

Page 01

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Page 02


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Page 03

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From: Marie Della Mattia mariedellamattia@gmail.com 
Subject: worked on agenda ideas for Friday, some framing language as well
Date: April 4, 2018 at 10:20 AM
To: Kate PREM:EX Van Meer-Mass Kate.VanMeer-Mass@gov.bc.ca



Hey Kate,

Attached are the notes from our original meeting, including the questions/brainstorming.

I've also added some ideas for an agenda for Friday - see page 7.

And I included a 'framework' for messages (page 8) that I've been using to help ministries, issues management and caucus with their coms.

It would be great to get this group of people to weigh in on the framework - it could use some kicking around/discussion/refinement/endorsement.

Then can add it to the overall strategy and figure out operationalizing it further into government priorities, MOs, etc.

(I'm hesitant to push it, without more discussion. Right now, I'm only doing work with ministries who 'invite me in' and that doesn't include everyone by any stretch of the imagination :)

Thanks!

Marie



MeetingNotesSt
rategic...s.docx

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com 
Subject: wondering if someone could print some things for today and tomorrow
Date: April 4, 2018 at 8:22 AM
To: LeGuilloux, Marg Gcpe:Ex marg.leguilloux@gov.bc.ca



Hi Marg,

Wondering if I could trouble you - or someone on your team - to print some documents for the sessions today and tomorrow?

We need 35 copies of each document attached please and thanks!

I can come pick them up around 1 PM today.

Please let me know if there are any problems - 604-839-1774

Thanks so much!

Marie



Ministry
Sessio...e.docx

s.13

Page 06

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From: Marie Della Mattia mariedellamattia@gmail.com

Subject: who has which assignments

Date: April 9, 2018 at 9:20 AM

To: Don GCPE:EX Zadravec Don.Zadravec@gov.bc.ca, Sarah Zaharia Sarah.Zaharia@gov.bc.ca



Hey you two,

Wondering if you could send me a list of the ministries in your portfolio?
Just so I can work on getting my head around it all :)

Thanks!

Marie

Marie Della Mattia

604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com
Subject: Re: Tuesday Afternoon?
Date: April 6, 2018 at 6:52 PM
To: Dalzell, Danielle GCPE:EX Danielle.Dalzell@gov.bc.ca
Bcc: mariedellamattia@gmail.com



Oops, just saw this. I can do Monday afternoon but not Tuesday at that time.

So sorry. I've put out to the EDs the rest of my afternoons over the next two weeks, but I can yard one back if you guys want one.

Here's what I offered them (but I do have free mornings too! I'm not super busy right now.)

Wednesday, April 12 (afternoon)

Thursday, April 13 (afternoon)

Friday, April 14 (all day)

Monday, April 16 (afternoon)

Tuesday, April 17 (afternoon)

Wednesday, April 18 (afternoon)

Please forgive typos and autocorrect errors

On Apr 6, 2018, at 2:26 PM, Dalzell, Danielle GCPE:EX <Danielle.Dalzell@gov.bc.ca> wrote:

Update: 1pm-3pm is now the desired time.

From: Dalzell, Danielle GCPE:EX
Sent: Friday, April 06, 2018 1:59 PM
To: 'mariedellamattia@gmail.com'
Subject: Tuesday Afternoon?

Hi Marie,

Do you have time to meet on Tuesday afternoon? It would be with Sage, Cara and myself.

We would like to discuss the strategic messaging plans/guides for the premier and government that I will be working on in my new role.

I think two hours in total would be good. An hour and a half with all of us, and then another half hour with me to go over guides.

The attached style guide needs to be updated, but it is what the CDs use as their guide for news releases and statements.

I would also like to create a similar guide for speaking notes and speeches, and a general content guide for all government communications.

Would 2-4 pm work for you?

Thank you,

D. "

Danielle

Danielle Dalzell

Manager, Special Projects | Cabinet Priorities | Government Communications and Public
Engagement

Danielle.Dalzell@gov.bc.ca | 250-893-2096

From: Marie Della Mattia mariedellamattia@gmail.com
Subject: Re: take home tips for electeds and staff
Date: April 16, 2018 at 3:53 PM
To: Clark, Layne PREM:EX Layne.Clark@gov.bc.ca
Bcc: mariedellamattia@gmail.com



Can do!

Please forgive typos and autocorrect errors

On Apr 16, 2018, at 3:17 PM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

Hi Marie,

Sorry – I feel like I keep dropping the ball on this one.

Is it possible for you to draft them every so often and then I can forward them along for you?

Layne

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Friday, March 16, 2018 12:22 PM
To: Clark, Layne PREM:EX; Moran, Roseanne LASS:EX
Cc: Aaron, Sage PREM:EX; Van Meer-Mass, Kate PREM:EX
Subject: take home tips for electeds and staff

Hi Layne and Roseanne,

s.13

Thanks!

Page 11 to/à Page 13

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From: Marie Della Mattia mariedellamattia@gmail.com 
Subject: Re: StyleGuideSessionNotes - CFD-SDPR
Date: April 12, 2018 at 3:36 PM
To: Karen GCPE:EX Johnston Karen.V.Johnston@gov.bc.ca
Cc: LeGuilloux, Marg Gcpe:Ex Marg.LeGuilloux@gov.bc.ca



Hi Karen

Here are my notes on your notes. Agreed with some suggestions, pushing back on some others.

Let me know what you think.



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onNote...2.docx

On Apr 12, 2018, at 2:44 PM, Johnston, Karen GCPE:EX <Karen.V.Johnston@gov.bc.ca> wrote:

Hi Marie - -a few comments and suggested edits from me given the audience of communicators this document is going to. Happy to discuss further if you wish. kj
<StyleGuideSessionNotes - CFD-SDPR.docx>

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com 
Subject: StyleGuide Session Notes follow up
Date: April 25, 2018 at 9:49 AM
To: Corinna.Filion@gov.bc.ca, Porter, Rodney GCPE:EX Rodney.porter@gov.bc.ca
Cc: LeGuilloux, Marg Gcpe:Ex marg.leguilloux@gov.bc.ca



Hi Rodney and Corinna

Attached you'll find notes from the styleguide sessions Marg organized with ministries.

So far, we've hosted the sessions with seven ministries. More to come, so if you have any feedback or advice, do let us know.

Included here are:

s.13

Apologies for the delay in getting this to you. Thanks to you and your team for all your contributions and insights during the session.

Thanks
Marie

Marie Della Mattia
604-839-1774



Page 16 to/à Page 17

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Marie Della Mattia
604-839-1774

From: **Marie Della Mattia** mariedellamattia@gmail.com
Subject: Re: Style Guide Session
Date: April 8, 2018 at 6:26 PM
To: Belanger, Matthew GCPE:EX Matthew.Belanger@gov.bc.ca
Bcc: mariedellamattia@gmail.com



Thanks Matthew!

Can I also confirm with you that o can get into the room a bit early to set up?

At least half and hour?

Thanks so much!
Marie
604-839-1774

Please forgive typos and autocorrect errors

On Apr 5, 2018, at 11:58 AM, Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca> wrote:

ABOUT THE SESSION:

Make it about people! You've all heard that advice. But do you wonder what that means for the creative communications work you do every day? This 2-hour session will look at a variety of ways to generate communications materials — from releases to speeches to events — that more effectively frame both the problems people are facing and the solutions government in doing. We all want to bring our ministry story to life for our audiences. Let's take some time to talk about how we achieve it together.

ABOUT THE PRESENTER:

Marie Della Mattia is an expert in audience-focused communications that helps drive change. She's coached community leaders, premiers, and TV presenters to improve their content and delivery so they can connect with both strength and warmth. She loves a good cause. And she is never happier than when she is helping communicators get the best possible results for people.

