

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Tuesday, October 3, 2017 10:01 AM
To: Nash, Amber PREM:EX
Subject: Re: Premier's schedule

I'm afraid I'm only downtown for a short time today. I'll do the mobile thing later!

Thanks for the info.
And help
M

Sent from my iPhone

> On Oct 3, 2017, at 9:44 AM, Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca> wrote:
>
> Our IT folks have to set it up for us now. But that's no problem. Are you still here today? I can ask one of them to connect with you to add it.
>
> -----Original Message-----
> From: Della Mattia, Marie PREM:EX
> Sent: Tuesday, October 3, 2017 9:43 AM
> To: Nash, Amber PREM:EX
> Subject: Re: Premier's schedule
>
> Perfect! Thanks!
> Could you also send me a subscribe link so I can see it on my phone?
>
> I think there's a way to do that. Used to do it with his old leg calendar.
>
> Thanks!
> M
>
> Sent from my iPhone
>
>> On Oct 2, 2017, at 11:13 AM, Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca> wrote:
>>
>> Absolutely! Try accessing it now. I have given you reviewer permission. :)
>>
>> A
>>
>>
>> -----Original Message-----
>> From: Della Mattia, Marie PREM:EX
>> Sent: Monday, October 2, 2017 9:16 AM
>> To: Nash, Amber PREM:EX; Aaron, Sage PREM:EX
>> Subject: Premier's schedule
>>
>> Hey Amber
>>
>> With Sage's permission, could I have access to the Premier's schedule?
>>

>> I was thinking seeing his public activities might trigger me to more timely inputs to Sage and could occasionally be helpful.

>>

>> And catching him live now and again on the radio is a good way to hear how message is fitting in.

>>

>> Thanks!

>> Marie

>>

>>

>>

>>

>> Sent from my iPhone

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Wednesday, October 11, 2017 5:49 PM
To: Meggs, Geoff PREM:EX
Cc: Aaron, Sage PREM:EX
Subject: Marie's Work report - September 2017
Attachments: Sept1 - Oct1 - Marie Work Report.docx; ATT00001.txt

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Thursday, October 12, 2017 9:06 AM
To: Aaron, Sage PREM:EX
Subject: Fwd: Time and Leave

Sorry I haven't figured this out yet.

Today is s.22 so I'm tied up all day

Will fill in post hoc

Thx!
M

Sent from my iPhone

Begin forwarded message:

From: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Date: October 11, 2017 at 3:34:18 PM PDT
To: LP Premiers Vancouver Office^{s.17}, LP PO Executive Office
s.17, LP PO Correspondence Branch s.17
Subject: Time and Leave

Hello everyone,

It has taken some time but everybody is now set up with access to the "time and leave" on-line service. Follow the instructions below to gain access.

This service provides you with a running total of time available for vacation and special leave. Special leave is for health appointments and others such as bereavement leave, that result in more than 2 hours away from the office. All leaves over 2 hours require approval.

Please populate your site as soon as possible for leaves taken since July 18th.

Going forward, requests for leaves are to be submitted on line.

Our organization chart is not finalized but for now, the system is set up with designated "leave" approvers. Please send your request as follows:

Geoff Meggs – all Directors, Judy, Layne, Bob
Judy Cavanagh – VCO staff
Mira Oreck – Tbd
Layne Clark - Tamarra
Sage Aaron – Jen, Sheena, Marie
Kate – Amber, Don, Elizabeth, Susan, Scheduling, EA to Premier
Susan – Correspondence Branch

Please start scheduling vacation days between now and December 31st so that carrying vacation into 2018 is avoided. Request to carry-over must be approved by Geoff. The request should be in writing with the reasons for your inability to take vacation days prior to Dec. 31st.

If you have any problems entering information please contact the Time/Leave employee work centre at 1-250-387-7000.

Leave approvers, if you have problems please let me know.

Thank you.

Geoff

GEOFF MEGGS

Chief of Staff, Office of the Premier
West Annex, Parliament Buildings,
501 Belleville St. Victoria, BC V8V 2L8
s.17

FOLLOW THESE INSTRUCTIONS TO GAIN ACCESS TO YOUR FILE:

Validating Your IDIR

You won't be able to validate your IDIR on your first day of work if you are new to the BC Public Service.

Follow these steps:

s.15

You will now have access to most government websites, but there are a few such as the Learning Centre and the Hiring Centre that will take an overnight refresh before you will be able to access them. If you get any error responses during this process, contact [AskMyHR](#).

