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**From:** Susan Nicholson [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F668E601BD2B4865A5C31DCA531047C8-SUSAN NICHOLSON]  
**Sent:** 2017-10-27 2:06:21 PM  
**To:** Dianne Hayes [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b874689c8678458ca67b60576b7662bd-Dianne Haye]  
**Subject:** RE: Items for discussion

Hi Dianne. I am going to accompany Kim to her meeting on Tuesday for a couple of minutes in order to discuss the Q3 financial statements. The other two items can be moved to the week of the 13<sup>th</sup> although it will be just me as Kim is on vacation. I will need about 15 minutes total. For the week of the 13<sup>th</sup> I can be at Adelaide either Wednesday or Thursday morning (I am on vacation on the Friday).

Thanks, Susan

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**From:** Dianne Hayes  
**Sent:** October 26, 2017 4:09 PM  
**To:** Susan Nicholson  
**Subject:** RE: Items for discussion

Hi Susan. Peter will be on vacation the week of November 6<sup>th</sup>. Can we push back to week of Nov. 13<sup>th</sup>?

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**From:** Susan Nicholson  
**Sent:** October 26, 2017 4:07 PM  
**To:** Dianne Hayes  
**Subject:** RE: Items for discussion

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

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**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. 3<sup>rd</sup>? We are planning to be at Clarkson and UMR.

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**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 3<sup>rd</sup> 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