

Message

From: John Rattray [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0C3134C1C2744B1EA8FF0E5DDD13DFE4-JOHN RATTRA]
Sent: 2017-10-13 9:30:45 AM
To: Margaret McNeil [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4dc513b5977e4d7d8c6722582f903610-Margaret Mc]
Subject: FW: Revised Agenda Item Summary for use in October
Attachments: ELT Submission - Board Governance.docx; AIS_template revised.docx

Marg:

Can you please update the AIS and add beneath the Date add a new line "Presenter:"

thank you.

From: John Rattray
Sent: October 05, 2017 5:17 PM
To: Peter Gregg; JoAnne Butler; Leonard Kula; Michael Lyle; Kim Marshall; Doug Thomas; Terry Young; Glenn McDonald
Cc: Reena Goyal; Dianne Hayes; Margaret McNeil
Subject: Revised Agenda Item Summary for use in October

Please use the attached Agenda Item Summary (AIS) when you prepare your materials for the October Committee and Board meetings.

As a reminder of the approach we have discussed regarding the preparation of board materials I attach my memo of September 7 regarding governance.

thank you,

John