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GOVERNMENT CENTER, HALL OF ADMINISTRATION

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October 21, 2003

Ms. Diana Goodrow, Chair

Ventura County Commission for Women 165  
Grande Vista Street  
Oak Views CA 93022

*Diana*  
Goodrow,

Dear M

The purpose of this letter is to confirm our verbal agreement regarding the use of the Senior Nutrition conference room located at my district office on 2220 Ventura Boulevard, Camarillo. The Ventura County Commission for Women has my permission to use the conference room on the first Saturday of each month from 9:00 a.m. to 12:00 noon until further notice.

The following guidelines are to be observed:

- If a change of date is necessary, please contact my Administrative Assistant Joyce Taylor to make arrangements for a different date.
- The conference room is to be returned to an organized condition before your departure. • You may use the coffee pot in the break room. The coffee pot is to be turned off and cleaned after use.
- If food is brought into the building, care must be taken to leave the area clean. Meals are prepared at this site and every precaution must be made to keep the facility in such a manner that rodents are not invited onto the premises.

A permanent meeting place for the Women's Commission has been allusive and I genuinely hope this meeting place will prove to be beneficial for your membership and make it easier for the Commission to continue making the excellent contributions to the welfare of the women of Ventura County.

Sincerely,

*Kathy*  
KATHY I. LONG  
Supervisor Third District

c: Patty Kreider, Manager Senior Nutrition