

From: Craig A. Miller Sr.
To: [Leona Graham](#)
Cc: [Bruce Hentges](#); [Amanda Renshaw](#); [Trisha Militello](#); [Lara Slavkin](#)
Subject: Re: PEC's Availability to Attend ISB Furniture Fair
Date: Wednesday, November 02, 2016 2:16:06 PM

Leona,

Yes, cancel the reservations for the November and December dates. January 24th and 25th of 2017 are the new dates for the Furniture Fair.

CAM Sr.

Sent from my iPhone

On Nov 2, 2016, at 10:07 AM, "Leona Graham" <leonagraham14@webster.edu> wrote:

Hi Craig,

The second floor of Luhr Hall is reserved for the furniture fair from 01/16/2017 – 01/27/2017. I reserved the week before the fair to provide a little more time for Facilities Operations to set up the shelving.

Are we ok to go ahead and release the reservation for the November and December dates?

Thanks,

Leona

From: Craig A. Miller, Sr. [<mailto:craigmiller29@webster.edu>]
Sent: Wednesday, November 02, 2016 9:58 AM
To: joanmatt77@webster.edu; 'Jeanene George' <jeanenegeorge96@webster.edu>; 'Dana Sprehe' <danasprenhe27@webster.edu>
Cc: 'Leona Graham' <leonagraham14@webster.edu>; 'Kenneth Creehan' <creehan@webster.edu>
Subject: FW: PEC's Availability to Attend ISB Furniture Fair

All,

Due to the President's and Provost's schedule, the ISB Furniture Fair will occur on January 24th and 25th from 8:30 am – 6:00 pm on the 2nd floor of Luhr Hall. Could you please inform me if the PEC can meet with Spellman Brady, Leona Graham, and me on January 24th from 10:00 am – 11:00 am for a tour/walk through of the Furniture Fair? Your immediate response would be greatly appreciated.

Sincerely,

CAM Sr.

From: Dana Sprehe [<mailto:danasphe27@webster.edu>]
Sent: Tuesday, November 01, 2016 1:33 PM
To: Craig A. Miller, Sr. <craigmiller29@webster.edu>
Cc: Dana Sprehe <danasphe27@webster.edu>
Subject: Re: PEC's Availability to Attend ISB Furniture Fair

If we try for the week of December 5 she would only have 30 minutes.

Dana Sprehe
Coordinator - Office of the President
Webster University | 470 E. Lockwood Ave. | St. Louis, MO 63119
Office: 314.246.4218

On Nov 1, 2016, at 1:18 PM, Craig A. Miller, Sr.
<craigmiller29@webster.edu> wrote:

Dana,

Did the President indicate a preferred date for her attendance at the furniture? Will the week of December 5th work or January 23rd?

CAM Sr.

From: Dana Sprehe [<mailto:danasphe27@webster.edu>]
Sent: Tuesday, November 01, 2016 1:12 PM
To: Craig A. Miller, Sr. <craigmiller29@webster.edu>
Cc: Dana Sprehe <danasphe27@webster.edu>
Subject: Re: PEC's Availability to Attend ISB Furniture Fair

Hi, Craig,

Beth will just do a walk through - she does not need to do any type of kick off.

Thanks!

Dana Sprehe
Coordinator - Office of the President
Webster University | 470 E. Lockwood Ave. | St. Louis, MO 63119
Office: 314.246.4218

On Oct 28, 2016, at 8:32 AM, Craig A. Miller, Sr.
<craigmiller29@webster.edu> wrote:

Thanks Dana!

I conversed with President Stroble yesterday at the GLA function, and she is sure that we can work something out. Have a great day and weekend!

CAM Sr.

From: Dana Sprehe [<mailto:danaspreihe27@webster.edu>]
Sent: Friday, October 28, 2016 8:23 AM
To: Craig A. Miller, Sr. <craigmiller29@webster.edu>
Cc: Dana Sprehe <danaspreihe27@webster.edu>
Subject: Re: PEC's Availability to Attend ISB Furniture Fair

Hi, Craig,

Beth is traveling on November 29 - December 3 and again December 8-9. Due to her heavy travel schedule her days in-between are packed with meetings - most of which I am unable to reschedule as they involve a large variety of internal and external groups.

I will let her know about your request compared with her calendar and see what she would like to do.

Best wishes,

Dana Sprehe
Coordinator - Office of the President
Webster University | 470 E. Lockwood Ave. | St. Louis,
MO 63119
Office: 314.246.4218

On Oct 27, 2016, at 4:25 PM, Craig A.
Miller, Sr. <craigmiller29@webster.edu>
wrote:

Dana,

Is President Stroble available on November 29th and 30th or any other time in early December (i.e., December 8th or 9th)? Could you see if her schedule could be adjusted to attend this event for one to two hours during the week of December 5th? Thanks in advance for your assistance.

Sincerely,

CAM Sr.

From: Dana Sprehe
[<mailto:danaspreihe27@webster.edu>]
Sent: Thursday, October 27, 2016 2:55 PM
To: Craig A. Miller, Sr.
<craigmiller29@webster.edu>
Cc: Dana Sprehe
<danaspreihe27@webster.edu>
Subject: Re: PEC's Availability to Attend ISB Furniture Fair

Good afternoon, Craig,

Beth is traveling on 12/1 and 12/2 and her schedule is currently full on 12/5 and 12/6.

Best wishes,

Dana Sprehe
Coordinator - Office of the President
Webster University | 470 E. Lockwood Ave.
| St. Louis, MO 63119
Office: 314.246.4218

On Oct 27, 2016, at 11:46 AM,
Craig A. Miller, Sr.
<craigmiller29@webster.edu>
wrote:

Dear ladies,

Could you please check the PEC's availability to attend the ISB's Furniture Fair which will occur on the 2nd floor of Luhr Hall? The Furniture Fair will occur on two consecutive days from 8:30 am – 6:00 pm. I opine the PEC will only want to attend on the first day of the fair. Please ask them if they would like to kick off this fair by having a ceremony on the first day where they would speak to the attendees and receive a guided tour of the furniture on display facilitated by Spellman Brady Company. Two hours total of their time may be needed for the ceremony and tour of the furniture. I look forward to your response. Have a wonderful day!

Sincerely,

CAM Sr.

12/1/2016 – 8:30 am -10:30 am
or anytime the PEC is available
12/2/2016 – 8:30 am -10:30 am
or anytime the PEC is available
12/5/2016 – 8:30 am -10:30 am
or anytime the PEC is available
12/6/2016 – 8:30 am -10:30 am
or anytime the PEC is available