



1001 SW Baseline • Hillsboro, OR • 97123

October 12, 1995

To: All Staff

From: Jerralynn Ness 

Re: Community Action Open House/30th anniversary celebration

Attached is your invitation to attend Community Action's open house and birthday celebration. This is our chance to celebrate finishing our new Multi-Service Center and to show it off to the public. It's also our first opportunity to celebrate the organization's 30th birthday.

All staff are encouraged to attend. At 3:30, we will start with a "birthday party" in the employee lounge in the new building, complete with cake. Guests will be arriving at that time and are welcome to tour the new building. At 5:30 there will be a program to dedicate the building and recognize the donors who made it possible. Throughout the entire event there will be children's activities, music, and light refreshments.

Some staff will be assigned to certain tasks during the event. Other staff are asked to attend, at least until 5:00, and to make sure that our guests feel welcome. Staff in the Hillsboro center should have their work areas tidied up and ready to receive the public.

Your Director can answer any questions you might have.

