

Memorandum

To: Transition Task Force
From: Joseph Stefko
jstefko@cgr.org
Date: October 15, 2012
Re: Report Update



We wanted to provide an update on the status of revisions to the TTF's final report.

First, thanks to the subcommittees that provided updates, corrections and clarifications to the initial draft. The changes already make for a more accurate, detailed and up-to-date report.

CGR continues to go through the revisions, particularly for the Finance Subcommittee where the group is working on as accurate a calculation / projection as possible for both budgetary impacts and transition costs.

Overall, we remain on schedule. Our "working timetable" is as follows:

- **October 31** – Completion and distribution of next draft
- **November 7** – Submission deadline for remaining comments
- **November 14** – Completion of *Interim Report* for distribution in advance of forum
- **December 3** – TTF / Governing Bodies public forum at Princeton Library

As discussed at the last Task Force meeting, we will leave the "interim report" open from mid-November until approximately year-end, such that the *final version* will capture all aspects of the TTF's work as they are completed.

Please let Mark or I know if you have any questions.