

**Board of Directors**     March 17, 2020

**Chair**  
Tamara Battles

**Vice-Chair**  
Michael Caffery

**Secretary/Treasurer**  
Paula Nelson

**Board Members**  
John Carroll  
Jay Sharplin  
Zebulon Winstead

**Executive Director**  
Clifford J. Moller  
cjmoller@gaeda.org

## NOTICE TO PUBLIC

At Greater Alexandria Economic Development Authority (GAEDA), it is our priority to keep our employees and their families healthy. As the coronavirus disease 2019 (COVID-19) continues to spread globally, GAEDA is taking appropriate precautions to address the outbreak by following guidelines from the Centers for Disease Control and Prevention (CDC).

Our current approach and response to COVID-19 are outlined below. Please read this information carefully and direct any follow-up questions to the Executive Administrator at [avarnado@gaeda.org](mailto:avarnado@gaeda.org) or 318.319.9760.

To help you remain healthy, GAEDA has implemented the following:

### **OFFICE HOURS**

**GAEDA Staff will be available from 8am-3pm Monday-Friday at 318.880.0407. Cell phone numbers are as follows:**

- **Executive Director: 318.730.2169**
- **Executive Administrator: 318.319.9760**

**No Face to Face meetings will be held until further notice.**

### **CHECK DISTRIBUTION:**

**All payments and Check Distributions will be transacted electronically and/or by regular mail. NO PICKUPS! Invoices/receipts can be mailed to [avarnado@gaeda.org](mailto:avarnado@gaeda.org) or faxed to 318.625.7599.**

### **DELIVERIES**

Deliveries can be left out side of the office during business hours or at the building's management office located on the first floor.