

Message

From: John Rattray [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0C3134C1C2744B1EA8FF0E5DDD13DFE4-JOHN RATTRA]
Sent: 2017-08-18 1:31:59 PM
To: Margaret McNeil [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4dc513b5977e4d7d8c6722582f903610-Margaret Mc]
Subject: FW: Board Agenda and Logistics
Attachments: MEETING OF THE BOARD OF DIRECTORS.docx

From: Cindy Winwood
Sent: August 18, 2017 11:45 AM
To: John Rattray
Subject: RE: Board Agenda and Logistics

John attached is the updated version as requested. I can make any changes necessary.

**Cindy Winwood | Executive Assistant to Michael Lyle, Vice President
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From: John Rattray
Sent: August 18, 2017 9:34 AM
To: Cindy Winwood
Subject: FW: Board Agenda and Logistics

Cindy:

please review and fix the formatting on the attached agenda. thx.

John

From: John Rattray
Sent: August 18, 2017 8:24 AM
To: Margaret McNeil
Subject: Board Agenda and Logistics

Marg:

I attach the final version of the Board agenda. It needs your review to fix the obvious formatting issues I have introduced. If you are off today and see this let me know and I will have Cindy fix the formatting.

Tim has also advised that there is a meeting with the Minister over dinner in our boardroom at 6 pm on August 30th. Please make the necessary arrangements. I will write to both the Board and ELT to advise them of this meeting, asking them to confirm their availability.

I will work on the cover memo this am along with the August 15th minutes. The other minutes I will be sending to Tim and Peter. This may require minor adjustments on Monday to coordinate any changes they wish to make.

Thx for all your help.

John