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**From:** jeffrey E. <jeevacation@gmail.com>  
**Sent:** Monday, January 8, 2018 2:44 PM  
**To:** Cecile de Jongh; Richard Kahn  
**Subject:** Re:

what else has to be done , tiles ? equipoment.=C2◆ office furn. ? phones? internet? ◆=A0

On Mon, =an 8, 2018 at 9:40 AM, Cecile de Jongh <[REDACTED]=gt; wrote:

Goo= morning Jeffrey,

Office Construction: Ceil=ng tiles will be put up the week of January 16th as I have confirmed with =immy that he will have a crew here to install them. Carpet will be i=stalled the week of January 22nd.

Cashkim:=C2◆ Ok re discussion. As you know, he is taking the pictures on LS= and he has been doing projects for Daphne. I have also assigned him=a project to go through the files that are now seven years old and scan an= shred them.

Jermaine: I can look fo= someone who has an IT background to help Jermaine. We did try to hire som=one for him a few years ago. Liston Thomas helps Jermaine on a contr=ctual basis.

Ann='s Receipts: Cashkim should be drafted to help Anna with her rec=ipt backlog and going forward. He is very organized.

With warm regards,

Cecile de Jongh

On Monday, January◆=E 08, 2018 09:◆=80◆38:07 AM AST, j=ffrey E. <jeevacation@gmail.com> <mailto:jeevacation@gmail.com> wrote:

plesae see to it that the office contrsuctio= is complete soon. this is silly. . w= need to discuss cashkim. ? getting extra help for jerma=n. . it seems anas recpets are undone since JUNE!! .

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