

EMC
G.S.
G.M.
A4



Call make
Big Ben Lewis

Catherine & Amber.
1 pm - Wed.

- onboarding. - letter needed?
↳ 4D.

s.22

Sarah Shogquist - starts Aug 15th 2019
to take AA role

letter Reedy.
is this term limited?

Maurice Email
attach offer letter.

Nancy's email

Do we initiate oic.

who should
4 or U.

with vx
- add A7: Can taking course.
will be ^{signature cut} next week

7/20/19

→ Mini project.

→ Journal Voucher transfer #
\$8000 total.

→ ~~who~~ has been Thursday.
→ follow up with not responded.
respond to calendar invite.

→ Email to all confirmed.

↳ cost \$375 - \$50

~ Need journal voucher #

to report about the
about the
about the
about the
about the

about the
about the
about the

s.22

Ensus ~~Jun~~ Jun

5844
5896
7981

Date

- BEA - July 18 - 2019 #100

- Onboarding -

→ Phone lists -

→ Vacation Calendar (send out?) ~~Send!~~

↳ Communication is key. → updates.

↳ notifying when reviewing tasks & assignments

↳ Vocalize and communicate plans and owning gth roles.

↳ come up with a plan ahead of time! UBCM.

~~Cetera~~

→ identify opportunity. come up w/ plan ~~and~~ to execute.

ex UBCM.

→ s.22

s.22

UBCM.

Date July 26/19

UBCM

709 → Requests.

3 co-chairs

RBA's → Don Pook

21 municipalities / Regional District.

400-500 meetings final

↳ scheduling → opt

list of needs Aug 29th to send
to minister's office,

2 weeks to complete (3 weeks)

→ schedules - end of Aug.

↳ go to Mo = 4 days to ok.

"Confirmed" First week of Sept. + Marlene.

↳ Premier's meeting to be @ VCO (cabinet).

↳ 6th Floor.

A & B.

→ Need a staff
for 6th Floor.

DM's ? M's

→ STAFFING REQ.

↳ Need staff support on 6th Floor.

Printer?

dedicated office - Don's

- UBCM (Phone)

Sian

municipality in any way.
goes to Marlene.

Date

Kitchen drawer.

→ WSI

↳ inventory → P-

Page

→ Art GM Calendars

VG

→ NG. Calendar

→ Set up Office

Minister Beane = Aug 1-6 - Need Farnworth
Minister

✓ Paula Gunn ✓

✓ Kelly Sather

Fleming coming

- Liam Lawson ✓

- Tim Renneberg ✓

- Sasmya Singh ✓

- Anne-Marie Sam

✓ Kelly Newhook ✓

✓ Craig Ashbourne ✓

✓ Will Maartman x

✓ Nirmiti Takkur

✓ Ramesh Ranjan

~~88 Van Houtte.~~

Van Houtte.

Canadian Springs

la la la la la la

↳ David Henry - Email on Phone.
↳

6000

Date May 13/19.

-> Fol

-> Email catchings

-> Münster Vacation -> Amber cc DW. VG.

-> check in the Hh.

-> Quick tickets / Turbo bucks

- Don Travel. used Thursday. ok

CAR.

-> MCJ. to Amber. for approval.

-> Münster Eby.

-> Email 48 hrs turnover.

W Travel claims

to Don to ~~712~~. 714

400

Date May 23/19

1:1 w/ Vanessa Geary.

→ Phone list → Due ish - updated.

→ HR.

→ Pcard.

→ Travel & Travel pkg. - must use it.

→ MRA TRAVEL / Offboarding.

↳ Travel card. →

↳ Eval cleanup. *

→ (Performance)

↳

Page |

- Travel Claims - Don & Vanessa

- Onboarding →

- ~~MO~~ Phone list →

- Send out MO Phone list: i: Vacation.

Send - or Debbie
remains attached.
until →

LP Support Staff

LP Administrative Coordinators

LP Executive Assistant

LP Ministerial Assistance

LP Senior Ministerial Assistant

Administrative
 Coordinator

MO Phone list.

Ministerial Vacation

- Ministerial access card del.

- Don to office 7:15.

- Courses ⁱⁿ PSA - PM →

Evaluation

- Travel Bob Dewar - Tamera.

- Cabinet Boardroom. →

June 17-21

Media Events. Wed → in the Pan.

Tuesday → 9-11-22 possible outside.

AV. → view.
- weather.

Minister.

Next Week: - Mondary

↳

↳ 10 Am Tuesday

4:30 ~ 12:30 - 1:30 Lunch

9:00 am. - 4 ~ 12:00 - 1 pm Lunch

To Do:

Date

- Travel claims - VG, DB, CH.
- Phone list out.
- HR forms?
- ICARD. ✓
- s.22 ✓
- Call forwarding. ✓
- Onboarding w/ Vanessa ✓
- ~~OTC Sarah Shapiro~~
- Reach out Saeed -> ? ✓
" Kelly & Gala

→ IDIR - JARAH

→ Q's - U.

← Shannafussel - s.22
to make it

- Wait
for
name

Page |

Comms Manager -

- interview

s.22

s.22

- Interviewing -

s.22

→ teleconference Govt Envt

- Sue 27th

s.22

s.22

- V- interviews - end of aug - first part of Sept ^{Chatterbox}

- Set up interview
 - Hermain →
 - Amber interview - Thursday (Pachess)
 - onboarding.
 - Political staff list:
 - Thursday interview <
 -
-

Todo - tasks to be completed for

- Elizabeth
- Oliver.
- Saija.
- Don
- Vanessa.
- April 27th

May 6th & 7th

- one last night → 3:00am and some
- Don → Thursday afternoon after

To Do

Date

- ~~Vacation - done?~~
- TRAVEL TRACKING.
- Access CARO list
- BEA / Honourarium
- Travel claims.
- Art Bank
- Onboarding forms
- COV meetings?
- HR filing
- Email Maintenance
- FOI → All February.
- MA: EA Phone list.
- 2 books Helijet:
- Minister Vacation spreadsheet

10:30

Thank you
for submitting your
replacements.
→ Next week.
(1-5)

- interviews: Amber & Marna.

45
minutes.

Ottawa: >

Wed in Vancouver.

4 possible

1-5 interviews: 2 Vancouver

JD

s.22

-EA JD (pre-allocated)
time.
→ MA

Hi !!
what's the
wifi BCNAN
password?

Page

- Vacation 2018 - DW
 - Travel Tracking
 - Access Card list - Tracking.
 - Political Oath
 - ~~• Contact list - April?~~ (Libs, Greens)
 - Mira Time Sheet
 - ~~• Scott Helijet ticket to Serbia~~
 - ~~• Simon give contact details to VGO~~
 - Travel claims - March 25-29 (Vanessa, Charlotte, Mira, Don)
 - Art Bank - Vanessa from Kate.
 - Minister Vacations -
 - Don Vacation
 - WSI - ~~reac~~ anything outstanding.
 - Onboarding forms → s.22
 - Col w/ UG. → Connie. (Neil & Vanessa)
 - HR Filing.
 - Email
 - OPEN Phase
 - TRAVEL - DB, VG
 - Vacation → DB Calendar
 - Ministers Vacation
 - ~~• EP PERRO REC.~~
 - MA EA Phase list
 - ~~SINK~~
 - Honourarium, letter etc
 - 2 Books Helijet
- Travel. → DB, VG, CK.
- ~~DEA~~
- Monday.
- 3 BBA