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Tuesday, October 17, 2017 6:29 PM
To: Wensink, Alison PREM:EX
Subject: Re: Reminder: Call for Records OOP-2017-73044 Due September 26, 2017

I have no records

From: Wensink, Alison PREM:EX
Sent: Tuesday, October 17, 2017 2:18 PM
To: Loubert, Danny PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX; Della Mattia, Marie PREM:EX
Subject: Reminder: Call for Records OOP-2017-73044 Due September 26, 2017

Hi all,

Reminder I am still waiting for your responses to the below request.

Thanks so much!

Alison

From: Wensink, Alison PREM:EX
Sent: Friday, September 15, 2017 4:37 PM
To: Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Crozier, Bev PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamarra PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Mulloy, Eleanor FIN:EX; Robinson, Jon PREM:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-73044 Due September 26, 2017

*This is an **ALL STAFF** Call for Records.*

Please let me know by September 26th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

A copy of all documents including e-mails regarding the proposal, development and release of the Government Works for People, Better BC video.

(Date Range for Record Search: From 07/19/2017 To 09/11/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Wednesday, October 18, 2017 11:29 AM
To: Clark, Layne PREM:EX
Subject: Re: Friday Meeting: 2PM - 3PM

Is this a regular meeting?

I'll chat with Sage about what our best long term approach to it is; if it is.

Thanks
M

Sent from my iPhone

On Oct 18, 2017, at 11:24 AM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

It's not a problem.

Thanks Marie,

Layne

From: Della Mattia, Marie PREM:EX
Sent: Wednesday, October 18, 2017 11:24 AM
To: Clark, Layne PREM:EX; Aaron, Sage PREM:EX
Subject: Fwd: Friday Meeting: 2PM - 3PM

Hey Layne and Sage,

I'm afraid I won't be able to attend this meet up.

s.22

I don't think folks are expecting my attendance particularly. But please let me know if this creates any problems for the team.

And I'll see if I can make any adjustments.

Thanks
Marie

Sent from my iPhone

Begin forwarded message:

From: "Clark, Layne PREM:EX" <Layne.Clark@gov.bc.ca>
Date: October 18, 2017 at 11:09:16 AM PDT
To: LP PO Executive Office^{s.17} , LP Premiers Vancouver
Office^{s.17} , LP PO Correspondence Branch
s.17
Subject: Friday Meeting: 2PM - 3PM

Hi Everyone,

Please see attached agenda for this Friday's Office of the Premier Meeting.

Thank you,

Layne

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Wednesday, October 18, 2017 2:17 PM
To: Wensink, Alison PREM:EX
Subject: Re: Call for Records OOP-2017-73634 Due October 23, 2017

No record

Sent from my iPhone

On Oct 18, 2017, at 12:33 PM, Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca> wrote:

This is an ALL STAFF Call for Records.

Please let me know by October 23rd whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

*Any communications between the Province of Alberta and the BC Office of the Premier regarding^{s.22}
between January 1, 2016 and September 15, 2017*

(Date Range for Record Search: From 01/01/2016 To 09/15/2017) Date format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Friday, October 20, 2017 11:27 AM
To: Cavanagh, Judy PREM:EX
Subject: Re: Resumes for Estimates binder

Will a link to LinkedIn profile suffice?

<https://www.linkedin.com/in/mariedellamattia/>

Sent from my iPhone

Sent from my iPhone

On Oct 20, 2017, at 11:12 AM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Hi All,

Don Wright has asked that resumes be included in the Estimates Binder. They should be high level (2 pages max). If you don't have a current resume put key points (experience and skill) at the top. There is no standard format so if your current one is short, you're lucky, it will suffice.

My apologies for the short deadline but we've been asked that they be ready --- TUESDAY, October 24th at 5pm. Please send it directly to Eleanor (copied) and copy me.

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Friday, October 20, 2017 4:48 PM
To: Wensink, Alison PREM:EX
Subject: Re: Call for Records OOP-2017-73244 Records Due October 25, 2017

I have no records

Sent from my iPhone

On Oct 20, 2017, at 12:18 PM, Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca> wrote:

*This is an **ALL STAFF** Call for Records.*

Please let me know by October 25th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Any records held in the Premier's Office that contain the word 'Istuary'.

(Date Range for Record Search: From 01/01/2014 To 10/05/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Monday, October 23, 2017 1:13 PM
To: Mulloy, Eleanor FIN:EX
Subject: Re: Resumes for Estimates binder - Marie Della Mattia
Attachments: MarieDella MattiaProfile.pdf

Hope this works!
Thanks!
Marie

From: Mulloy, Eleanor FIN:EX
Sent: Monday, October 23, 2017 10:58 AM
To: Della Mattia, Marie PREM:EX
Subject: RE: Resumes for Estimates binder - Marie Della Mattia

Sorry, I would have to have a linkedin in profile, which I do not have. Can you send along a PDF?

