

**NR\_key\_name:** 684CA72588DEEEE985256499004916A5  
**SendTo:** CN=David Marwell/O=ARRB @ ARRB;CN=Tracy Shycoff/O=ARRB @ ARRB  
**CopyTo:** CN=Jerrie Olson/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Jerrie Olson/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 05/16/1997  
**DisplayDate\_Time:** 9:18:14 AM  
**ComposedDate:** 05/16/1997  
**ComposedDate\_Time:** 8:42:55 AM  
**Subject:** staff notification

There were some staff members who were upset yesterday that there had been no communication that Jack would be in the office for the day. I would like to suggest that in the future, whenever a Board member is going to be in the office (except for regularly scheduled Board meetings) Jerrie should send an email to the staff letting them know. If I don't hear any objections from you on this I will assume it is approved and Jerrie will send the email from this point forward. Thanks. Dave Id (I always thought of you more as Superego), I, myself, don't always know when a board member is going to be here in the office. I knew that Jack would be here yesterday because of the note that he was meeting with the FBI at 3:00 and also because Debbie had noted it on my fax re the scheduling of the conference call. I would also add that the staff should be notified a day or two ahead whenever there will be any agency people or members of the public here for a meeting, deposition, etc. That way, no one is bent out of shape because of "lack of communication;" Tracy, Eileen, and I won't have to constantly be asked questions about it; and embarrassing situations can be avoided.

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