

To: G Max[REDACTED]
From: [REDACTED]
Sent: Tue 6/17/2003 11:07:02 AM
Subject: [Fwd: Update]

Dear Miss Maxwell,

Good day. In response to Norman Luxenburgs message below, I will explain Stephen's departure and tell him that the Director of Development position is still in the recruitment stage. I will tell him that we should have a sense of his status by the end of the week.

So, hopefully you will be able to give a sense of Norman's status in a few days. Thank you and good luck with the interviews scheduled so far.

Kind regards,

Werner

norman luxemburg wrote:

> Dear Werner,
>
> Just wanted to let you know that I have not heard back from Mr.
> Galistinos or Mr. Epstein. I sent a sample of a "project status memo"
> to Ms. Maxwell last week as requested. I don't know if this is what
> she was looking for, but it's all I have on hand at the moment.
>
> Ms. Maxwell seems very concerned about reporting procedures. All I can
> say (which is what I told Ms. Maxwell) is that I will gladly prepare
> and submit construction progress reports as often as she would like and
> in whatever manner she or Mr. Epstein prefer. (What I sent Ms. Maxwell
> was a pretty basic project memorandum. I also am accustomed to
> preparing spreadsheet style reports (excel), critical path timelines,
> budgets, photo reports by e-mail, etc. etc.) Ultimately, I am very hard
> working and very flexible and I will do whatever is necessary to
> satisfy Ms. Maxwell and Mr. Epstein.
>
> I remain very interested in the Director of Development position and
> look foward to continuing the dialogue.
>
> Thank you for all your help.
>
> Best regards,
>
> Norman
>

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