Eleanor Mulloy, Executive Administrative Assistant
Priorities & Accountability Office
Office of the Premier
Phone: 778-698-8971

From: Della Mattia, Marie PREM:EX
Sent: Friday, October 20, 2017 4:48 PM
To: Cavanagh, Judy PREM:EX
Cc: Mulloy, Eleanor FIN:EX
Subject: Re: Resumes for Estimates binder - Marie Della Mattia

<https://www.linkedin.com/in/mariedellamattia/>

Eleanor, please let me know if this works for printing for the binders.

Thanks
Marie

Sent from my iPhone

On Oct 20, 2017, at 11:12 AM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Hi All,

Don Wright has asked that resumes be included in the Estimates Binder. They should be high level (2 pages max). If you don't have a current resume put key points (experience and skill) at the top. There is no standard format so if your current one is short, you're lucky, it will suffice.

My apologies for the short deadline but we've been asked that they be ready --- TUESDAY, October 24th at 5pm. Please send it directly to Eleanor (copied) and copy me.

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Wednesday, October 25, 2017 2:47 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Travel to Vancouver

I'm going to be there tomorrow. I'm cool to take either method.

Whatever's available and cheapest.

Shall just book what works best for me?

And pick up the tickets tomorrow?

Thanks!
Marie

Sent from my iPhone

> On Oct 25, 2017, at 12:21 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:
>
> Hi Marie,
>
> As a Special Advisor you have the ability to travel. Did you want to travel via Heli or HA? I have an account set-up and quick tickets which I can send you.
>
> Elizabeth
>
> -----Original Message-----
> From: Della Mattia, Marie PREM:EX
> Sent: Wednesday, October 25, 2017 12:18 PM
> To: Parkinson, Elizabeth PREM:EX
> Subject: Travel to Vancouver
>
> Hey Elizabeth
> I have to be in New Westminster to meet with Selina Robinson on Friday morning.
>
> CAN I just book a flight and expense it or do I need approval or to have someone there book it?
>
> Thanks! Didn't want to bother Sage with this!
>
> M
>
> Sent from my iPhone

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Wednesday, October 25, 2017 2:49 PM
To: Wensink, Alison PREM:EX
Subject: Re: Call for Records OOP-2017-73415 Records Due November 2, 2017

I have no records

Sent from my iPhone

On Oct 25, 2017, at 2:40 PM, Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca> wrote:

*This is an **ALL STAFF** Call for Records.*

Please let me know by November 2nd whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Reports, budget documents, slide decks, and incident reports regarding the Site C Clean Energy Project.

(Date Range for Record Search: From 07/18/2017 To 10/16/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Wednesday, October 25, 2017 2:51 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Travel to Vancouver

Hey Elizabeth

If you have to book it or if I need account info, let me know. I think I might based on my investigation online.

There's a spot on the 8:40 helijet that gets me there in time.

I have to jump on the sky train so that's probably the best bet.

Thanks!
M

Sent from my iPhone

> On Oct 25, 2017, at 12:21 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:
>
> Hi Marie,
>
> As a Special Advisor you have the ability to travel. Did you want to travel via Heli or HA? I have an account set-up and quick tickets which I can send you.
>
> Elizabeth
>
> -----Original Message-----
> From: Della Mattia, Marie PREM:EX
> Sent: Wednesday, October 25, 2017 12:18 PM
> To: Parkinson, Elizabeth PREM:EX
> Subject: Travel to Vancouver
>
> Hey Elizabeth
> I have to be in New Westminster to meet with Selina Robinson on Friday morning.
>
> CAN I just book a flight and expense it or do I need approval or to have someone there book it?
>
> Thanks! Didn't want to bother Sage with this!
>
> M
>
> Sent from my iPhone

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Wednesday, October 25, 2017 4:38 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Travel to Vancouver

Booked. Email going to you. Will pickup tax tomorrow!

Sent from my iPhone

> On Oct 25, 2017, at 3:52 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

>

> Hi Marie,

>

> I can book if you know your flights and availability. If you want to go ahead and book I just need you to send me a copy of the flights for billing purposes. Our acct with Harbour Air is \$¹⁷ and their Tel # 1-800-665-0212. They have my email so you can just ask them to send me a copy too. Does that work? I can get the quick tickets ready when I see the booking and send them over house mail if there's enough time.

>

> -----Original Message-----

> From: Della Mattia, Marie PREM:EX

> Sent: Wednesday, October 25, 2017 2:54 PM

> To: Parkinson, Elizabeth PREM:EX

> Subject: Re: Travel to Vancouver

>

> Me again

> Just saw harbour air is waaaaay cheaper.

>

> And there's an 8:30 flight that arrives a bit sooner.

