

**MEMORANDUM**

**TO:** GTC Planning Committee Members & Alternates  
**FROM:** James Stack, Executive Director JS  
**DATE:** February 1, 2017  
**SUBJECT:** Correction to the minutes of the November 10, 2016 Planning Committee meeting

Subsequent to the January 5, 2017 Planning Committee meeting I was informed of a request to correct the minutes of the November 10, 2016 Planning Committee meeting. I reported, "Bob Torzynski has retired from GTC effective September 30." We have been asked to restate the nature of Bob's departure from GTC. I apologize for this oversight but, in conversation with Bob prior to his departure, I was given the impression that he wanted me to characterize his status as retired.

Below is an excerpt of the meeting minutes as adopted on January 5 and the proposed correction.

As adopted:

- b. Any Other Old Business or Announcements

Jim Stack provide the following report:

Bob Torzynski has retired from GTC effective September 30. We have advertised the position and have received several resumes already. I expect to identify candidates to interview in the next week or so. In the meantime, various staff members will be covering the tasks that Bob was working on in order to maintain momentum.

As corrected:

- b. Any Other Old Business or Announcements

Jim Stack provide the following report:

Bob Torzynski has resigned from GTC effective October 2. We have advertised the position and have received several resumes already. I expect to identify candidates to interview in the next week or so. In the meantime, various staff members will be covering the tasks that Bob was working on in order to maintain momentum.

Changes to the minutes will result in a corrected set of minutes being posted to the GTC website and made part of the official records of GTC.

***Recommended Action:***

*Correct the minutes of the November 10, 2016 Planning Committee meeting.*