

Dunn, Noreen PSSG:EX

From: Reddy, Arthi JTT:EX
Sent: August 2, 2018 3:54 PM
To: Dunn, Noreen TAC:EX
Subject: RE: hi

Okay, great thanks for letting me know.

We will make sure we don't move/log them while we are covering next week.

From: Dunn, Noreen TAC:EX
Sent: Thursday, August 2, 2018 3:53 PM
To: Reddy, Arthi JTT:EX
Subject: hi

Arthi - FYI I just checked with Marina and she is aware of the emails remaining in Min Box that as you say seem to pertain to invites, meetings etc. She prefers to leave them there until she is ready to move them to the appropriate spot.

Noreen Dunn

Dunn, Noreen PSSG:EX

From: Dunn, Noreen TAC:EX
Sent: August 3, 2018 10:16 AM
To: Hannah, Jeff LASS:EX
Subject: RE: certificates

Hi Jeff Received today and sent to CB. Thanks.

Noreen Dunn

From: Hannah, Jeff [mailto:Jeff.Hannah@leg.bc.ca]
Sent: Monday, July 30, 2018 2:02 PM
To: Dunn, Noreen TAC:EX
Subject: Re: certificates

Thanks Noreen. I will let you know when they arrive and when I send them back.

Jeff Hannah | Constituency Assistant | Lisa Beare, MLA Maple Ridge-Pitt Meadows
P: 604-465-9299 | 104-20130 Lougheed Highway, Maple Ridge, BC V2X 2P7

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From: "Dunn, Noreen TAC:EX" <Noreen.Dunn@gov.bc.ca>
Date: Monday, July 30, 2018 at 1:59 PM
To: "Hannah, Jeff" <Jeff.Hannah@leg.bc.ca>
Subject: certificates

Hi Jeff. Just a heads up that an envelope with several certificates in it for Minister Beare's signature was picked up this afternoon to send to the Constituency office. I do not know how long they will take to get there, but once signed please send back to Parliament Building office and I will send them off to CB.

Thanks.

Noreen Dunn
Administrative Assistant
Hon. Minister Lisa Beare's Office
Ministry of Tourism, Arts & Culture
P 250-953-0905

Dunn, Noreen PSSG:EX

From: Dunn, Noreen TAC:EX
Sent: August 2, 2018 2:19 PM
To: Reddy, Arthi JTT:EX
Subject: RE: correction

Thank you

From: Reddy, Arthi JTT:EX
Sent: Thursday, August 2, 2018 2:00 PM
To: Dunn, Noreen TAC:EX
Subject: RE: correction

All done 😊 I corrected the one in the Corr review folder

From: Dunn, Noreen TAC:EX
Sent: Thursday, August 2, 2018 1:47 PM
To: Reddy, Arthi JTT:EX
Subject: correction

Arthi; As I am going through the Correspondence folder to send to CB once categorized, etc. I see 34160 is correct in CLIFF but somehow when I saved it to send to Corr. Folder it is listed as 34610 (Which has not yet been reached) It seems I cannot change it is the correspondence folder but to process to send to CB-you will see the incorrect number. Can you change it for me as it does not look like I can do it.

Thanks.
Noreen

Dunn, Noreen PSSG:EX

From: Reddy, Arthi JTT:EX
Sent: August 16, 2018 2:26 PM
To: Dunn, Noreen TAC:EX
Subject: RE: 34285

Weird, I had to try a few times, but I think it worked now. Look in the Minister's inbox and you will see it.

From: Dunn, Noreen TAC:EX
Sent: Thursday, August 16, 2018 2:24 PM
To: Reddy, Arthi JTT:EX
Subject: 34285

Arthi : this email has been entered in to CLIFF but for some reason it will not allow me to add the CLIFF # or a title in the subject line of email. Our MA nor CB would know the number to find this entry, when it is ready to be closed Suggestions? or can you do it from your end.

Thanks
Noreen Dunn

Dunn, Noreen PSSG:EX

From: Reddy, Arthi JTT:EX
Sent: August 3, 2018 9:28 AM
To: Dunn, Noreen TAC:EX
Subject: RE: signed certificates

Great, thanks Noreen.

From: Dunn, Noreen TAC:EX
Sent: Friday, August 3, 2018 9:28 AM
To: Reddy, Arthi JTT:EX
Subject: signed certificates

H Arthi -The package of signed certificates are in a blue bag to CB ready to be picked up in this afternoon's mail.

Noreen Dunn

Dunn, Noreen PSSG:EX

From: Hannah, Jeff <Jeff.Hannah@leg.bc.ca>
Sent: August 22, 2018 1:13 PM
To: Dunn, Noreen TAC:EX
Subject: Re: Rio

Hey Noreen,

I have just resent #6. There have also been 5 emails since I originally sent #6 that I have sent over individually.

I have been sending the groups of emails without sorting them into pro or con. They've slowed down quite a bit so I've just been sending them individually as they come in.

Jeff Hannah | Constituency Assistant | Lisa Beare, MLA Maple Ridge-Pitt Meadows
P: 604-465-9299 | 104-20130 Lougheed Highway, Maple Ridge, BC V2X 2P7

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From: "Dunn, Noreen TAC:EX" <Noreen.Dunn@gov.bc.ca>
Date: Wednesday, August 22, 2018 at 12:33 PM
To: "Hannah, Jeff" <Jeff.Hannah@leg.bc.ca>
Subject: Rio

Hi Jeff. Did you send over 5 or 6 groups of emails regarding the Rio Theatre. I can find #5 but I thought I saw a #6 this morning too. If there was a #6 could you please resend it.

