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—Original Message—

**From:** Conway, Christine M.  
**Sent:** Friday, December 03, 1999 12:08 PM  
**To:** Toomey, Robert F.  
**Cc:** Lauinger, Thomas F.; Hingst, Donna M  
**Subject:** Follow-up to LBCO meeting on 12/1

Rob: regarding yesterday's meeting with LBCO, please note the following:

- Let's review the ideas that were thrown out @ the brainstorming meeting.
- Pls summarize your and Peter's conversation with Andrea/Madden yesterday.
- Interested to see the revised Merit Spotlight logo.
- Reminder - there are some pieces that will not be able to include Merit branding (such as: non-branded flyers and posters). LBCO needs to produce creative to be included in these pieces (such as: bands names, dates, and venue). As previously discussed, I recommend not producing a banner. The line item has been removed from the material chart. Donna is currently revising the material list.
- Advise when you'll receive the new direct mail piece that will include the revisions I mentioned yesterday.

Thanks!