

FW: Thank-you letters (19) re OEA Speaker Series breakfast (MC-2017-693)

From: "Festeryga, Katherine (ENERGY)" <katherine.festeryga@ontario.ca>
To: "Whittington, Matt (ENERGY)" <matt.whittington@ontario.ca>
Date: Fri, 07 Apr 2017 15:40:36 -0400
Attachments: MC-2017-693 Instructions.pdf (135.96 kB); MC-2017-693(A)--MIN-GEN thanks to OEA staff (3) re Speaker Series March 21.17.docx (22.59 kB); MC-2017-693(B)--MIN-GEN thanks to VIPs (16) re OEA Speaker Series March 21.17.docx (22.89 kB)

Can you take a look at the two letters for OEA Speaker Series and see if you have anything to change or add to the letters.

From: Gibbs, Diana (ENERGY)
Sent: April-07-17 3:29 PM
To: Festeryga, Katherine (ENERGY)
Cc: Lindsay, Ken (ENERGY)
Subject: Thank-you letters (19) re OEA Speaker Series breakfast (MC-2017-693)

Hi Kate.

I need your help to complete these letters.

I've attached the itinerary and notes you gave us.

I've also attached two drafts: One version for the three OEA staff, and one for the 16 VIPs.

It's not clear if letters are to go to all the Meet & Greet people or just those who were at the Minister's table. Can you please confirm this, and that the content of the drafts is okay, before we go any further?

Thanks,
Diana

Diana Gibbs
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