

**From:** Veldran, Katherine  
**To:** Patel, Swati <SwatiPatel@gov.sc.gov>  
**Date:** 8/19/2015 12:12:17 PM  
**Subject:** RE: Staff Meetings

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I'm available today after 3:00pm, tomorrow any time after 10:00am and Friday any time after 12:00pm.

Thank you,  
Katherine

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**From:** Patel, Swati  
**Sent:** Wednesday, August 19, 2015 10:59 AM  
**To:** Smith, Austin; Baker, Josh; Glaccum, David; Webb, Beth; Peters, Hal; Philpott, Katie; Schimsa, Rebecca; Veldran, Katherine; Mottel, Haley; Godfrey, Rob; Symmes, Brian; Pippin, Zach; Adams, Chaney; Haltiwanger, Katherine; Priester, Nicole; Lee, Ashton; Jones, Sheila  
**Subject:** Staff Meetings

Staff,

Before I become official Sept. 1, I'd like to meet with each of you individually from now until then. I know all of you and your roles but it's important to me to listen to each of you, not as your lawyer anymore, but your COS. I want to take this opportunity to share my thoughts and listen to yours about the office and your role in it.

Please let me know if there is a day and time you cannot meet over the course of the next 7 days (starting tomorrow morning at 9:00am) and then I will send you each a calendar invite. I know we are all getting busier and our calendars are getting full so I don't expect your meeting to be more than 15-20 minutes, unless you want it to be.

Also, please send me your updated (or new) job responsibilities/duties. If you have already done one and it hasn't changed, then I'll get it from Halti.

Please know my door/cubicle is always open to you now and in the future.

Thank you,  
Swati