

March 24, 2011

Dear Commission Members,

Congratulations on your appointment to the Charter Review Commission. I am excited to be working with all of you as your Chair of this important Commission. I would like to set up an initial organizational meeting in order to begin our charge. During this meeting I hope to set the schedule for the coming months where we will hold meetings with officials and public hearings to hear recommendations on amendments to the County Charter. We will also meet with the staff assigned to our Commission, Jim Vannoy with the County Office of Law and Meredith Beach with the Office of the County Council. They will provide information about our responsibilities and background information about previous Commissions.

I would like to hold the first meeting on Thursday, April 21<sup>st</sup>, at 8:00 a.m. This initial meeting will be held in the C. Vernon Gray Conference Room at the George Howard Building. The meeting should last about an hour and a half. If you are unable to attend in person, but would like to participate by conference call, please let me know.

If you have any questions or concerns, please either contact me directly, or contact Meredith Beach at [mbeach@howardcountymd.gov](mailto:mbeach@howardcountymd.gov) or (410) 313-2001. Also, if there are specific issues or questions that you would like addressed at the first meeting, please let me know. I look forward to working with all of you.

Sincerely,

Donna Richardson  
Chair, Charter Review Commission