LAND TRUST

MEMORANDUM

To: Files of John Doe

From: Staff person who made the visit

Re: Meeting, breakfast, lunch, etc

Date:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I met John for breakfast to give him an update on what the Land Trust has been up to since last summer. He is in town for a short time and was happy to meet with us. He is retiring from his medical practice. He has been working for 30 years and now wants to spend more time in Jackson. He is also moving into a smaller residence in \_\_\_\_\_\_\_\_\_\_\_ where he spends the winter. We asked him for his new address which is: \_\_\_\_\_\_\_\_\_\_\_\_\_.

We thanked him for donating his house to the Land Trust in his will. He very much wants to help us in our work and give more if he can. I asked him if he has a local lawyer. He does not. He said he has all his legal work done in \_\_\_\_\_\_\_\_ where he lives in the winter. We updated him on our projects.

It was a nice breakfast. He and his wife will be out together in July for a week. We encouraged him to call us then, and invited him to join \_\_\_\_\_\_\_ (Land Trust Stewardship Director) on a monitoring visit.