

Message

From: Susan Nicholson [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F668E601BD2B4865A5C31DCA531047C8-SUSAN NICHOLSON]
Sent: 2017-10-30 2:07:57 PM
To: Kim Marshall [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b63a22b42bf14587870d93119a054d88-Kim Marshall]
CC: Susan Nicholson [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f668e601bd2b4865a5c31dca531047c8-Susan Nicholson]
Subject: RE: Items for Peter discussion
Attachments: Statutory Statements - Q3 2017.pdf

Kim, please let me know if you want me to send this to Peter (cc Dianne). I have not yet heard back from Mark Donaldson but I have left him a voice message and have sent an email.

From: Kim Marshall
Sent: October 30, 2017 8:34 AM
To: Susan Nicholson
Cc: Dianne Hayes
Subject: Items for Peter discussion

Dianne, we will include item 1 - The 3rd quarter financial statements and note disclosure including the FHP impacts on the market accounts.

in the agenda for my one on one with Peter tomorrow, Tuesday. The rest can be handled the week he is back from vacation

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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 6th. Can we push back to week of Nov. 13th?

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 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