<mime-attachment.ics>

From: Marie Della Mattia mariedellamattia@gmail.com 
Subject: story, framing, message and validators
Date: April 7, 2018 at 5:11 PM
To: Melanie Mark Melanie.Mark@gov.bc.ca
Cc: Matthen, Sheila Gcpe:Ex sheila.matthen@gov.bc.ca



Hi Melanie,

Hope things are well! Looking forward to meeting with you on Monday.

Attached you'll find a document that we worked on as a team - your CD, Issues manager, the GCPE ED, MAs and me.

We're all pretty excited about this framework's potential, and I'm looking forward to your input on Monday.

The document itself benefits from a bit of presentation and discussion - which I can do very quickly on Monday. s.22

s.13

Thanks!
Marie

Marie Della Mattia
604-839-1774



Our story -
defin...1.docx

From: **Marie Della Mattia** mariedellamattia@gmail.com 
Subject: speech brief
Date: April 25, 2018 at 11:46 AM
To: Schollen, Tasha GCPE:EX Tasha.Schollen@gov.bc.ca



Hey Tasha,

I also had a note in my book about sending you this as well.

Feel free to use only the parts that help you and your MO team ...completely adaptable to your needs.

Hopefully the formatting doesn't get screwed up too much in translation :)

thanks!

m.



Speech Prep
Brief -...rs.docx

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com 
Subject: some printing for me?
Date: April 4, 2018 at 7:23 AM
To: Marnie L GCPE:EX Faust Marnie.Faust@gov.bc.ca



Hi Marnie,

Wondering if I could trouble you to print some documents for some sessions I have with Marg on Wednesday (this afternoon at your office) and Thursday (at Ministry of Health)

We need 35 copies of each document attached please and thanks!

I can come pick them up around 1 PM today.

Please let me know if there are any problems - 604-839-1774

Thanks so much!

Marie



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From: **Marie Della Mattia** mariedellamattia@gmail.com 

Subject: some additional notes for your teams

Date: April 25, 2018 at 8:53 AM

To: Paul GCPE:EX Corns Paul.1.Corns@gov.bc.ca, Kristy GCPE:EX Anderson Kristy.Anderson@gov.bc.ca

Cc: LeGuilloux, Marg Gcpe:Ex marg.leguilloux@gov.bc.ca



Hi Kristy and Paul,

Attached you'll find some additional notes from the styleguide sessions Marg organized with ministries.

So far, we've hosted the sessions with seven ministries. More to come, so if you have any feedback or advice, do let us know.

I'd previously sent you some notes on framing from your combined session. (see April 12 email below)

s.13

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Apologies for the delay in getting this to you both!

Thanks
Marie

Marie Della Mattia
604-839-1774

s.13

Page 26

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On Apr 12, 2018, at 1:17 PM, Marie Della Mattia <mariedellamattia@gmail.com> wrote:

Hey Paul and Kristy,

Attached are notes summarizing our discussion with your teams. What a great group of people with a lot to offer!

A few things to note about this material. Let's call it 'draft' at this point:

Hope this is helpful. It was great to work with you all!

I really appreciate the insights and contributions of your whole team. It's good to see how these general principles fit into the everyday work of the different teams. And we're refining and honing as we go, so do let me know your thoughts.

You can share them through Marg (or her replacement) anytime, if you don't want to tell me directly.

Thanks!
Marie

Marie Della Mattia
604-839-1774

<StyleGuideSessionNotes MMHA MOH.docx>

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com
Subject: Re: rescheduling time with Geoff
Date: April 6, 2018 at 1:22 PM
To: Nash, Amber PREM:EX Amber.Nash@gov.bc.ca
Bcc: mariedellamattia@gmail.com



Let's say 12:30. I've got that afternoon on hold for some ministry meetings. Thx

Please forgive typos and autocorrect errors

On Apr 6, 2018, at 1:04 PM, Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca> wrote:

How about next Wednesday? Could do 12:30pm before Caucus Meeting or after QP at 2:30pm?

Amber

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Wednesday, April 4, 2018 10:29 PM
To: Nash, Amber PREM:EX
Subject: Re: rescheduling time with Geoff

No worries. Layne got involved too when she tried to reschedule at Geoff's request so it all got sorted.

And I can wait until next week.

M

Please forgive typos and autocorrect errors

On Apr 4, 2018, at 1:32 PM, Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca> wrote:

Hey!

Sorry for my slow response. I'm juggling both PJH and Geoff today. I don't see you scheduled for 3pm today – so we are good! If nothing urgent – then I won't schedule you in for a different time this week. Let me know .

Amber

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Tuesday, April 3, 2018 11:32 PM
To: Nash, Amber PREM:EX
Subject: Fwd: rescheduling time with Geoff

Hi Amber

I got bounce backs from both Debbie and Tamarra saying to redirect this to you.

Apologies for the short notice as well as the mess up on my end.

My meeting with Geoff isn't urgent so if he has a busy week, don't sweat the

rescheduling given the short week.

Thanks!
M

Please forgive typos and autocorrect errors

Begin forwarded message:

From: Marie Della Mattia <mariedellamattia@gmail.com>
Date: April 3, 2018 at 10:25:25 PM PDT
To: "Wong, Tamarra PREM:EX" <Tamarra.Wong@gov.bc.ca>
Cc: "Wade, Debbie MMHA:EX" <Debbie.Wade@gov.bc.ca>
Subject: Re: scheduling time with Geoff

Hi Tamarra and Debbie:

Can we please reschedule my time below with Geoff?

Due to a time zone scheduling error on my part, my session with the coms Staff in the ministries of social development and children and families is 2-4 on Wednesday.

I could meet Geoff later in the day Wednesday - say 5 pm?

Or I could do before noon or after 5 on Thursday.

My apologies for the confusion.

Thanks!
Marie

Please forgive typos and autocorrect errors

On Mar 27, 2018, at 9:59 AM, Wong, Tamarra PREM:EX
<Tamarra.Wong@gov.bc.ca> wrote:

Hi Marie,

Can we please book a meeting for you and Geoff for
Wed, Apr 4th at 3pm?

Thanks,

Tamarra Wong
Executive Coordinator to the Chief of Staff

Office of the Premier
E: tamarra.wong@gov.bc.ca
Tel: 250-356-2785 | Cell: 250-208-3085

From: Marie Della Mattia
[\[mailto:mariedellamattia@gmail.com\]](mailto:mariedellamattia@gmail.com)
Sent: Tuesday, March 27, 2018 6:33 AM
To: Meggs, Geoff PREM:EX
Cc: Wong, Tamarra PREM:EX
Subject: scheduling time with Geoff

Hi Geoff,

I'd love to connect with you again about our discussion from last week. I've had some more clarifying thoughts that might be helpful.

I also wanted to check in about a few things on the horizon.

- **s.22** **so after 2 PM**
on April 4 or 5th works well
- or morning of April 6 (April 6 is also the PO Strategic Planning session at VCO in the afternoon)

If you are anxious to talk earlier, I can be reached on cell and am happy to talk anytime.

Thanks
Marie

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com 

Subject: Rodney's notes - any comments from you folks

Date: April 4, 2018 at 8:40 AM

To: Matthen, Sheila Gcpe:Ex sheila.matthen@gov.bc.ca, James AEST:EX Papadopoulos James.Papadopoulos@gov.bc.ca, Avendano, Christian AEST:EX Christian.Avendano@gov.bc.ca, LeGuilloux, Marg Gcpe:Ex marg.leguilloux@gov.bc.ca



Hey there,
Rodney sent his notes just to me ... let me know if you have any thoughts.
Thought it better to build on what's there rather than comment on my original.
Thanks!
Marie

Begin forwarded message:

From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Subject: RE: notes from our session - for your feedback
Date: April 4, 2018 at 8:12:55 AM PDT
To: "'Marie Della Mattia'" <mariedellamattia@gmail.com>

See attached. Happy to discuss.

