

From: Newman, Jordan <jnewman@aging.sc.gov>
To: jmsorensen@columbiasc.net;jmsorensen@columbiasc.net
CC: kcmitchell@columbiasc.net;kcmitchell@columbiasc.net
Roberts, Courtneycroberts@aging.sc.gov
Kester, Tonykester@aging.sc.gov
'jscaton@columbiasc.net'jscaton@columbiasc.net
Date: 12/2/2014 3:03:32 PM
Subject: Follow-up: Request for Conference Call

Good Afternoon Joan,

I hope you had a wonderful Thanksgiving!

As a follow-up to my email below, the Lieutenant Governor's Office on Aging (LGOA) is excited to continue planning and preparing for the 2015 Senior Expo in May of next year. On Friday, November 1st, I sent a request for a conference call with you, Kim, your Director, myself, Courtney, and our Director to finalize details and responsibilities for the 2015 Senior Expo.

The LGOA is anxious to get a jump start on planning and coordinating this event in partnership with the City of Columbia Parks and Recreation Department, however we have been unable to communicate an agreed upon date and time for a conference call to finalize the contract agreement and sponsorship processing information so that we may move forward. In addition, I have also been unable to reach anyone by telephone. We understand the busy nature of the holiday season, however, as an agency we strive to plan ahead accordingly to allow ample time for efficient preparation.

At this time, we have been instructed by our Director to clarify the status of this partnership, as we are compelled to confirm our pending participation. Please let me know if there is a date or time that is suitable for all of you to conference call to discuss this information by the end of this week. Our Director, Tony Kester, has requested that we copy your Director on this email.

Unfortunately, in the event that we do not receive a response or communication of some sort, we will have to retract our partnership and resources for this event and move in a different direction.

We hope that we are able to touch base with you all in the very near future and continue this venture in partnership.

Please do not hesitate to contact me directly. I look forward to hearing from you.

Best,

Jordan

Jordan Newman
Program Coordinator
Information and Referral Assistance
South Carolina Lieutenant Governor's Office on Aging
1301 Gervais Street, Suite 350
Columbia, SC 29201
Phone 803-734-0533, Fax 803-734-9887
[Jnewman@aging.sc.gov](mailto:jnewman@aging.sc.gov)

CONFIDENTIALITY NOTICE: This electronic mail may contain information that is privileged, confidential, and/or otherwise protected from disclosure to anyone other than its intended recipient(s). Any dissemination or use of this electronic mail or its contents by persons other than the intended recipient(s) is strictly prohibited. If you have received this communication in error, please notify the sender immediately by reply email so

that we may correct our internal records. Please then delete the original message.

From: Newman, Jordan
Sent: Friday, November 21, 2014 2:52 PM
To: jmsorensen@columbiasc.net
Cc: kcmitchell@columbiasc.net; Roberts, Courtney
Subject: Conference Call

Hi Joan,

I just wanted to follow up with you in regards to a possible conference call with our Directors as we discussed on November 14, 2014. I left you a voicemail earlier this week, and thought that it may be easier to propose some potential dates for the conference call via email.

Would you, Kim, and your Director be available to speak on December 2, 2014 at 2:30pm with myself, Courtney and our Director, Tony Kester?

We understand that schedules are tight, however we would really like to touch base with you all before the holiday season. We are very excited to move forward with planning the expo and hope to release the sponsorship form as soon as possible.

Please let me know if this date works for you all. We look forward to hearing from you and hope to speak with you all soon.

Best,

Jordan

Jordan Newman
Program Coordinator
Information and Referral Assistance
South Carolina Lieutenant Governor's Office on Aging
1301 Gervais Street, Suite 350
Columbia, SC 29201
Phone 803-734-0533, Fax 803-734-9887
[Jnewman@aging.sc.gov](mailto:jnewman@aging.sc.gov)

CONFIDENTIALITY NOTICE: This electronic email may contain information that is privileged, confidential, and/or otherwise protected from disclosure to anyone other than its intended recipient(s). Any dissemination or use of this electronic mail or its contents by persons other than the intended recipient(s) is strictly prohibited. If you have received this communication in error, please notify the sender immediately by reply email so that we may correct our internal records. Please then delete the original message.