

MEMORANDUM

TO: Lester Snow
FROM: Cynthia Koehler
DATE: July 17, 1997
RE: Ecosystem Roundtable

Per our telephone conversation of last week, I will be leaving the Natural Heritage Institute in order to become the new legal director at Save San Francisco Bay Association. I do not intend to resign from the Ecosystem Roundtable, but to simply change my professional affiliation. The Environmental Water Caucus Steering Committee has approved this course of action.

I intend to abstain from any discussion or decisions regarding any proposals that NHI may submit for funding to avoid any appearance of an inappropriate conflict. In this regard, I note that my participation in the Roundtable's discussion of proposals and even the RFP has been extremely limited due to my maternity leave since the beginning of April.

As of August 1, 1997, will be available at the following changes in my address, phone and fax numbers.

Save San Francisco Bay Association
1736 Franklin Street, Fourth Floor
Oakland, CA 94612
510/452-9261 (tel)
510/452-9266 (fax)

Home Office
1150 Clayton Street
San Francisco, CA 94117
415/626-6847 (tel)
415/626-1029 (fax)

Please note that I expect to work primarily from my home office and therefore would prefer to receive all written correspondence at that address. Thank you for your cooperation in this regard.

cc: Greg Thomas
Barry Nelson
Roberta Borgonovo