

Message for Ellis, Cathy

From: Ellis, Cathy
Date: Wed, Nov 1, 1995 1:22 PM
Subject: RE: mcvicker visit
To: Allison, Jo

No - talk to Jerry and Ken Cox

From: Allison, Jo on Wed, Nov 1, 1995 9:58 AM
Subject: RE: mcvicker visit
To: Ellis, Cathy

I have posted - Hazel is handling all McVicker visits. She will take care of conference room, refreshments and lunch. Will staff be there all day or just for their parts? I need to let Hazel know who on staff will be at lunch. Should I invite all of them?
 Thanks,
 Jo

From: Ellis, Cathy on Tue, Oct 31, 1995 11:44 PM
Subject: FW: mcvicker visit
To: Allison, Jo
File(s): McVickerResPres.II

Jo - please post, get AI (bump if need be) and order box or buffet lunch. We plan to have a working lunch with just a few people (we currently plan to have an issues discussion). Whidby/Cox will be able to guide you on how many to plan for.
 Please let staff know of the times. They have a draft agenda which I am attaching for you.

From: kinser@pm23 on Tue, Oct 31, 1995 7:50 PM
Subject: mcvicker visit
To: Ellis, Cathy
Cc: lilly#m#_cliff@mac58; kinser_robin@pml60

Hi Cathy--

I had a meeting with Cliff today which occurred right after he had talked to McVicker. Cliff told me more about arrangements for the Research Directorate orientation, and I offered to convey them to you.

We are set for 8 a.m. -- 6 p.m. on Thursday, Nov. 16. Bob has a 6:50 flight. He asked that you be reminded that he has visited lots of analytical laboratories, but said that you will know what he likes regarding which labs to be visited here.

Robin

2057068992

2057068992A

2057068992B

2057068992C