

FRIDAY LETTER
November 16, 2018

1. **Dave's transition to Manager/Operator.** Based on responses from the Board to last week's discussion draft, Dave and I are recommending the attached Agreement and Scope of Work. Changes from last week's draft are highlighted in red. We had the wrong date in the Agreement and we left out 4 tasks from an earlier draft of the Scope.

The Executive Committee met with Dave last Saturday and will have a detailed report at our next Board meeting on November 26.

2. **Operator's Report.** Based on board member suggestions, Dave and I have agreed that he will begin preparing a weekly written report to the Board on current activities as a way to improve his skills in anticipation of taking over the Friday letter when he becomes the new Operator/Manager.

In a separate transmission, I have forwarded his first report to all of you, along with my suggestions for improvement. You can all help in this training, by "reply to all" with your own comments and suggestions for Dave. This is a new skill for Dave, but I am confident he will improve rapidly with constructive coaching.

Kelly