

From: Liza Hodskins
Sent: Tuesday, January 15, 2019 11:51 AM EST
To: Fava, Andrea <afava@amazon.com>
CC: Ruff, Emi <emiruff@amazon.com>
Subject: RE: Amazon team in DC on 1/18

Hi, Andrea,

Unfortunately, Erik just cannot make it on Friday. If there is another time available, we can try to make that work. (For instance, Erik is free Thursday 11:30-1 and 2:30-4, and it's possible we could move some other things around that day).

FYI, generally he (and most of the board members) are here Tuesdays and Thursdays. Some of them have other jobs that take up the other days, and those are often difficult to move—but then sometimes we can, so feel free to ask.

Watch out for that black ice!

Liza

From: Fava, Andrea [mailto:afava@amazon.com]
Sent: Tuesday, January 15, 2019 10:47 AM
To: Erik Gutshall <egutshall@arlingtonva.us>
Cc: Liza Hodskins <Lhodskins@arlingtonva.us>; Ruff, Emi <emiruff@amazon.com>
Subject: Amazon team in DC on 1/18

Dear Erik,

Our Vice President of Global Real Estate, John Schoettler, and Vice President for HR, Ardine Williams, will now both be in Arlington later this week. Any chance you would be available to meet with us the morning of January 18?

John's team is leading the effort on the design and development of our new headquarters. Ardine will lead our workforce development efforts for our new headquarters. I know they would appreciate the opportunity to meet with you if your schedule allows. If not, we'll ensure we find another time for this.

Very best,

Andrea

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