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Tuesday, April 3, 2018 5:06 PM
To: Porter, Rodney GCPE:EX
Subject: Re: notes from our session - for your feedback

Super! Thanks

Please forgive typos and autocorrect errors

On Apr 3, 2018, at 4:38 PM, Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca> wrote:

Hi Marie; This is a great and I agree with your approach entirely. I have some minor content tweaks that I will try and get to tomorrow if that's okay.

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Tuesday, April 3, 2018 12:37 PM
To: Porter, Rodney GCPE:EX; LeGuilloux, Marg GCPE:EX; Papadopoulos, James AEST:EX; Matthen, Sheila GCPE:EX; Avendano, Christian AEST:EX
Subject: notes from our session - for your feedback

Hi there folks,


Attached are the notes from the session, with a few enhancements from the other materials you've already produced and a few additional ideas from me.

Please have a look and let me know what you all think. I'm happy to refine and revise based on your perspectives and input.



Our story -
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Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com 
Subject: planning session on Friday, April 6 at 1 PM at VCO
Date: April 5, 2018 at 3:25 PM



To: Kate PREM:EX Van Meer-Mass Kate.VanMeer-Mass@gov.bc.ca, Meggs, Geoff PREM:EX Geoff.Meggs@gov.bc.ca, Sage Aaron sage.aaron@gov.bc.ca, Layne PREM:EX Clark layne.clark@gov.bc.ca, Matt Hannah Matt.Hannah@gov.bc.ca, Mira PREM:EX Oreck Mira.Oreck@gov.bc.ca, don.bain@gov.bc.ca, vanessa.geary@gov.bc.ca

Hello all,

Attached you'll find four documents for discussion at tomorrow's planning session.

1. a proposed agenda
2. a summary of the meeting notes from February including recommended strategic directions / goals and questions to explore in planning work
3. a brand summary called Premier's Leadership Voice based on the premier's past branding work (the campaign) - includes some notes on implementation (post-swearing in)
4. a communications framework matrix

All are draft documents. Looking forward to seeing you all and digging in.

Let me know if you have any questions.

Thanks!
Marie

Marie Della Mattia
604-839-1774



Planning
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MeetingNotesPl
anning...L.docx



PremiersLeader
shipVoice.docx



Frame Matrix
DRAFT.docx

From: **Marie Della Mattia** mariedellamattia@gmail.com 

Subject: notes from the meeting

Date: April 12, 2018 at 1:17 PM

To: Paul GCPE:EX Corns Paul.1.Corns@gov.bc.ca, Kristy GCPE:EX Anderson Kristy.Anderson@gov.bc.ca

Cc: LeGuilloux, Marg Gcpe:Ex marg.leguilloux@gov.bc.ca



Hey Paul and Kristy,

Attached are notes summarizing our discussion with your teams. What a great group of people with a lot to offer!

A few things to note about this material. Let's call it 'draft' at this point:

s.13

Hope this is helpful. It was great to work with you all!

I really appreciate the insights and contributions of your whole team. It's good to see how these general principles fit into the everyday work of the different teams. And we're refining and honing as we go, so do let me know your thoughts.

You can share them through Marg (or her replacement) anytime, if you don't want to tell me directly.

Thanks!
Marie

Marie Della Mattia
604-839-1774



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From: Marie Della Mattia mariedellamattia@gmail.com 

Subject: notes from styleguide session

Date: April 25, 2018 at 8:17 AM

To: maryann.anderson@gov.bc.ca, Karen GCPE:EX Johnston Karen.V.Johnston@gov.bc.ca

Cc: LeGuilloux, Marg Gcpe:Ex marg.leguilloux@gov.bc.ca



Hi Maryann and Karen,

Attached you'll find notes from the styleguide sessions Marg organized with ministries.

So far, we've hosted the sessions with seven ministries. More to come, so if you have any feedback or advice, do let us know.

Included here are:

s.13

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Apologies for the delay in getting this to you!

Thanks

Marie

Marie Della Mattia
604-839-1774



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From: Marie Della Mattia mariedellamattia@gmail.com
Subject: Re: notes from our session - for your feedback
Date: April 4, 2018 at 8:46 AM
To: Porter, Rodney GCPE:EX Rodney.Porter@gov.bc.ca



Thanks Rodney!

On Apr 4, 2018, at 8:12 AM, Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca> wrote:

See attached. Happy to discuss.

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Tuesday, April 3, 2018 5:06 PM
To: Porter, Rodney GCPE:EX
Subject: Re: notes from our session - for your feedback

Super! Thanks

Please forgive typos and autocorrect errors

On Apr 3, 2018, at 4:38 PM, Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca> wrote:

Hi Marie; This is a great and I agree with your approach entirely. I have some minor content tweaks that I will try and get to tomorrow if that's okay.

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Tuesday, April 3, 2018 12:37 PM
To: Porter, Rodney GCPE:EX; LeGuilloux, Marg GCPE:EX; Papadopoulos, James AEST:EX; Matthen, Sheila GCPE:EX; Avendano, Christian AEST:EX
Subject: notes from our session - for your feedback

Hi there folks,

Attached are the notes from the session, with a few enhancements from the other materials you've already produced and a few additional ideas from me.

Please have a look and let me know what you all think. I'm happy to refine and revise based on your perspectives and input.

s.13

s.13

Looking forward to your thoughts.

<Our story - defining the debate_.docx>

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com 
Subject: notes for MAs
Date: April 11, 2018 at 2:40 PM
To: Layne PREM:EX Clark layne.clark@gov.bc.ca



Hey Layne,

Here's a note set up for MAs that's based on stuff I've been doing for Ministries.

s.13

Below are the questions I mentioned today, just cut and pasted from the document. So you have the option of sharing the questions even if we aren't confident distributing the other material right now.

Let me know if you want to chat about any of this.

Thanks!
Marie

s.13

Marie Della Mattia
604-839-1774



Our story
Definin...O.docx

From: Marie Della Mattia mariedellamattia@gmail.com
Subject: Re: MoH Style guide session
Date: April 5, 2018 at 11:43 AM
To: Belanger, Matthew GCPE:EX Matthew.Belanger@gov.bc.ca
Cc: Thistle-Walker, Carlene GCPE:EX Carlene.ThistleWalker@gov.bc.ca, Corns, Paul GCPE:EX Paul.1.Corns@gov.bc.ca
Bcc: mariedellamattia@gmail.com



Thanks Matt - Tuesday afternoon works for me!

It would be great if you could send a calendar invite with location details when you get the chance. I've penciled the whole afternoon for now.

Thanks all!
M

Please forgive typos and autocorrect errors

On Apr 5, 2018, at 10:04 AM, Belanger, Matthew GCPE:EX <Matthew.Belanger@gov.bc.ca> wrote:

Hi Marie,

We would like to have you come next week for the style guide session, if that's agreeable with your calendar. Tuesday afternoon (I booked a room to hold it) and Friday morning or afternoon are options. Fridays can be a bit crazy, so it might be best to do earlier in the week if possible.

Please feel free to call me if you would like to discuss.

Kind regards,

Matt Belanger | Health Communications
Government Communications & Public Engagement
w: 250-952-1881 | m: 250-893-3925 | matthew.belanger@gov.bc.ca

From: LeGuilloux, Marg GCPE:EX
Sent: Thursday, April 5, 2018 9:51 AM
To: Belanger, Matthew GCPE:EX
Cc: Marie Della Mattia (mariedellamattia@gmail.com); Anderson, Kristy GCPE:EX; Corns, Paul GCPE:EX
Subject: RE: MoH Style guide session

Next week would be great, if you folks and Marie could make that work.

