

Vicki Boguszewski

From: Vicki Boguszewski
Sent: Thursday, June 01, 2017 5:14 PM
To: Patrick Wright
Cc: Carolyn Sheldon; George Wallace (gwallace@cityofkeywest-fl.gov); Maria Ratcliff
Subject: RE: NEA Grant Kick-off Meeting

Hi all,
In light of my own circumstances and lack of availability over the last two weeks, it would seem that this meeting will need to be pushed forward a week or two; particularly since we have not yet confirmed the date and it is fast approaching. I would like to schedule this asap and therefore, Patrick, I would appreciate approval from you to set something firm and send invitations when you return to the office next week.
Thank you!

Best regards,
Vicki

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From: Vicki Boguszewski
Sent: Wednesday, May 17, 2017 11:49 AM
To: Patrick Wright <pwright@cityofkeywest-fl.gov>
Cc: Carolyn Sheldon <csheldon@cityofkeywest-fl.gov>; George Wallace (gwallace@cityofkeywest-fl.gov) <gwallace@cityofkeywest-fl.gov>
Subject: RE: NEA Grant Kick-off Meeting

Hi,
I have checked with Maria about the conference room and this date and time do work for that space. We could move the meeting to another room to keep the date and time, or keep the room and move the meeting to Monday June 5, 2017 at 2pm.
It would be my preference to use the bigger room and meet on 6/5. What do you recommend?
I would like to send the invite this week sometime, to prepare the partners.

Thank you!

Best regards,
Vicki



From: Vicki Boguszewski
Sent: Wednesday, May 10, 2017 10:13 AM
To: Patrick Wright <pwright@cityofkeywest-fl.gov>
Cc: Carolyn Sheldon <csheldon@cityofkeywest-fl.gov>; George Wallace (gwallace@cityofkeywest-fl.gov)
<gwallace@cityofkeywest-fl.gov>
Subject: NEA Grant Kick-off Meeting

Hi all,
The NEA grant approvals are all in place now and we are ready to begin moving things forward.
As the timeline indicates the first task is an RFQ for the Consultant; however, it has been suggested that since so much time has passed since the application for the grant, it would be a benefit to bring the partners together for a kick-off meeting to be sure everyone is on the same page. I would like to schedule this meeting on or around Wednesday May 31, 2017 at 2pm in the Executive Conference Room on the second floor.
I have attached the Line Item Budget which lists the primary committed partners and the Timeline mentioned above.
Thank you!

Best regards,
Vicki

