

The logo for Conifer, featuring the word "Conifer" in a white, sans-serif font with a stylized tree icon integrated into the letter 'o', set against a dark blue parallelogram background.

## Circular

01/18

CR No. \_\_\_\_\_

RE: **CHANGES AT CONIFER**

\_\_\_\_\_

**APRIL 25, 2018**

*(VIA E-MAIL)*

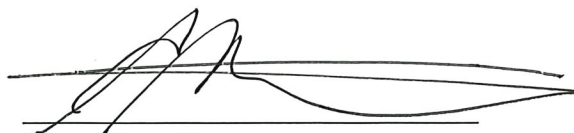
We are pleased to announce that Kaleigh has recently had a baby boy! He is beautiful and mom is doing well. We really miss Kaleigh though, and finding her replacement was no easy task, especially after prematurely losing Youshita in the middle of our annual audit!

After a second search, on April 16<sup>th</sup> we welcomed Kaitlyn Ward into the role of Administrative Assistant. Kaitlyn comes to us straight out of college, just recently completing a Business Management Diploma. You will see her email in your in-box immediately as we smother her in piles of work trying to catch-up! Please do welcome Kaitlyn when the opportunity presents itself.

Another big change at the Association involves direct phone lines - and we are finally up and running! Besides our regular reception line (250) 564-5166, you may now call directly to:

Mike	778-764-5595
Elna	778-764-5594
Cam	778-764-5573
Shannon	778-764-5572

If there is anything you need, or if there is anything that we have missed during this transition period - please don't hesitate to contact us. You are important to all that we do!

A handwritten signature in black ink, appearing to read "Elna Martell", written over a horizontal line.

Elna Martell,  
*Manager, Employee Benefit Plans*

EM/kw

April 25, 2018