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**From:** Gordon Anderson [gordon@gandersonassociates.com]  
**Sent:** 8/22/2019 9:10:07 AM  
**To:** Bettye Griffith [/o=Inglewood/ou=Exchange Administrative Group  
(FYDIBOHF23SPDLT)/cn=Recipients/cn=dd1d9dc616a84cde966b3976d88fd603-Bettye Griffith]  
**CC:** Mindala Wilcox [/o=Inglewood/ou=Exchange Administrative Group  
(FYDIBOHF23SPDLT)/cn=Recipients/cn=b46bfd8a1e12482fb4f973bea21d23c4-Mindala Wilcox]  
**Subject:** IBEC: Reminder to Upload Emails/Documents for Clippers/Murphy's Bowl project  
**Attachments:** IBEC: Communication Protocol Update  
**Importance:** High

Hi Bettye,

Quick reminder, we must upload emails/documents to Murphy's Bowl Drive twice a week (Monday and Wednesday) by 10am. (see attached email)

Recognizing that you may not regularly receive emails or material regarding the project, we still need you to at least weekly note in Murphy's Bowl Drive that you have nothing to upload. Of course, if you should begin regularly receiving emails and material regarding the project you will need to upload twice a week per the attached email.

Thanks.

Gordon Anderson,  
City Consultant