Message

From: Jordan Penic [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7D23BCD450594583BB40B447B35485DA-JORDAN PENI]
Sent: 2017-04-03 1:46:24 PM
To: Terry Young [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=872fa3f6e61a48709b11458c0c3b6ca6-Terry Young]; Chuck Farmer [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=aa83ad66edf341b4a48c3f852b674355-Chuck Farme]
CC: Andrew Dow [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6268b334c119488b888395bba8b155d9-Andrew Dow]
Subject: RE: Board Memo for Review: Communications Plan re: Accoutning Changes
Attachments: Memo - Comms Plan for Accounting Changes.docx

Sorry – minor typo in the memo. Revised attached.

From: Jordan Penic
Sent: April 03, 2017 1:45 PM
To: Terry Young; Chuck Farmer
Cc: Andrew Dow
Subject: Board Memo for Review: Communications Plan re: Accoutning Changes

Terry/Chuck,

Please find attached for your review the draft Board Memo on the Communications Plan for Accounting Changes. The item itself was adjusted to be an information item instead of a discussion item. The item is due by EOD today.

Both the memo and the actual KM & QA are attached and would be shared with the board.

Regards,

Jordan

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From: Georgia Ritchie-Wust
Sent: April 03, 2017 10:31 AM
To: Bruce Campbell; Kim Marshall; Michael Lyle; Terry Young; JoAnne Butler; Doug Thomas; Leonard Kula; John Rattray; Jordan Penic; Rayhan Malik; Anthony Martinello; Jeannette Briggs; Michael Boll; Nicholas Ingman; Nik Schruder; Bill Pettitt; Alexander DeAngelis; Lia Kosic; Shawn Cronkwright; Julia McNally; Susan Nicholson
Cc: Lorraine Turnevicius; Margaret McNeil; Nimi Visram; Sabeela Clarke; Karen Edwards; Manuela Moellenkamp; Kimberly Veeneman; Liz Doherty; Trisha Hickson
Subject: Final AC Agenda

Hi,

Attached is the final Audit Committee Agenda for the meeting on April 11th. Electronic copies of your materials are due to me by end of day today, Monday, April 3rd.

Please also remember to send me one color, 3-hole punched copy of your materials.

As per Carole Workman's request the names of the VP's have been added to the presenter's name for her to become more familiar with the reporting structure.

Also changes regarding distinguishing between items for Decision, Information or Discussion per Carole's request (highlighted below) have been made for this agenda and will be implemented going forward.

I have reviewed the agenda and wondered if you could ask the contributors to consider the following as a way of making use of our time and management`s time more effective:

1. Can they please distinguish between items submitted for information and those submitted for discussion as explained in 2 and 3 below.

2. If considered for discussion, the contributor should identify in the covering memo what are the one or two questions that Board members should seek to answer in order to focus the discussion (the questions can relate to an issue being faced by management where board input would be useful OR a question can be in respect of an issue that should be of Board concern OR an item is of significant impact or risk to the company`s OR etc etc . By raising the questions in advance, management ensures that Board members can make a more meaningful contribution; it does not pre-empt the raising of other questions.

3. An information item are presented so that Board can exercise its role of oversight or general information but where nothing is being particularly asked of the Board (i.e. the issue is entirely within the delegated responsibility of the CEO, presents no significant risk, is operating as it should, and issues arising are being managed. These items would not normally require any presentation or discussion UNLESS a Board member has a particular question or concern he or she wishes to raise. An absence of question should be a sign of satisfaction with the status presented and not seen as a lack of interest.

If you have any concerns on how your item has been distingushied please let me know and I will correct.

Thanks,

Georgia Ritchie-Wust | Executive Assistant to Kim Marshall, VP, Corporate Services & CFO
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"Motivation is what gets you started. Habit is what keeps you going".
.....(Jim Ryun)