Matt, if you could connect up directly with Marie Della Mattie after you find a day/time that works for both your Comms shops, and make the booking/confirmation etc directly with her, that would be awesome, thx very much.

Marie's phone # is (604)839-1774, email is in cc.

Thx all!

Marg LeGuilloux
Executive Director
Communications - Social Ministries
GCPE

From: Belanger, Matthew GCPE:EX
Sent: Thursday, April 5, 2018 9:42 AM
To: Anderson, Kristy GCPE:EX; LeGuilloux, Marg GCPE:EX; Corns, Paul GCPE:EX
Subject: RE: Style guide session

Tuesday afternoon and Friday are options for next week here.

From: Anderson, Kristy GCPE:EX
Sent: Thursday, April 5, 2018 9:36 AM
To: LeGuilloux, Marg GCPE:EX; Belanger, Matthew GCPE:EX; Corns, Paul GCPE:EX
Subject: RE: Style guide session

I actually think when the house is sitting is easier for us – even next week – just not the 12th.

Kristy Anderson

Director, Communications
Ministry of Health
250-952-3387 (office) 778-678-5200 (mobile)
Kristy.Anderson@gov.bc.ca

From: LeGuilloux, Marg GCPE:EX
Sent: Thursday, April 5, 2018 8:18 AM
To: Belanger, Matthew GCPE:EX; Anderson, Kristy GCPE:EX; Corns, Paul GCPE:EX
Subject: Re: Style guide session

Thx Matt.

I'll leave it up to you folks to decide re when-- ideally before the next break week, as will be good info for you folks to pick up for use during House -- but if just too unrealistic re a time squeeze -- I'll leave that up to the two CDs to make the call on that... Thx!!

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: "Belanger, Matthew GCPE:EX" <Matthew.Belanger@gov.bc.ca>
Date: 2018-04-05 8:15 AM (GMT-08:00)
To: "LeGuilloux, Marg GCPE:EX" <Marg.LeGuilloux@gov.bc.ca>, "Anderson, Kristy GCPE:EX" <Kristy.Anderson@gov.bc.ca>, "Corns, Paul GCPE:EX" <Paul.1.Corns@gov.bc.ca>
Subject: RE: Style guide session

Yes, please have her connect with me and I'll see what we can do. Would the next break week of April 30th be an option? That is providing we don't have a boatload of announcements.

From: LeGuilloux, Marg GCPE:EX
Sent: Thursday, April 5, 2018 8:01 AM
To: Anderson, Kristy GCPE:EX; Corns, Paul GCPE:EX
Cc: Belanger, Matthew GCPE:EX
Subject: Re: Style guide session

s.22

I'll get ahold of Marie and have her re-schedule directly with you (thru Matt?)
Might be a challenge for you folks carving out 2 hours all together while House is sitting tho?

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: "Anderson, Kristy GCPE:EX" <Kristy.Anderson@gov.bc.ca>
Date: 2018-04-05 7:00 AM (GMT-08:00)
To: "Corns, Paul GCPE:EX" <Paul.1.Corns@gov.bc.ca>, "LeGuilloux, Marg GCPE:EX" <Marg.LeGuilloux@gov.bc.ca>
Cc: "Belanger, Matthew GCPE:EX" <Matthew.Belanger@gov.bc.ca>
Subject: Style guide session

Morning Marg and Paul


s.22

I am also still not sure if we are rolling out another event tomorrow/this weekend. Is there any chance we could move our style guide session that is planned for this afternoon to next week. I would really like to attend, share some examples, and get some feedback.

Thoughts?

Kristy Anderson

Director, Communications
Ministry of Health
250-952-3387 (office) 778-678-5200 (mobile)
Kristy.Anderson@gov.bc.ca

From: Marie Della Mattia mariedellamattia@gmail.com 
Subject: Re: Message Presentation to Minister
Date: April 9, 2018 at 8:21 AM
To: Matthen, Sheila Gcpe:EX Sheila.Matthen@gov.bc.ca
Cc: Porter, Rodney GCPE:EX Rodney.Porter@gov.bc.ca, Talbot, Sarena MCF:EX Sarena.Talbot@gov.bc.ca,
Avendano, Christian AEST:EX Christian.Avendano@gov.bc.ca



And here's the document as sent to the minister on the weekend.
Apologies for not sending it around to all of you then.

Thanks!
Marie



Our story -
definin...1.docx

On Apr 9, 2018, at 7:52 AM, Matthen, Sheila GCPE:EX <Sheila.Matthen@gov.bc.ca> wrote:

<Mail Attachment.ics>

Marie Della Mattia
604-839-1774

From: **Marie Della Mattia** mariedellamattia@gmail.com 
 Subject: Re: March Invoice Contract C18GCPE37233 - Marie Della Mattia
 Date: April 5, 2018 at 5:12 PM
 To: Russell, Duncan GCPE:EX Duncan.Russell@gov.bc.ca



Hi Duncan,
 Here you go - revised and I hope error free March invoice.
 Apologies for the confusion earlier and ... upon reviewing my March invoice ... the sloppiness of my previous accounting work.
 This time, I even checked my formulas and got rid of a rogue sum that also added an extra hour from the rate column.

Thanks for your patience. Please let me know if there are any corrections to the attached and I'll repair them for this, and future invoices.

Marie

Invoice March 2018

Attention:	Evan Lloyd		
Title:	Deputy Minister	Project Description:	Confidential Strategic Advice
Company Name:	Marie Della Mattia	Contractor:	C18GCPE37233
Address:	s.22	Invoice Number:	MDM - 2018 - 03
City, Prov. Code		Term:	Jan - Dec 2018
Date:	2018-03-01 - 2018-03-31		

Date	Description	Hrs	Rate	Cost
Mar 1, 2018	MCFD: prep for session with minister // Issues management team consultation // PO meetings with staff	7	\$150.00	\$1,050.00
Mar 2, 2018	MOF/PSGender Equality session preparation	1	\$150.00	\$150.00
Mar 5, 2018	MOF/PSGender Equality - session with PS, follow up // Issues management consultation with PO // MMHA session prep with MA	4	\$150.00	\$600.00
Mar 6, 2018	MMHA session with minister // Issues management consultation	3	\$150.00	\$450.00
Mar 7, 2018	MMHA follow up from session // issues management consultation	2	\$150.00	\$300.00
Mar 8, 2018	MAEST meeting with staff // issues management consultation	2	\$150.00	\$300.00
Mar 9, 2018	Issues management consultation // PO meetings with staff	3	\$150.00	\$450.00
Mar 12, 2018	Prep with ED for ministry session // MCFD follow up session //	3	\$150.00	\$450.00
Mar 13, 2018	Issues management consultation // PO meetings with staff on planning // MMHA staff team follow up	3	\$150.00	\$450.00
Mar 14, 2018	Issues management consultation // prep for MCS	2	\$150.00	\$300.00
Mar 19, 2018	MCS - session // Issues management consultation	4	\$150.00	\$600.00
Mar 20, 2018	Speaking notes writing // prep for sessions with Ministries	7	\$150.00	\$1,050.00
Mar 21, 2018	Speaking notes writing	6	\$150.00	\$900.00
Mar 22, 2018	Meetings and follow up with PO	4	\$150.00	\$600.00
Mar 26, 2018	Planning facilitation and follow up with PO	1	\$150.00	\$150.00
Mar 27, 2018	Issues management consultation // MAETT session with MA/CD	4.5	\$150.00	\$675.00
Mar 28, 2018	Issues management consultation	1	\$150.00	\$150.00
		57.5	Subtotal	\$8,625.00
	GST number 77326 3686	Tax	5.00%	\$431.25
				Subtotal \$9,056.25

Expenses	\$0.00
Total	\$9,056.25

**Thank you,
Marie Della Mattia
604-839-1774**

On Apr 5, 2018, at 2:39 PM, Russell, Duncan GCPE:EX <Duncan.Russell@gov.bc.ca> wrote:

Hi Marie,

I also just noticed that the invoice you provided is the same number as the invoice you provided last month (both MDM-2018-02). I can adjust the invoice number to MDM-2018-03 on your invoice if that is all right with you. Thank you.