>

> So that's better.

>

> Let me know how I should do this! I'm a newby!

>

> Thanks

> M

>

> Sent from my iPhone

>

>> On Oct 25, 2017, at 12:21 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

>>

>> Hi Marie,

>>

>> As a Special Advisor you have the ability to travel. Did you want to travel via Heli or HA? I have an account set-up and quick tickets which I can send you.

>>

>> Elizabeth

>>

>> -----Original Message-----

>> From: Della Mattia, Marie PREM:EX

>> Sent: Wednesday, October 25, 2017 12:18 PM

>> To: Parkinson, Elizabeth PREM:EX

>> Subject: Travel to Vancouver

>>

>> Hey Elizabeth

>> I have to be in New Westminster to meet with Selina Robinson on Friday morning.

>>

>> CAN I just book a flight and expense it or do I need approval or to have someone there book it?

>>

>> Thanks! Didn't want to bother Sage with this!

>>

>> M

>>

>> Sent from my iPhone

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Thursday, October 26, 2017 4:21 PM
To: Wensink, Alison PREM:EX
Subject: Re: Call for Records OOP-2017-73450 Records Due November 7, 2017

I have no records
Thx
M

Sent from my iPhone

On Oct 26, 2017, at 12:47 PM, Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca> wrote:

This is an ALL STAFF Call for Records.

Please let me know by November 7th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

All correspondence between the Premier's Office and BC Hydro regarding the BCUC review of the Site C Dam.

(Date Range for Record Search: From 07/18/2017 To 10/23/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Friday, October 27, 2017 10:51 PM
To: Wensink, Alison PREM:EX
Subject: Re: Call for Records OOP-2017-73947 Due November 1, 2017

I have no records
Thx!
M

Sent from my iPhone

On Oct 27, 2017, at 5:38 PM, Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca> wrote:

This is an ALL STAFF Call for Records.

Please let me know by November 1st whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

s.22

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Tuesday, October 31, 2017 8:46 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Travel October 27
Attachments: IMG_0012.jpg; ATT00001.txt

Hey Elizabeth

My work in Vancouver was Friday from a morning flight until past noon.

I then returned to Victoria by car on Saturday but I didn't have any more work meetings. s.22
s.22

Attached is the cash ferry receipt.

I have a copy of it in my notebook I can give you when I see you.

Thanks!
Marie

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Tuesday, October 31, 2017 10:02 AM
To: Clark, Layne PREM:EX
Subject: Re: Is there a screen and projector

Just screen. Thanks!
I'll put something on one page for a handout follow up.

Thanks
M

Sent from my iPhone

On Oct 31, 2017, at 9:36 AM, Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca> wrote:

Is this what you want on the screen? I can put it up if that's what you would like. Or do you want it printed?

Layne

Sent from my iPhone

On Oct 31, 2017, at 8:38 AM, Della Mattia, Marie PREM:EX
<Marie.DellaMattia@gov.bc.ca> wrote:

Sounds good! As you know, I'm completely flexible.

USB you say ... that requires a little unpacking of the office stuff... yikes ;)

I'm attaching the material here as a PDF ... in case that works and I don't have to go digging in boxes!

Thanks!

Marie

From: Clark, Layne PREM:EX
Sent: Tuesday, October 31, 2017 7:55 AM
To: Della Mattia, Marie PREM:EX
Subject: RE: Is there a screen and projector

There is both. If you want to use the projector, it's easiest to bring your presentation on a USB.

I think the Caucus thing will have to wait this week unfortunately... but let's try to find a time to do that workshop (it will be helpful regardless).

Layne

From: Della Mattia, Marie PREM:EX
Sent: Tuesday, October 31, 2017 7:43 AM
To: Clark, Layne PREM:EX
Subject: Is there a screen and projector

Hey Layne

Thinking about tomorrow. Is there a projector Or flip chart?

I assume this is a huge room - 40+ at a table.

I don't usually use ppt but with that many people I may put a few words up to keep focus.

If there's an option to project, I'd choose that.

Thanks for your help

M

Sent from my iPhone

<Leadership Coaching for MAs copy.pdf>

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Tuesday, October 31, 2017 1:28 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Studying for tomorrow's session

Hey Elizabeth
Can you also print me up a list of the MAs?

I feel I might have a better shot at getting their names right tomorrow if I study a lot ahead of time.

And paper helps me

Thanks much !!!

M

Sent from my iPhone

Wensink, Alison PREM:EX

From: Della Mattia, Marie PREM:EX
Sent: Tuesday, October 31, 2017 4:17 PM
To: Parkinson, Elizabeth PREM:EX
Subject: for printing
Attachments: Leadership Coaching for MAs PRESENTER.pdf