

Request for Meeting Space for Governor's Committee on People with Disabilities Quarterly Meeting July 2025

From Melinda Crockom <Melinda.Crockom@gov.texas.gov>

Date Fri 5/30/2025 10:28 AM

To Jennifer Buxton <jenniferb9@cctexas.com>; Amanda Torres <AmandaT@cctexas.com>; Melissa Cruz <melissac5@cctexas.com>

 1 attachment (30 KB)

Planning Elements in hosting a meeting.docx;

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Good morning,

My name is Melinda Crockom, and I am the Community Outreach and Information Coordinator for the Governor's Committee on People with Disabilities. I am hoping you can help me find and secure a location for us to hold our quarterly meeting for July 2025 in Corpus Christi. Our meeting is currently scheduled for July 16th from 8:30 – 5:00 and July 17th from 8:30 – 1:00 p.m. We typically request to have a short orientation to the meeting space the afternoon before our meeting (July 15th) to test the technology and set up the room for an early start the next day.

I've attached a meeting checklist to this email so you can see what our needs are and if you are able to assist us. If possible, we would enjoy meeting with you virtually next week on any afternoon at 2:30 p.m. in Zoom to discuss our request. Please call or email me to let me know when you would like to meet to further discuss our request. I look forward to hearing back from you soon!

Happy Friday,

Melinda Crockom
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