Best regards,

**Duncan Russell
Financial Analyst
Government Communications and Public Engagement
250-387-2526**

From: GCPE Finance Billing GCPE:EX
Sent: Thursday, April 5, 2018 2:35 PM
To: 'Marie Della Mattia'
Subject: RE: March Invoice Contract C18GCPE37233 - Marie Della Mattia

Hi Marie,

Thank you for providing your latest invoice. In order to process it though, we require a breakdown of the hours allocated to each work day. Thank you.

Best regards,

Duncan Russell

Financial Analyst
Government Communications and Public Engagement
250-387-2526

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Tuesday, April 3, 2018 6:08 PM
To: GCPE Finance Billing GCPE:EX
Cc: Doidge, Tracey GCPE:EX
Subject: March Invoice Contract C18GCPE37233 - Marie Della Mattia

Hi there,
This is my final invoice for fiscal year end 2017/18.
All other invoices are paid in full.
Please let me know if you have any questions.
Thanks
Marie

<Invoice March 2018.pdf>

Marie Della Mattia
604-839-1774

From: **LeGuilloux, Marg GCPE:EX** Marg.LeGuilloux@gov.bc.ca
Subject: RE: Just confirming
Date: April 3, 2018 at 10:27 AM
To: Marie Della Mattia mariedellamattia@gmail.com

LG

Sounds perfect all around, thank you.
His email is Rodney.porter@gov.bc.ca
Thx Marie, for bringing your thoughtfulness and your expertise to this.

Marg LeGuilloux

Executive Director
Communications - Social Ministries
GCPE
778-584-1259

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Tuesday, April 3, 2018 10:23 AM
To: LeGuilloux, Marg GCPE:EX
Subject: Re: Just confirming

For sure!

My plan was to circulate the first draft to the team at the meeting and confirm we all agree we got the material right.

s.13

Can you please send me Rodney's email? That way I can include everyone on the initial distribution and keep all comments in one chain.

Let me know if you have any other ideas/advice

Thanks so much!
M

Please forgive typos and autocorrect errors

On Apr 3, 2018, at 10:12 AM, LeGuilloux, Marg GCPE:EX
<Marg.LeGuilloux@gov.bc.ca> wrote:

Ok thx Marie.

Will you be sending it to AEST in conjunction with making arrangements to be part of initially presenting it to Min Mark?
(and appreciate if you could cc me on what goes to them?)
Thx.

Marg LeGuilloux

Executive Director
Communications - Social Ministries
GCPE
778-584-1259

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Tuesday, April 3, 2018 10:10 AM
To: LeGuilloux, Marg GCPE:EX
Subject: Re: Just confirming

Absolutely! Will do!

Will also be sending around the results of the advanced ed to the crew later today.

Thanks!
M

Please forgive typos and autocorrect errors

On Apr 3, 2018, at 10:02 AM, LeGuilloux, Marg GCPE:EX
<Marg.LeGuilloux@gov.bc.ca> wrote:

Hi Marie.

Yes correct – you have our brdrm as of 1:00 Wed for your room prep.
As well, we are on for Thur 1:30 – 3:30, Rm 595, 1515 Blanshard (Min of Health bldg), with MoH/Mental Health comm shops. You have that room from 1:00-1:30 Thursday, for your prep.

As per your email last week, it'd be great if we can refine the sessions' process a bit, to as you mention:

I also thought we might better focus on a version of what we did with advanced ed yesterday.

s.13

What do you think of that?

Rather than brainstorm the more generic framing - which we can just hand out and discuss.

Thx Marie, see you tomorrow.

Marg LeGuilloux

Executive Director
Communications - Social Ministries
GCPE
778-584-1259

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Tuesday, April 3, 2018 9:55 AM
To: LeGuilloux, Marg GCPE:EX
Subject: Just confirming

Hey Marg

Just wanted to check in and confirm this is our plan for tomorrow still?

Wednesday, April 4 – 2:00-4:00 @ 617 Gov't, Main
Boardroom – Children&Fam/Soc Dev (14 participants)

Thanks!
Marie

Please forgive typos and autocorrect errors

From: **Marie Della Mattia** mariedellamattia@gmail.com
Subject: Re: JTT Post-It-Notes
Date: April 27, 2018 at 12:08 PM
To: Schollen, Tasha GCPE:EX Tasha.Schollen@gov.bc.ca



super thanks!
m.

On Apr 27, 2018, at 1:45 PM, Schollen, Tasha GCPE:EX <Tasha.Schollen@gov.bc.ca> wrote:

Hi Marie,
Here are the ones we were able to retrieve. I re-wrote mine since I could remember what it said.

Hope this helps!

T

Tasha Schollen | Communications Director
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250-889-1121

<IMG_0207.jpg><IMG_5151.jpg>

Marie Della Mattia
604-839-1774

From: **Marie Della Mattia** mariedellamattia@gmail.com
Subject: Re: IMPORTANT: GCPE Contract C18GCPE37233 Marie Della Mattia - Year End Requirements
Date: April 3, 2018 at 12:21 PM
To: Doidge, Tracey GCPE:EX Tracey.Doidge@gov.bc.ca
Bcc: mariedellamattia@gmail.com



Hey Tracey
Will do!

I've got my March invoice almost ready, will send by end of the week.

All other invoices are paid up in full.

Thanks
Marie

Please forgive typos and autocorrect errors

On Apr 3, 2018, at 12:16 PM, Doidge, Tracey GCPE:EX <Tracey.Doidge@gov.bc.ca> wrote:

Morning Marie,

With regards to your contract #C18GCPE37233 with Government Communications and Public Engagement, please ensure all invoices for goods and or services provided up to and including March 31, 2018 are e-mailed to GCPE.FinanceBilling@gov.bc.ca no later than noon Thursday April 12th, 2018.

Please advise if you have no further invoices to submit.

Also, kindly confirm you have received payment on all invoices submitted to date under this agreement. If you have any outstanding invoices that you have not yet received payment for, please provide the invoice number(s) and we will follow up immediately. Please send this information to me directly at Tracey.Doidge@gov.bc.ca.

Thank you,
Tracey Doidge
Financial Business Analyst
Government Communications and Public Engagement
T 250 356-7513

This email message, including any attachments, is confidential and is intended only for the use of the person or persons to whom it is addressed unless I have expressly authorized otherwise. If you have received this communication in error, please delete the message, including any attachments, and notify me immediately by email or telephone. Thank you.

From: **Marie Della Mattia** mariedellamattia@gmail.com
Subject: Re: Hello!
Date: April 13, 2018 at 5:15 PM
To: Robb, Katie GCPE:EX Katie.Robb@gov.bc.ca



Let's do it!

On Apr 13, 2018, at 5:10 PM, Robb, Katie GCPE:EX <Katie.Robb@gov.bc.ca> wrote:

Monday is great! Does 12:30 work for you? I'll be finishing up at the leg then. That way we can connect in person. Otherwise I'm pretty wide open in the afternoon!

