

Message

From: Susan Nicholson [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F668E601BD2B4865A5C31DCA531047C8-SUSAN NICHOLSON]
Sent: 2017-10-26 4:07:14 PM
To: Dianne Hayes [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b874689c8678458ca67b60576b7662bd-Dianne Haye]
Subject: RE: Items for discussion

Thanks Dianne, I am out of town the 3rd and the 6th. Is there a better time the following week? I could be at Adelaide the afternoon of the 8th?

From: Dianne Hayes
Sent: October 26, 2017 3:43 PM
To: Susan Nicholson
Subject: RE: Items for discussion

Hi Susan. FYI, I haven't forgotten your request. It's just going to be challenging. Only day it might work is Monday at Clarkson but Peter's time is full so I'll check with him first. Unless you will be in on Friday Nov. 3rd? We are planning to be at Clarkson and UMR.

From: Susan Nicholson
Sent: October 26, 2017 9:51 AM
To: Peter Gregg
Cc: Kim Marshall; Dianne Hayes
Subject: Items for discussion

Hi Peter, I am hoping to get some time with you next week to discuss a number of items that will require your input and/or approval in the upcoming weeks.

These items include:

1. The 3rd quarter financial statements and note disclosure including the FHP impacts on the market accounts.
2. An increase in the KPMG purchase order which will require your approval.
3. The year-end certification process.

I plan to be at Clarkson Monday – Wednesday and at Adelaide on Thursday next week.

Thanks, Susan