



The Erie  
Community  
Foundation

*Helping today... Shaping tomorrow.*

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**MEMORANDUM**

**TO:** Ms. Terri L. Birchard CPA  
Erie County Technical School Foundation

**FROM:** Meghan O'Brien  
Susannah Weis Frigon

**DATE:** April 2015

**SUBJECT:** Fund Distribution

Please be advised that there is \$7,758.00 of income available for distribution from the Erie County Technical School Endowment. In accordance with your agency endowment fund letter of agreement, you may choose to do one of the following:

- Receive this income as a grant from The Foundation
- Receive a lesser amount as a grant from The Foundation: \_\_\_\_\_
- Receive no distribution at this time

At your earliest convenience, please circle your preference and return this form via fax to 456-4965 or email your reply to:  
[mobrien@eriecommunityfoundation.org](mailto:mobrien@eriecommunityfoundation.org)

If there are questions, please do not hesitate to contact me or Susannah Weis Frigon, Vice President Investor Relations at  
[sfrigon@eriecommunityfoundation.org](mailto:sfrigon@eriecommunityfoundation.org). Susannah is available to meet with you at any time to review your endowment, as well as to discuss donor engagement and development strategies.

Thank you for the opportunity to be of service.

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