Katie Robb
Communications Director | Ministry of Transportation and Infrastructure
Government Communications & Public Engagement
O: 250.953.4865<<tel:250.953.4865>> | M: 250.920.8371<<tel:250.920.8371>>

On Apr 13, 2018, at 17:02, Marie Della Mattia
<mariedellamattia@gmail.com<<mailto:mariedellamattia@gmail.com>>> wrote:

Happy to chat Katie!

And also happy to fire all sorts of stuff you way you can repurpose for your use!

In person, Monday is best for me.

I can do Tuesday by phone. s.22

Does Monday work for you?

My only appointment is at 11am at the leg.

Please forgive typos and autocorrect errors

On Apr 13, 2018, at 4:30 PM, Robb, Katie GCPE:EX
<Katie.Robb@gov.bc.ca<<mailto:Katie.Robb@gov.bc.ca>>> wrote:

Hi Marie,

Nice to e-meet you! I'm very much looking forward to our session in July ☺

Sarah suggested I connect with you about a related but different request. I am going to be presenting to our Highways Department – which represents over 70% of our staff – on the new GCPE style guide. We pride ourselves at TRAN on having great relationships with our ministry staff, and highways in particular are highly engaged on our communications products. They are also very engaged with their own opinions and wordsmithing ☺

They're all very keen to have the latest information to understand where we're coming from, and I'm excited to share it with them. That said, in the middle of session s.22

s.22 : drafting a short presentation with salient examples (old style/new style) in short order. Sarah suggested that you may be able to help me?

If you have some time to connect early next week to talk about possibilities, I'd be grateful.

Have a fantastic weekend,

Katie Robb

Communications Director | Ministry of Transportation and Infrastructure

Government Communications & Public Engagement

O: 250.953.4865<<tel:250.953.4865>> | M: 250.920.8371<<tel:250.920.8371>>

Marie Della Mattia

604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com
Subject: Re: Friday discussion
Date: April 4, 2018 at 10:04 AM
To: Van Meer-Mass, Kate PREM:EX Kate.VanMeer-Mass@gov.bc.ca
Bcc: mariedellamattia@gmail.com



Sure thing

Please forgive typos and autocorrect errors

On Apr 4, 2018, at 10:03 AM, Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca> wrote:

Morning!

I have a 4:30 with Geoff so let's do tomorrow. 10am?

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Wednesday, April 4, 2018 9:36 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: Fwd: Friday discussion

Could do today ... 4:30?
Or tomorrow ... morning (before 11:30) or after 4

Begin forwarded message:

From: Marie Della Mattia <mariedellamattia@gmail.com>
Subject: Re: Friday
Date: April 3, 2018 at 2:18:57 PM PDT
To: "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>

Sounds good.

Back tomorrow but tied up most of the day.

Could do after 4 pm.

Please forgive typos and autocorrect errors

On Apr 3, 2018, at 12:54 PM, Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca> wrote:

s.22

Marie Della Mattia

| 604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com
Subject: Re: follow up from the Advanced Ed and Ed session on speech notes
Date: April 6, 2018 at 6:39 PM
To: McGregor, Cara GCPE:EX Cara.McGregor@gov.bc.ca
Bcc: mariedellamattia@gmail.com



No problem!

Please forgive typos and autocorrect errors

On Apr 6, 2018, at 5:30 PM, McGregor, Cara GCPE:EX <Cara.McGregor@gov.bc.ca> wrote:

s.22

Cara

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Friday, April 6, 2018 10:46 AM
To: McGregor, Cara GCPE:EX
Subject: Re: follow up from the Advanced Ed and Ed session on speech notes

Love templates!

Want me to work through this with the EDs then run it by you for a final perusal?

s.13

s.22

Think we could get a meet up before then?

If you like, let me know who and I'll pull it together.

Thanks!

M

Please forgive typos and autocorrect errors

On Apr 6, 2018, at 9:07 AM, McGregor, Cara GCPE:EX <Cara.McGregor@gov.bc.ca> wrote:

They seem to like templates and guides...

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]

Sent: Friday, April 6, 2018 8:34 AM

To: McGregor, Cara GCPE:EX

Subject: Re: follow up from the Advanced Ed and Ed session on speech notes

Completely agree!

s.13

M

Please forgive typos and autocorrect errors

On Apr 6, 2018, at 8:23 AM, McGregor, Cara GCPE:EX <Cara.McGregor@gov.bc.ca> wrote:

Hi Marie –s.22
weeks.

It's been a busy few

s.13

s.13

Cara

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Monday, March 26, 2018 7:14 PM
To: LeGuilloux, Marg GCPE:EX
Cc: McGregor, Cara GCPE:EX
Subject: follow up from the Advanced Ed and Ed session on speech notes

Hey Marg,

Here are some follow up tips for the team we did the session with today.

s.13

Page 62

Withheld pursuant to/removed as

s.13

s.13

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com 
Subject: does this work for MAs tomorrow?
Date: April 10, 2018 at 7:16 PM
To: Sage Aaron sage.aaron@gov.bc.ca
Cc: Layne PREM:EX Clark layne.clark@gov.bc.ca



Hey Sage,

s.13

1

m.



Leadership
Coachi...ME.pdf

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com
Subject: Re: Dates
Date: April 9, 2018 at 12:35 PM
To: Sarah Zaharia Sarah.Zaharia@gov.bc.ca
Cc: Schollen, Tasha GCPE:EX Tasha.Schollen@gov.bc.ca



I can do Wednesday at 4

On Apr 9, 2018, at 12:34 PM, Zaharia, Sarah GCPE:EX <Sarah.Zaharia@gov.bc.ca> wrote:

I won't be able to join the meeting on Friday and would love to do a call before you all gather to tee it up. Would Wednesday at 4pm work for you both?

From: Schollen, Tasha GCPE:EX
Sent: Monday, April 9, 2018 12:20 PM
To: 'Marie Della Mattia'
Cc: Zaharia, Sarah GCPE:EX
Subject: RE: Dates

No worries, but yes, that's us. I'd be happy to chat ahead of time. Sarah – did you have any input?

I think our staff need to really understand how to relate things back to people and how to tell stories. Some of our policy is a bit dry...jobs and economy and trade agreements...but within that are gazillions of stories about people.

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Monday, April 9, 2018 12:18 PM
To: Schollen, Tasha GCPE:EX
Cc: Zaharia, Sarah GCPE:EX
Subject: Re: Dates

OOPS my bad! This is the jobs team! and you are quite large!

Just you makes sense!

Tasha and Sarah ... did you also want to chat in advance about anything in particular we need to cover?

Thanks!

On Apr 9, 2018, at 12:08 PM, Schollen, Tasha GCPE:EX <Tasha.Schollen@gov.bc.ca> wrote:

That is fantastic! We are looking forward to hosting you Marie.

I've booked our boardroom at 1810 Blanshard St. (Jack Davis Building) from 9am-noon this Friday, Apr. 13th.

I'm thinking you can use the 9 o'clock hour to get set up and we have from 10-noon to do the course. Heck, we can even begin earlier – whatever you wish.

Is there anything that you need me to have set up for your workshop? Please do let me know.

T

Tasha Schollen | Communications Director
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250-889-1121

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Monday, April 9, 2018 11:56 AM
To: Zaharia, Sarah GCPE:EX
Cc: Schollen, Tasha GCPE:EX
Subject: Re: Dates

I can do Friday anytime!

Send me a time and a location and I'll be there.

Ideally, I like to get in the room about an hour before the start time to set up.

Thanks!

M

Please forgive typos and autocorrect errors

On Apr 9, 2018, at 11:32 AM, Zaharia, Sarah GCPE:EX <Sarah.Zaharia@gov.bc.ca> wrote:

Hi Marie,

Tasha from JTT was hoping to do this Friday – any chance that works for you? They will rearrange their schedule to accommodate yours.

