will be attending so that I can arrange for the necessary handouts to be prepared.**

**The committee also agreed to a further 4 sessions on managing community buildings and I suggested the 4 consecutive Monday evenings starting on 24th November. Again, I would be grateful if you can confirm these dates. Please call me if you have any queries.**

**I look forward to hearing from you.**

**With best regards,**

**Grace Smith**  
Community Matters Associate

**07812 11225Q**