



# MEMORANDUM

January 16, 2018

To: Quality Assurance Task Force Committee Members  
Fr: Virginia L. Whittington, MetroPlan Orlando Staff  
Re: QATF Meeting Notice

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The next QATF meeting will be held on **Tuesday, January 23, 2018 at 10:00 a.m.** The meeting will take place in MetroPlan Orlando's Live Oak Conference Room located at **250 S. Orange Avenue, Suite 200, Orlando, FL 32801.**

The following items will be discussed:

1. Election of 2018 QATF Officers
2. TDLCB Bylaws Review (TAB 1)
3. Grievance Procedures Review (TAB 2)
4. Member Comments/Discussion

If you have any questions or additions, please feel free to contact me at (407) 481-5672 ext. 314 or by email at [vlwhittington@metroplanorlando.com](mailto:vlwhittington@metroplanorlando.com).

cc: Commissioner Pete Clarke