**MEMORANDUM**

TO: Sheriffs’ Executive Management Institute Board Members

 Sheriff Newell Normand, Chairman

 Sheriff Jeff Wiley

 Sheriff Steve Prator

 Sheriff Greg Champagne

 Justice Marcus Clark

FROM: Michael Ranatza, Executive Director

DATE: February 2, 2015

This memo is to advise you that our next meeting of the Louisiana Sheriffs’ Executive Management Institute will take place on Wednesday, February 25, 2015 at 2:30 P.M.

The meeting is scheduled to be at the following location:

**Louisiana Sheriffs’ Association**

**Midwinter Conference**

**L’Auberge Hotel**

**777 L’Auberge Hotel**

**Baton Rouge, Louisiana**

We look forward to seeing you there.