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**From:** francis derby <fjderby@gmail.com>  
**Sent:** Tuesday, May 15, 2012 6:14 PM  
**To:** Sarah K  
**Cc:** Richard Kahn  
**Subject:** This week

Sarah,

Wanted to let you know what I have planned for= this week and keep you posted on progress.

I h=ve been to the office to sign all papers for employment this morning. For =he rest of the day I will be cleaning and organizing the kitchen and shopp=ng for dry goods things needed to organize.

Tomorrow and part of thursday I will be meeting with St=ve Hanson, and his service director to work on training manual for the sta=f and whatever new staff you may hire. Hoping to be back in the kitchen by=friday to work with rich on getting the ice machine and dishwashers here a= 71st street sorted out.

71st street shold be done by saturday then i'd like to get into=the other kitchens(New Mexico and Palm Beach) for at least two days each a=ter that. Perhaps I can leave on monday or tues to get that started.

Then if possible I'd like to get back in the kitche= for a day or two before JE returns. I'd like to work on a few new rec=pes we spoke about, and start to train staff. I will keep you posted on =ll things.

Thank You  
Francis

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