The reason is if there is one of the emails that is **NOT** in favor of granting the Property Tax Exemption I have to enter it as a separate item in to CLIFF. This is to keep track of the yes we support or not we do not support the exemption.

I opened up an Do Not provide exemption, email out of the group of attachments you had send and entered it separately. Now I am not sure if is somehow moved all the others in that email.

Thanks.

Noreen Dunn

Dunn, Noreen PSSG:EX

From: Services, Correspondence TAC:EX
Sent: August 22, 2018 3:25 PM
To: Dunn, Noreen TAC:EX
Subject: RE: 34256

It came through fine. All fixed!

Thanks! s.22

Lindsay

From: Dunn, Noreen TAC:EX
Sent: Wednesday, August 22, 2018 3:22 PM
To: Chauvin, Lindsay JTT:EX
Cc: Services, Correspondence TAC:EX
Subject: 34256

Lindsay: I tried to finalize the above log (34256) but it will not allow me to submit the Envelope icon step. I assume it is because it is locked by you. Could you unlock it so I can finalize the entry as I am not sure it went to CB or let me know if it did go through.

Thanks for changing the number in the CORR review .

Thank you

Noreen Dunn
Administrative Assistant
Hon. Minister Lisa Beare's Office
Ministry of Tourism, Arts & Culture
☎ P: 250-953-0905 n

Dunn, Noreen PSSG:EX

From: Sea, Sophia JTT:EX
Sent: August 22, 2018 11:12 AM
To: Dunn, Noreen TAC:EX
Subject: RE: query

Hi Noreen,

You can do the usual process by clicking the email button, but just uncheck the "Include Attachments" and just type in a note to CB that the attachment was too large to send. (Staff can just go into CLIFF and save the attachment themselves)

☐ Secure Link to Log ☒ Log detail

☒ Include Notes

☒ Include Referrals

☒ Include Attachments

Thanks,
Sophia

From: Dunn, Noreen TAC:EX
Sent: Wednesday, August 22, 2018 10:30 AM
To: Sea, Sophia JTT:EX
Subject: query

Sophia I have completed the process for 34241 to the point of submitting to CB as info file. A box comes up saying log attachment too big so cannot send. How do I finish off the entry so can send (Envelope icon) to CB.

Thanks

Noreen Dunn

Dunn, Noreen PSSG:EX

From: Reddy, Arthi JTT:EX
Sent: August 22, 2018 8:43 AM
To: Dunn, Noreen TAC:EX
Subject: RE: Queries

From: Dunn, Noreen TAC:EX
Sent: Tuesday, August 21, 2018 3:59 PM
To: Reddy, Arthi JTT:EX
Subject: Queries

32905 Will not let me close – Because the log is sitting open with the Tourism Branch. I can close it for you.

32544 Has been closed and meeting is scheduled for September. Response as noted in log in March and was closed –

32980 Meeting occurred—regrets sent was to be cancelled. Log closed

How do I change these or reopen them with new information. you can open a closed log by DELETING the closed date field, hit UPDATE and the log reopens. Feel free to call me if you want to go through it together.

Thank you

Noreen Dunn

Dunn, Noreen PSSG:EX

From: Reddy, Arthi JTT:EX
Sent: August 21, 2018 2:23 PM
To: Dunn, Noreen TAC:EX
Subject: RE: 33959

Ok, sounds good. Move it to 2018.

Yes, that's so weird, I don't know why it didn't work before.

From: Dunn, Noreen TAC:EX
Sent: Tuesday, August 21, 2018 2:22 PM
To: Reddy, Arthi JTT:EX
Subject: RE: 33959

Hi I added on the copy of the invite that arrived today and it seems to open ok. Not sure why the initial one did not open. Marina does not need the one that came today so should I just move it in to 2018.

Noreen Dunn

From: Reddy, Arthi JTT:EX
Sent: Tuesday, August 21, 2018 2:16 PM
To: Dunn, Noreen TAC:EX
Cc: Sea, Sophia JTT:EX
Subject: RE: 33959

That's so strange... it's showing up blank for us too and from what I can tell, you saved it correctly.

I deleted your two attachments and resaved incoming 1. Seems to be working ok. If you like, send me incoming 2 and I can try doing it on our end.

From: Dunn, Noreen TAC:EX
Sent: Tuesday, August 21, 2018 2:08 PM
To: Reddy, Arthi JTT:EX
Cc: Sea, Sophia JTT:EX
Subject: 33959

Arthi: I entered this log as an invitation on July 12. A second one came in today and I tried to open the initial entry to make sure there are no changes and keep getting a blank screen. I then changed the name of initial one to Incoming 1 and am still getting a blank screen when go in to log to check. A box comes up that cannot open. I cannot open it in my own file either I exited that entry and re-entered it with the same results. However, Marina does have it in her invite file. I am not sure about entering the one that came in today, which I would enter as Incoming 2 as it too may show a blank screen. Suggestions?

Noreen Dunn