Sarah Zaharia
Executive Director | Financial Ministries
Government Communications and Public Engagement
Sarah.Zaharia@gov.bc.ca
(778) 584-1258

Marie Della Mattia
604-839-1774

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com
Subject: could I trouble you for an email?
Date: April 25, 2018 at 8:54 AM
To: Marnie L GCPE:EX Faust Marnie.Faust@gov.bc.ca



for the director of communications for the ministry of Education?

thanks Marnie!

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com
Subject: connecting
Date: April 25, 2018 at 11:10 AM
To: Kate PREM:EX Van Meer-Mass Kate.VanMeer-Mass@gov.bc.ca



Hey Kate,
s.22

s.22 . Any chance we could touch base by phone today or tomorrow morning?

I just want to make sure I know what you folks are going to need from me between now and our next meet up.

s.22

:)

thanks!

m

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com
Subject: Re: Comms Session follow up
Date: April 25, 2018 at 12:18 PM
To: Schollen, Tasha GCPE:EX Tasha.Schollen@gov.bc.ca



No worries, if they have all disappeared. I can make something up from what I remember.

thanks for trying!

m.

On Apr 25, 2018, at 12:05 PM, Schollen, Tasha GCPE:EX <Tasha.Schollen@gov.bc.ca> wrote:

Hi Marie,

I will ask folks. Gosh, I think I even threw mine out. Hopefully some folks held onto theirs.

Really appreciate you coming to speak to us. I think it was a very useful exercise in getting people to drill down and really consider their audience.

T

Tasha Schollen
Communications Director, GCPE
Ministry of Jobs, Trade and Technology
250-889-1121

On Apr 25, 2018, at 11:37 AM, Marie Della Mattia
<mariedellamattia@gmail.com<<mailto:mariedellamattia@gmail.com>>> wrote:

Hey Tasha,

I realized as I started to write up notes that I neglected to take away the post it notes that your team wrote out for the desired audience outcome quotes - if our communications were successful at reaching Karen.

Do you think anyone on your team would still have those post its? If they do, could they email me the quote or gather them all up and take a picture of the post its, whatever is easier?

Sorry to burden you with this. I'm reporting out the audience info to all ministries and didn't want your audience person to be missing her quote.

Thanks and again it was so great meeting your team - lots of great insights and perspectives to share.

Thanks so much,
Marie

Marie Della Mattia
604-839-1774

I

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com 
Subject: checking in on the notes from the session last week
Date: April 12, 2018 at 1:24 PM
To: Karen GCPE:EX Johnston Karen.V.Johnston@gov.bc.ca



Hey Karen,

Before I send this around to your CD colleague from MSDFR (who wasn't at the session), do you mind taking a look at whether this hits the mark summarizing our discussions/takeaways?

A few things to note:

s.13

- I threw in the final sheet as a kind of checklist. I'm realizing that I didn't cover all of those points in the session, but some of them are self-explanatory. And if you need me to clarify, let me know and we can chat.

Hope this is helpful! It was great to work with you again. I really appreciate the insights and contributions of your whole team. It's good to see how these general principles fit into the everyday work of the different teams. And we're refining and honing as we go, so do let me know your thoughts.

Let me know if you see any problems and I'll revised before sharing with Maryann Anderson.

Thanks!
Marie

Marie Della Mattia
604-839-1774



StyleGuideSessi
onNote...R.docx

From: Marie Della Mattia mariedellamattia@gmail.com
Subject: Re: Chart
Date: April 11, 2018 at 9:41 PM
To: Matthen, Sheila Gcpe:Ex Sheila.Matthen@gov.bc.ca



Hey Sheila,
This looks great!
Yes, please call me any time in the afternoon.
m.

On Apr 11, 2018, at 5:52 PM, Matthen, Sheila GCPE:EX <Sheila.Matthen@gov.bc.ca> wrote:
<2018.04.10 AEST Message Box.docx>

Marie Della Mattia
604-839-1774

From: Marie Della Mattia mariedellamattia@gmail.com
Subject: Are we still on for 6 tomorrow?
Date: April 8, 2018 at 6:30 PM
To: Matthen, Sheila Gcpe:Ex sheila.matthen@gov.bc.ca
Bcc: mariedellamattia@gmail.com



With MMM

I don't see a calendar invite from the AC :)

M

Please forgive typos and autocorrect errors

From: **Marie Della Mattia** mariedellamattia@gmail.com 
 Subject: April invoice and back up
 Date: April 25, 2018 at 1:07 PM
 To: GCPE Finance Billing GCPE:EX GCPE.FinanceBilling@gov.bc.ca



Hi there,

I'm wrapping up my April invoicing early because s.22

Please let me know if you have any questions - or if I've messed anything up this time!

Included here is:

- Invoice April 2018, with hours and services by date, totals including expenses
- Expense report April 2018
- Back up for expenses

Thanks!

Marie

Marie Della Mattia
 604-839-1774

Invoice April 2018

Attention:	Evan Lloyd		
Title:	Deputy Minister	Project Description:	Confidential Strategic Advice
Company Name:	Marie Della Mattia	Contractor:	C18GCPE37233
Address:	s.22	Invoice Number:	MDM - 2018 - 04
City, Prov. Code		Term:	Jan - Dec 2018
Date:	April 1 - April 30		

Date	Description	Hrs	Rate	Cost
Apr 4, 2018	MCFD & MSDPR session, preparation, set up, debrief	3.5	\$150.00	\$525.00
Apr 5, 2018	PO - review agenda, revise, distribute for planning session // meet with EDs on ministry session	3.5	\$150.00	\$525.00
Apr 6, 2018	PO planning session, debrief with CD, DO	8	\$150.00	\$1,200.00
Apr 7, 2018	MAEST custom message outline to minister	1	\$150.00	\$150.00
Apr 9, 2018	Scheduling ministry sessions // MAEST presentation // advice to ED on transportation	4	\$150.00	\$600.00
Apr 10, 2018	MOH/MMHA session, preparation, set up // PO coms team meeting // MA coaching session prep	6	\$150.00	\$900.00
Apr 11, 2018	MA coaching session preparation and delivery // PO planning follow up // JTT pre-meet with CD/ED // Session notes for MCFD&SD	6	\$150.00	\$900.00
Apr 12, 2018	MCFDCP & MSDPR & MOH/MMHA session follow up note	3	\$150.00	\$450.00
Apr 13, 2018	JTT - session, preparation, set up, take down // issue management advice	5	\$150.00	\$750.00
Apr 16, 2018	MCFD session // MT CD // issues management advice	3	\$150.00	\$450.00
Apr 18, 2018	Ministry session notes	2	\$150.00	\$300.00
Apr 23, 2018	content strategies follow up	2	\$150.00	\$300.00
Apr 24, 2018	transcribing file charts	2.5	\$150.00	\$375.00

Apr 25, 2018	emails to directors/ materials development / revised session notes	3.5	\$150.00	\$525.00
		53	Subtotal	\$7,950.00
	GST number 77326 3686	Tax	5.00%	\$397.50
Subtotal				\$8,347.50
Expenses				\$540.50
Total				\$8,888.00

**Thank you,
Marie Della Mattia
604-839-1774**

Expense Report

Contractor: Marie Della Mattia
To: GCPE_Finance@il.gov.bc.ca
Purpose: Travel in service of contract
Date Submitted: April 30, 2018

Dates of travel	Places Travelled	Personal Use Vehicle DistanceXKM	Bus/Taxi/Air/Ferry	Meals	B	L	D	Accommodations	Miscellaneous (car rental, phone)	Description of Miscellaneous costs	Total Daily Costs	Taxes
4/6/18	Victoria to Vancouver		\$189.00	\$36.50	X	X					\$225.50	\$9.00
4/6/18	Vancouver to Victoria		\$315.00								\$315.00	\$15.00
											\$0.00	
Total Due:											\$540.50	\$24.00

Contractor Signature: *Marie Della Mattia* Approved: _____
Date: February 28, 2018 Date: _____



Helijet to
Vancou...il 6.pdf



Helijet to
Victori...il 6.pdf

Marie Della Mattia
604-839-1774

From: **Marie Della Mattia** mariedellamattia@gmail.com
Subject: Re: April 11
Date: April 9, 2018 at 11:58 AM
To: Clark, Layne PREM:EX Layne.Clark@gov.bc.ca
Bcc: mariedellamattia@gmail.com



Got it - I was staring right at it in my calendar! Sorry!

