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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 have been to the office to sign all papers for employment this morning. For the rest of the day I will be cleaning and organizing the kitchen and shopping for dry goods things needed to organize.

Tomorrow and part of thursday I will be meeting with Steve Hanson, and his service director to work on training manual for the staff 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 at 71st street sorted out. 71st street should 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 after that. Perhaps I can leave on monday or tues to get that started.

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

Thank You  
Francis

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Francis J. Derby  
fjderby@gmail.com <mailto:fjderby@gmail.com>  
646.406.1786 <tel:646.406.1786>