
From: Mary Martin [/O=GOTRANSIT/OU=POSTOFFICE/CN=RECIPIENTS/CN=MARY.MARTIN]
Sent: 8/20/2012 12:46:00 PM
To: Kathy [Haley]; David [Sajecki]
Subject: QR for PRESTO and GO Transit
Attachments: Item 22 - Quarterly Reports - (b) PRESTO.pdf; Board Sept 11 2012 GO Transit President's Report DRAFT Aug 15 1319hrs .doc

Kathy and David: Two samples of division quarterly reports for your reference (GO's from this quarter which has been approved by Bruce) and PRESTO's from last quarter.

Since ARL is not operational there will be obvious differences in how you present information. The style, brevity and concrete report back on achievements will still give you a useful precedent on how you approach your own quarterly report. Thanks. Mary