

NR_key_name: E5A3F3301DAB525F8525658A0072A049
SendTo: CN=Janice Spells/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 01/12/1998
DisplayDate_Time: 3:52:50 PM
ComposedDate: 01/12/1998
ComposedDate_Time: 3:52:01 PM
Subject: Re: meetings

No problem, as we discussed Cathy will switch times with you and she will cover phones for you on Wednesday morning at 9:00. Please let Christina know that you will be out. Thanks.
To: Tracy Shycoff/ARRB
bcc: From: Janice Spells/ARRB
Date: 01/12/98 03:19:51 PM
Subject: Re: meetings
In addition to my medical appointment on Wednesday afternoon, I have since learned that I need to be out of the office on Thursday until about 12:30 (annual leave) which I hope is not an inconvenience. Is it possible to schedule my meeting for another time (perhaps switch with someone else)? I will submit leave slips for both Wednesday pm and Thursday am. Thanks for your consideration.
To: Admincc: Tracy Shycoff/ARRB
Date: 01/12/98 12:20:25 PM
Subject: Meetings
Now that we are in the new year and fast approaching the end of the ARRB, I would like to meet with each of you individually and then as a group to give you feedback on how I think you are doing, you give me feedback on how things are going for you, and to discuss the work that is forthcoming involving the close-down. Please use this opportunity to candidly discuss with me any problems, concerns, thoughts that you have regarding your positions. Let's try the following schedule:
Tuesday: Terrie 9:00
Wednesday: Cathy 9:00
Thursday: Janice 10:00 (Christina please cover phones)
Friday: Christina 10:00
We'll set a time for an admin meeting next week. Thanks.

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: