

Date

June 6

Maria Danny

Transfer 6.00

+ room bookings ACS
→ note / email to go thw. DL

+ room prep

+ travel claims / - DB > set DB
mtg booking - VG > up as
delegate

+ hours / lunch

+ FOIs - DL

- MS to clean up email / respond
to FOI

- VCO # tracking - update

+ Pcard - update June
- cancel

Page

- Susan F

- Admin - logging of corresp./
files to 2 corr.
unit people

- Greetings

? - wants/needs another person

Date June 12

Danny

→ VCO upgrades 2017
2018

s.22

~~He sent Nov 2017~~

Meggs - exp auth.

Contracts - HR

Page

Date June 13

Paul Kershaw

- spoke to RG last week
- Tax Comm. - 3 reasons
 - ① reframe - shift the bal
 - ② public input on taxes
 - ③ create good policy
- goals
 - provide room for innovative tax policy
 - build common ground
- To Do follow up w RG

Date

Maura

letter → J Porter start
→ June hours

Erin ~~Richards~~ - start/salary

Page

June 25Danny① Interviews

- Susan F / Danny - set Qs (written)
 - answers to VG
 - confirm timing w/ Moura
- ToDo - interview Qs (VG)
 - send to SF/DL

- package (DL) - Qs

- reference checks (DL)
 - develop Qs

② Telepresence Rm

- DL mtg w/ JTT re: access

③ Parking Stalls

- DL to follow up w/ KW

④ PCard

- org for approval

⑤ Alarm/Security

- request for codes for VGIDL

⑥ VG Phone

- Prem Tech tomorrow

⑦ Vacation

s.22