

From:

To: Burnie Maybankbmaybank@nexsenpruet.com
Cathy Allencallen@nexsenpruet.com
Chad Walldorfchad@stickyfingers.com
Eva EvansEEVANS@gwm.sc.edu
John Pownall jpownall@carolina.rr.com
JT Gandolfojt@dodgelandofcolumbia.com
Lewis Creellewis.creel@alcoa.com
Marcia Adamsmarcia.adams@scdmv.net
Mike Langrehrmnlangrehr@bellsouth.net
Rick Kellyrkelly@gwm.sc.edu
Sarah Stewartsarah@stickyfingers.com
Steve Osborneosbornes@cofc.edu

CC: Sean McLernonseanmc@stealthsite.com

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Subject:

Chad asked that I send out the following updated schedule after yesterday's meeting....

Tuesday July 3 rd		Drafts of all recommendations due to me, even if a few details have to be filled in later
Thursday, July 5 th	10 AM	New addition....call or meeting for recommendations not yet approved (please let me know availability for Thursday and that Friday just in case)
Saturday, July 7 th		Expect an overnight package with a draft version of the report
Monday July 9 th	10 AM	Call or meeting to approve final language
Thursday July 12 th	11 AM	Report release in Columbia

Sorry this is a tight schedule but with summer vacations it's a bit more difficult to pull together in a timely manner. Please fill in the spaces below and email me back when you get the chance...

Your availability for the following dates....			Availability
• Thursday, July 5 th	10 AM	Call or meeting	
• Friday July 6 th	10 AM	Only as a back-up	
• Monday July 9 th	10 AM	Call or meet on final language	
• Thursday July 12 th	11 AM	Report release	

And an address with phone number to send you a package for delivery on Saturday the 7th.

Thanks much for all of your help and hard work,

Sarah

Sarah K. Stewart

710 Johnnie Dodds Blvd, Suite 110
Mount Pleasant, SC 29464
(843) 375-1384 (direct line)
(843) 375-1393 (fax)
(843) 452-9764 (cell)
sarah@stickyfingers.com