

WEEKLY MEMO

TO:	PRESIDENTS AND SECRETARIES
DATE:	<i>February 1 2018</i>
FROM:	BV CEO – Justin Huber
SUBJECT:	BV Office Move

Dear Club Presidents and Secretaries,

In recent months I have been discussing better communication strategies with a number of you. As a result of these discussions I aim for this MEMO to represent the start of a weekly update from our office to you directly. These updates will cover various subjects related to the diverse spectrum of topics handled at the coal face, week in and week out.

I aim for these updates to be short and sharp, easy to read and digest, and easily distributed amongst your members and stakeholders.

So with these aims in mind I'd like to communicate today's subject, which is BV's office relocation to Melbourne Ballpark.

The BV Board unanimously resolved to approve this move during a Directors meeting held in August 2017. This decision was made for a number of strategic reasons and over the last couple of months we have been working through mechanics of this task.

Nearing the end of this process, the BV staff will be completing the physical relocation to Melbourne Ballpark over the coming weeks. For this reason we would like to manage your expectation around the physical presence of our staff in the BV office. To clarify this sentence, over the coming weeks you may encounter periods where our staff members are not reachable on the BV office phone line (96458000).

As a measure to prevent disruption over this period, all of our staff are reachable and available on their mobile phones during office hours.

These numbers are:

Justin Huber	0422 178 059
Jeff Paull	0419 116 155
Sam Creed	0402 268 875
Kelsey Quinn	0429 447 958
Michelle Brewster	0419 322 311
Les Flower	0411 869 831
Damian Shanahan	0419 466 394
Stewart Howe	0412 145 282

GAIN. TRAIN. RETAIN. SUSTAIN.