Please forgive typos and autocorrect errors

On Apr 9, 2018, at 11:57 AM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

9:30 – 10:30

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Monday, April 9, 2018 11:56 AM
To: Clark, Layne PREM:EX
Subject: Re: April 11

Can do! 10:30 still

Please forgive typos and autocorrect errors

On Apr 9, 2018, at 11:27 AM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

Hi Marie,

We had discussed you coming to the April 11th MA meeting this week... is this something you are still interested in?

This would be a refresher on coaching, etc.

Layne

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

From: **Marie Della Mattia** mariedellamattia@gmail.com
Subject: Re: Additional Ministry Meet ups.
Date: April 9, 2018 at 9:59 AM
To: Sarah Zaharia Sarah.Zaharia@gov.bc.ca
Cc: Don GCPE:EX Zadravec Don.Zadravec@gov.bc.ca



Hi Sarah and Don:

s.22

My availability that week in June is:

Monday, June 11 - any time after 12:00 PM
Tuesday, June 12 - all day
Wednesday, June 13 - any time after 11:00 AM
Thursday, June 14 - all day

July 9 - 13 - any day, any time.

My preference would be to schedule these in advance and keep them relatively contained. I can certainly do one or two sessions a day. There's a momentum thing for getting them done well, I think.

Just to confirm: If you are both feeling like this week and next week are too difficult for all your ministries to fit in sessions, let me know and I'll release the hold on those dates.

Thanks!
Marie
604-839-1774

On Apr 9, 2018, at 9:38 AM, Zaharia, Sarah GCPE:EX <Sarah.Zaharia@gov.bc.ca> wrote:

Hi Marie,

I was giving this some thought this weekend and I'm not sure about the timeline for shops given how much legislation is coming down over the next 3-4 weeks. Do you have a date set

s.22

-----Original Message-----

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Friday, April 6, 2018 11:28 AM
To: LeGuilloux, Marg GCPE:EX; Zaharia, Sarah GCPE:EX; Zadravec, Don GCPE:EX
Cc: Lowe, Mike GCPE:EX; Lloyd, Evan GCPE:EX
Subject: Additional Ministry Meet ups.

LI: 211

Hi all

Thanks for the chance to chat yesterday about the style guide project. Really appreciate it and looking forward to working with you and your ministries.

Here are some windows for potential meet ups with Ministry teams.

I'm assuming, with the house sitting, that afternoons are best. If you think folks might prefer mornings, let me know and I'll give you more options:

Wednesday, April 12 (afternoon)
Thursday, April 13 (afternoon)
Friday, April 14 (all day)

Monday, April 16 (afternoon)
Tuesday, April 17 (afternoon)
Wednesday, April 18 (afternoon)

s.22

Let's start with these dates and see where that gets us.

Happy to have you decide how you spend this schedule, which groupings, when, where. No need to get back to me about if it's okay, just send me the calendar invite when the ministries confirm. I've penciled all this time in. I believe Marg had ministry coms admin coordinators figure out the dates between themselves and just tell her what worked.

I'd say an ideal size is 10-15 people. Allows more of them to contribute when we keep it there.

But I'm happy to do larger groups, if that's needed to get them done and cover bigger ministries.

Let me know if you have any questions.

And just double-checking you've got the description electronically to use to invite folks?

Thanks!
Marie

Please forgive typos and autocorrect errors

Marie Della Mattia
604-839-1774

From: **Marie Della Mattia** mariedellamattia@gmail.com
Subject: Re: A room to meet
Date: April 16, 2018 at 10:14 AM
To: Robb, Katie GCPE:EX Katie.Robb@gov.bc.ca
Cc: Faust, Marnie L GCPE:EX Marnie.Faust@gov.bc.ca



me too! See you at 12:30 Katie

On Apr 16, 2018, at 10:02 AM, Robb, Katie GCPE:EX <Katie.Robb@gov.bc.ca> wrote:

That works for me!

Katie Robb
Communications Director | Ministry of Transportation and Infrastructure
Government Communications & Public Engagement
O: 250.953.4865<<tel:250.953.4865>> | M: 250.920.8371<<tel:250.920.8371>>

On Apr 16, 2018, at 10:02, Faust, Marnie L GCPE:EX
<Marnie.Faust@gov.bc.ca<<mailto:Marnie.Faust@gov.bc.ca>>> wrote:

Hi Marie,

s.22 so you could use his office today for meetings if needed -otherwise there are meeting rooms here that I can book for you if that will not work.

Please let me know - thank you.

Marnie

-----Original Message-----

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Saturday, April 14, 2018 11:10 AM
To: Robb, Katie GCPE:EX; Faust, Marnie L GCPE:EX
Subject: A room to meet

Hey Katie and Marnie
I don't have a space at the leg.

I'm wondering if Marnie could direct Katie and me to someone who can book us a meet up space for 2 at GCPE's fourth floor?

For our 12:30 Monday meeting.

Thanks
Marie.

Please forgive typos and autocorrect errors

Marie Della Mattia
604-839-1774

From: **Marie Della Mattia** mariedellamattia@gmail.com
Subject: Re: a quick look
Date: April 11, 2018 at 12:59 PM
To: Dalzell, Danielle GCPE:EX Danielle.Dalzell@gov.bc.ca
Bcc: mariedellamattia@gmail.com



No problem

Please forgive typos and autocorrect errors

On Apr 11, 2018, at 12:49 PM, Dalzell, Danielle GCPE:EX <Danielle.Dalzell@gov.bc.ca> wrote:

I'm under the gun on a speech. Can I look get back to you at 4ish?

From: Marie Della Mattia [<mailto:mariedellamattia@gmail.com>]
Sent: Wednesday, April 11, 2018 12:47 PM
To: Dalzell, Danielle GCPE:EX
Subject: a quick look

Hey Danielle,

Wondering if you could take a quick look and let me know if you see anything here that could be a problem?

This is the MCFD/SDPR 'report' that I'm sending to Karen Johnston for a quick look before sharing it with both teams.

I want to send this note to Karen with it

Hey Karen,

Before I send this around to your CD colleague from MSDFR (who wasn't at the session), do you mind taking a look at whether this hits the mark summarizing our discussions/takeaways?

A few things to note:

s.13

- I threw in the final sheet as a kind of checklist. I'm realizing that I didn't cover all of

those points in the session, but some of them are self-explanatory. And if you need me to clarify or explain, let me know and we can chat.

Hope this is helpful! It was great to work with you again. I really appreciate the insights and contributions of your whole team. It's good to see how these general principles fit into the everyday work of the different teams. And we're refining and honing as we go, so do let me know your thoughts.

Thanks!
Marie

PS I made your point today with the ministers offices about the style guide and there were a few who didn't know about it ;)

I also wanted to share a version of this attached doc with MOs. (they asked for some of this yesterday). I'd simplify the chart down to what we had in front of us yesterday.

Feel free to call if you'd rather chat. I'm tied up only at 1:30-2 and then after 4 PM today. Tomorrow's pretty clear.

m.

Marie Della Mattia
604-839-1774